

04.02.

1877

NAVY ORDERS

1918.



DEPARTMENT OF DEFENCE
LIBRARY.

CLASS
NUMBER. 04.02

ACCESSION
NUMBER. 1877

INDEX

TO

NAVY ORDERS,

1918.

C.2906.

INDEX.

	No. of N.O.
A.	
Accident Form	79
Accounts—General Mess	66, 127
Address of District Naval Officer, South Australia	104
Advancement of Officers' Stewards and Cooks	44
Advances, Treasury	156
Allowances, dependent parent	99
Allowances, marriage	98
Allowances, separation, R.A.N.B.	82, 121
Allowances, uniform, entries in ship's ledger	101
Allowances, travelling, payment of, other districts	188
Allowances for Civilian Officers, holding position in Defence Citizen Forces	195
Ammunition, Naval Cordite Regulations, 1917	16
Appliances, medical, for members of Sea-going Forces, after active service afloat	60
Applications for discharge or demobilization	113
Appointments to R.A.N. Auxiliary Services	31, 72, 188
Assistant Paymaster, examination for	43
Attendance, medical, Sea-going Forces	37, 64
Attendance, medical, R.A.N.B.	115
Australian National War Museum, establishment of	9
Awards for destruction of enemy mines	108
B.	
Badges, Qualifying Service, for award	59
Badges, distinction, officers' stewards and cooks	19
Badges, issue of, to nearest female relative	34
Badges for war service	178, 189, 191
Badges, reject	190
Badges, seamen, substitution of yellow silk for gold	196
Badges, silver war, and H.M. the King's certificate on discharge	33
Baggage, forwarding, by sea	48
Books, white canvas bags for	94
Books, surplus, return of	183
C.	
Cablegrams, transmission of	6
Calling arrangements for ships visiting Yokohama	91
Cancellation of railway tickets	153
Cap ribbons, seamen's, length	52
Cap ribbons, wearing of, with ships' names	149
Cartridges, half-yearly statement of cartridges on board	147, 164
Chevrons	62, 71, 111, 118, 137, 181, 189
Citizen Forces, allowance to civilian officers holding position in	195
Civilian Staff at Williamstown Naval Depot, medical treatment of	102
Claims for salvage by H.M.A. Ships	27
Clothing Accounts	157, 184
Clothing, allowance to men discharged	159
Clothing, prices of seamen's	77
Cloth Suits, ratings not dressed as seamen, optional, and serge in lieu	8, 25
Collars, soft, white and black silk neckties, wearing of	14
Command of torpedo boat destroyers, examination for	73
Commemorative relics <i>ca Emden</i>	58
Commissions to accompany resignations	97
Compulsory Training, exemption of members of R.A.N.B. on active service	42
Concessions to returned men	70, 143, 148, 176, 192
Conditions of Service and Pay, R.A.N. Auxiliary Services (non sea-going)	72

INDEX.

iii

	No. of N.O.
Consolidated Pay, increments to persons on	167
Contracts for provisions	166
Cookery, School of	65
Cordite Regulations, 1917	16
Corrections to Financial and Allowance Regulations	38, 49, 68, 81, 89, 100, 112, 119, 138, 163, 177
<i>bonities, etc to — Day Out</i>	
D.	
Damage done by H.M.A. Ships or Boats, &c.	75
Deferred Pay, notation of payment on service certificate	160
Definitions of military theatres of operations	152
Dental treatment in the R.A.N.	17
Dependent allowance	99
Director of Navy Accounts, telegraphic address	180
Discharge or demobilization from home service, medical examination on	161
Discharged, clothing gratuity to men	159
Discharge by purchase, refund on re-entry in R.A.N.	174
Discharges, deaths, and desertions, rendering of return	185
Discharge or demobilization, application for free	113
Discharge or demobilization, medical survey on	39, 110
Disinfectant at Sydney	26
District and Sub-District Naval Medical Officers, regulations for	54
District Naval Officer, South Australia, postal address	104
Dutiable Stores, shipment to H.M.A. Ships	165
E.	
Economy to be enforced	69
Employment of ex-service ratings, in H.M.A. Naval Establishments	32
Employment, preference to returned sailors	93
<i>Emden</i> commemorative relics	58
Enemy mines, award for destruction of	108
Engine-room ratings, instruction of	24
Entries and Engagements, rendering of return	185
Examination for command of torpedo boat destroyers	73
Examination for rank of Assistant Paymaster	43
Examination, medical, on discharge or demobilization	39, 110
Examination of sick berth ratings	36
Examination of victualling ratings	109
F.	
Financial and Allowance Regulations, corrections to	38, 49, 68, 81, 89, 100, 112, 119, 138, 163, 177
Foreign Service Leave	22, 120, 133, 179
Form A.M. 143z, Accident Note	79
Forms, new and revised	45, 84, 144, 145
Forms occasionally required	85, 107, 114
Forms, unused return of, &c.	183
Forms, medical history sheet register	146
Free admissions to Zoological Park, Sydney	143
Free kit on entry	139
Free passages to Australia	35, 130, 194
Furniture, care of official	129
H.	
Half-yearly statement of cartridges on board H.M.A. Ships	147, 164
Hat and cap ribbons, seamen's, length of	52
Holidays, public	154
Holiday pay, H.M.A. Naval Establishments	197
Home Service, medical examination on discharge or demobilization from	161
Hospital charges at St. Vincent Hospital, Sydney, increase of	13
Hospital treatment, scale of fees for surgical operations	12
Humane Society, Australasian Medal of the Royal	11
Hurt Certificates, R.A.N. Brigade	74

No. of
N.O.

I.

Increments of pay to officers	80
Increments of pay to persons on consolidated rates	167, 198
Indulgence passages to Australia	35, 130, 194
Instruction of engine-room ratings	24
Instruments, medicines, amendment to scale of, for service afloat	90

J.

Journal, medical officer's	96
------------------------------------	----

K.

Kit, free on entry	139
----------------------------	-----

L.

Leave, accumulated, R.A.N. Brigade	41
Leave, foreign service	22, 120, 133, 179
Leave, pay, &c., of ratings returning from service overseas	133
Leave, sick, to members of the Permanent Sea-going Forces	76
Letters, free transmission of, from sailors on active service	142
Letters, redirection of	182
Lime juice bottles, return of	151

M.

Mails, despatch from H.M.A. Ships	23, 40
Marriage allowance	98
Mate (S.), promotion to	61
Matron and Nursing Sisters, R.A.N. College, travelling	55
Medal of the Australasian Royal Humane Society	11
Medical Accident Form (A.M. 143z)	79
Medical attendance	37, 64
Medical examination of recruits, men and boys	29, 173
Medical examination on discharge or demobilization from home service	161
Medical History Sheet Register	146
Medical Officers, regulations for District and sub-District, Naval	54
Medical Officers' Journal	96
Medical Officers, R.A.N.B., payment of	117
Medical Stores, supply of vaccines	53
Medical survey on discharge or demobilization	39, 110
Medical treatment of tuberculosis patients	50
Medical treatment and appliances for members of the Permanent Sea-going Forces, after active service afloat during the war	60
Medical treatment of civilian staff at Williamstown Naval Depot	102
Medical treatment of R.A.N.B. mobilized for home service	115
Mental cases, procedure to be adopted in dealing with	2
Messages to the Fleet (Armistice)	171
Mess traps, seamen's	95
Medicines, amendment to scale of	90
Military theatres of operations, definition of	162
Military Hospitals, ratings in	187
Mines, merchant ships reporting	108, 131
Misappropriation of public moneys or stores	175

N.

Naval Cordite Regulations, 1917	16
Naval Establishments, employment of ex-service ratings in	32
Naval Establishments, holidays	154
Naval Establishments, holiday pay	197
Naval information, communicating to press	10
Naval Recruiting Office	51
Nurses, Sisters, R.A.N. College, railway travelling of	55

30

56

No. of
N.O.

O.

Occasional forms	85, 107, 114
Officers, Medical, R.A.N.B., payment of	117
Officers, Medical, Journals	96
Officers' pay, increments of	80
Officers' stewards and cooks, advancement of	44
Officers' stewards and cooks, distinction badges	19
Officers' uniforms, substitution of service serge for blue cloth	20
Oil fuel, method of ascertaining quantity supplied to ships	7
Overtime to temporary civilian junior clerks	103

P.

Passages (Repatriation)	35, 130, 194
Passages to Australia, members R.N. Forces	150
Pay and conditions of service, R.A.N. Auxiliary Service, non sea-going	72
Pay, increments to officers	80
Pay, increments to persons on consolidated rates	167, 198
Pay of officers, R.A.N.B., mobilized or entered for home service	170
Pay of R.A.N.B., Peace training	128
Pay at Naval Establishments, holidays	197
Pay, &c., of ratings returning from service overseas	133
Payment of medical officers, R.A.N.B.	117
Peace celebrations	186
Pension, Royal Fleet Reserve, age, applications for	105
Periodical returns of entries and discharges, &c.	185
Physical training qualifications	47
Port Divisions, addition of Fremantle	21
Postal address, D.N.O., South Australia	104
Postal address of <i>Tingira</i>	83
Press, communicating Naval information to	10
Prices of provisions, General Mess	57, 122
Prices of seamen's clothing	77
Promotion to Mate (S.)	61
Promotion of Writer Branch	172
Provision and clothing account, supply notes required	184
Provisions, purchase of	127, 162, 166
Provisions, report of survey on	125
Public moneys or stores, misappropriation of	175
Purchase money, refund, on re-entry in R.A.N.	174

R.

Railway concessions for returned men	70, 148, 176, 192
Railway travelling, concessions, general	70, 92, 134, 135
Railway travelling, transcontinental line	28
Railway, transcontinental, meals on	48
Railway tickets, cancellation of	153
Railway Warrants to Williamstown	18
R.A.N. Bridging Train, discharge of ratings	169
R.A.N. Auxiliary Services, appointments to	31, 72, 188
R.A.N.B. Staff, accumulation of leave	41
R.A.N.B., exemptions from compulsory training	42
R.A.N.B., Hurt Certificates	74
R.A.N.B., mobilized or enlisted for home service, medical treatment of	115
R.A.N.B., payment of Medical Officers	117
R.A.N.B., Peace training pay	128
R.A.N.B., officers mobilized or enlisted for home service, pay of	170
R.A.N.B., ratings serving in the R.A.N.	4
R.A.N.B., separation allowance	82, 121
R.A.N. Radio Service, applications for appointment	188
R.A.N. Radio Service, members unfit for further service	116
R.A.N. Radio Service, uniform	140
Ratings in Military Hospitals	187
Ratings returning from service overseas	133

	No. of N.O.
Ratings, examination of victualling	109
Recruiting Office, Naval	51
Recruits for <i>Tingira</i>	124
Redirection of letters	182
Regulations, recruiting	29, 63, 78, 88, 173
Reject Badges	190
Reserve, Royal Australian Fleet	46
Requests to be forwarded through proper channels	87
Resignations, commissions to accompany	97
Return of entries, engagements, deaths, desertions, discharges	185
Return passages to Australia (Royal Navy)	150
Return, half-yearly, of cartridges on board H.M.A. Ships	147, 164
Returned men, concessions to	70, 143, 148, 176, 192
Returned sailors, preference in employment	93
Returned Sailor's Badge, issue of	178, 191
Revised forms	45, 84, 144, 145
Royal Australian Fleet Reserve	46
Royal Fleet Reserve, age pension, applications for	105
S.	
Salvage, claims for, by H.M.A. Ships	27
School of Cookery	65
Seamen's hat and cap ribbons, length of	52
Seamen's mess traps	95
Seamen's clothing, price of	77
Separation allowance, R.A.N.B.	82, 121
Serge uniform for Class III. ratings	136
Service certificate, notation on, of deferred pay paid	160
Shipments of dutiable stores to H.M.A. Ships	165
Sick berth ratings, examination of	36
Sick leave, Permanent Sea-going Force	76
Stationery, supply in kind to H.M.A. Ships	126
Steam disinfectant at Sydney	26
Stores and materials issued, percentage charges	86
Stores, misappropriation of	175
Surgical operations, scale of fees	12
T.	
Telegrams, transmission of	6
Telegraphic address, Director of Navy Accounts	180
<i>Tingira</i> , postal address	83
Tobacco and cigarettes, shipment to H.M.A. Ships	15
Torpedo ratings employed on clerical duties	3
Torpedo boat destroyers, examination for command of	73
Travelling allowances, payment of, other districts	168
Travelling railway	55, 92
Travelling, transcontinental railway, meals on	28
Treasury Advances	156
Tuberculosis, treatment of patients	50
U.	
Uniform allowances	101, 135
Uniform, cloth suits, ratings not dressed as seamen	8, 25
Uniform, free kit on entry	139
Uniform, officer's, substitution of serge for blue cloth	20
Uniform of R.A.N. Radio Service	140
Uniform, seamen's badges, substitution of yellow silk for gold	196
Uniform, seamen's hat and cap ribbons, length of	52
Uniform, service serge for Class III. ratings	136
Uniform, soft white collars and black silk neckties, wearing of	14
Uniform, wearing of cap ribbons with ship's name	149

	No. of N.O.
V.	
Vaccines, supply of	53
Victualling arrangements, carving of food	132
Victualling, general rate and fixed issuing prices	57, 122
Victualling, instructions as to purchase of provisions	162, 166
Victualling, purchase of provisions, &c., and accounting for same	127, 184
Victualling ratings, examination of	109
Victualling, reports of survey on provisions	125
Victualling, return of lime juice bottles	151
Victualling, supervision of, in H.M.A. Fleet	141
W.	
War Museum, Australian National, establishment of	9
Writer Branch, promotion of	172
Y.	
Yokohama, calling arrangements for ships visiting	91
Z.	
Zoological Park, Sydney, free admission to	143



COMMONWEALTH FORCES.

NAVY ORDERS,
1918.

NAVY OFFICE,

Melbourne, 25th February, 1918.

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.

	Pages
Navy Order 1.—Assistant to Naval Secretariat	2
Navy Order 2.—Procedure to be adopted in dealing with Mental Cases in the R.A.N. ..	2
Navy Order 3.—Amendment to Navy Order No. 36 of 1917	5
Navy Order 4.—R.A.N.B. Ratings Serving in the R.A.N.	6
Navy Order 5.—Issue of Nearest Female Relatives' Badges	6
Navy Order 6.—Transmission of Cablegrams and Telegrams	7
Navy Order 7.—Method of Ascertaining Quantity of Oil Fuel Supplied to Ships, &c. ..	8
Navy Order 8.—Cloth Suits—Ratings not Dressed as Seamen	8

N.O. 1 ASSISTANT TO NAVAL SECRETARIAT.

1918. Fleet Paymaster Robert R. Hoare, R.N., has been appointed to the Navy Office for duty in connexion with war work and to assist the Secretariat, and he is authorized to sign communications and orders from the Naval Board "for Naval Secretary." (N.17/8402.)

N.O. 2 PROCEDURE TO BE ADOPTED IN DEALING WITH MENTAL CASES IN THE ROYAL AUSTRALIAN NAVY.

1918.

Commanding Officers are notified that, when dealing with mental cases in the Royal Australian Navy, the following procedure is to be adopted:—

1. Upon an officer or man showing signs of mental derangement or insanity, the Medical Officer of a ship or establishment is to consider the advisability of his being placed under observation, and should this be necessary, the patient is to be surveyed, if possible; if not, the Medical Officer is to obtain the services of another medical man, who will examine the patient, and if he is recommended for observation in a receiving house or for asylum treatment, the necessary certificates are to be made out.

2. The certificates are to be signed by two Medical Officers who have previously examined such person apart from each other, and separately signed the certificates.

3. (a) Any person who is, in the opinion of two medical practitioners, suffering from any mental ailment which renders it desirable that he should be placed under observation, may be received into a receiving house or hospital for insane upon production of a request under the hand of some person, usually the Commanding Officer, in the form or to the effect of the schedule adopted by the particular State, and such statement of particulars (*i.e.*, description of case) as is contained in the special schedule, accompanied by the certificates of such medical practitioners.

(Note.—If, after examination of such patient, the Superintendent thinks that such patient is not insane, and does not require treatment, he shall indorse upon the request and enter in the case-book his opinion that such patient is not insane and does not require treatment, and the patient shall be at once discharged from the receiving house or hospital for insane. If so required by the patient, the Superintendent shall give him a certificate of such opinion as indorsed upon the request.)

(b) If, after such examination, the Superintendent is of opinion that such person is insane, and requires treatment, the Superintendent shall thereupon make an order under his hand for the transfer of such patient to some hospital for the insane to be named in such order,

4. Every medical practitioner signing any certificate in connexion with the reception of any insane person into any hospital for the insane, receiving house, receiving ward, or licensed house shall specify thereon the facts upon which he has formed his opinion that the person to whom such certificate relates is insane, or apparently insane, distinguishing in such certificate facts observed by himself from facts communicated to him by others; and no person shall be received into any hospital for insane, receiving house, receiving ward, or licensed house, under any such certificate which purports to be founded only upon facts communicated by others.

5. The necessary certificates are (a) form of medical certificate to accompany order or request for reception of a person as a patient into a receiving house or hospital for insane (to be made out by each Medical Officer examining patient); (b) form of request for reception of patient into receiving house or hospital for insane. (This must *not* be signed by either of the Medical Officers, or the medical certificates are rendered invalid, but by the Commanding Officer.) (c) "Statement."—This is a description of the case, and should be signed by the Commanding Officer, and witnessed, when necessary, by a justice of the peace or minister of religion, the Medical Officer furnishing the necessary medical details.

6. The certificates are to be made out in triplicate, one copy forwarded to the Superintendent of the receiving house or hospital for insane, one to the Naval Board, and one retained.

7. A medical report giving full details of the cases, stating whether the case is considered to be a dangerous lunatic or not, whether the mental condition is considered to be attributable to the Service or not, and whether the friends are willing to take care of the patient (if this has been ascertained) is to accompany the certificate to the Naval Board.

8. The period of validity of certificates after examination by Medical Officers to the time of being received into a receiving house or hospital for insane varies—seven days is the shortest, and each case should be dealt with in that time.

9. Generally speaking, a medical certificate for the reception of a patient into a hospital for the insane or receiving house or receiving ward or any licensed house shall not be valid if any of the medical practitioners signing the same is—

- (a) a relative or guardian of the patient; or
- (b) the person by whom the request to receive is made; or
- (c) the Medical Superintendent or a Medical Officer of any hospital for the insane, receiving house, or receiving ward; or
- (d) in the case of a licensed house, the licensee, resident medical practitioner of, or a medical practitioner regularly visiting, the same; or

N.O. 2
1918,
continued.

N.O. 2
1918,
continued.

- (e) a partner, principal, assistant, or relative of the licensee of the licensed house; or
(f) a partner, principal, assistant, or relative of any other medical practitioner signing the certificate or request to receive; or
(g) an official visitor under the Act, or the Inspector-General.

10. The relatives are to be informed by the Commanding Officer when it is necessary to send a patient to a receiving house or asylum.

11. On being admitted into a receiving house, the patient will, without delay, be examined by the Superintendent, and will remain there for a period of one month, unless discharged from the receiving house to a hospital for the insane. This period may be extended, however, for another four (4) weeks if considered desirable by the Inspector-General or an official visitor.

12. If the Superintendent decides that the patient is insane, he is transferred by order, which will be accompanied by the request statement and the medical certificate received with the patient.

13. A patient will be considered as invalided without further survey, when he is certified as insane, that is, on his being received into an asylum.

14. No person who is under arrest for any indictable offence or who is in any way subject to be dealt with as one of the criminal insane shall be sent to or received into a receiving house, receiving ward, or hospital for the insane.

15. If any person, while imprisoned or detained in any gaol, or reformatory, or industrial school, or other place of confinement, under any sentence, or under a charge of any offence, or for not finding bail for good behaviour or to keep the peace, or to answer a criminal charge, or in consequence of any summary conviction or order by any Justice, shall appear to be insane, it shall be lawful for the Chief Secretary, Colonial Secretary, or Minister, upon receipt of certificate from two medical practitioners, to direct, by duplicate order under his hand, that such person shall be removed to some hospital for the insane, or for the criminal insane, as the Chief Secretary, Colonial Secretary, or Minister thinks proper and appoints.

16. The question as to whether the disease is attributable to the Service or not will be decided by the Director of Naval Medical Services, except when the patient has been surveyed, in which case the officers forming the Board of Survey will decide.

17. All approved claims will be settled by the Naval Board.

18. No patient is to be discharged invalided after survey without the sanction of the Naval Board.

19. A person who becomes insane through causes which are clearly attributable to the Service shall remain on full pay up to the date of his discharge from the hospital, receiving house, or asylum in which he is confined, or for a period not exceeding twelve (12) months from the date of his first admission into a hospital, receiving house, or asylum, whichever is earlier.

20. If discharged within the period referred to, compensation in accordance with the Financial and Allowance Regulations or war pension (if such provision is made by Parliament) may be awarded as from the date of discharge, based on the man's earning incapacity as assessed at the time of discharge. If discharged within the period referred to without having been certified as insane, he may, if considered advisable, be brought forward for survey with a view to his being invalided.

21. If the retention in an asylum extends beyond the twelve months' limit, compensation or war pension (if such provision is made by Parliament) at the rate of total incapacity may be awarded. (10/10.)

22. A patient whose mental condition is not considered to be attributable to the Service shall remain on full pay during the time he is in the receiving house, provided that full pay will not be continued for a longer period than 91 days if still retained in a receiving house under observation. Should he be discharged from the receiving house, he may, if considered advisable, be brought forward for survey and invalided; but should he be certified insane, and transferred to an asylum, he will be considered as invalided from the date of transfer. (Paragraphs 11 and 12.)

23. Should he have been previously invalided, and it was necessary to send him to a receiving house before he was discharged from the Service, he should continue on full pay while he is in the receiving house, and if discharged from the receiving house should be considered as discharged from the Service on that date; if transferred to an asylum, he should be considered as discharged from the Service on that date, the decision of the Board of Survey as regards the invaliding holding good without re-survey. (N.17/2292.)

AMENDMENT TO NAVY ORDER No. 36 of 1917, RELATIVE TO THE ALLOWANCE TO SEAMEN TORPEDOMAN EMPLOYED ON CLERICAL DUTIES WITH TORPEDO LIEUTENANT.

N.O. 3
1918.

The following amendment is to be made to Navy Order No. 36 of 1917:—

In line 6 of paragraph 1 after the words "a rate higher than that of" delete "Seaman Telegraphist" and substitute "Seaman Torpedoman." (N.17/5403.)

N.O. 4 R.A.N.B. RATINGS SERVING IN THE ROYAL AUSTRALIAN NAVY.

1918.

With regard to those R.A.N.B. ratings temporarily serving in the Royal Australian Navy, it has been represented to the Naval Board that the moving of these ratings from ship to ship without some advice being sent to the districts to which attached is causing serious dislocation at the various Naval Staff Offices.

2. It is imperative that each District Naval Officer should be aware of the whereabouts of every man in his district, and in future when a R.A.N.B. rating is transferred to another ship or establishment, a copy of the Transfer List should be forwarded to the Director of Naval Auxiliary Services, Normanby Chambers, Little Collins-street, Melbourne, who will transmit same to the District Naval Officer of the district to which the rating is attached.

3. Should it at any time be found necessary to discharge a R.A.N.B. rating from the Service for any reason, he should not be discharged direct to the shore, but to the Naval Staff Office of the district to which he is attached. A copy of the general record of the rating should accompany his papers, as under the Universal Training Act it is necessary that the record book of a trainee should contain a correct statement of all punishments by warrant, medical examinations, &c., before he is finally discharged from his obligation to render personal service under the Act.

4. Drafting rosters are being opened at each Naval Staff Office, and Commanding Officers of all ships and establishments should forward to the Director of Naval Auxiliary Services a return of all R.A.N.B. ratings at present serving, stating districts to which attached. (N.17/7835.)

N.O. 5 ISSUE OF NEAREST FEMALE RELATIVES' BADGES.

1918.

Approval has been given to the issue of a badge to the wife and/or mother or nearest female relative of officers and men who have served or are still serving in sea-going ships of the Royal Australian Navy, or in the Naval Expeditionary Force, New Guinea, since the outbreak of the war.

2. The mother of a married sailor will receive a badge as well as the wife, provided that one badge only may be issued to the one female relative.

3. Should the wife and/or mother be resident outside the Commonwealth, the officer or man in respect of whom the badge is claimed may make application for the award on behalf of his wife and/or mother, and his signature must be witnessed by an officer of the Royal Navy or Royal Australian Navy.

4. The badge will also be granted to those wives and/or mothers *resident in the Commonwealth* of officers and men who have served or are still serving in ships of the Royal Navy; but, before any award can be made in respect of the service of an officer or man in such ships, the particulars given in the application will have to be verified from records in London.

5. Bars will be attached to the badges to be issued to mothers who have more than one son on service in the Naval Forces, the badge denoting one son, and a bar being added for each additional son.

6. If a sailor be married or a widower, a badge will be issued to the nearest female relative in accordance with the following degrees of relationship:—

- 1st. If a sailor be married, the badge will be issued to his wife. The mother of a married sailor may also receive a badge on his account in the event of no unmarried son being on service in the Navy or in the Naval Expeditionary Force; or
- 2nd. If a sailor be a widower, the badge will be issuable to his eldest daughter living; or
- 3rd. If a sailor be a widower, without a daughter, his eldest sister may receive the badge.

7. If a sailor be unmarried, the degrees of relationship will be as follows:—

- Mother.
- Eldest sister.

8. In the event of any sailor not having any living relative as described above, it will be necessary for him to nominate his nearest female blood relation. (N.17/6912.)

TRANSMISSION OF CABLEGRAMS AND TELEGRAMS.

N.O. 6

1. Attention is drawn to the provisions of Financial and Allowance Regulations 90 and 91, in regard to the transmission of official cablegrams and telegrams. Officers responsible for expenditure should see that telegraphic communication is limited to messages of *urgency*, and to cases where the delay involved in the transmission of a letter by post would be *prejudicial to the public service*.

2. In cases where approval is given for private cablegrams or telegrams to be despatched to or on behalf of members of the Royal Australian Navy, civilian officers, or other persons, the cost of such messages must, in all cases, be paid by senders prior to transmission. In cases where private cables, &c., require reply to be sent, the cost of reply should also be collected, and an intimation given in cable that cost has been collected, e.g., "reply paid." In cases where cost of reply is to be collected from the addressee the words "collect reply" should be added to the message. (F.39/1/58.)

1918.

See
NO.
62/1918

N.O. 5
1918,
continued.

Replaced
by 34/1918

loan

Replac
by 30

Navy Orders 7 and 8 of 1918.]

N.O. 7 METHOD OF ASCERTAINING QUANTITY OF OIL FUEL SUPPLIED TO SHIPS, ETC. 1918.

1. Considerable difficulty has been experienced in connexion with the settlement of accounts for oil fuel supplied to H.M.A. Ships owing to the contractors having claimed on their measurement for the quantity of oil fuel delivered, and not on that certified by officers of H.M.A. Ships as having been received.

2. Officers of H.M.A. Ships are in future to inspect contractors' tanks—in the presence of their representative—whether ashore or afloat, before and after delivery of oil fuel, with a view to arriving at a comparison of the quantity of oil received as recorded by the contractors' tanks as against that shown by H.M.A. Ships' measurements.

3. In cases where an agreement cannot be arrived at as to the quantity actually delivered, officers of H.M.A. Ships should, besides stating the quantity delivered as per H.M.A. Ships' measurements, indorse the receipt given as follows:—

“The quantity claimed for by contractors is in accordance with measurements of their tanks, which were inspected before and after delivery.”

—(D.S.17/821.)

N.O. 8 CLOTH SUITS—RATINGS NOT DRESSED AS SEAMEN.

1918.

The wearing of cloth suits by Chief Petty Officers and by Petty Officers, men, and boys not dressed as seamen, is to be optional during the war. (D.V.17/2064.)



COMMONWEALTH FORCES

NAVY ORDERS,
1918.

NAVY OFFICE,

Melbourne, 1st March, 1918.

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 9—Establishment of an Australian National War Museum	3
Navy Order 10—Communicating Naval Information to Press	3
Navy Order 11—Australasian Medal of the Royal Humane Society	3
Navy Order 12—Hospital Treatment of Members of the Permanent Naval Forces—Scale of Fees for Surgical Operations	3
Navy Order 13—Increase in Charge for Attendance on Naval Patients (Men) at St. Vincent's Hospital, Sydney	4
Navy Order 14.—Soft White Collars and Black Silk Neckties	4
Navy Order 15.—Shipment of Tobacco and Cigarettes to H.M.A. Ships	4

ESTABLISHMENT OF AN AUSTRALIAN NATIONAL WAR MUSEUM. N.O. 9

1918.

Following the example of the Imperial Government, the Commonwealth Government has decided to establish an Australian National War Museum. A committee of the Cabinet has been appointed to supervise the inauguration of the War Museum in conjunction with Sir Henry Weedon, Chairman of the Melbourne Exhibition Trustees. Arrangements have been made for the war trophies, pictures, &c., available to be exhibited to the public at the Melbourne Exhibition Building pending their transfer at a later date to a permanent location.

2. Commanding Officers and others concerned are requested to make this known to the Officers and men under their command, who should be encouraged to donate relics of interest to the War Museum. Notification of all relics, &c., donated should be given to the Naval Secretary, Navy Office, Melbourne, when instructions will be issued as to disposal. (N.17/6949).

COMMUNICATING NAVAL INFORMATION TO PRESS. N.O. 10

1918.

With reference to Article 14 of the King's Regulations and Admiralty Instructions, it has come to the knowledge of the Naval Board that ratings on return to Australia from service abroad have communicated certain Naval information to the Press Representatives. Arrangements are to be made in all cases of ships conveying Naval Officers and Men from abroad for the Senior Officer of the first port of arrival to arrange for Naval draft to be mustered immediately on the ship's arrival, and for Officers and men to be specifically warned against communicating Naval information to strangers or to Press Representatives, for publication or for any other reason. Any case in which this warning is disregarded will be dealt with severely as a disciplinary offence. (N.18/160).

AUSTRALASIAN MEDAL OF THE ROYAL HUMANE SOCIETY. N.O. 11

1918.

The Admiralty have approved of the provisions of Chapter II., Section XVII., paragraph 161 of King's Regulations and Admiralty Instructions, relative to the wearing of medals and clasps awarded to Officers and men by the Royal Humane Society, being made applicable to members of the Royal Australian Navy in connexion with the Australasian Medal of the Royal Humane Society. (N.16/5679).

HOSPITAL TREATMENT OF MEMBERS OF THE PERMANENT NAVAL FORCES. N.O. 12

1918.

SCALE OF FEES FOR SURGICAL OPERATIONS.

With reference to Navy Order 1 of 1915 the scale of Fees contained therein is cancelled, and in future the following procedure is to be adopted.

When in an emergency operations are performed by Civil Surgeons upon officers and men at hospitals with which the



Navy Orders 12, 13, 14 and 15 of 1918.]

N.O. 12 service has no arrangements, and when patients cannot travel to a recognised hospital, the sum allowed in payment of such operations will be specially considered, but will not exceed £30 except in very exceptional circumstances. (N.17/8236).
1918,
continued.

N.O. 13 INCREASE IN CHARGE FOR ATTENDANCE ON NAVAL PATIENTS (MEN) AT ST. VINCENT'S HOSPITAL, SYDNEY.
1918.

The charge for attendance on Naval patients (men) at St. Vincent's Hospital, Sydney, has been increased to £2 2s. per week.

2. Navy Order No. 101 of 1915 should be amended accordingly. (N.17/8107).

N.O. 14 SOFT WHITE COLLARS AND BLACK SILK NECKTIES.

1918. Soft white collars of approved pattern may be worn by Chief Petty Officers and Petty Officers and men not dressed as seamen as an alternative to the present white linen collar.

2. When soft collars are worn, black silk neckties are to be the uniform pattern. Bow ties are not to be worn with these collars.

3. Stocks of the new pattern collars and neckties will shortly be available at Royal Edward Victualling Yard. (D.V. 18/82.)

N.O. 15 SHIPMENT OF TOBACCO AND CIGARETTES TO H.M.A. SHIPS.

1918. The approval of the Minister for Trade and Customs has been obtained to the forwarding of tobacco and cigarettes under bond to H.M.A. ships when outside territorial waters, on condition that the Department of the Navy undertakes that immediately on arrival of H.M.A. ships in Commonwealth waters the stores in question, or any unused portion thereof, will be placed under seal and remain so until the ship again departs from the Australian coast, or alternatively, if it is desired to use any of these stores in an Australian port, application shall be first made to the Collector, who will depute an officer of the Customs Department to issue the required quantity, upon which duty will be subsequently paid by the Department of the Navy or Officer concerned.

Commanding Officers are to ensure that the above conditions are strictly observed in all cases where advantage has been taken of this privilege.

Any departure from this condition would render the concession liable to be withdrawn. (N. 17/8064.)

COMMONWEALTH FORCES.

NAVY ORDERS,

1918.

NAVY OFFICE,

Melbourne, 1st April, 1918.

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 16.—Naval Cordite Regulations, 1917	3
Navy Order 17.—Dental Treatment, R.A.N.	3
Navy Order 18.—Railway Warrants—Ratings discharged to H.M.A.S. "Cerberus"	4
Navy Order 19.—Distinction Badges—Officers' Stewards and Cooks	4
Navy Order 20.—Officers' Uniform: Substitution of Service Serge for Blue Cloth	5
Navy Order 21.—Port Division	5
Navy Order 22.—Foreign Service Leave, &c.	5

See N.O. 23/1919

See N.O. 3/1919 for procedure in future.

See N.O. 165/2918

NAVAL CORDITE REGULATIONS 1917.**N.O. 16**

The attention of Commanding Officers of H.M.A. Ships on the Australian Station is drawn to the Naval Cordite Regulations 1917, and they should see that all Accounting Officers in charge of ammunition pay strict observance to the instructions contained in this pamphlet.

1918.

2. It should be noted that Australia is classed as a "Hot" station—*vide* paragraph (40) of these instructions.

(N. 18/1348.)

DENTAL TREATMENT, R.A.N.**N.O. 17**

With reference to paragraph 3 of Navy Order 19/1917 and the duties of Surgeon Dentists, the following instructions are to be observed:—

1918.

1. Dentures are only to be supplied—

- (a) if the services of the person are, in the opinion of the Commanding Officer, worth retaining;
- (b) if considered necessary on account of the person's health;
- (c) if, in the opinion of the Senior Medical Officer, the provision of the denture is the only means by which the person can be made fit for service anywhere, and so prevent invaliding;
- (d) if necessary as the result of an injury sustained on duty, or accident attributable to the Service.

A hurt certificate, or other evidence, should corroborate.

2. Active Service Ratings are to be given priority in being supplied with dentures, if necessary.

3. The provision of dentures, by the Surgeon Dentist or Mechanics employed by the Department, at an Officer's or man's own expense is not permitted.

4. The final decision as to whether a denture is to be supplied at a cost to the Department is to be left in the hands of the Commanding Officer and Senior Medical Officer.

This decision is to be obtained on Form A.M. 150.

5. Forms A.M. 150 are to be attached to the Quarterly Return of Dental Work Done, and forwarded, with the Medical Officer's Nosological Returns, to the Director of Naval Medical Services, by whom they will be retained, and from whom they may be obtained when required.

6. The Officer or man receiving the denture is to sign the receipt on the back of the form.

7. The Senior Medical Officer is to make all arrangements for the attendance of Officers and men on the Surgeon Dentist.

Navy Orders 17, 18, and 19 of 1918.]

N.O. 17 8. The Senior Medical Officer is to arrange with the Commanding Officer for the provision of a suitable surgery for the Surgeon Dentist.
1918,
continued.

9. General anæsthetics are only to be administered by a Medical Officer, and the Senior Medical Officer is to see that dental operations are carried out under proper hygienic conditions.

The usual anæsthetic is to be nitrous oxide gas or gas and oxygen; chloroform, ether, &c., are only to be used in exceptional circumstances.

(N. 17/2282.)

N.O. 18 RAILWAY WARRANTS—RATINGS DISCHARGED TO
1918. H.M.A.S. "CERBERUS."

It has been brought to the notice of the Naval Board that ratings discharged to H.M.A.S. *Cerberus* from other ships are invariably issued with Railway Warrants for tickets to Melbourne only, and consequently such ratings have to pay their own fares from Melbourne to Williamstown, claiming a refund at full rate on voucher for travelling expenses after arrival in *Cerberus*.

2. Commanding Officers and District Naval Officers should, on discharging a rating to H.M.A.S. *Cerberus*, issue a Railway Warrant for the journey—Melbourne to Williamstown—in addition to that for the journey to Melbourne.

(N. 18/1500.)

N.O. 19 DISTINCTION BADGES—OFFICERS' STEWARDS AND
1918. COOKS.

It has been decided to adopt a plain disc as the distinguishing badge for Officers' Stewards and Cooks in place of the letters ("O.S." and "O.C.") as at present authorized.

2. The discs will be worn by Officers' Stewards and Officers' Cooks alike, C.P.O.'s wearing the badge on the collar, in accordance with the usual practice, and other ratings on the right arm.

3. The pattern numbers are as follows:—

Pattern 224	Plain Disc—Gold.
" 224A	" "—Red.
" 224B	" "—Blue.

4. Stocks of the above badges will shortly be available at Royal Edward Victualling Yard.

5. In order to avoid expense, men in possession of the old badges may be allowed to continue to wear them until they are worn out.

(D.V. 17/567.)

[Navy Orders 20, 21, and 22 of 1918.]

**OFFICERS' UNIFORM: SUBSTITUTION OF SERVICE SERGE N.O. 20
FOR BLUE CLOTH.** 1918.

Owing to the difficulty in obtaining blue superfine cloth, and the greatly enhanced price of same, it has been decided that, during the continuance of the war, and, if necessary, until such time beyond this as cloth is again obtainable at a reasonable rate, Service Pattern Blue Serge may be used for making up Undress Uniform (No. 5).

(D.V. 18/130.)

PORT DIVISION.

N.O. 21

1918.

With reference to Navy Order 15/1913, it has been decided that, in future, the Port of Fremantle, in addition to Sydney and Melbourne, will be accepted as a Port Division for members of the Royal Australian Navy. Ranks and ratings at present serving are therefore to be called upon to elect any one of the three ports named as their Port Division. They will belong to the Port Division selected during their period of service, unless for sufficient reason they be allowed to be transferred to another on application, which must be submitted for Naval Board approval.

2. Alterations of Port Division in accordance with the above should be shown on Return A.S. 184 and noted on Service Certificate, also recorded in Quarterly Ledger.

3. In the case of future ratings entered from the shore they may elect any of the three ports named as their Port Division.

(N.17/7490.)

FOREIGN SERVICE LEAVE, ETC.

N.O. 22

1918.

With reference to Navy Order No. 21 of 1918 in regard to the three Port Divisions of Sydney, Melbourne, and Fremantle, ranks and ratings when granted leave on return from foreign service, or on their vessel paying off, or in other special circumstances approved by Naval Board, will be allowed by the Department free railway or steamer travelling to their Port Division. Leave granted in such cases will commence from the day following date of arrival at their Port Division.

2. As far as possible arrangements will be made for ratings when returning from foreign service to disembark at their Port Division, e.g., in the case of ratings returning from abroad in a vessel whose first port of call is Fremantle, ratings whose Port Division is Fremantle will disembark at that port; similarly, if the first port of call is Sydney, ratings whose Port Division is Sydney will disembark at that port.

N.O. 22 1918, continued. 3. Navy Order 44 of 1916 is cancelled. Queensland ratings will not in future be granted travelling time until arrival at Brisbane, but leave will count as from date of discharge to leave at their Port Division, e.g., Sydney.

4. In the case of ratings returning from United Kingdom the following procedure will be observed:—

(a) If the first port of call of the vessel is Fremantle (or Sydney) the Naval Representative will forward with the Officer in charge of the draft duplicate Transfer Lists of all ratings whose Port Division is Fremantle (or Sydney, as the case may be).

(Original Transfer Lists will be forwarded as usual to "Cerberus").—On arrival at Fremantle (or Sydney) duplicate Transfer Lists will be handed to the District Naval Officer, Fremantle (or Commanding Officer, *Penguin*), who will grant leave as approved, and make advances of pay not exceeding 80 per cent. of the total amount due, i.e., pay for period of voyage and for period of leave granted and allowing for the amount of any debit or credit balance shown on duplicate Transfer List and deducting the amount of any allotment in force. Care must be taken that allotment is deducted up to and including the month in which leave expires.

(b) Particulars of all advances of pay made should be immediately advised to *Cerberus* for subsequent recovery from pay of persons concerned.

(c) The District Naval Officer, Fremantle, will keep a record in Quarterly Ledger form (Form A.S. 45), in which all advances made by him will be recorded, with a reference to the voucher on which payment is made. This ledger record should be forwarded to the Director of Navy Accounts immediately after the close of each quarter, together with duplicate Transfer Lists.

The Commanding Officer, *Penguin*, will open a separate list in Quarterly Ledger to record advances of pay made to ratings on Foreign Service leave. Duplicate Transfer Lists should accompany ledger into office in usual manner.

(d) The District Naval Officer (or Commanding Officer) will provide each rating with a liberty ticket on which the date of termination of leave will be shown. He will also advise *Cerberus* by telegraph the names of the ratings granted leave, period of leave granted, dates of commencement and termination of leave.

(e) On termination of leave, ratings are to report themselves to the District Naval Officer (or Commanding Officer) not later than the time on which leave expires. The District Naval Officer (or Commanding Officer) will then issue railway warrants to *Cerberus*, and grant travelling allowance as for ratings travelling on duty. The District Naval Officer (or Commanding Officer) will estimate the travelling allowance due to time of arrival at *Cerberus*, and make payment accordingly in advance to the rating.

(f) In the case of any man not returning from his leave on expiration thereof, *Cerberus* should be informed by telegram and at the same time a warrant issued for arrest.

(g) On despatch of ratings to *Cerberus* after expiration of leave District Naval Officer (or Commanding Officer) should advise *Cerberus* of number of ratings, and date due to arrive at Melbourne.

5. Arrangements in regard to leave of ratings whose Port Division is not that at which the vessel calls, will be made by *Cerberus* to whom pay documents will be forwarded as usual by Naval Representative. The procedure to be observed is as follows:—

(a) In the case of Fremantle ratings, the District Naval Officer at that port, and, in the case of Sydney ratings, the Commanding Officer, *Penguin*, will be notified by telegram the names of ratings proceeding on leave and the period of leave to be granted, and the time due to arrive by rail.

(b) Travelling allowance to their Port Division will be granted as for ratings travelling on duty by *Cerberus* on the forward journey and by Fremantle or *Penguin* on return journey. No other payment will be made by Fremantle or *Penguin*, as necessary advance of pay will be arranged by *Cerberus*.

(c) Each rating will be provided with a liberty ticket before leaving *Cerberus*, on which the date is to be left blank. Leave will commence from the date following arrival at the Port Division.

(d) On arrival at Fremantle or Sydney, ratings will report immediately to District Naval Officer or Commanding Officer, who will insert the dates on the liberty tickets and forward to *Cerberus* the list of the ratings (compiled from the names telegraphed), inserting thereon date of commencement and termination of leave.

(e) As in paragraph 4 (e).

Navy Order 22 of 1918.]

N.O. 22 (f) As in paragraph 4 (f).

1918, (g) As in paragraph 4 (g).
continued.

6. The concession of reduced railway fares granted during the war to members of the Royal Australian Navy whilst on leave, viz., half fares to enable them to travel to their homes (*vide* Circular Letter No. 24E of 14th May, 1917) still holds good, and warrants will be issued from Sydney, Melbourne, or Fremantle, as the case may be, in accordance with the Circular Letter quoted, to ratings whose homes are distant from their Port Division (N.17/7490).

by N.O. 133/1918



COMMONWEALTH FORCES

NAVY ORDERS,

1918.

NAVY OFFICE,

Melbourne, 1st May, 1918.

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.

	PAGES
Navy Order 23.—Despatch of Mails from H.M.A. Ships on active service	2
Navy Order 24.—Instruction of Engine-room Ratings	2

Navy Orders 23 and 24 of 1918.]

N.O. 23 DESPATCH OF MAILS FROM H.M.A. SHIPS ON ACTIVE SERVICE.

1918.

In connexion with the despatch of mails from H.M.A. Ships on Active Service, official mail matter addressed to the Establishments at Melbourne or Sydney is to be enclosed in separate bags addressed to—

“The Naval Secretary, Navy Office, Melbourne,”

or

“The Captain-in-Charge, Garden Island, Sydney,”

and marked O.H.M.S. These bags must be sent separately from the ordinary mail bags.

2. All other mail matter must be dealt with in accordance with C.M.O. 2372 of 1st December, 1916, and addressed to—

“General Post Office, Melbourne.”

(W.R. 18/775.)
(N.17/904.)

N.O. 24 INSTRUCTION OF ENGINE-ROOM RATINGS.

1918.

With a view to Engine-room ratings becoming qualified for the efficient performance of their duties, arrangements are to be made for the instruction of Engine-room Artificers, 4th class, and Stoker ratings, during their watches on board, in the care, maintenance, and running of the various engines and apparatus on which they are liable to be employed, such as the Capstan gear, Steering engine, Evaporators, pumping, flooding, and draining ship, Magazine cooling, Steam-boats, &c. The Engineer Officers of Divisions are to examine the above ratings monthly or bi-monthly. Note-books should be provided, and these are to be produced to the Officers of Divisions when required.

2. Engine-room Artificers are to be regularly exercised in “taking charge” of men.

3. In assessing the award for ability, the above matters are to be taken into consideration.

4. In the examination of Acting Engine-room Artificers for confirmation, it will be expected that they shall have taken full advantage of the instruction referred to above, and that they are able to “take charge.”

5. Note-books will be supplied to H.M.A. Ships without demand.

(N.18/2320.)

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



COMMONWEALTH FORCES.

NAVY ORDERS,

1918.

NAVY OFFICE,

Melbourne, 1st June, 1918.

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 25.—Cloth Suits—Ratings not Dressed as Seamen	2
Navy Order 26.—Steam Disinfector at Sydney	2
Navy Order 27.—Claims for Salvage—H.M.A. Ships	2
Navy Order 28.—Railway Travelling—Trans-continental Line	3
Navy Order 29.—Medical Examination of Recruits—Men and Boys	4

N.O. 25 CLOTH SUITS—RATINGS NOT DRESSED AS SEAMEN.

1918. As it is very difficult under present trade conditions to obtain sufficient supplies of blue navy cloth, it has been decided, for the time being, to remove the blue cloth suit from the compulsory kits of Class I. and Class III. ratings, an additional single-breasted serge suit being issued to such ratings on entry in place of the blue cloth suit.

The wearing of cloth suits is to be optional.

(D.V.18/746.)

N.O. 26 STEAM DISINFECTOR AT SYDNEY.

1918. A steam disinfector for disinfecting clothes and bedding has been erected at Garden Island, Sydney, for the use of H.M.A. Fleet.

(N.16/5691.)

N.O. 27 CLAIMS FOR SALVAGE—H.M.A. SHIPS.

1918. Commanding Officers of H.M.A. ships are to make themselves thoroughly acquainted with sections 557 to 568 of the *Merchant Shipping Act 1894*, which applies to H.M.A. ships in the same way as to H.M. ships. The procedure laid down in Chapter LI. of the King's Regulations and Admiralty Instructions must be strictly observed in all cases when H.M.A. ships are engaged in the salvage of merchant ships.

2. Arrangements have been made in regard to obtaining Admiralty sanction for making salvage claims in regard to H.M.A. ships. Such ships, if employed on the Australian Station, are to forward the reports required by clauses 4 and 5 of Article 1889, K.R. and A.I., to Navy Office, Melbourne, addressed to the Naval Secretary. Ships employed on other stations are to forward these reports to Commander-in-Chief, for the Admiralty.

3. A report is to be furnished forthwith from all ships, as to whether a Ship's Agent in London has been appointed in accordance with Article 1065, K.R. and A.I., and if so, the name and address of such agent; if not, an agent should be appointed forthwith. Although it may not be necessary for the employment of the agent in cases where claims are made in Australia, it would be necessary where H.M.A. ships are engaged on other stations or in conjunction with H.M. ships.

4. The following is the form laid down in the *Naval Agency and Distribution Act 1864*:—

I, Commanding Officer of His Majesty's Australian Ship "....." hereby appoint..... of..... to be the ship's agent for the purposes of the *Naval Agency and Distribution Act 1864*.

Dated this..... day of..... 19.....

Witness.....

(Sig.).....

(N.13/10079.)

RAILWAY TRAVELLING—TRANS-CONTINENTAL LINE. N.O. 28

It has been decided by the Commonwealth Railways Department that passengers travelling by the Trans-Continental train between Port Augusta and Kalgoorlie shall, in all cases, also purchase meal tickets entitling them to meals on the train.

The present price of meal tickets is as follows:—

MEAL TICKETS: PORT AUGUSTA-KALGOORLIE TRAIN.

		s.	d.
1st Class—Adult	Issue price	13	6
2nd Class—Adult	" "	11	0
1st Class—Child	over		
3 years and under 14			
years of age	" "	8	6
2nd Class—do.	" "	7	6

No authority for concession in the cost of rail ticket will apply in any way to the meal tickets.

All Warrants issued in future for journeys over the Trans-Continental Railway are to be endorsed in red on the face, "Meal ticket payable in cash," and the person to whom warrant is issued will then be responsible for payment in cash for meals when ticket is issued.

In cases where the Travelling Allowance would be less than the cost of meals, approval is given to payment by the Department of cost of meals on the Trans-Continental Railway, and Travelling Allowance will then commence as from time of arrival of train at its destination, Kalgoorlie or Port Augusta, as the case may be.

Commonwealth Navy Orders.

Navy Order 29 of 1918.]

N.O. 29 MEDICAL EXAMINATION OF RECRUITS—MEN AND BOYS.

1918. With reference to Navy Order 25 of 1914, paragraph 1, the Medical Examination of boys conducted by the Medical Officer of H.M.A.S. *Cerberus* and the examination of all other ratings by the Medical Officer of H.M.A.S. *Penguin* will in future be considered as a *final* examination, and the Medical Officers of these Ships will be held responsible for entries.

2. Article 1, paragraph 1, of the Regulations for Recruiting is to be amended.

3. Medical Officers of all ships are to be considered as final medical officers provided the conveniences for recruiting on board or on shore are available.

4. The following procedure is to be observed as regards despatch of New Entries from respective States.

West Australia, South Australia, and Victoria. } Direct to H.M.A. Naval Depôt, Williamstown.

Tasmania ... } *Boys for "Tingira."*
By direct steamer to Sydney whenever practicable. Otherwise to H.M.A. Naval Depôt, Williamstown.

Other Recruits.
To H.M.A. Naval Depôt, Williamstown.

New South Wales and Queensland. } *Boys for "Tingira."*
Direct to H.M.A.S. *Tingira*.

Other Recruits.
To H.M.A.S. *Penguin*.

5. Recruits finally entered by *Penguin* and *Cerberus* are to be dealt with as follows:—

Boys, 2nd Class ... Discharged to *Tingira*.
Others ... Discharged to *Cerberus*.

6. Recruits who fail to pass Final Medical Examination are to be returned to place of Provisional Entry, and copy of Form A.R. 5 is to be forwarded direct to Director of Naval Medical Services.

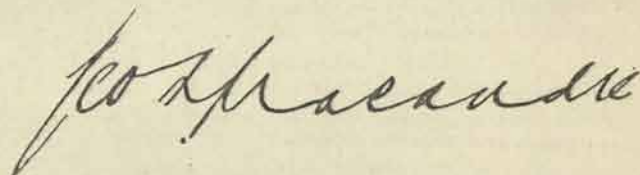
(N.18/3317.)

Navy Office, Melbourne,
18th June, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

A copy of these Orders is to be posted on the Lower Deck of H.M.A. Ships.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, and <i>Penguin</i>	10
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Auxiliary Services	6
District Naval Officers	4
Sub-District Naval Officers	1
Commonwealth Departments, &c.	as requisite

C.10751.

30.—NAVY ORDERS.

Navy Orders will in future be issued, serially, as occasion requires. The Orders to 31st December, 1918, then still in force, will be consolidated and re-issued.

31.—APPOINTMENTS TO ROYAL AUSTRALIAN NAVAL BRIGADE STAFF.

1. Candidates will be selected from the Permanent Naval Sea-going Forces. Applicants must not be under 35 years of age, and must be of "V.G." character.

2. Instructors will be selected from Chief and other Petty Officers.

An applicant for Instructor must be competent to instruct in either Gunnery, Seamanship, Mining and Electricity, or Signals; and must be recommended by his Commanding Officer as fit to carry out the duties of Instructor in his particular branch.

3. Applicants for positions in the Stores Branch, for Messenger and other duties, &c., will be selected from ratings not lower than that of Able Seaman.

4. Appointments will be made for six months on probation, during which time Instructors will be required to attend a course of instruction at the Gunnery (or other) School. Candidates who do not give satisfaction during this probationary period will not have their appointments confirmed, and will be returned to the sea-going service to complete the unexpired portion of their existing engagement.

5. The engagement will, for all appointments on and after 1st July, 1918, be for a period of five years, including the probationary period. Subject to recommendation, re-engagement for a further period of five years or less may be permitted, up to a limit of ten years in all, subject to the age limit laid down in clause 9.

6. While holding these appointments, the rates of pay and allowances shall be as authorized for the R.A.N.B. Staff. In the event of not being confirmed in appointment such persons will revert to their former ratings and rates of pay. (In such cases, service on the R.A.N.B. Staff will not count for progressive rates of Sea-going Pay.)

7. Travelling expenses (under R.A.N.B. Staff Regulations) to the place of first appointment will be borne by the Government.

8. All members of the R.A.N.B. Staff are liable for appointment to any State, and are subject to the Naval Defence Act and Regulations under the same.

9. The age of retirement is, for all ratings appointed on or after 1st July, 1918, to be 55 years.

10. Names of applicants are to be forwarded (together with certified copies of Service Certificates) direct to the Director of Naval Auxiliary Services, and will be entered on a Roster.

11. Vacancies for Warrant rank will be reserved for Warrant Officers and Chief Petty Officers who have passed the Educational and Seamanship test for Warrant rank under the Regulations of the Permanent Sea-going Forces, except that Chief Petty Officers of the R.A.N.B. Staff appointed prior to the 1st July, 1911, who had six years' service in the force on that date may qualify for Warrant rank by passing the examination laid down in R.A.N.B. Regulations. Chief Petty Officers of the R.A.N.B. Staff joining prior to the 1st of July, 1918, and wishing to

qualify for Warrant rank, must have served for two years in a Sea-going ship, and must pass the examination prescribed for the Permanent Naval Sea-going Forces.

12. Navy Orders Nos. 46/1911, 44/1912, 106/1912, and 156/1913 are hereby cancelled.

32.—EMPLOYMENT OF EX-SERVICE RATINGS IN H.M.A. NAVAL ESTABLISHMENTS.

1. A Roster of applicants from the Sea-going forces for employment in a Civil capacity on completion of their engagement in the Royal Australian Navy, or on being invalided from the same, is to be maintained by the General Manager at the Commonwealth Naval Dockyard at Cockatoo, by the General Manager of H.M.A. Naval Yard at Garden Island, and by the Commanding Officer of the Naval Depot at Williamstown.

2. Preference of employment is to be given to members of the Sea-going forces discharged, with good character, by invaliding or by the operation of the age clause in regard to sea-going service, *i.e.*, on or after the age of 40.

3. Applications by ratings should be forwarded by Commanding Officers, with their recommendations, certified copy of Certificate of Service, and, where applicable, of professional History Sheet, direct to the Officers named, to arrive not sooner than three months prior to discharge from the R.A.N. (Applications from men whose engagements have already expired, and who are being compulsorily retained for the period of the war under Section 28 of the Defence Act are not to be forwarded until further directions are issued).

4. Ratings who take their discharge prior to the compulsory retiring age will also receive preference of employment in H.M.A. Naval Establishments, but their claims will be considered after those of the ratings referred to in the previous paragraphs. Such applicants will apply in person, with their Certificates of Service, to the Officers mentioned in paragraph 1.

33.—SILVER WAR BADGE AND H.M. THE KING'S CERTIFICATE ON DISCHARGE.

The Silver War Badge is issued to Officers and men belonging to the Naval Sea-going Forces who have enlisted, for general Sea Service, for at least the full period of the war, and *who have been invalided* from the Service and are unfit (in consequence of illness or injury for which they are not themselves responsible) for rendering further service in the Naval or Military Forces.

The "King's Certificate on Discharge" is issued to those so invalided who have actually served during the period of the war on active service in a Sea-going Ship (not being a tender to a harbor ship only).

Men who, having thus been invalided, and voluntarily re-enter again for general service afloat for the remainder of the war, and are again discharged on account of further disablement after further actual service afloat, are entitled to the special distinction of "The King's Second Certificate on Discharge."

34.—PARTICULARS IN REGARD TO THE BADGE ISSUED TO THE WOMEN OF AUSTRALIA WHO HAVE HUSBANDS OR SONS ON ACTIVE SERVICE.

1. Badges are issuable by the Navy Department to the nearest female relative of members of the Royal Australian Navy who have enlisted for general naval sea service for at least the period of the war, and who have actually performed service outside Australian waters.

2. These Badges are not issuable to members of crews of transports or of other vessels serving under temporary Mercantile agreements.

3. If a sailor be unmarried, the badge may be issued to his mother or eldest unmarried sister.

4. If a sailor be married or a widower, a badge may be issued to the nearest female relative in accordance with the following degrees of relationship:—

(i) If a sailor be married, the badge will be issued to his wife. (The mother (only) of a married sailor may also receive a badge on his account in the event of not holding one on account of any other son on service in the Navy);

(ii) If a sailor be a widower, the badge may be issued to his eldest unmarried daughter;

(iii) If a sailor be a widower without a daughter, his eldest (unmarried) sister may receive the badge.

5. Bars will be attached to the badges issued to mothers who have, or have had, more than one son on sea service in the Navy. The medal indicates one son, and for every additional son serving at sea in the Navy a bar will be issued.

6. Should the wife or mother be resident outside the Commonwealth, the rank or rating in respect of whom the badge is claimed may make application for the award on behalf of his wife or mother. This extension outside the Commonwealth will only apply in the case of *bonâ fide* Australian ranks and ratings, inclusive of *ex* Royal Navy ratings serving under 5 or 7 years' engagements in the R.A.N., and is not applicable to ranks and ratings temporarily lent from the Royal Navy.

7. The badge will also be granted to those wives or mothers resident in the Commonwealth of R.N., R.N.R., and R.N.V.R. officers and men who have served or are still serving in sea-going Men-of-War of the Royal Navy, but before any award can be made in respect of the service of an officer or man in such ships, the particulars given in the application will have to be verified from Admiralty records in London.

8. Badges are issuable only to wives or blood relations, not to relations in law only, and not to married women, except the mother of a sailor.

9. Badges are issuable in respect to members of the R.A.N.B. or other Auxiliary Forces who have engaged for general active service afloat for the full period of the war, and who have actually served in a sea-going vessel of war, but are not issuable in respect to training periods afloat.

10. Badges are issuable in respect to members of the R.A.N.B. Mine-Sweeping Section who have been employed at sea on actual War Mine-Sweeping other than for exercise or training only. Applications in such cases must be indorsed by the District Naval Officer to that effect.

11. Applications in regard to the Royal Australian Naval Bridging Train (part of A.I.F.) should be made to the Defence Department, Victoria Barracks, Melbourne.

12. Badges are issuable by the Navy Department in respect to naval members of the 1st Naval and Military Expeditionary Force, but not in regard to the subsequent Pacific Naval and Military Expeditionary Force, in regard to which application should be made to the Staff Officer for Pacific Naval and Military Expeditionary Forces, Victoria Barracks, Melbourne.

13. When the applicant is not the person given by the sailor concerned and officially recorded as his next of kin, reference to his ship will be necessary.

14. It is regretted that (to prevent misuse) duplicate badges cannot be issued, under any circumstances, and holders are therefore cautioned against loss which cannot be replaced.

15. Application for this badge should be made direct, by the wife or mother, to the Naval Secretary, Navy Office, Melbourne.

35.—INDULGENCE PASSAGES.

1. Free passages to Australia will be provided to the wives and children of Australian Officers and Men of the Royal Australian Navy who have married in the United Kingdom, and who have been returned, or who are returning to Australia after long absence from the Commonwealth, also of Australian Officers and Men who have been invalided by a competent Board of Medical Survey back to Australia, and of those who, on the termination of the war, are awaiting return to Australia.

2. Under special circumstances assistance will be rendered in the case of:—

(i) The children of officers and men still on active service who become motherless or are neglected;

(ii) the widows of deceased officers and men; and

(iii) the widowed mothers of deceased or invalided officers and men who, prior to entry, were dependent on them.

(3) Such applications from officers and men in H.M.A. Ships in European waters are to be forwarded to the Commonwealth Naval Representative, London, for transmission to the Repatriation Department's Office in London, with such certification as the circumstances may require.

Applications from officers and men in Australian waters are to be transmitted through Navy Office to Repatriation Department.

4. The foregoing applies to *bonâ fide* R.A.N. ranks and ratings only. Active Service ratings, lent from Royal Navy, will be dealt with in accordance with the conditions of signed agreement, as heretofore.

(17/7248.)

36.—EXAMINATION OF SICK BERTH RATINGS.

Until the establishment of a Naval Hospital the examination of Sick Berth ratings in the R.A.N. for higher rating is to be conducted in Australia as follows:—

(a) For the rating of Chief Sick Berth Steward by the Director of Naval Medical Services and another Medical Officer.

(b) For other ratings by the Medical Officer of H.M.A.S. *Cerberus* or H.M.A.S. *Penguin*, with another Medical Officer.

- (c) The Director of Naval Medical Services is to be informed when an examination is being held, and the written papers are to be forwarded to him for his information after they have been examined.
- (d) The result of the examination is to be approved of by the Director of Naval Medical Services on Forms A.S. 1236 and A.S. 1237. (18/3733.)

37.—MEDICAL ATTENDANCE.

1. *Definition of Hospital.*—The term "Hospital," referred to in Regulations 29 to 34 of the Financial Regulations 1918, includes any Hospital, Naval, Military, or Civil (General or Private), Receiving House, or Ward, but not the Sick Quarters at Williamstown or Garden Island.

2. *Periodical Reports in Australia.*—At the termination of successive periods of 91 days in Hospital, if the patient is then not considered fit for duty, a report on the case is to be forwarded to the Naval Board.

The report is to clearly state:—

- (a) the nature and progress of the case;
- (b) probable date of being fit for duty;
- (c) whether recommended for survey;
- (d) whether recommended for a period of Sick Leave on full pay, to be granted from Ship or Depot. This recommendation (d) is only to be made if the patient is convalescent, and does not require the attention of a medical man, it being clearly understood that the Department will not be responsible for any expense arising out of the disease or injury from which the patient is suffering, when permitted to proceed on leave.

3. *Abroad.*—Ranks and ratings checked to Hospital abroad, *i.e.*, beyond the precincts of the Commonwealth, will come under the above clauses, as may be directed by the Senior Naval Officer; prolonged cases being represented to the Naval Board.

4. *Civil Hospitals.*—Persons sent for treatment to Civil Hospitals by Naval authorities are to be regarded for pay as if under treatment in Naval Hospitals.

5. *Venereal Relapse.*—In regard to the direction contained in Financial Regulations 31 (2), as to cases of Venereal Disease, all persons checked sick within 14 days of the expiration of the previous period of sickness in hospital are to be considered as under continuous treatment, counting, however, only the days actually so checked. All other cases are to be treated on their merits, but, as a general rule, they are to be considered continuous only if checked with the same complaint within 7 days. The decision as to whether the treatment is to be considered as continuous or not, is to be recorded in the "Remarks" column of the ship's ledger.

6. *Visits.*—The report, referred to in paragraph 2, is to be prepared and forwarded by the Naval Medical Officer, who is, whenever possible, to visit the patient in hospital. When a patient is in a Civil Hospital, at such a distance that a Naval Medical Officer cannot conveniently visit him, the hospital authorities are to be asked, by the Commanding Officer of the ship in which the man is borne for pay, to furnish the necessary report.

7. *Doubtful Cases.*—Any case of doubt or difficulty should be referred to the Naval Board, or to the Senior Naval Officer at distant ports.

8. *Sick on Board.*—Officers and men sick on board, or in Sick Quarters at H.M.A. Naval Establishments, other than hospitals, as defined in paragraph 1, will remain on full pay. No person is to remain "sick on board" beyond a period of 91 days without a full report of the case being made for the information of the Naval Board.

9. *Sick Whilst on Leave.*—Attention is drawn to the fact that Financial Regulation 32 applies only to persons who are unfit to travel back to their ship or to a Naval or other recognised hospital.

Should the patient, while still incapacitated, be sent for further treatment to a Naval or recognised civil hospital, he will come under the direction contained in Financial Regulation 29.

10. *Medical Attendance on Leave.*—Any officer, man, or boy, taken ill whilst on leave is to report, or cause the same to be reported immediately to the Captain of his ship, or, if near any other of H.M.A. ships, or a District Naval Office, to the Commanding Officer of the ship, or the District Naval Officer, who will inform the Captain of his ship.

(b) The Captain of the ship or District Naval Officer will make arrangements for him to be visited, if possible, by a Naval Medical Officer, in order that his sickness may be fully reported on, with a view to ascertaining whether he is "fit to travel."

(c) If he is fit to travel, he is at once to be sent either to his ship or to a Naval or recognised civil hospital, or other hospital, as may appear most suitable.

(d) If he is unfit to travel, he may elect to remain under care of the District Naval Medical Officer, or, if not available, of a qualified private practitioner.

(e) If the patient remains under the care of the District Naval Medical Officer, the Medical Officer will forward a report to the Commanding Officer of the ship on taking case over, and at intervals of 14 days subsequently. If under care of a duly qualified private practitioner, the patient is to forward on his being taken ill, and every 7 days afterwards, a medical certificate from the practitioner:—

- (i) specifying the nature of the illness;
- (ii) stating explicitly that the patient is "unfit to travel" (not unfit for duty).

(f) If under treatment of a private practitioner and "unfit to travel," a sick allowance of 6s. per diem is authorized under Financial Regulation 32 on receipt of the medical certificate. This allowance will be continued until the patient is fit to return to his ship, proceed to hospital, or is invalided or discharged, provided that in no case shall it be paid after the expiration of 91 days without express sanction of the Naval Board. This allowance is for the purposes defined in Financial Regulation 32. The Department will not pay the accounts of any private practitioner whom the patient or his friends may call in. The allowance is not to be paid without previous reference to the Naval Board. If the Commanding Officer think fit (particularly in cases of prolonged sickness) he may apply for authority to pay the allowance weekly from the ship, the allowance being specifically granted for the purpose of insuring

that the patient is properly cared for, *with a view to his speedy return* to his ship. The Medical Certificates should accompany all applications for payment of allowance. Payment is to be made through the Cash Account and is to be noted in Remarks column of Ship's Ledger.

(g) If on receipt of a sick certificate the Medical Officer of the ship is of opinion that it is unduly lenient in certifying a man unfit to travel, the Police should be asked to report. On return of the patient from "*sick on-shore*," the Medical Officer of the ship, with the visiting Medical Officer's report or certificate before him, will investigate the case thoroughly, and report to the Commanding Officer how many days' sick allowance should, in his opinion, be paid.

(h) The patient is liable at any time to be visited by a Naval Medical Officer, in order that a report on his condition may be furnished to the Commanding Officer.

11. *Special Report*.—A special report on the illness of any patient sick on shore is to be made to the Captain by the Medical Officer, for transmission to the Naval Board, as soon as the patient completes 91 days, or earlier if the sickness is of such a nature that it is improbable that the patient will again be fit for service. Arrangements will be made, should it be desirable, to have the patient surveyed at his residence if necessary.

12. *Mental Cases*.—Should any person become mentally deranged or insane whilst on leave, necessitating his being removed to a Receiving House or Asylum, the Commanding Officer is to obtain a medical report on the case and forward it (with, if possible, copies of the medical certificates admitting him into such Receiving House or Asylum) to the Naval Board.

13. *Private Hospitals, &c.*—Attention is called to Financial Regulation 33 to the effect that, where an officer or man elects to be treated in a private hospital or by a private practitioner, a Naval hospital or public hospital, with approved accommodation being available, or, in cases where a patient, an invalid or otherwise, desires to be discharged from such hospitals, or from the care of a Medical Officer, and against the advice of the Medical Officer under whom he has been treated, such person is to make his request in writing, stating his willingness to take all responsibility before his wish is complied with. This request is to be transmitted to the Naval Board, the Medical Officer retaining a copy.

(b) The expense incurred, consequent on this decision, will not be borne by the Department. The patient in such case will be responsible for, and will be required to pay, all the expenses incurred, in accordance with the Financial Regulation quoted.

(c) Full pay leave may in such cases be granted on recommendation of the Medical Officer, but shall in no case exceed 91 days in all, after which such patient will be placed on half pay.

(d) Should at any time it appear that the patient has recovered sufficiently to return to duty, or be unfit for further service, the Naval Board may direct the patient to appear before a Board of Survey, or may direct a survey to be held to consider whether the patient is fit for duty, or whether he should be invalided. If the patient is considered fit, and does not return to duty, all pay shall cease.

38.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Sea-going):—

Regulation 3. Add to clause 3—

"Stokers, 3rd Class, and Cooks' Mates, 3rd Class, will be paid at same rates as Ordinary Seaman, 2nd Class (Boys over 17)."

Regulation 4. Clause 3—line 4—

"After Warrant Officers" add "and Paymasters' Clerks".

Clause 5—add—

"The foregoing procedure does not affect any special regulations concerning Boys which may be ordered by Training Ship Regulations."

Regulation 5—Item (19) add—

"Accountant Officer of Depot Ships for Destroyers when average numbers is 2,000 or over, 1s.; 3,000 or over, 2s. 6d.

Captain's Clerk of Battleship or Battle Cruiser, 1s.

(Payable under conditions defined by Admiralty Regulations.)"

Regulation 7—Cancel Item (10) and substitute—

"(10). Range Taker, 1st Class, 8d.; 2nd Class, 6d.; 3rd Class, 2d.

(To be paid as from 1st July, 1918, under conditions defined in Admiralty Orders.)"

Regulation 8. Add new Clause 10—

"Warrant Shipwright when in charge of docking or undocking of one of H.M.A. Ships at private yards, £1".

Regulation 13—Clause 4—

Line 4—for "mean" read "meal".

Regulation 32—Clause 1—

Line 2—after the words "Private practitioner" add "*in consequence of being unfit to travel*".

Regulation 58. Add—

"To assist the Accountant Officer in regulating the requisite sea-stocks, particularly of fresh provisions, the Commanding Officer should, as far as is practicable, see that the Accountant Officer is informed of the probable number of days for which stocks should be carried. A judicious exercise of this discretion will frequently entail considerable saving both to the Crown and the General Mess."

Delete present Regulation 62 and substitute the following:—

"As a general rule, under the system of victualling referred to in Regulation 70, no debit balance in the General Mess Account will be permitted at the end of the quarter, except with the approval of the Commanding Officer, who will represent the full circumstances of the case to the Naval Board, and, in such cases, every effort, consistent with the proper victualling of the General Mess, is to be made in the following or succeeding quarters to eliminate any accumulated debt. Credits or debits will be carried forward from quarter to quarter. In exceptional circumstances, such as on relief, or, on paying off, the Naval Board may, *on production of satisfactory evidence* release the Accountant Officer of a part or the whole of the responsibility incurred."

In Regulation 67, cancel the words—

"A statement is to accompany the Provision Account in order that the account may balance."

Regulation 70. Add—

"All purchases of provisions are to be subject to such Regulations as may be prescribed from time to time by the Naval Board in Navy Orders. Except to meet the immediate requirements on arrival at any Port, three competitive tenders are to be obtained on the established form for all supplies, and such tenders and any remarks thereon attached to the cash voucher. Where such tenders cannot be obtained an explanation is to be attached to the cash voucher in lieu."

39.—MEDICAL SURVEY ON DISCHARGE OR DEMOBILIZATION.

Arrangements are to be made for all ratings discharged or demobilized from the Naval Service (other than those invalided, who are surveyed in the ordinary course) to be medically surveyed prior to discharge or demobilization, in view of the possibility of questions of pension or compensation arising subsequently.

2. The survey is to be held by two Medical Officers when available, and is to be reported on the form established for the purpose.

3. The foregoing is also to apply to the Royal Australian Naval Brigade employed on Home Service (except in cases of temporary periods of drill), but the survey may be made in such cases by one Naval Medical Officer only when no other Medical Officer is available.

(18/1939.)

40.—MAILS FROM H.M.A. SHIPS.

Paragraph 2 of Navy Order 23 of 1918 is hereby cancelled, and the following is to be substituted:—

"2. All other mail matter should be despatched to the most convenient Post Office for speedy delivery".

(18/1252.)

41.—ACCUMULATION OF LEAVE, ROYAL AUSTRALIAN NAVAL BRIGADE.

Navy Order No. 55 of 1916, regarding accumulation of leave, is, during the war, to apply to the Royal Australian Naval Brigade Force.

(16/8278.)

42.—EXEMPTIONS FROM COMPULSORY TRAINING OF MEMBERS OF ROYAL AUSTRALIAN NAVAL BRIGADE (O) ON WAR SERVICE.

1. Any member who has, beyond the limits of the Commonwealth, served afloat or ashore on war service in connexion with the present war, will be exempt from the training prescribed by Part XII. of the Act during the period of the war and during the period of twelve months ending on the 30th June next following the day on which the war ceases.

2. Any member who has, within the limits of the Commonwealth, served afloat or ashore on war service in connexion with the present war will, for each complete period of three months of such service, be exempt from the training prescribed by Part XII. of the Act for one year; provided however that no such period of exemption under this paragraph shall extend beyond the 30th June next following the day on which the war ceases.

3. The exemptions granted under this regulation will not extend to the exemption of the persons specified therein from notifying their change of address, but every person to whom paragraphs (i) and (ii) of Regulation 160A apply shall notify every change of address as required by Section 145 of the Act, and failure to comply will render the persons liable to the penalty provided by that section.

4. The foregoing will be added to Royal Australian Naval Brigade (Reserve "O") Regulation 160.

(18/3894.)

43.—EXAMINATION FOR RANK OF ASSISTANT PAYMASTER.

Future examinations in the Royal Australian Navy will be strictly in accordance with the syllabus laid down in the King's Regulations and Admiralty Instructions, and it will be obligatory for candidates to take one modern foreign language.

2. As no further examinations of Paymaster's Clerks are due to be held until September, 1920, the question of allowing a second modern language in lieu of Shorthand (*vide* A.M.O. 2961 of 1916) is deferred for the present.

3. The special war provision contained in Admiralty Monthly Order 4089 of 1917, in regard to acceleration of promotion in the Royal Navy, will not, for the present, be adopted in the Royal Australian Navy.

(N.18/3597/3584.)

44.—ADVANCEMENT OF OFFICER'S STEWARDS AND COOKS.

On and after 1st July, 1918, all advancements of Officer's Stewards and Cooks will be made, from roster, by the Naval Depot, Williamstown.

Advancements by Commanding Officers in vacancies arising in ships after that date are to be to the acting rating only, and will cease on leaving ship or earlier in the event of vacancy being filled, or at any time as may be decided by the Commanding Officer.

To be eligible for permanent advancement to next grade, Officer's Stewards and Cooks, 3rd and 2nd Class, will be required to serve a minimum period of 4 years in each grade. The number of Chief Petty Officer ratings will be increased in due course as requisite to insure fair prospects to these ratings.

The Naval Board direct special attention to the necessity for recommendation of Officer's Stewards and Cooks on Returns A.S. 507.

45.—FORMS.

1. NEW FORMS.

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

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

A.S. 214.	List of Officers and Men borne on Ship's Books while on passage in Contract Packets on Merchant Vessels ..	D.S.17/799.
A.S. 252.	Day Book	D.S.16/1424.
A.S. 263.	Pass for Landing Provisions	D.S.17/893.
A.S. 283.	Naval Salutes, Marks of Respect	D.S.17/1024.
A.S. 331D.	Label for Stores returned	D.S.17/2258.
A.S. 353D.	Details of Examination of Boilers	D.S.17/2024.
A.S. 358.	Instructions to persons in charge of machinery of Steam Boats, &c.	D.S.17/2260.
A.S. 374A.	Deviation of the Standard Compass Form 2	D.S.17/2023.
A.S. 377.	Hydrographical Return, Quarterly	D.S.17/2256.
A.S. 386.	Abstract of Variations of Compasses	D.S.17/2256.
A.S. 441.	Passing Certificate of Qualification, Engineer-Lieutenant of 8 years' Seniority	D.S.17/1024.
A.S. 564.	Precaution against Fire in H.M.A. Ships	D.S.17/2025.
A.S. 565.	Printed Notice—Instructions in the use of Safety Lamps	D.S.17/2260.
A.S. 1295.	Alphabet or Index Book (3 quires)	D.S.18/145.
A.S. 1401.	(Outside) Receipt and Delivery Voucher A.O. 2.	D.S.17/1413.
A.S. 1418.	Expense Book for Naval Ordnance Stores	D.S.17/2259.
A.S. 1525.	Car Log Book	D.S.16/912.

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

A.S. 332.	Survey on Officers, Report of	D.S.18/464.
-----------	---------------------------------------	-------------

2. REVISED FORMS.

First supply will be made by the Naval Store Officer, Williamstown, without demand.

A.S. 1299x.	Application for Marriage Allowance	D.S.18/173.
A.S. 1299z.	Allowance for Support of Dependent Parents	D.S.17/173.

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

A.S. 79x.	Boys' Clothing Issue List (<i>Tingira</i>)	D.S.17/1412.
A.S. 1247z.	Clothing Issue List	D.S.17/1204.

(D.S.18/969.)

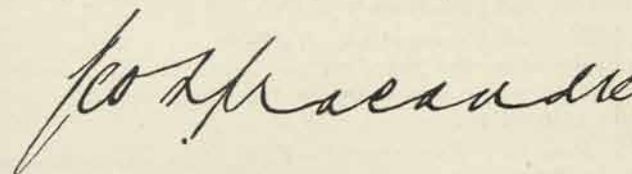
Commonwealth Navy Orders.

Navy Office, Melbourne,
30th June, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

A copy of these Orders is to be posted on the Lower Deck of H.M.A. Ships.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	10
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
District Naval Officers	4
Sub-District Naval Officers	1
Commonwealth Departments, &c.	as requisite

46.—ROYAL AUSTRALIAN FLEET RESERVE.

The following Regulations regarding the Royal Australian Fleet Reserve are promulgated for general information, and are to be brought to the notice of the Ships' Companies of H.M.A. Ships:—

Royal Australian Fleet Reserve.

1. *Composition of Force.*—Men who have served at least seven years in the Royal Navy or Royal Australian Navy, who are resident in Australia or serving in coastal or Australian-registered overseas vessels not trading outside Pacific or Indian Oceans.

2. *Pay.*—Retainer of One pound per calendar month, payable in arrear after training, and quarterly in last year of enrolment; and, in addition, pay and allowances (including deferred pay), of corresponding rating in Permanent Sea-going Forces during periods of drill or when called out.

3. *Conditions.*—Liability to be called into Active Service by Proclamation, and performance of training.

4. *Medical Examination.*—To be in every way in robust health and physically fit for five years' service, but the detailed medical requirements of candidates for first entry in the Permanent Sea-going Forces will not be insisted on.

5. *Period of Engagement.*—Five years. Re-enrolment for further periods of five years up to maximum age of 45.

6. *Training and Drills.*—One month afloat in second and in fourth year of engagement. If injured or sick during drill to be entitled to same benefits as members of the Permanent Sea-going Forces.

7. *Addresses and Employment.*—To be reported quarterly on 1st January, 1st April, 1st July, and 1st October.

8. *Kit.*—To maintain reduced kit held on leaving Service. Allowance for uniform will be paid during training if kit is in order. If called out by Proclamation, extra clothing gratuity of £5 to complete to full kit.

9. *How to Join.*—At any time within twelve months of expiration of engagement ratings may apply to join. Such applications to be made through Commanding Officer, and forwarded to the Registrar, Royal Australian Fleet Reserve, Navy Office, Melbourne, who will forward the necessary forms for execution. Physical fitness—Under 45 years of age at time of enlistment. Must have served in Sea-going Forces of Royal Navy or of Royal Australian Navy not less than seven years. Must join before leaving, or within one year of leaving the Service. Must be in possession of one or more Good Conduct Badges, or must have borne a satisfactory character generally throughout Service, with V.G. for last two years' service.

10. The Naval Board may decline the acceptance of any man, and all enrolments will be subject to recommendation and vacancies existing. No candidate will be enrolled whose ability is assessed at less than satisfactory. Enrolment, engagement, and retainer will date from date of discharge from Permanent Sea-going Forces in the case of ratings who transfer direct, and from date of acceptance in regard to those who subsequently enrol. (18/4570.)

47.—PHYSICAL TRAINING QUALIFICATIONS.

In order that a record of such qualifications may be compiled, a certified copy of the Physical Training Certificate, or Gunnery and Torpedo History Sheet, giving particulars of qualifications, is to be forwarded to the Navy Office in regard to all Officers and Men at present in receipt of Physical Training Allowances. (18/4222.)

48.—TRANSCONTINENTAL RAILWAY.

(A) Cost of Conveyance of Heavy Baggage:—

In view of the cost of transport by rail, advantage is to be taken, when opportunity offers within a reasonable time, of forwarding heavy baggage by sea between Western Australia and Eastern States. (18/4645.)

(B) Meal Tickets:—

In the cases referred to in the last paragraph of Navy Order No. 28 of 1918, where no Travelling Allowance is paid, and the actual cost of meals is paid by the Department, the words "Meal Ticket, Transcontinental Railway," should be inserted on the Warrant after the words "Sleeping Berth".

In the foregoing cases, the indorsement in red on the face of the Warrant "Meal Ticket, Payable in Cash", referred to in paragraph 4 of the previous Navy Order referred to, will not be made. (M. 2208.)

49.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Sea-going):—

Regulation 5.—Add new Item (4A)—

(4A). W.T. and (S) Allowance—

	<i>s.</i>	<i>d.</i>
Lieutenant-Commanders and Lieutenants appointed for W.T. or (S) duties	3	0
Mates appointed for W.T. or (S) duties	1	0

(Payable only under the conditions laid down in Admiralty Instructions.) (18/4322.)

Regulation 7, Item (9)—

Add the words "and Torpedo" after "Gunnery."

(17/5403.)

50.—TREATMENT OF TUBERCULOSIS PATIENTS.

In Navy Order No. 23 of 1917, Clause (a), delete the words "if they are fit to travel." (18/3700.)

51.—NAVAL RECRUITING OFFICE.

A Naval Recruiting Office will be established on the 8th July, 1918, at Melbourne, in charge of Acting Chief Gunner Hamilton Woods, R.A.N. Until a permanent office is established, the work will temporarily be performed at the Navy Office. The Officer-in-charge is authorized to finally enter all recruits for the Permanent Sea-going Forces in Victoria, subject to such regulations as may be prescribed by the Naval Board, and will periodically visit and advise the District Naval Officers in other States in regard to recruiting requirements. All communications should be addressed to Recruiting Officer, Navy Office, Melbourne, for the present. (18/4142.)

52.—SEAMEN'S HAT AND CAP RIBBONS.

It has been decided to reduce the length of Seamen's Hat and Cap Ribbons obtained in Australia by eight inches, so as to measure 40 inches from tip to tip or 37 inches of full width of ribbon.

2. The position of the lettering on the ribbon has been altered in order that the bow may be tied over the left ear in accordance with regulations.

3. Existing stocks of the longer ribbon are to be issued until exhausted. (D.V. 18/874.)

53.—SUPPLY OF VACCINES.

The Department of Trade and Customs has advised that the Serum Laboratories connected with the Quarantine Branch are now prepared to supply Vaccines, and will shortly be in a position to supply Sera and other bacteriological products—and Naval supplies are to be obtained from this source. (18/4573.)

54.—REGULATIONS FOR DISTRICT AND SUB-DISTRICT NAVAL MEDICAL OFFICERS.

DUTIES.

1. (a) *Provisional* examination of Recruits for Engagement and Re-engagement in the Permanent Naval Sea-going Forces, when required.
- (b) *Provisional* examination of Cadet Midshipmen for the R.A.N. College.
2. Medical examination of candidates for commissions in the Permanent Naval Sea-going Forces, in the R.A.N. Brigade, and in the R.A.N. Reserve.
3. Medical examination of recruits for the Citizen Naval Forces (Reserve "O"), and of boys liable for training as Senior Naval Cadets.
4. Medical examination of recruits for Engagement and Re-engagement in the R.A.N. Reserve and R.A.N. Radio Service.
5. Medical examination of Candidates (Civil) for Permanent employment by the Department of the Navy, other than above.

6. Medical attendance, at the Medical Officer's Surgery, on members of the R.A.N.B. Staff, their wives and families, and on Civilian members of the permanent Clerical Staff at the Naval Brigade Staff Offices of the respective States, also attendance at their homes provided they live within a radius of 2 miles of the Naval Brigade Staff Office, such medical attendance not to include operations except those of a minor character not requiring an anæsthetic.

7. Medical attendance at the Medical Officer's Surgery on members of the R.A.N. Radio Service if they come within the district of the D.N.M.O. (Attendance at their homes only if they reside within a radius of 2 miles of the Naval Brigade Staff Office.)

8. Attendance on Medical Boards and Surveys.

9. Examinations of the R.A.N. Sea-going Force and R.A.N. Brigade Sick Berth Staff, other than the examination for the rating of Chief Sick Berth Steward.

10. Medical examination in cases of injury arising out of employment amongst employees of the Department not provided for by the regulations, as may be considered necessary, and subsequent periodical reports as may be required by the Department. (This will not include Medical attendance on these patients.)

11. Medical examination and report in cases of sickness (other than injury) amongst employees of the Department. (This will not include Medical attendance.)

12. Medical attendance on members of the Permanent Naval Sea-going Forces from H.M.A. Ships left behind or sick on leave at his port, except when in Hospital (when they will be treated by the Hospital Staff under Hospital regulations).

13. Medical attendance on members of the R.A.N. Brigade called up by proclamation or enlisted for service on shore:—

- (a) At the Naval Staff Office,
- (b) At the Medical Officer's Surgery,
- (c) At their homes if they live within a radius of 2 miles of the Naval Staff Office,

provided always—

- (a) That in the case of Sydney and Melbourne the patient cannot be suitably treated in the Sick Bay of *Penguin* or *Cerberus*, or otherwise provided for,
- (b) That the patient is not a Hospital case.

14. (a) District Naval Medical Officers are to make arrangements, when required, for the reception of Naval Patients into Civil Hospitals.

- (b) When a patient is sent to a Civil Hospital from one of H.M.A. Ships, the District Naval Medical Officer or the Sub-District Naval Medical Officer will, at the request of the District Naval Officer, visit and report as to condition, and make such notes on the Hospital Case Sheet (A.M. 188), as may be necessary for the information of the Medical Officer of the Ship or of the Naval Board.

- (c) Attendance on board H.M.A. Ships in case of emergency in the absence of the Naval Medical Officer.

See N.O.
39/1918

15. In regard to the granting to Citizen Naval trainees of leave of absence from compulsory drills on the ground of illness, it will be the duty of the District Naval Medical Officer to visit and report upon the same and also to take similar action in regard to all cases of illness or injury contracted on duty.

16. Medical examination and report in cases in which his opinion may be desired, other than the foregoing.

17. Medical attendance on members of the crew of vessels under the direction of the Department who may be sent to the Medical Officer.

18. Medical attendance on board a vessel under the direction of the Department. (If a boat is required this will be provided by the Department.)

19. The rendering of a full and complete quarterly report on the form established.

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

21. At Melbourne the following duties are to be performed in addition to the foregoing:—

(a) Medical attendance, at the Medical Officer's Surgery, on civilian members of the Permanent Administrative Staff (City Offices), and of the Permanent Clerical Staff of the R.A.N. Radio Office, also attendance at their homes provided they live within a radius of 2 miles.

(b) Medical examination, in cases of injury arising out of employment, amongst employees of the Navy Department at the New Pier, Port Melbourne, or docks, &c., provided such employees reside in the Medical Officer's district, also subsequent periodical reports as may be required by the Department. (This will not include Medical attendance.)

(c) The Melbourne Metropolitan District to be fixed at a radius of 4 miles from the Naval Staff Office, Port Melbourne, but not to extend further west than the Saltwater River.

(d) The duties of the District Naval Medical Officer and Assistant District Naval Medical Officers are to be divided as follows:—

The District Naval Medical Officer to attend all Naval Patients,

The Assistant District Naval Medical Officer (Melbourne) to attend all Civil Patients,

The Assistant District Naval Medical Officer (Williamstown) to attend patients west of the Saltwater River.

22. At Sydney the following additional duties are to be performed:—

Medical attendance, at the Medical Officers' Surgery, on civilian members of the Permanent Administrative and Clerical Staff of the

Naval Establishments, also attendance at their homes, provided they reside within 2 miles of the Naval Staff Office, and that water transport is not necessary.

23. The following shall be the rates of retaining fees and charges:—

ANNUAL RETAINING FEES.

DISTRICT NAVAL MEDICAL OFFICERS.

	£
Sydney	150
Melbourne	60*
Brisbane	50
Adelaide	33
Fremantle	33
Hobart	25

SUB-DISTRICT NAVAL MEDICAL OFFICERS.

	£
Newcastle	25
Thursday Island	10
Remainder	20

*Subject to division of duties. (Total retaining fee for Melbourne to be £100; and that of Assistant District Naval Medical Officers, £20 each.)

CHARGES.

	s.	d.
1. (a) Provisional examination of recruits for the Permanent Naval Forces	7	6
(b) Provisional examination of candidates for the Royal Australian Naval College	7	6
2. Medical examination of candidates for commissions in the Permanent Naval Sea-going Forces, R.A.N. Brigade, and R.A.N. Reserve	10	6
3. Medical examination of recruits for the Citizen Naval Forces, and of boys liable for training as Senior Naval Cadets	2	6
4. Medical examination of recruits for the R.A.N. Reserve	7	0
5. Medical examination of candidates (Civil) for Permanent employment in the Department	7	6
6. Medical attendance on members of the R.A.N.B. Staff, their wives and families, and on Civilian members of the Permanent clerical staff at the Naval Staff Offices, per visit to or from patient	7	6
7. Medical attendance on members of the R.A.N. Radio Service, per visit to or from patient	7	6
8. Attendance on Medical Boards and Surveys	20	0
9. Examination of Sick Berth Staff for advancement	20	0
10. Medical examination and report in cases of injury amongst employees of the Department. (This will not include medical attendance)	10	6
11. Medical examination and report in cases of sickness (other than injury) amongst employees of the Department. (This will not include medical attendance)	10	6
12. Medical attendance on members of the Permanent Naval Sea-going Forces left behind by one of H.M.A. Ships, or sick whilst on leave	7	6
13. Medical attendance on members of the R.A.N. Brigade:—		
(a) At the Naval Staff Office	7	6
(b) At the Medical Officer's Surgery	7	6
(c) At the patient's home	7	6
14. (a) Arranging admission of a patient into a Civil Hospital	7	6
(b) Visiting patients in Hospital and making report	7	6
(c) Attendance on board H.M.A. Ships	10	6
15. Visit to Citizen Naval trainees in regard to leave of absence, and reporting on same	7	6

16. Medical attendance and reports on special cases other than above.
(The remuneration will be governed by the special circumstances of the case) (minimum) 10 6
17. Medical attendance on members of the crew of a vessel under the direction of the Department 7 6
18. Medical attendance on board a vessel under the direction of the Department 10 6
19. Medical attendance on Permanent Administrative and Clerical Staffs at the Navy Office, &c., per visit to or from patient 7 6
20. Mileage, if distance is over 1 mile from the Medical Officer's Surgery (To be allowed one way only) per mile 1 0

NOTE.—No allowance will be given for travelling to and from the Naval Staff Office. If the Medical Officer has two Surgeries, the distance will be reckoned from the more central Surgery.

(18/1858.)

55.—RAILWAY TRAVELLING.

Matrons and Nursing Sisters, R.A.N. College.

In Navy Order No. 14 of 1916, clause 1c, the Matron and Nursing Sisters are to be deleted from the classification shown, and are to be considered in future as "Officers," and not "Ratings."

56.—CORRECTIONS, ETC., TO NAVY ORDERS.

The following Navy Orders are to be cancelled, the subject matters therein being now met by the provisions of the Financial and Allowance Regulations 1918:—

- 1911, No. 45; ~~1912, No. 135~~; 1913, Nos. 72, 124, 131.
1914, Nos. 2, 49; 1915, Nos. 53, 67, 90, 91, 92, 98.
1916, Nos. 16, 24, 29, 30, 34, 59; 1917, Nos. 7, 32, 33, 34, 36, 40;
1918, No. 3.

The following obsolete Navy Orders are to be cancelled:—

- 1914, Nos. 19 and 24; 1916, No. 13.

The following Navy Orders are to be cancelled, having been replaced as indicated:—

- No. 9 of 1917, replaced by No. 54 of 1918.
No. 30 of 1917, replaced by No. 33 of 1918.
No. 5 of 1918, replaced by No. 34 of 1918.

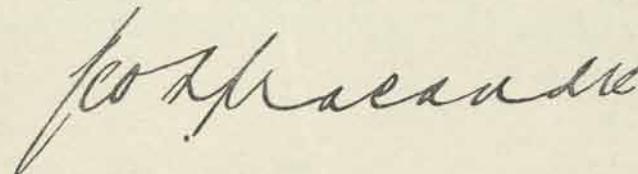
Commonwealth Navy Orders.

Navy Office, Melbourne,
18th July, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

A copy of these Orders is to be posted on the Lower Deck of H.M.A. Ships.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear-Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
District Naval Officers	4
Sub-District Naval Officers	1
Commonwealth Departments, &c.	as requisite

57.—VICTUALLING—GENERAL MESS RATE AND FIXED ISSUING PRICES.

1. The Naval Board direct that, in accordance with the provisions of Regulation 70 of the Financial and Allowance Regulations (Sea-going) 1918 for the Permanent Sea-going Forces, all Ships (except T.B. Destroyers) are to be messed at the uniform rate of 1s. 8d. per day as from 1st October, 1918.

2. The following are to be the fixed issuing rates for Provisions that are to be charged to General and Repayment Messes from that date, and until further orders:—

Article.	Price.	Remarks.
FRESH PROVISIONS—		
Beef—Fresh, chilled, or frozen	7½d. per lb.	Fore and hind quarters to be obtained in equal quantities, or alternately.
Rolled ribs	9d. ..	
Topsides and thick flanks	8d. ..	
Corned beef	8d. ..	
Corned pork	10d. ..	
Mutton	7d. ..	To be obtained in carcasses.
Mutton chops	8d. ..	
Veal	8½d. ..	(Same as for beef.)
Bread	1½d. ..	Ships with bakeries to charge bread at same rate.
Potatoes	1½d. ..	
Onions	1½d. ..	
Cabbage	1½d. ..	
Mixed vegetables (including carrots, marrows, pumpkins, and swedes)	1½d. ..	
TINNED PROVISIONS—		
Preserved meat	10d. ..	
Preserved rabbit	8d. ..	
Assorted tinned fruits	9d. per 2-lb. tin	
Tinned tomatoes	8d. ..	
Fresh herrings	9d. per 1-lb. tin	
Kipperd herrings	10d. ..	
Herrings in sauce	9d. ..	
Salmon	10d. ..	
Sardines	6d. per quarter tin	
DRY AND OTHER PROVISIONS	To be charged at the Victualling Yard Prices shown on the Supply Notes or at cost price (whichever applicable), until a further price list is promulgated in Navy Orders.	

Special Instructions for the General Guidance of Accountant Officers of H.M.A. Ships.

3. It is intended that, as a general rule, dinner meat should be one of the items set out in above price list. When Beef or Mutton is required for the mid-day meal, purchases of special parts other than the above are strictly forbidden. Except where provided for, Beef must be purchased in quarters, and Mutton in carcasses.

4. At Asiatic ports and adjacent islands, where cheap native meat is obtained for general use, the actual cost price may, pending further instructions, be charged General and Repayment Messes.

5. Where Assorted Tinned Fruits are available at different prices, equal quantities of each kind must be ordered. On no account are the expensive varieties to be selected and the cheaper kinds disregarded.

6. For the duration of the war, the greatest care is to be exercised by shore establishments and harbour ships to reduce to a minimum the consumption of all tinned provisions where suitable substitutes are available.

7. Where Government contracts of any kind exist, purchases of articles under contract must be made from such contractors. Should exceptional reasons justify any departure from this rule, a detailed statement is to accompany the purchase voucher showing the reasons and the Commanding Officer's approval.

8. When no contracts are in force, the Accountant Officer must obtain three quotations, where possible, on the special Tender Form established for the purpose. In placing orders for supplies, the lowest tender should be accepted unless for special reasons approved by the Commanding Officer. The lowest quotation for each article should where possible be accepted, and not necessarily the tender as a whole. *Large economies are often effected in this way.*

9. Where two or more of H.M.A. Ships are in the same port, the Accountant Officers are to confer with the object of, as far as is possible, obtaining similar stores from the same contractor. The latter arrangement is not to be departed from without the approval of the Senior Naval Officer present.

10. In Home ports, where repayment messes draw provisions for individuals to take ashore to their homes, this concession will apply generally only to married ratings, and only in so far as the same is permissible by Customs or other Government Regulations, no departure from which is to be permitted under any circumstances. Other ratings may, for special reasons approved by the Executive Officer in each case, be granted the same privilege, and their names added to a Permission List, which is to be kept in all ships. No provisions drawn in this manner are to be landed unless accompanied by the established pass for this purpose, and no rating to be allowed to take up provisions in excess of his ration allowance for any one month.

11. It is observed, from past provision accounts, that, in some cases, ships in home ports do not always effect the necessary economies due to men proceeding on short leave. All reasonable steps are to be taken in this direction.

12. All debits or credits of the General Mess Account will be waived on 1st October next, when the first list of fixed issuing prices comes into operation. Meanwhile, all reasonable endeavours are to be taken to reduce any debt or to maintain any accumulated credit.

13. On the 31st December next a report is to be furnished by all ships stating the conclusions arrived at from the principle of fixed issuing prices, with recommendations, if any, regarding the inclusion of

See N.O. 203/1921

See N.O. 149/1919
See N.O. 203/1921

any other essential articles which it is considered might, with general advantage to all ships, be added to the list of fixed prices already in force.

14. The co-operation of all Accountant Officers and their Staffs is desired in carrying into effect the foregoing instructions, which, if taken in conjunction with the Victualling instructions embodied in the Financial Regulations 1918, will place the General Messing System on a more satisfactory footing by eliminating the disabilities encountered at present by ships operating under differing circumstances.

(18/4801.)

58.—“EMDEN” COMMEMORATIVE RELICS.

1. A portion of the silver Mexican dollars recovered from the *Emden* will be made into Commemorative Medallions, and will be presented to the officers and men of H.M.A.S. *Sydney* who were on board at the time of the engagement (or, where deceased, to their next of kin). Such medallions are commemorative only, and are not to be worn. Distribution of same will be made by Captain John C. T. Glossop, C.B., Captain-in-Charge, at Sydney.

2. Presentations will also be made to the Staff at Cocos Island, to the Australian War Museum, to the Admiralty, and to approved Australian Museums. Applications by Museums or other public bodies will be made direct to Captain Glossop, and be forwarded to this Office, with his recommendations.

3. The balance will be sold to the public as souvenirs, in their present stained condition, at 20s. each, the money resulting being devoted to defraying the cost of making the medallions referred to above, and the balance being paid to the R.A.N. Relief Fund. All applications to purchase same are to be made to the Captain-in-Charge at Sydney, and the money arising therefrom will be placed in the hands of Trustees, to be nominated by the Captain-in-Charge.

4. Of the two gold coins, one is to be presented to Captain John C. T. Glossop, C.B., Royal Navy, who was in command of the *Sydney* at the time of her engagement, and the other is to be sent to the Navy Office, Melbourne, for disposal as may be directed.

5. The present coins are to be taken on charge in a separate store account by the Accountant Officer at Garden Island, and an account, with supporting receipts, kept showing the distribution, which, when completed, is to be sent to Navy Office, Melbourne, for audit, together with the Trustees' Account referred to in para. 3.

(17/6743.)

59.—ORDINARY SEAMEN, 2nd CLASS.

Qualifying Service for Award of Good Conduct Badges.

Qualifying Service for award of Good Conduct Badges is to count from the date of attaining the age of eighteen years.

2. Deferred pay is not payable in respect to any service under the age of 18 years.

(In replacement of Navy Order No. 24/1914.)

60.—MEDICAL TREATMENT AND APPLIANCES FOR MEMBERS OF PERMANENT SEA-GOING FORCES AFTER ACTIVE SERVICE AFLOAT DURING THE WAR.

1. Free medical treatment will be given by the Department of Repatriation to persons discharged from the Royal Australian Naval Forces who are subsequently in need of such treatment as a result of active service.

2. The Repatriation Department will also renew and repair, free of cost, artificial limbs and other surgical appliances rendered necessary by injuries received on active service; provided the renewals or repairs have not been rendered necessary by the careless or wilful act of the wearer.

3. The medical treatment will be provided in a military hospital, a public hospital, a convalescent home, or in the applicant's own home according to circumstances.

4. To obtain treatment application should be made to the Deputy Comptroller, Department of Repatriation, in the Capital City of a State if the person desiring treatment is in a metropolitan area, or, if in the country, to the local Repatriation Committee.

5. The Repatriation Department will pay fares and travelling expenses to and from hospital to approved applicants for treatment, and, under certain conditions, sustenance while undergoing treatment.

6. The production of Service Certificate is a condition of the granting of any medical or other treatment.

(17/7463.)

61.—PROMOTION TO MATE (S).

The provisions of Admiralty Weekly Order No. 501 of 1918 have been adopted in the Royal Australian Navy, and no further promotions will be made to the rank of Mate (S).

Navy Order No. 38 of 1917 will be amended accordingly in next issue of consolidated Navy Orders.

(17/3873.)

Commonwealth Navy Orders.

Navy Office, Melbourne,
22nd July, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

A copy of these Orders is to be posted on the Lower Deck of H.M.A. Ships.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services.. .. .	6
District Naval Officers	4
Sub-District Naval Officers	1
Commonwealth Departments, &c.	<i>as requisite</i>

62.—CHEVRONS FOR SERVICE AT SEA.

The wearing of Chevrons is authorized in the Royal Australian Navy subject to the following Regulations:—

1. Qualifications.

(a) To Officers and Men of the Sea-going Forces actually serving on board a sea-going vessel of war (other than a tender to a harbor vessel in Australia) on 5th August, 1914, *amended by 11/1/1918*
 Officers, 1 silver braid Chevron.
 Petty Officers and Men, 1 red worsted Chevron.

(b) To Officers and Men of the Sea-going Forces at sea during the calendar years ~~1914~~, 1915, 1916, and 1917 (subject to the conditions in section 5)—
or at 31 Dec. 1917 both in Sea

Officers, 1 gold braid Chevron for each year.

Petty Officers and Men, 1 blue worsted Chevron for each year;

(except that only one Chevron is issuable for 1914 under (a) and (b) or for any one year).

2. Sea Service.

Service at sea is service on sea-going pay in sea-going Ships of War or in Commissioned Fleet Auxiliaries, but does not include service in tenders to harbor vessels employed in Australian waters (except the mine-sweeping vessels for such periods as they were employed on actual war mine-sweeping, and not for practice or training only), and does not include service under the Mercantile Shipping Acts.

Service on passage at sea to or from a sea-going Man of War may be added to time actually served in such vessels.

The service of enlisted Naval ratings as gun's crew in Defensively Armed Merchant Ships will count as qualifying service.

Service in *Protector* from 29th August, 1914, to 9th October, 1914, in connexion with New Guinea Expeditionary Force, will count as Service toward 1914 Chevron.

3. Auxiliary Services, &c.

1914 Chevron will be issuable to those members of the Naval section of the 1st Naval and Military Expeditionary Force to New Guinea who were absent a minimum period of three months from Australia.

Chevrons will be issuable, *subject to qualifying sea-going service*, to members of the R.A.N. Brigade who have enlisted in the Sea-going Forces for the full period of the war for general sea service.

Chevrons are issuable to Canteen Staffs in H.M.A. Ships borne on the books of such Ships, subject to the rules regarding sea service.

4. Miscellaneous Instructions.

Chevrons are not issuable in the Royal Australian Navy for service on shore overseas without qualifying sea service.

A Chevron will not, pending further orders, be issuable to Officers and Men of the Royal Navy *lent* on 5th August, 1914, unless they were at sea, as defined in paragraph 2, on that date, nor to R.N. Pensioners serving in the R.A.N. in harbor vessels on that date.

Officers and Men who have joined the Sea-going Forces during the war will be entitled to wear the Chevrons of their present Naval rank for active service overseas in the Military Forces prior to joining the Royal Australian Navy, subject to the same being established to the satisfaction of Commanding Officers. *amended by 11/1/1918*

Returned Soldier Badges are not to be worn in uniform in view of the provision made above (and existing in the R.A.N.B. (Naval Guard Section) for Returned Soldiers to wear their ~~battalion colours~~). *war service chevrons*

The date of the award of the first Chevron will be the date of commencement of sea service; but, after 1st January, 1918, the date of award of first Chevron will be one month after commencing sea service.

Service in patrol vessels which are tenders to harbor vessels in Australian waters will not count as qualifying service except in regard to cruising sea-going vessels, and in the latter vessels only in regard to members of the Sea-going Forces who have other qualifying service at sea for the same year, in which cases such service in sea-going tenders may be added.

(In the event of any future extension of enemy activities to Australian waters, service in cruising patrol vessels which are tenders to harbor vessels will form the subject of such further regulations as may be prescribed by the Naval Board.) *amended by 10 21/1/1918*

(Addition Section 4. 10 62/1918)

Officers of the R.A.N.B. who have served afloat for six months continuous training during the calendar year 1916, or 1917, are entitled to a Chevron for the year in which such period been served—subject to the rule that service shall not be carried forward from one year to year and only one chevron is issuable for any one year.

From 1st January 1918, they will follow the twelve months' rule fixed for the R.A.N. Sea-going Forces.

The award shall be made as above as such persons have, on completion of training, volunteered for further general sea service in the R.A. Fleet for the remainder of the war.

and the calculation of qualifying service for the award in the case of a rating is to be made in the ship or establishment in which he is borne for pay.

62.—CHEVRONS FOR SERVICE AT SEA.

The wearing of Chevrons is authorized in the Royal Australian Navy subject to the following Regulations:—

1. Qualifications.

- (a) To Officers and Men of the Sea-going Forces actually serving on board a sea-going vessel of war (other than a tender to a harbor vessel in Australia) on 5th August, 1914.
Officers, 1 silver braid Chevron.
Petty Officers and Men, 1 red worsted Chevron.

- (b) To Officers and Men of the Sea-going Forces at sea during the calendar years ~~1914~~, 1915, 1916, and 1917 (subject to the conditions in section 5)—

Officers, 1 gold braid Chevron for each year.
Petty Officers and Men, 1 blue worsted Chevron for each year;

(except that only one Chevron is issuable for 1914 under (a) and (b) or for any one year).

COMMITTEE, R.A.N. College, 1918.

to be written on.)

PAPER.

to attached telegram from Commanding
submitting an amended programme, it
College, appears to have lost sight of
necessary to bring the Marble Bar cand-
that his this boy is located in a very
falls his passage to Adelaide cannot be
by of the o

A Chevron will not, pending further orders, be issuable to Officers and Men of the Royal Navy lent on 5th August, 1914, unless they were at sea, as defined in paragraph 2, on that date, nor to R.N. Pensioners serving in the R.A.N. in harbor vessels on that date.

Officers and Men who have joined the Sea-going Forces during the war will be entitled to wear the Chevrons of their present Naval rank for active service overseas in the Military Forces prior to joining the Royal Australian Navy, subject to the same being established to the satisfaction of Commanding Officers.

Returned Soldier Badges are not to be worn in uniform in view of the provision made above (and existing in the R.A.N.B. (Naval Guard Section) for Returned Soldiers to wear their ~~battalion~~ colours).

The date of the award of the first Chevron will be the date of commencement of sea service; but, after 1st January, 1918, the date of award of first Chevron will be one month after commencing sea service.

Service in patrol vessels which are tenders to harbor vessels in Australian waters will not count as qualifying service except in regard to cruising sea-going vessels, and in the latter vessels only in regard to members of the Sea-going Forces who have other qualifying service at sea for the same year, in which cases such service in sea-going tenders may be added.

(In the event of any future extension of enemy activities to Australian waters, service in cruising patrol vessels which are tenders to harbor vessels will form the subject of such further regulations as may be prescribed by the Naval Board.)

5. Conditions as to Service.

For the years 1914 to 1917, to have a minimum aggregate sea service of three months for each year for which a Chevron is claimed.

(Service cannot be carried forward to another calendar year.)

From 1st January, 1918, onwards, to have an aggregate period of twelve months' service at sea for each Chevron. This service need not be continuous; it will include short periods of leave where the individual returns to service at sea at the conclusion of such leave. Periods of absence without leave, in prison or detention, in hospital from sickness due to avoidable causes, or in captivity as a prisoner of war to be excluded in calculating the twelve months required to qualify for an additional Chevron. No service prior to 1st January, 1918, is to count towards the twelve months' qualifying service.

6. Directions as to Certificates, &c.

On the discharge of an individual from a ship or establishment, the number of days' qualifying service earned up to date towards the award of an additional Chevron is to be computed and noted on his pay documents and in the Ledger. (It is necessary that medical history sheets should in all cases be inspected.)

The award of Chevrons is to be noted on Certificates of Service and in Ship's Ledger (or other pay records). In the case of those earned prior to 1st January, 1918, the notation to be in the form "1914, 1915, 1916, 1917 Chevrons awarded." Subsequently, the actual date of award of each Chevron is to be shown, and whether 1st, 2nd, 3rd, &c.

7. Commanding Officers to Award.

Commanding Officers will be responsible for the issue of Chevrons; and the calculation of qualifying service for the award in the case of a rating is to be made in the ship or establishment in which he is borne for pay.

8. Uniform Regulations as to Wearing Chevrons.

The Chevrons will be $\frac{1}{4}$ -inch in width, the arms $1\frac{1}{4}$ inch long. They will be worn inverted on the right forearm. Distance apart to be $\frac{1}{8}$ -inch.

In the case of Officers, such Chevrons are to be worn on the blue and white (in Australian waters only) undress coats only, the lowest Chevron being worn in blue uniform half-an-inch above the curl, or upper row of lace, or above the centre button, as applicable to the rank or branch in each case, and in a similar position in white uniform.

In the case of men not dressed as seamen, the lowest Chevron will be worn half-an-inch above the cuff. In the case of men dressed as seamen, the lowest Chevron will be placed half-an-inch above the point of the cuff of the No. 1 jumper, and $1\frac{1}{2}$ inch above the bottom of the sleeve of the working jumper. The red Chevron will be worn below the blue one. Chevrons are to be worn on dresses Nos. 1 and 2 only; they will not be worn on greatcoats.

v. Awards to Invalided Officers and Men.

The Chevrons may be worn in plain clothes by Officers and Men who have been discharged (except for misconduct) from the Service.

In such cases, application should be made by letter to the Naval Secretary, Navy Office, Melbourne, stating clearly periods for which Chevrons are claimed.

In regard to the Naval Section of the Australian Naval and Military Expeditionary Force to New Guinea and to Mine-Sweeping vessels, such applications should be addressed to the District Naval Officer concerned for endorsement as to service, and transmission to the Navy Office, Melbourne.

Applications in regard to the present Pacific Forces, under the Administration at Rabaul, are to be made to the Staff Officer for the Australian Naval and Military Expeditionary Force, Hyde Park, Sydney.

10. Notes.

It is an offence for any unauthorized person to wear a Chevron or Chevrons, and it is an offence for any person to supply, without lawful excuse or authority, any of these Chevrons to an unauthorized person.

In any matter not determined in the foregoing the award of Chevrons in the Royal Australian Navy is to be in accord with orders issued from time to time in the Royal Navy.

(18/3565.)

63. FORWARDING OF RECRUITS.

Recruits from all States, except Boys for the *Tingira*, are to be sent to the Recruiting Officer at Navy Office, Melbourne, with the full papers connected with their case, and not to the Naval Depot, Williamstown.

Recruits for *Tingira*, passing through Melbourne, will also be dealt with in accordance with the foregoing.

(18/4142.)

64. MEDICAL ATTENDANCE.

The following extract from the Financial and Allowance Regulations, 1918, is to be brought to the notice of Officers and Men of H.M.A. ships:—

29. Period of Full Pay.—Ranks and ratings of the Permanent Sea-going Forces sent to hospitals on account of disabilities for which they are not themselves responsible will be allowed full pay for a period not exceeding 6 months without reference to the Naval Board, if not invalidated before the expiration of that period. During the period of the war, this period may be extended to 18 months.

30. Additional for Injuries, &c.—When any member of the Permanent Sea-going Forces is sent to hospital for treatment of any serious bodily injury received whilst serving, or for treatment for insanity the result of an accident on duty, or the result of extraordinary exposure or exertion on service, the Naval Board may authorize an extension of the period of 18 months during which the patient remains in hospital.

31. (1) Venereal Disease, &c.—Members of the Permanent Naval Forces *sick on shore or sent to hospital* suffering from venereal disease, or from disabilities which are the result of the member's own misconduct, carelessness, or neglect, are to be placed on half-pay at the expiration of 30 days, and cease pay at the expiration of 91 days. Half pay shall consist of half substantive and half non-substantive pay, but married allowance and deferred pay will continue in full.

(2) In the case of venereal diseases, all persons again checked *sick on shore or in hospital* within fourteen days of the expiration of the previous period of sickness on shore or in hospital are to be considered as under continuous treatment, counting, however, only the days actually so checked.

32. (1) When on Leave.—When on leave, and under treatment of a private practitioner, *in consequence of being unfit to travel*, a sick allowance of 6s. per diem will be granted up to a limit of 91 days. In exceptional cases this period may be extended by the Naval Board.

(2) This sick allowance is in addition to ration allowance, and is to cover cost of lodging and medical attendance. The Navy Department is not responsible for the account of the medical practitioner called in on such cases. Such allowance will not be payable in the case of venereal disease, nor in the case of disabilities which are the result of the member's own misconduct, carelessness, or neglect.

(3) Such allowance being for the purpose of insuring medical care whilst absent on leave, and for speedy return to ship, such payments shall be entirely subject to the pleasure of the Naval Board after consideration of all the circumstances of the case. During such treatment a Naval Medical Officer may inquire into or take over direction of the case.

33. Private Hospitals, &c.—In cases where an officer or man elects to be treated in a private hospital, or by a private practitioner, a Naval Hospital or hospital with approved naval accommodation being available, or in cases where a patient, an invalid or otherwise, is discharged from such hospitals or from the care of a Medical Officer at his own

request, or against the advice of such Medical Officer, such patient shall take all financial responsibility consequent on his action, and, before such request is approved, shall sign an undertaking to that effect, which shall be transmitted to the Naval Board. In such cases the period of full and half pay shall be determined by the Naval Board according to the circumstances of the case, and shall, generally, not exceed 91 days. The Naval Board may require such person to be medically surveyed at any time during such treatment.

34. (1) Allowances.—Married and Dependent Relatives' Allowances shall be continuously paid during sickness, from whatever cause arising, when half or full pay is being paid, until a member is finally discharged from the Service. When on half-pay the Regulation in regard to allotment of proportion of pay shall apply to the reduced pay.

(2) Whilst under hospital treatment at Government expense no allowance for rations or quarters shall be payable. When under private treatment ration allowance only will be payable, except as provided in the foregoing.

Notes.

Further details are included in Navy Order 37 of 1918. Attention is drawn to the fact that Financial Regulation 32 only applies to persons *taken ill on leave who are unfit to travel* back to their ship or to a Naval or recognised hospital and that any person taken ill on shore is to report the same immediately.

The allowance referred to is not payable during periods of sick leave nor in cases of illness due to causes within a person's own control. (17/6290.)

65. SCHOOL OF COOKERY.

An Instructor in Cookery has been appointed for charge of Cookery School at H.M.A. Naval Depôt, Williamstown.

2. Probationary 3rd Cooks Mates and 2nd Cooks Mates will be examined six weeks after entry as to their aptitude for cooking work.

3. All higher cook ratings will be required to comply with the tests laid down in the *Handbook of Naval Cookery*, and to have the requisite knowledge of Breadmaking, prior to advancement. (18/5229.)

66. GENERAL MESS ACCOUNTS.

Form A. S. 72z, "Daily Statement of General Mess," has been revised, and the new form is to be brought into use in all H.M.A. Ships (except T.B. Destroyers) on 1st October, 1918. Present form is not to be used after quarter ending 30th September, 1918.

A first supply of two books, which is sufficient to meet requirements for six months, is being made without demand. (D.S.18/1185.)

67. RATINGS DETAINED FOR PERIOD OF WAR.

The following extract from the Commonwealth Naval Defence Act is promulgated for general information in replacement of Navy Order No. 6 of 1916:—

Section 28. "A member of the Naval Forces shall be entitled to be discharged therefrom at the expiration of the period of service for which he enlisted, unless such expiration occurs in time of war, in which case he shall not be entitled to his discharge until the war has terminated."

(18/4381.)

68. FINANCIAL REGULATIONS, 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations, 1918, for the Permanent Naval Forces (Sea-going):—

Regulation 2, Clause 10—

In line 2 delete the words "Sea-going."

In line 6, for "R.A.N. Sea-going Service only" substitute "Service on Sea-going rates of pay."

(18/3291.)

Regulation 3, clause (5) add—

"but time served prior to disrating may count towards progressive pay on restoration to rating."

(18/1212.)

Regulation 6, add new clause (8).

8. *Torpedo Control Duties.*

To Officers (except Torpedo Gunners) fully qualified under Admiralty Regulations and borne for Torpedo Control duties in sea-going ships, 1s.

(18/3324.)

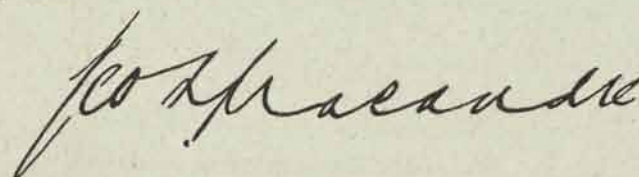
Commonwealth Navy Orders.

Navy Office, Melbourne,
8th August, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

A copy of these Orders is to be posted on the Lower Deck of H.M.A. Ships.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services.. .. .	6
District Naval Officers	6
Sub-District Naval Officers	1
Commonwealth Departments, &c.	as requisite

69. ECONOMY TO BE ENFORCED.

The Minister for the Navy has directed attention to the fact that owing to the financial burden imposed on the community by the continuance of the war, it is incumbent on all responsible Officers—Naval and Civil—to enforce strict economy in the expenditure of public money or stores.

2. As a general direction, it must be understood that no expenditure that is not of assistance in the active prosecution of the war, or to the requirements of active National defence, should be put forward in the present emergency and certainly nothing that is purely a matter of convenience only.

3. The Naval Board direct that careful attention is to be given to this matter, and will examine, and view with displeasure, any case of extravagance or of expenditure for purely personal convenience, or staff, material, or otherwise, that comes under their notice.

(18/264.)

70.—CONCESSIONS TO RETURNED MEN.

In order that the facilities afforded to returned Sailors may, during the period of their 21 days' leave, be similar to those enjoyed by the members of the Australian Imperial Force whilst on temporary furlough from the Front to Australia, the following procedure is to be observed by H.M.A. Ships *Cerberus* and *Penguin*:-

1. A free return railway pass is to be issued to their homes in regard to Officers and men returned after a minimum continuous period afloat of 3 (three) years. (In regard to service in T.B. Destroyers, the period will be 2½ years.)

2. In order that identification for the purpose of sharing similar concessions to those granted to members of the Australian Imperial Force may be established, leave tickets issued after the minimum period of service at sea referred to in para. 1 are to be indorsed with a rubber stamp (and signed in manuscript by a responsible Officer) "Furlough after Active Service." A record is to be kept of such leave tickets, and the leave tickets are to be called in on expiration of leave.

3. Consideration is being given to the establishment of special leave tickets in the foregoing cases.

4. The Commanding Officers of H.M.A.S. *Cerberus* and *Penguin* are to give any assistance or information required, or any lists of such cases desired, by Tramway, Theatre, or other authorities conferring concessions, and notices are to be posted on the Ship's Company Notice Board of concessions existing and conditions of usage.

(18/4934.)

71.—CHEVRONS FOR SERVICE AT SEA.

The following correction is to be made in Navy Order No. 62 of 22nd July, 1918:-

Section 1. (a) add after the words "5th August, 1914," the following:-

"or at sea between 5th August, 1914, and 31st December, 1914, subject to the conditions in Section 5".

Section 1. (b), line 2, delete "1914".

(18/3565.)

Section 4. Add the following:-

Officers of the Royal Australian Naval Brigade who have served afloat for six months' continuous training during the calendar years 1915, 1916, or 1917, are entitled to a chevron for the year in which such period has been served—subject to the rule that service shall not be carried forward from year to year and only one chevron is issuable for any one year.

2. From 1st January, 1918, they will follow the twelve months' rule fixed for the Permanent Seagoing Forces.

3. No award shall be made as above unless such persons have, on completion of training, volunteered for further general sea service in H.M.A. Fleet for the period of the war.

(18/3565.)

72.—R.A.N. AUXILIARY SERVICES (Non-Seagoing).

CONDITIONS OF SERVICE AND PAY.

1. **General.**—The R.A.N. Auxiliary Services shall comprise the R.A.N. Brigade Staff, R.A.N. Radio Service, and Naval Employees permanently appointed for duty in H.M.A. Naval Depôts, Establishments, and Offices.

Members of the Auxiliary Services shall be subject to the provisions of the Naval Discipline Act. They shall be considered members of the Permanent Naval Forces (Non-seagoing), and will be required to wear uniform on duty, and at all times when uniform is required to be worn by the Seagoing Forces.

2. **Appointment.**—Appointments to the Auxiliary Forces will be subject to such conditions and qualifications as may be prescribed by the Naval Board and will be made from persons of long service in the Seagoing Forces.

All appointments and re-engagements shall be subject to recommendation, vacancies existing, and the approval of the Naval Board, and irrespective of the period of engagement entered into, shall only be for such period for which a member's services are required.

Recommendations for the establishment of R.A.N. Auxiliary Service appointments must be made before 1st July in each year for inclusion in the estimates for the succeeding year.

See N.O.
27 of 1918
& 53 of 1919

3. **Rates of Pay.**—The following consolidated rates of pay, inclusive of all allowances (except travelling and other allowances specially provided) shall apply as from 1st July, 1918, to persons appointed for permanent duty on shore in the R.A.N. Auxiliary Services:—

Rank or Relative Rank.	On Appointment.	Annual Increment.	Maximum.	Remarks.	
Captain	£ 625	£ 25	£ 725	To be appointed to last rank or rating and a seniority held in Seagoing Service.	
Commander	550	25	600		
Lieut. Commander	450	15	525		
Lieutenant	350	15	425		
Sub-Lieutenant	200	15	275		
Mate	250	15	340		
Comm'd. Warrant Officer	280	12	328		
Warrant Officer	228	12	276		
Chief Petty Officer	180	12*	222		
Petty Officer	156	6	174		
Leading Seaman	144	6	150	*Final increment, £6	
Able Seaman	134	6	140		
Ordinary Seaman	78	13	104		Future appointments of messengers, telegraphists, &c., to be invalid from R.A.N., and members of R.A.N.F. (O) In latter case to be discharged at age of 21.
Boys over 17	65		
.. over 16 and under 17	52		
.. under 16	39		

4. **Uniform Gratuities.**—The foregoing rates are inclusive of maintenance of uniform, except as follows:—

(a) *On First Appointment.*

- (i) Ranks and Ratings transferred from the Seagoing Forces will receive no outfit gratuity on transfer, except in regard to ratings required to change class of uniform, who will receive gratuities as per scale in (b).
- (ii) Gratuities will be paid to any persons appointed to Radio Service direct from shore (old scheme), without previous Naval Service, as follows:—

Warrant Telegraphists	£ 25
Chief Petty Officer Telegraphists	10
Petty Officer Telegraphists	10

(b) *On Promotion Subsequent to Entry.*

On advancement subsequent to entry, all ranks and ratings of the R.A.N. Auxiliary Services will be entitled to uniform gratuities, as follows:—

On promotion to Chief Petty Officer, if required to change class of uniform	£ 10
On promotion to Warrant rank	20
On promotion to Commissioned Warrant or Mate rank	10
On promotion to Lieutenant rank	10

(Except that on promotion from Petty Officer Telegraphist (old scheme) to Chief Petty Officer Telegraphist, in which case no change of uniform is required, no gratuity shall be payable.)

Uniform gratuities will not be again payable on re-engagement in the Auxiliary Services.

5. **Increments.**—All increments shall be subject to such conditions as may be prescribed by the Naval Board and to the necessary provision on Estimates being approved. Increments falling due on any day other than the first day of the month shall accrue from the first day of the following month.

In cases where an immediate increase is now given, the first increments after the institution of the above rates of pay will not be payable before 1st July, 1919, except in those cases in which the increase granted represents an adjustment only of the subdivision rate of pay.

6. **Advancement.**—Advancement after joining the Auxiliary Services will be subject to such regulations as may be prescribed by the Naval Board. Members of the Auxiliary Services below the rating of Chief Petty Officer may, if not otherwise promoted and subject to possessing the necessary qualifications and to the existence of vacancies, with Naval Board approval, be advanced to the next higher rating after one year's service at the maximum pay of their rating. Messengers, Coxswains, Storemen, General Workmen, Caretakers, &c., shall not, however, be eligible for promotion to Chief Petty Officer, except in the case of Senior Messengers at Navy Office and Naval Establishments, who may be so promoted, but shall not be advanced beyond a salary of £192 per annum.

Chief Petty Officers of the Seagoing or Auxiliary Forces will, if transferred or reverted to a position in the Petty Officer grade, receive the maximum pay of the Petty Officer grade only; but they may be allowed to retain the uniform of the rating of Chief Petty Officer.

(18/2759.) *

73.—EXAMINATIONS FOR COMMAND OF T.B. DESTROYER.

As the vessels of the Royal Australian Navy work in low latitudes and are liable for detached service, the "Law of Storms" is to be included in the syllabus laid down in Appendix X, Part IV., of the King's Regulations and Admiralty Instructions for Officers of the Royal Australian Navy qualifying in Navigation for the command of Torpedo Boat Destroyers.

Such Officers must have a practical working knowledge of the law of storms and of the handling of such vessels necessary before and during these circular storms.

(18/5554.)

74.—HURT CERTIFICATES FOR R.A.N. BRIGADE.

The issue of Hurt Certificates is approved in the case of members of the Royal Australian Brigade injured on duty.

2. Particulars of the issue of such certificates are to be noted in the record books of those members of the R.A.N. Brigade who are compulsory trainees.

3. The foregoing will be included in revised regulations for the R.A.N. Brigade, which are in course of preparation.

(18/4814.)

75.—DAMAGE DONE BY H.M.A. SHIPS OR BOATS, ETC.

On every occasion of damage being done by H.M.A. ships, boats, or other services, the procedure required by Article 573 of the King's Regulations and Admiralty Instructions is to be followed as far as applicable to such cases.

2. Where damage is done to a pier or wharf, or vessel or structure, an immediate report is to be invariably made. A survey of the damage done should be made by competent Officers and an estimate of the cost of the necessary repairs arrived at, but without anything being done that might be construed into an admission of liability until the orders of the Naval Board have been received.

(18/2316.)

76.—SICK LEAVE TO MEMBERS OF THE PERMANENT NAVAL FORCES (Seagoing).

1. Sick leave is only to be granted to persons requiring convalescence after a severe illness, operation, illness due to service in the tropics or in an unhealthy climate, and in such cases only on the recommendation of a Naval Medical Officer.

2. The period of Sick Leave on full pay is not to extend beyond 30 days without reference to the Naval Board, but in exceptional circumstances it may be extended by the Naval Board to a period not exceeding 91 days, provided there is a reasonable probability of the person returning to duty.

3. In the case of Officers, prior Naval Board approval is to be obtained to any period of Sick Leave.

4. The reasons for recommending Sick Leave are to be noted in the Medical Officer's rough journal, and no such recommendation is to be made unless the Medical Officer is satisfied that Sick Leave is necessary for the person to regain his normal health.

5. Medical Officers are not to recommend Sick Leave to persons requiring Medical attendance unless it can be carried out by Naval Medical Officers without extra expense to the Department.

6. Medical Officers are responsible that persons proceeding on Sick Leave clearly understand that the Department will not be responsible for the payment of expenses incurred for Medical and Surgical treatment whilst on Sick Leave, unless in such exceptional circumstances as may be specially approved by the Naval Board.

7. Should persons while on Sick Leave be again taken ill, they are to return to their ship or depôt for treatment, or if unfit to travel they are to be dealt with under the regulations contained in Navy Order No. 37 of 1918.

(18/5280.)

77.—PRICES OF SEAMEN'S CLOTHING.

The following correction is to be made in the Official Memorandum of 1st July, 1918, in regard to the Prices of Seamen's Clothing:—

Price of Long Jackets, serge, single-breasted, for Chief Engine-room Artificers, should read £1 14s. 10d.

Delete—Long Jackets, serge, diag., single-breasted, for Chief Petty Officers.

(D.V.17/1007.)

78.—RECRUITING REGULATIONS.

Recruits for the Permanent Seagoing Forces from the States of New South Wales and Queensland are to be sworn in on board H.M.A.S. *Penguin*, prior to being sent on to the Naval Depôt at Williamstown.

79.—ACCIDENT NOTE (FORM A.M. 143z).

1. In view of the desirability of an adequate record being kept of all injuries coming under treatment in H.M.A. ships, and in view of the possibility, in some cases, of further developments, the Naval Board have decided to extend Form A.M. 143z for use in all cases of all injuries occurring to Officers and Men of the Permanent Seagoing Forces treated in H.M.A. ships, whether such accidents occur on duty or otherwise.

2. This form is *not* to take the place of the Hurt Certificate issued under the provisions of Article 1318 of the K. R. & A. I. in the case of injuries received on duty of a more serious nature, which is to be issued as heretofore.

3. Medical Officers are to observe the instructions contained on the forms, which should be demanded from the Medical Depôt at Garden Island, Sydney.

4. The foregoing form is not to be used for civilian employees in H.M.A. Naval Establishments, for whom separate regulations are in force.

(17/8881.)

80.—INCREMENTS OF PAY.

To obviate the necessity for separate submissions in each case, a list is to be furnished quarterly of Officers of the Permanent Seagoing Forces or of the R.A.N. Reserve who are entitled to receive increments of pay during the ensuing three months.

2. In such cases the necessary authority will be issued from Navy Office without further application.

3. In cases where temporary Officers of the R.A.N. Reserve are "acting" in higher rank, the minimum rate of pay only of the higher rank in which acting is payable, as laid down in second paragraph of Financial Regulations 2, clause 7, for the Permanent Seagoing Forces.

(18/4495.)

81.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Seagoing):—

Regulation 2, clause (1), line 1.

Insert the word "daily" between the words "following" and "rates."

Regulation 4, clause 12 (i).

Add—An Allowance at the minimum rate may also be approved by the Naval Board in any other special case where Married Allowance is not already paid where dependence upon the member of the Forces is clearly established, subject to residence in Australia and the above limitation as to private income.

Regulation 11, heading of.

Insert the word "Daily" before the word "Rates."

82.—SEPARATION ALLOWANCE R.A.N. BRIGADE, (M) AND (O).

The following extension of Separation Allowance has been approved with effect from 1st July, 1918, in regard to the Royal Australian Naval Brigade (M) and (O) mobilized for the period of the war:—

- (a) Separation Allowance shall be payable (when Separation Allowance is not otherwise paid) in respect of a parent resident in Australia. This Allowance is not to be credited without the approval of the Naval Board, and shall generally be limited to cases of mothers (being widows) or cases of the father being permanently incapacitated by age or infirmity from earning wages exceeding £2 per week. Such Allowance shall not be payable where there are unmarried sons (not serving in the Naval or Military Forces), or daughters in receipt of wages exceeding £2 per week, or where the allottee possesses income of like amount.
- (b) Separation Allowance may be paid in regard to step-children and adopted children under 16 years of age, provided that the rating claiming the Allowance maintains such children and that they are not in receipt of endowment from any other source.
- (c) This Allowance may also be approved by the Naval Board in any other special case (where Separation Allowance is not already paid), where dependence upon the member of the Forces is clearly established, subject to residence in Australia and the above limitation as to private income.

(18/4868.)

83.—POSTAL ADDRESS OF H.M.A.S. "TINGIRA."

Arrangements having been made for mails, &c., for H.M.A. Training Ship *Tingira* to be dealt with at the Rose Bay Post Office, Sydney, instead of at Edgecliff, the address of H.M.A.S. *Tingira* is now "Rose Bay, Sydney."

(18/4741.)

84.—NEW AND REVISED FORMS.

(A)—New Forms.

The undermentioned form has been adopted for use in the Royal Australian Navy:—

First supply will be made by the Naval Store Officer, Williamstown, without demand:—

A.S.1046z. "Tender for Provisions for H.M.A. Ships."
D.S.18/1204.

(B)—Revised Forms.

The undermentioned forms have been revised:—

(i) First supply of the following will be made by the Naval Store Officer, Williamstown, without demand (old forms are obsolete):—

A.S.1324. "Report of Sighting Enemy" (for Ship's use).
D.S.18/481.

A.S.1324c. "Report of Sighting Enemy's Battle Fleet."
D.S.18/481.

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

A.S.44. (Outside.) "Mulets or Deductions from Pay."
D.S.18/1140.

A.S.55. "Continuous Service Engagements (7 years)."
D.S.18/859.

A.S. 158
revised by
104/1918
A.S.139. "Return of R.A.N.R. (Seagoing) Officers of the Military Branch who have been discharged from Annual or Biennial Training." D.S.18/784.

A.S.218. "List of Men recommended for Medal." D.S.18/1140.

A.S.461. "Mess Book. Issues of Provisions on Repayment."
D.S.18/1141.

A.S.462. "Monthly Account of Paymaster's Stores."
D.S.18/1141.

A.S.1322. (Small.) "Signal Forms—Wireless Telegraphy."
D.S.18/439.

(C)—Forms Cancelled.

The following has been abolished. Present stock should be exhausted before demanding revised form:—

A.S.1322. (Large.) "Signal Forms—Wireless Telegraphy."
D.S.18/439.

(D.S.18/1300.)

85.—FORMS OCCASIONALLY REQUIRED.

For the purpose of obtaining all requisite information, and expediting the dealing with requests without the expense of printing large quantities of forms only occasionally required, the details of any form only occasionally required will be promulgated in Navy Orders, so as to be available for reference and copying in the event of use being required.

It is intended eventually to print these forms in a separate pamphlet, as it is considered that standardization of this nature will considerably expedite business.

C.12133.—2

	Naval and Victualling Stores.		On Supplies of Stores purchased in Australia.		From Stocks.		Extra Labour, i.e. Packing Stores for Shipment, Tallying Coal, &c.	
	On all Supplies of Stores Imported from Admiralty Yards under Heading "D."	Not obtained from Admiralty Yards.	Supplied direct by Contractors and a direct charge.	Supplied from Stock.	Coal.	Oil Fuel.		Supplied direct by Contractors and a direct charge.
To Admiralty or ships Victualling Yards	Rate Book, plus 45%	Rate Book, plus 5%, plus freight	Nil	Actual cost, plus 5%	The rate at which the Stock issued could be replaced.	Nil	Actual cost, plus 15%	Actual cost, plus 5%
To R.H. ships of war	Rate Book, plus 45%	Rate Book, plus 5%, plus freight	Nil	Actual cost, plus 5%	Actual cost, plus 10%	Actual cost, plus 1%	Actual cost, plus 15%	Actual cost, plus 5%
To Commonwealth Line of Steamers	Rate Book, plus 45%	Rate Book, plus 5%, plus freight	Actual cost, plus 24%	Actual cost, plus 24%	Actual cost, plus 10%	Actual cost, plus 1%	Actual cost, plus 15%	Actual cost, plus 5%
To Commonwealth Government Department	Rate Book, plus 45%	Rate Book, plus 5%, plus freight	Actual cost, plus 5%	Actual cost, plus 5%	Actual cost, plus 10%	Actual cost, plus 1%	Actual cost, plus 15%	Actual cost, plus 5%
To Contractors (for making up uniform clothing, &c.)	Rate Book, plus 45%	Rate Book, plus 5%, plus freight	Nil	Actual cost	Actual cost, plus 10%	Actual cost, plus 1%	Actual cost, plus 15%	Actual cost, plus 5%
To private individuals (where approved in special circumstances)	Rate Book, plus 45%	Rate Book, plus 5%, plus freight	Nil	Actual cost	Actual cost, plus 20%	Actual cost, plus 2%	Actual cost, plus 15%	Actual cost, plus 10%
To Foreign Governments	Rate Book, plus 45%	Rate Book, plus 5%, plus freight	Actual cost, plus 5%	Actual cost, plus 5%	Actual cost, plus 10%	Actual cost, plus 1%	Actual cost, plus 15%	Actual cost, plus 5%

* To Allied Governments, the rate at which the Stock issued could be replaced.

In no case is the price charged for supplies to be lower than that which obtains locally, excepting for supplies to the Admiralty Establishments or Ships of Stores imported from Admiralty Yards.

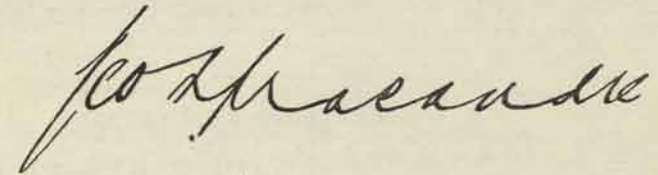
Commonwealth Navy Orders.

Navy Office, Melbourne,
24th August, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

A copy of Order No. 87 is to be posted on the Lower Deck of H.M.A. Ships.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear-Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depot, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

87.—REQUESTS, &c., TO BE FORWARDED THROUGH PROPER CHANNELS.

The Naval Board continue to receive, from time to time, a number of applications other than through the proper channel of communication, viz., the Commanding Officer of the individual concerned.

The Naval Board direct attention to Article 12 of the King's Regulations, any infraction of which will be treated as a disciplinary offence. For the convenience of Ship's Companies, the following extract from the King's Regulations is hereby promulgated:—

“No person in the Fleet is to enter into direct communication with any Service or Department of the State, or with any subordinate officer of such Service or Department, at home or abroad, on subjects connected with the Naval Service, or with his particular duties or present or future employment, unless authorized to do so by the Regulations of the Service or superior authority; but all communications on such subjects are to be made through the proper channels . . . in order that such steps may be taken therein as may be necessary.”

88.—RECRUITING REGULATIONS.

The Naval Board have had under consideration the expense and inconvenience caused by sending recruits from distant places who are subsequently found unfit.

The Board require a strict compliance in future with the Medical Recruiting Regulations, as the dissatisfaction caused to candidates who are so rejected is a great hindrance to recruiting.

The following directions are to be observed:—

- (1) Forms are to be carefully completed in accordance with the headings and instructions therein.
- (2) The recruits are to be despatched promptly, and with the necessary papers.
- (3) The Medical Regulations regarding examination of recruits are to be carefully carried out. If this were done, recruits would only be sent on who were practically certain of acceptance.
- (4) The sending of candidates who are obviously unfit “on the chance” that they may finally pass involves heavy expense, and is most damaging to recruiting. There have been cases where men have given up their work and spent days and nights travelling, which has led to bitter disappointment, and the spreading of unsatisfactory comment; such cases are considered to be due to want of care and attention on the part of Medical Officers.
- (5) As far as possible, candidates should be despatched on such days as will permit of their being promptly returned if rejected, instead of being delayed. The days on which men should be sent should be carefully worked out in each district.

(18/4142.)

89.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Seagoing):—

Regulation 6, item 4 (Physical Training Allowance)—
For “0s. 6d.” read (1s. 0d.).

(Amendment to take effect from 12th March, 1918.)
(18/2170.)

90.—AMENDMENT TO SCALE OF MEDICINES, INSTRUMENTS, ETC., FOR SERVICE AFLOAT.

In lieu of Spatula, Folding, 1 No., in the scale of Surgical Instruments, Tongue Depressors (Lambert Lack's Pattern), 2 No., are to be issued, and 1 No. of the latter is to be issued with Part 2 Field Service Chest.

91.—CALLING ARRANGEMENTS FOR H. M. A. SHIPS VISITING YOKOHAMA.

1. *Calls on the Diplomatic Corps.*

All Officers in Command of Squadrons or Ships, down to and including Officers of the rank of Captain, will, as soon as the exigencies of the service upon which they are engaged permit, proceed to Tokyo to call upon their own Representative, at whose Chancery they will leave cards for every Head of Mission present in Tokyo.

The Chancery will send the cards to the officials concerned, who will return them in the same way.

When this has been done, all visits between the visiting Naval Officer and the Diplomatic Corps shall be considered as paid and returned.

2. *Audience of His Majesty, Visits to Imperial Princes, and Calls on Japanese Civil Officials.*

If the visiting Naval Officer be of Admiral or Commodore rank, and it is his first visit to Japan, his Representative will request for him an audience of His Imperial Japanese Majesty, and will also arrange for him to write his name (and those of the Officers Commanding the ships under his orders) in the books of the Crown Prince, and of those Princes of the Blood who usually give audiences to Diplomatic officials and other foreigners. When this has been done, the visiting Officer will leave cards at his Representative's Chancery for transmission to the following:—The Prime Minister, the Minister for Foreign Affairs, the Minister of the Household, the Grand Master of the Ceremonies, and the Mayor of Tokyo.

These officials will send their cards in return to the same Chancery, and when this has been done, the calls will be considered as paid and returned.

3. Calls on the Navy Department.

If the visiting Naval Officer be of the rank of Admiral, or Commodore, or a Captain (Senior Officer of two or more ships), or a Commander (Senior Officer of three or more ships), the Naval Attaché (or if there be no Naval Attaché, then one of the members) of the Mission of the country to which the visiting Officer belongs, will arrange with the Navy Department for the visiting Officer to call on the Minister of Marine.

At the time of this visit, the visiting Officer will leave cards with the A.D.C. to the Minister of Marine for the following:—The Vice-Minister of Marine, the Chief of the General Staff, and the Vice-Chief of the General Staff.

The A.D.C. will, in exchange, hand to the visiting Officer the cards of these Officers.

4. Calls to be made by Officers below the Rank of Captain.

In the case of Officers below the rank of Captain, they will call upon their own Representative only, and not upon any other Ambassador, Minister, or (except as provided for in Section 3) upon the Navy Department.

5. Officials to be called upon at Yokohama.

The officials who have to be called upon by all Commanding Officers, whenever they visit the Port of Yokohama, are as follows:—The Governor of Kanagawa Ken (by arrangement with the visiting Officer's Consular Representative), and in the case of Officers of the rank of Captain, R.N., and below, the Mayor of Yokohama.

6. Dress.

The dress for all the abovementioned calls is:—Frock Coat and Sword (no epaulettes).

(17/1423.)

92.—RAILWAY WARRANTS AND TRAVELLING.

1. The instructions on the above subjects have been consolidated as under. Circular Letters 24E and 27E, and the following Navy Orders are hereby cancelled:—1911, No. 85; 1912, Nos. 53 and 88; 1913, Nos. 108 and 109; 1914, Nos. 26, 104, and 112; 1915, No. 64; 1916, No. 14; and 1918, Nos. 4, 18, 22, 28, and 48.

General.

2. The following Officers, or such Officers as they may depute, are empowered to authorize the issue of railway warrants, and will be

responsible that the person to whom the warrant is issued is travelling on duty, or is entitled to the warrant under the specific instructions of the Naval Board.

Ship, Establishment, &c.	Officer authorized to issue Warrants.
H.M.A. Ships (including Harbour Ships and R.A.N. College)	Commanding Officer.
H.M.A. Naval Establishments, including Commonwealth Dockyard, Cockatoo Island, and R.A.N. Wireless Workshops	Captain in Charge. General Manager or Manager.
R.A.N. Brigade	District Naval Officers and Sub-District Naval Officers.
Personal Warrant Books	Officers to whom the books are issued.

3. Any person deputed to sign warrants should sign "for Commanding Officer," or, as the case may be, and add, after his signature, the rank or position held.

4. Officers authorized to issue railway warrants should note that railway warrants are in the nature of cheques drawn on the Department of the Navy, and that such warrants should therefore be prepared and issued with every regard to the prevention of unauthorized use, and to insuring that accounts can be readily checked and passed for payment.

5. The approved form of warrant issued for use in H.M.A. Ships and Naval Establishments must be used in all cases, except where special forms of warrant are required.

6. Warrants must show clearly the place or ship of issue, and also the name and 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 entered in the place provided for rank or rating.

7. The certificate on the back of the warrant (whether chargeable to the Department or the individual) is to be completed, in all cases, and should clearly state the reason for issue of the warrant, such as "Taking up appointment to H.M.A.S. *Cerberus*," &c., to enable charges to be correctly allocated.

8. In the case of Naval Establishments or Naval Staff Offices, the address of the Accountant to whom claim for payment is to be rendered must be clearly shown on all railway warrants issued which are chargeable to the Department.

9. Warrants chargeable against the Department should bear no indorsement whatever on the face, except in case of the Christmas vacation warrants in H.M.A.S. *Tingira*. (See para. 20(c)).

10. Every alteration made in a warrant should be initialled by the person signing the warrant.

11. The conditions as to issue of railway warrants on State Railways apply also to the Commonwealth Railways.

Cancelled by N.O. 93 of 1919.

Cancelled by N.O. 93/1919.

12. Before a warrant is prepared for any journey *within* a State, action should be taken to ascertain whether a single or return ticket is issuable.

13. *Fac-simile* signature stamps or carbon copies of signature must not in *any circumstances* appear on warrants in lieu of a written signature.

14. Warrant-books, when not in use, are to be kept under lock and key.

15. Arrangements for issue of all warrants required for the forward, return, or other journeys, should be made by the Office to which the person travelling is attached, and it should not be necessary, except in special circumstances, for warrants to be applied for from other Establishments. Where warrants are, however, so issued, the footnote showing where account is to be rendered should be altered to show the Office to which the person is attached. Accounts should not be passed by Certifying Officers for fares of persons attached to another Establishment for pay, &c.

Personal Warrant Books.

16. These books are issued to certain Officers in Shore Establishments for their exclusive use when travelling on duty. Warrants should not be issued from these books to any other person, except in cases of emergency, when it is not possible to obtain the usual duty warrant from a Staff Office, or other Naval Establishment. Where it is necessary to issue a warrant to another person, the full name and rank and nature of the duty to be stated in all such cases.

17. All warrants should show in detail the reasons for travelling, so that the charges may be correctly allocated to the proper Naval Votes.

Special Instructions in regard to Issue of Warrants.

18.—

Journey.

Warrants to be Issued.

(a) Beyond the limits of one State Two separate warrants, one for forward and one for return journey. The original and duplicate of each warrant to be completed and issued to the person travelling.

(See below for journeys commencing in South Australia.)

Note.—Return tickets are issued only between Victoria and South Australia, and warrants for such journeys should be prepared accordingly.

(b) New South Wales Journeys within the State

The original and duplicate of warrant to be completed and issued to the person travelling.

(c) South Australia

For all journeys *commencing in* South Australia, a special form of warrant, obtainable from Navy Office, Melbourne, or District Naval Staff Office, Birkenhead, is to be used. The original and duplicate of warrant to be issued to the person travelling.

(c) South Australia—*continued*

The District Naval Officer, Birkenhead, will issue necessary warrants for journeys commencing in South Australia on receipt of advice in writing.

For journeys *to or through*, but commencing *outside*, South Australia, the ordinary form of Naval warrant to be issued.

(d) Victoria, Queensland, Western Australia, and Tasmania Journeys within the State.

The original portion of the warrant only is to be issued to the person travelling. The duplicate portion to be cancelled and remain in Warrant Book.

19. Passages beyond the limits of a State can be arranged on a warrant only for a journey between two or more Capital Cities, between two towns on the Inter-State route, or between a Capital City and town on the Inter-State route. If portion of the journey has to be made on a line other than the Inter-State line, a separate warrant for this portion of the journey is required, e.g., a person travelling from Brisbane to Adelaide requires only one warrant. A person travelling from R.A.N. College to join H.M.A.S. *Cerberus* at Williamstown should be provided with three warrants for the following portions of the journey:—Nowra to Sydney, Sydney to Melbourne, and Melbourne to Williamstown.

Leave and Concession Warrants.

20.—

(a) Permanent Forces (Sea-going) serving in H.M.A. Ships, including Vessels

Travelling from ~~Home Port~~ to member's home for the purpose of leave.

Half ordinary rate, payable in cash by the applicant on presentation of railway warrant plainly marked on the face, "Leave, half fare, payable by applicant."

Officers.—1st Class.

Men.—2nd Class.

The foot-note on warrant directing claim to be rendered against the Navy Department should be struck out.

Note.—Warrants issued for travelling from ship to Home Port for purpose of leave are (for the period of the war) chargeable against the Navy Department.

(b) Royal Australian Naval College

As above, on presentation of special warrant provided for journeys in all States, except those commencing in South Australia. For journeys commencing in South Australia, the South Australian warrant form is to be used.

All warrants issued under this concession should bear the indorsement on face, "Leave, half fare, payable by applicant."

The foot-note on warrant directing claim to be rendered against the Navy Department should be struck out.

(b) See addition
No. 134/1918

Cancelled by No. 93 of 1919

(c) H.M.A.S. *Tingira*

Officers and men as shown above.

Boys travelling to their homes at Christmas vacation, will be issued tickets chargeable to the Department at student's vacation fare, on presentation of the usual warrant, and the Railway Department student's certificate. This concession also applies to Inter-State travel, except to South Australia.

Warrants are to be indorsed on the face, in large type, "Travelling on Christmas Leave—Student's Vacation Fare."

(d) Officers and Men returned after a minimum period afloat of 3 years, or, in case of service in T.B. Destroyers, of 2½ years afloat

Travelling from ship to Home Port and from Home Port to member's home when proceeding on 21 days' leave.

One free warrant for journey to and from their homes—Officers, 1st Class; Men, 2nd Class.

No indorsement is to be made on face of these warrants, which are chargeable against Navy Department at half rates, but the certificate at back is to be filled in as "for purpose of Furlough after Active Service."

21. The above concessions will be granted ordinarily on return tickets only, but, in cases where return tickets are not issued, the concessions will be granted on single tickets. (See para. 12.)

22. No concessions are granted by the Railway Departments to members of the following, other than when travelling on duty:—

- (1) Naval Brigade Staff.
- (2) Naval Brigade.
- (3) Senior Naval Cadets.
- (4) Radio Service.

Trans-Continental Line.

23. All warrants issued, in future, for journeys over the Trans-Continental Railway between Port Augusta and Kalgoorlie are to be prepared to include both sleeping berth and meal ticket, entitling the passenger to meals on the train. The words "and meal ticket—Trans-Continental Railway" should be inserted on the warrant after the words "sleeping berth". *These charges are payable by the Department only in those cases where the cost of fare is paid by the Department.*

24. The present price of meal tickets is as follows:—

Meal Tickets: Port Augusta-Kalgoorlie Train.

	Issue Price.
1st Class.—Adult	13s. 6d.
2nd Class.—Adult	11s. 0d.
1st Class.—Child over 3 years and under 14 years of age	8s. 6d.
2nd Class.—Child over 3 years and under 14 years of age	7s. 6d.

25. No authority for concession in the cost of rail ticket will apply in any way to the meal ticket.

26. In view of the cost of transport by rail of heavy baggage, advantage is to be taken of forwarding same by sea between Western Australia and the eastern States when opportunity offers within a reasonable time.

Accounts.

27. Charges for services rendered by all Railway Departments—State and Commonwealth—for conveyance, on duty, of any members of the Royal Australian Naval Forces (Seagoing and Auxiliary Services), Senior Naval Cadets, and Civilians are made on the uniform basis of half ordinary rates. Accounts should be passed on this basis only. The concession of one-quarter and one-third fares for Senior Naval Cadets has been withdrawn by the Railway Departments.

28. The conveyance of stores, material, household furniture, &c., chargeable to the Department, will also be at half ordinary rates, but this concession does not apply to—

- (a) Penal charges, such as storage and demurrage;
- (b) Special charges, such as shunting, minimum charges for special trains, &c.

29. Recovery of cost of tickets issued on railway warrants for persons travelling on duty on the Commonwealth Trans-Continental Railway will be made as follows:—

- (a) Tickets issued in Victoria, South Australia, or Western Australia, will be claimed for by the State Railway Department concerned, e.g., through tickets issued in Melbourne for journey Melbourne to Fremantle will be claimed by the Victorian Railway Department.
- (b) In cases where tickets are issued for a journey solely on the Trans-Continental Line, arrangements may be made with the Commonwealth Railways to settle claims, either by cash or transfer account.

Special.

30. 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.

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

31. Ranks or ratings, when granted leave on return from foreign service, or on their vessel paying off, or in other special circumstances approved by the Naval Board, are entitled (for the period of the war) to railway warrants to and from their Port Division. Duty warrants chargeable to the Department will be issued in such cases by the Commanding Officer, H.M.A.S. *Penguin*, the Commanding Officer, H.M.A.S. *Cerberus*, or the District Naval Officer at Fremantle. Leave Warrants to those whose homes are distant from their Port Division should be issued separately, in accordance with the provisions prescribed in para. 20 (a) or (d).

footnote deleted from should be inserted here

cancelled by H.O. 9307 1919.

cancelled by H.O. 9307 1919.

32. In the case of a member of the Royal Australian Navy having lost his railway ticket, or not having sufficient money to purchase a ticket to enable him to rejoin his ship, a warrant, *chargeable at full rates*, may be issued to him on personal application (under the conditions shown in para. 33) by the Commanding Officer of one of H.M.A. Ships, or by a District or Sub-District Naval Officer. Officers who issue warrants in these circumstances are to give immediate notice thereof to the Commanding Officer of the ship to which the man belongs, in order that the cost of the warrant may be duly charged against the man's pay in the ledger, the amount of which is to be entered in the "Other Charges" column, details being given. The Director of Navy Accounts should also be advised of all such issues.

33. In order to guard against improper use of the arrangement under para. 32, the following rules are to be made generally known among Petty Officers and men serving on board H.M.A. Ships:—

- (a) If a Petty Officer or man should have also lost his liberty ticket, he must apply for a warrant in sufficient time to enable inquiry to be made as to the facts of his case.
- (b) In no circumstances will a Petty Officer or man be granted a warrant unless he applies personally in uniform.
- (c) When an applicant cannot substantiate his statements by the production of his liberty ticket or other document, inquiry (by telegraph, if necessary) will be made of his ship or depôt before a warrant is issued, and he will be required to bear the expense of such inquiry.

34. Railway warrants are invariably to be furnished to Officers and men for proceeding to complete unexpired leave after recall, and for returning to their ships. These warrants are not, however, to be issued, nor are any expenses to be allowed, unless the unexpired portion of the leave will admit of at least 24 hours being spent at the destination.

35. Officers and men who are aware, before proceeding on leave, that it is probable they will be recalled, will not be entitled to the repayment of any expenses incurred. (For information as to Travelling Expenses allowable, and other details, see Navy Order 116, of 1913.)

(18/3379.)

36. New paragraph

37

see No. O. 135/1918

Cancelled by
No. O. 93/1919

Commonwealth Navy Orders.

Navy Office, Melbourne,
9th September, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

A copy of Orders Nos. 93, 95, 98, 99, and 107 is to be posted on the Lower Deck of H.M.A. Ships.

By direction of the Naval Board,

Joseph A. ...

To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

93.—PREFERENCE TO RETURNED SAILORS AND SOLDIERS.

The following extract from Commonwealth Statutory Rule No. 196 of 1918 in regard to preferential treatment to applicants for temporary employment under the Commonwealth Public Service Regulations is hereby promulgated for information:—

Preference will be given in the following order:—

- (a) Persons who are married and who have served with satisfactory record in any Expeditionary Force raised under the provisions of the *Defence Act 1903-1917* for service outside Australia.
- (b) Persons who are unmarried and who have served with satisfactory record in any Expeditionary Force raised under the provisions of the *Defence Act 1903-1917* for service outside Australia.
- (c) Widows of deceased members of any such Force who died on active service.
- (d) Unmarried daughters of such deceased members who were dependent upon the earnings of those members at any time during the period of twelve months prior to their enlistment.
- (e) Widowed mothers of such deceased members who were dependent upon the earnings of those members at any time during the period of twelve months prior to their enlistment.
- (f) Unmarried sisters of such deceased members who were dependent upon the earnings of those members at any time during the period of twelve months prior to their enlistment.
- (g) Persons who are qualified by examination for permanent appointment, and
- (h) persons who are members of a trades union or industrial organization, other things being equal.

94.—WHITE CANVAS BAGS FOR BOOKS, ETC.

With reference to Admiralty Weekly Order No. 1731 of 1918, the bags referred to therein are to be carefully preserved, and forwarded to the Naval Store Officer, Garden Island, Sydney, as opportunity offers.

The Naval Store Officer, Garden Island, will collect these bags and ship them to the Superintendent, R.N. Store Depôt, West India Docks, from time to time.

95.—SEAMEN'S MESS TRAPS.

The Naval Board direct that all seamen's mess utensils are to be mustered at least every three months to insure that breakages are replaced, and more particularly to insure that an adequate supply is constantly in all messes to meet requirements, as suitable and adequate mess traps are essential to a reasonable standard of comfort.

2. It is pointed out that excess breakages, due to stress of weather or circumstances other than neglect, may, at the Captain's discretion, be replaced free of charge to the messes, and the Naval Board, whilst expecting recovery to be made in cases of neglect, draw attention to the fact that it is the Accountant Officer's duty to bring to the notice of the Commanding Officer any action that is desirable for the comfort of the lower deck in connexion with victualling arrangements. Attention is drawn to Financial Regulation 59 in connexion with this matter.

(18/5170.)

96.—MEDICAL OFFICERS' JOURNALS.

The Naval Board direct, with reference to Navy Orders 101/12 and 31/16, that Medical Officers in Medical charge in H.M.A. ships are to render a Journal for each completed calendar year as soon as possible after the termination of the year.

2. If a Medical Officer is in medical charge of a ship for only part of a year (other than when relieving the proper Medical Officer on account of absence on duty, on leave, or sickness) he is to render a complete Journal for the period he is in charge.

3. Quarterly Nosological Returns are to be closed and similarly rendered for broken periods and not kept open and carried on to the termination of the quarter by the succeeding Medical Officer.

4. Should a Medical Officer take medical charge during the last three months of the year, and continue in charge to the end of the year, he is to render a complete Journal for the period from taking charge to the end of the year and *not* include the returns for this period in the next year's Journal.

97.—RESIGNATIONS—COMMISSIONS TO ACCOMPANY.

Whenever a Commissioned or Warrant Officer of the Naval Forces (Permanent or Citizen) tenders his resignation, his Commission or Warrant, as the case may be, must accompany his letter of resignation. If his resignation is accepted, the Commission or Warrant will be retained in the Department of the Navy; if not accepted, or if the Officer is placed on the Retired List, it will be returned to him.

98.—MARRIAGE ALLOWANCE.

CONDITIONS OF PAYMENT.

1. Marriage Allowance is payable in the R.A.N. in accordance with the following scale:—

No. of Children under age of 16.	Commissioned Officers up to and including rank of Lieut.-Commander.	Ratings.	
		Per diem.	Per diem.
		s.	d.
(Wife only)		2	0
1 child		2	3
2 children		2	6
3 children		2	9
4 children and over ..		3	0

2. This allowance is paid direct to the officer or man concerned, being credited on the ship's ledger with other allowances on condition that allotments are declared in favour of the wife, as specified in paragraph 3 hereunder.

3. The following conditions shall govern payments of Marriage Allowance:—

- (a) In the case of an officer an allotment must be declared to his wife of not less than one-third of his Active Pay (excluding allowances) plus full amount of Marriage Allowance.
- (b) In the case of a Chief Petty Officer, Petty Officer, or Man, an allotment must be declared in favour of his wife of one-half of his Active Pay (excluding allowances) plus full amount of Marriage Allowance.
- (c) Marriage Allowance may be paid to Widowers with children in accordance with the above scale subject to an allotment in favour of a guardian of one-quarter Active Pay (excluding allowances) plus full amount of Marriage Allowance.
- (d) Marriage Allowance will, for the period of the war, be payable, irrespective of place of residence of wife, or of guardian in the case of a widower, provided the necessary allotment is made.
- (e) Marriage Allowance may be paid in regard to Step-children and Adopted Children under 16 years of age, provided that the rating claiming the allowance maintains such children, and that they are not in receipt of endowment from any other source.

4. Officers and men eligible to receive Marriage Allowance should make application to their Commanding Officer for same, on the prescribed form, in duplicate.

5. On production to the Commanding Officer of satisfactory evidence of marriage, an allowance will be payable in accordance with the scale set out above.

6. Commanding Officers, before giving approval to applications, should satisfy themselves, as far as practicable, that the statements contained in the above form are true and correct. In this connexion, certificates of marriage and birth certificates in respect of the children should be examined whenever possible, or steps taken to have same produced at a later date.

7. After notation by the Accountant Officer, the authority is to be retained by him in the case of officers; in the case of ratings the authority is to be attached to the rating's Certificate of Service. Duplicate applications of officers and ratings are to be forwarded into Navy Office. Before forwarding duplicate application into Navy Office, notation should be made on the same clearly indicating whether marriage and birth certificates have yet been sighted.

8. When fresh applications are made annually on 31st March, particulars contained on new applications should be compared with the applications attached to the men's Certificates, and any irregularities looked into and reported to Navy Office. The attention of Navy Office should be drawn to all cases where it is considered incorrect rates of Marriage Allowance are being credited, or wrong declarations have been made, &c.

9. In the case of both officers and men, the Naval Board may withhold payment of the Marriage Allowance when considered desirable.

10. For purposes of mulets, Marriage Allowance is not to be included in the daily rate of pay, this allowance being regarded, for this purpose, similarly to Lodging and Ration Allowances. Payment of allowance should not, however, be made when a rating is in cells, detention, &c.

11. During periods of detention or imprisonment not exceeding 90 days, the allotment should be continued at a rate not less than the amount of Marriage Allowance which would have been payable to the rating. As the allotment will be continued in such circumstances at the rate of at least £2 12s. 6d. per month, when the ordinary allotment is stopped, on discharge of a man to detention quarters, &c., a charge should be made against his pay in respect of allotment at the reduced rate. Form A.S. 63 declaring an allotment at this rate should be forwarded into Navy Office in every case. The debt accumulated by such allotment may be recovered in easy instalments, or in the event of discharge be communicated to Navy Office for recovery from deferred pay.

12. The following Navy Orders dealing with Marriage Allowance are cancelled as from 1/1/18:—Nos. 68 and 99 of 1913, 92 and 98 of 1915, and 34 of 1916.

99.—DEPENDANT ALLOWANCE.

CONDITIONS OF PAYMENT.

1. An allowance at the rate of 1s. 9d. per diem shall be payable to officers and men (when Marriage Allowance is not paid) in respect of a dependant residing in Australia requiring support, subject to an allotment of one-third of the pay of an officer or man, plus the amount of the above allowance.

2. As this allowance is subject to Naval Board approval, it should not be credited until approval of the Naval Board has been obtained.

3. Officers and Men eligible to receive this allowance should make application through their Commanding Officer for same on the prescribed form, in duplicate, the original application being attached to the Service Certificate and duplicate forwarded to Navy Office. On transfer of officers and men from one H.M.A. ship to another, original application should also be transferred, in the case of ratings, accompanying their Service Certificates.

4. The dependent parent of an applicant for this allowance will be required to sign a statutory declaration before a Justice of the Peace or Commissioner for Declarations as to the extent of his or her dependence for support upon the officer or man concerned and will also be required to furnish any other information desired by the Naval Board before approval.

5. Commanding Officers, before forwarding applications, should satisfy themselves, as far as practicable, that the statements contained on the form are correct, and that the fullest information is furnished with the application.

6. If approved, an authority for payment will be issued from the Navy Office, which, after notation by the Accountant Officer, should be attached to original application.

7. In the case of officers, application and approval are to be retained by the Accountant Officer; in the case of ratings, the authority is to be attached to the certificate of service.

8. When fresh applications are made annually on 31st March, particulars contained on fresh applications should be compared with the applications attached to the men's Certificates of Service, and any irregularities looked into and reported to Navy Office.

9. The allowance on account of a dependent parent is not payable when Marriage Allowance is drawn.

10. The Naval Board may stop or withhold payment of this allowance at any time when such action is considered desirable.

11. The above allowance is not to be included in the daily rate of pay for purposes of mulets, this allowance being regarded, for this purpose, similarly to Lodging and Ration Allowances. Payment of this allowance should not, however, be made when a rating is in cells, detention, &c.

12. During periods of detention or imprisonment not exceeding 90 days, the allotment should be continued at a rate not less than the amount of the above allowance. As allotment will be continued in such circumstances at the rate of at least £2 12s. 6d. per month, when the ordinary allotment is stopped, on discharge of a man to detention quarters, &c., a charge should be made against his pay in respect of an allotment at the reduced rate. Form A.S. 63 declaring an allotment at this rate should be forwarded into Navy Office in every case.

13. The debt accumulated by such allotment may be recovered in easy instalments from the man's pay. In the event of discharge, the debt should be communicated to the Navy Office for recovery from Deferred Pay.

14. In order that dependants may receive the benefit of the above allowance with the least possible delay, Form A.S. 63—Allotment Form—should be forwarded to Navy Office at the same time as application for the above allowance is made, and notation made thereon as to the date from which the increased allotment is to take effect, if the allowance is approved by the Navy Board. Allotment at the increased rate will not, however, be charged against the man's pay until approval is given to credit the allowance.

15. The following Navy Orders are cancelled as from 1st January, 1918:—Nos. 90 of 1915, and 34 of 1916.

100.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Sea-going).

Regulation 2. Clause 1:—Cancel Midshipmen (and relative rank) 6s. and substitute the following:—

	s.	d.	s.	d.
Midshipmen	5	0	5	0
„ of 1 year's service	6	0	6	0

Regulation 4. Clause 3—delete:—

“In such cases uniform allowance will not commence until one year after promotion or appointment as the case may be.”

Clause 7—delete the words “in lieu thereof” and add “The foregoing uniform gratuities and allowance shall apply, as from 1st July, 1918, to Officers of the Royal Australian Naval Reserve. Such uniform gratuities shall be payable as follows, viz., one-half on first appointment or promotion, one-quarter on subsequent appointment for one year's service afloat, and the balance on being called out by proclamation for war service.”

Regulation 6. Add Item 7(b).

SIGNAL ALLOWANCE.

Commissioned Warrant Officers and Warrant Officers of the W.T. and Signal Branches performing additional duties in lieu of a Commissioned Signal or W. T. Officer allowed but not borne, 1s.

(Payable as from 1st July, 1918, under conditions laid down in Admiralty Orders).

(18/5696.)

NOTE.—In last para. of Navy Order No. 68 of 22nd July, for “Clause (8)” read “Clause 7 (a)”.

(18/3324.)

Regulation 7. Add new Item 18(a).

FIRE CONTROL DUTIES.

	s.	d.
To ratings qualified and employed as defined in Admiralty Regulations (as from 1st July, 1918)	0	3

(18/6085.)

101.—UNIFORM ALLOWANCE.

The Naval Board direct, in regard to the provision in Regulation No. 4 of the Financial and Allowance Regulations (Sea-going) 1918 for Free Kit on Entry, that the total value of such issues be shown on the Ship's Ledger in the column previously used for issues under Clothing Gratuity and that the totals be carried forward into Summary as previously.

2. All issues for clothing chargeable against pay will, as previously, be charged in Clothing Charges column.

3. As information is required showing total value of free issues as from the 1st January, 1918, a statement should be forwarded covering the period from the 1st January, 1918, to the date of the ledger on which free issues are first shown in Clothing Gratuity column.

(M.2747.)

102.—MEDICAL TREATMENT OF CIVILIAN STAFF AT WILLIAMSTOWN NAVAL DEPOT.

The Permanent members of the Civilian Staff at the Naval Depot at Williamstown are entitled to medical treatment by the Assistant Naval Medical Officer at Williamstown under the provisions of Navy Order No. 54 of 1918, at the Medical Officer's surgery, or at their homes provided that they live within 2 miles of the Naval Depot.

2. Temporary employees will be dealt with under the Regulations existing for casual employees at H.M.A. Naval Establishments.

(18/5541.)

103.—OVERTIME TO TEMPORARY CIVILIAN JUNIOR CLERKS.

The Naval Board have directed that overtime to Temporary Civilian Junior Clerks in H.M.A. Naval Establishments and Offices is, from 1st August, 1918, to be paid at the award rate of 1s. 6d. per hour minimum and not at the minimum rate of 1s. per hour set out in Clause 62 (1) Commonwealth Public Service Regulations.

(18/5627.)

104.—ADDRESS OF DISTRICT NAVAL OFFICER, SOUTH AUSTRALIA.

The correct postal address of the District Naval Officer, South Australia, is "Birkenhead, via Port Adelaide, South Australia." The Naval Board direct this address to be used accordingly.

(18/4713.)

105.—ROYAL FLEET RESERVE AGE PENSION.

Applications for Royal Fleet Reserve Pension by Royal Navy ratings are to be accompanied by a statement of service in Royal Australian Navy from date of discharge from Royal Navy to date of application.

(18/2309.)

106.—AMENDMENT TO NAVY ORDER.

Form A.S. 138, referred to in Navy Order No. 84/1918, should read A.S. 158.

(D.S.)

(OCCASIONAL FORM No. 1).

APPLICATION FOR FREE PASSAGES FOR FAMILY OF RETURNED SAILORS.

(Not applicable to Royal Navy ranks and ratings temporarily lent to Royal Australian Navy).

Surname..... Christian names (in full).....

Rating (in full)..... Official No.....

Particulars of Active Service Afloat.....

How long have you been a resident of Australia? (a) On Shore in Australia prior to R.A.N. Service..... (b) In Royal Australian Navy since.....

Do you intend to remain permanently in Australia?.....

Whether being permanently returned to Australia and other reasons for request (substantial reasons to be given).....

Marriage. (a) Date..... (b) Place.....

Full names, date of birth, relationship, and full postal addresses of persons for whom you require passages.....

Do the foregoing persons all intend to settle permanently in Australia?.....

(is passage desired to Melbourne or Sydney?)

Signature of Applicant.

Forwarded:

Marriage and Birth Certificates have been produced and inspected.

.....
Commanding Officer.

The Comptroller,
Department of Repatriation.

Forwarded.—The facts above having been fully verified, the Naval Board request that arrangements may be made accordingly, subject to war and other conditions permitting, and that this office may be informed of arrangements made.

.....
for Naval Secretary.

Navy Office, Melbourne,

.....191

(17/7248.)

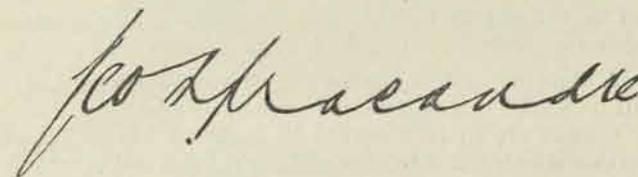
By Authority: H. J. GREEN, Acting Government Printer, Melbourne,

Commonwealth Navy Orders.

Navy Office, Melbourne,
15th September, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear-Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

C.14181.

108.—AWARDS FOR DESTRUCTION OF ENEMY MINES.

(A.) MINE SWEEPING VESSELS.

The Crews of Mine Sweeping Vessels of the R.A.N. Brigade are eligible for the following rewards for the destruction, sinking or salvage of Enemy mines:—

	Not exceeding a maximum of (per mine)—
(a) Moored Mine	£10
(b) Drifting Mine	1

The Naval Board will decide the amount of the reward according to the circumstances of the case. The maximum amount payable for one operation will not, except under special circumstances, exceed £100 for the vessels engaged.

2. In the event of any vessel exploding, on the bottom, a mine that can be verified as having been previously sunk in the position stated, but not exploded, an award of £5 is payable.

3. Awards will be shared by all vessels taking part. The amounts will be pooled and distributed periodically.

Claims are to be rendered through the Senior Naval Officer at the Port on which the Mine-sweeping force is based, to the Naval Board.

4. The distribution of shares will, as a general rule, be as follows:—

	Shares.
Officers	4
Chief Petty Officers and Petty Officers	3
Leading Seamen and below	2

The foregoing does not apply to Merchant Ships, in which cases the following regulations will be followed:—

(B.) BRITISH MERCHANT SHIPS REPORTING MINES.

(i) Merchant Vessels are to make every endeavour to destroy or sink mines when sighted. This may be done by rifle fire at a distance of *not less than* 200 yards. If a mine is thus discovered or sunk, a reward not exceeding £5, or, in special cases, £10 will be paid. No compensation is payable for damage sustained in destroying or sinking mines.

(Attention is drawn to the "Instructions for Inspection, Destruction, and Reporting of Mines by Merchant Ships in Australian Waters, &c." issued by the Naval Board on 22nd January last, copies of which should be in the possession of all merchant vessels, and can be obtained from the District Naval Officers at Sydney and Melbourne.)

(ii) Merchant Vessels should not attempt to salve mines. If they cannot destroy or sink them in accordance with sub-paragraph (i) they should report the position to the nearest Naval Authority by W/T in plain language, or, if not fitted with W/T, by visual signal or telegraph at the first opportunity. Any other shipping sighted subsequent to the discovery of a mine should be warned of its position. If the mine is moored, the position should be marked.

(iii) In the case of any vessel, at the request of a Senior Naval Officer, exploding on the bottom a mine that can be verified as having been previously sunk in the position stated, but not exploded, a reward not exceeding £5 will be paid.

(iv) For reporting a drifting mine (if such report leads to the destruction of the mine) a reward not exceeding £5, or in special cases £10, will be paid. A reward will not be paid unless every reasonable attempt to destroy the mine has been made.

(v) For the first intimation of enemy moored mines proved to be accurate and valuable, and delivered at the earliest possible moment, a reward not exceeding £10 will be paid, and the sum of 10s. per mile will be paid for each mile travelled off course for the purpose of reporting the same promptly.

(vi) The award for the first report of mine washed up on shore, in cases where the mine is ultimately recovered or destroyed, will be £1.

(vii) The foregoing does not apply to H.M.A. Ships nor to the Mine-sweeping vessels (which latter are specially provided for in Section "A").

(viii) No payment will be made for diversion from course or for loss of fishing.

(C.) GENERAL.

Posters relative to the finding and reporting of mines on, or near, foreshores, by fishermen and persons on shore, will be issued.

Copies of Section (B) are being supplied to merchant vessels.

(18/0355.)

109.—EXAMINATION OF VICTUALLING RATINGS.

Questions connected with the issue of Rum and of Marine Clothing are not to be put to candidates of the Victualling branch belonging to the Royal Australian Navy being examined for higher rating, but it is essential that such candidates should possess in the higher grades a thorough practical knowledge of the system of General Messing in force.

2. Royal Naval ratings on temporary loan should, however, be examined in the exact subjects laid down in Appendix XV. of the King's Regulations and Admiralty Instructions (Addenda).

110.—MEDICAL EXAMINATION ON DISCHARGE OR DEMOBILIZATION.

The Naval Board direct, with reference to Navy Order No. 39 of 1918, that the Medical examination referred to is on no account to take the place of a proper Board of Medical Survey, but is intended, as a precautionary measure, in cases of discharge *on other than Medical grounds*, to prevent claims for compensation being put forward later.

2. The charge allowable to Medical Officers of the R.A.N. Brigade for such examination, or attendance at such examination, is 7s. 6d. per case, up to a maximum of £1 for three cases.

3. The following addition is to be made to Navy Order No. 54 of 1918.

Add new item 8 (a)—

Examination, or attendance at examination, of rating discharged from Service *on other than Medical grounds*, per candidate (up to maximum for three candidates of 20s.), 7s. 6d.

(18/1939)

111.—CORRECTIONS TO NAVY ORDER.

Navy Order No. 62 of 1918. Chevrons for Service at Sea. Section 4, paragraph 4 (page 3).

For "battalion colours" read "war service Chevrons".
(18/3565)

112.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918, for the Permanent Naval Forces (Sea-going):—

Regulation 7—

Add new item 45 (A).

Searchlight Operators and Manipulators.

	<i>s.</i>	<i>d.</i>
Operators	0	4
Manipulators	0	2

(Payable as from 1st July, 1918, subject to regulations prescribed by Admiralty Orders.)

(18/6284)

113.—APPLICATIONS FOR FREE DISCHARGE OR DEMOBILIZATION.

All applications for discharge or demobilization are in future to be submitted, in duplicate, as shown in Occasional Form No. 2 (a specimen of which is attached).

114.—(OCCASIONAL FORM No. 2.)

APPLICATION FOR DISCHARGE OR DEMOBILIZATION.

(To be rendered in Duplicate.)

Full name
Rating Where serving Date
Reasons for request. (To be stated fully and substantially)

Next of Kin. (Relationship, Full Name and Address to be stated.)

	Age.	Whether Living	Employment in view (employer and wages).
Father			
Mother			

Full Particulars of Brothers and Sisters Alive.

Names.	Address.	Age.	Married or Single.

If for support of dependent Parents, statement as to their present income and how derived

Allotment in force (amount and to whom)

I do solemnly and sincerely declare that the above statement is true in every particular.

.....
Signature of Applicant.

Submitted for the consideration of the Naval Board, believing the facts to be as stated.

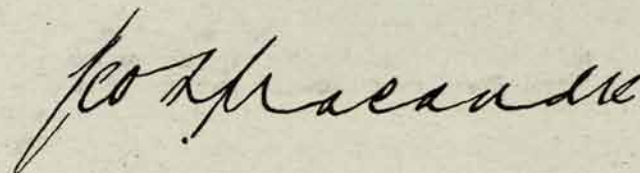
.....
Commanding Officer.

Commonwealth Navy Orders.

Navy Office, Melbourne,
24th September, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services.. .. .	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

115. R.A.N. BRIGADE MOBILIZED OR ENLISTED FOR HOME SERVICE.

Medical Treatment of.

Members of the R.A.N. Brigade called up by Proclamation or enlisted for Service shall, as from 1st October, 1918, be entitled to medical treatment under the following conditions:—

1. Ranks and ratings sent to hospital, on account of disabilities for which they are not themselves responsible, may be granted full pay, but no other allowances, for a period not exceeding six months, without reference to the Naval Board, if not discharged to duty, invalided or deceased before the expiration of that period.

2. After a period of six months has expired, such persons shall be placed on half pay for a further period not exceeding six months.

3. When a member of the R.A.N. Brigade is in hospital for treatment of any serious bodily injury received during service, or for treatment of insanity, the result of an accident on duty, or as the result of extraordinary exposure or exertion on service, the Naval Board may authorize any extension of the period of six months during which the patient remains in hospital.

4. At the termination of successive periods of 91 days in hospital, if the patient is then not considered fit for duty, a report on the case is to be forwarded to the Director of Naval Auxiliary Services, stating clearly:—

- (a) the nature and progress of the case;
- (b) the probable date of being fit for duty;
- (c) whether recommended for survey with a view to invaliding, &c.

5. Members of the R.A.N. Brigade under treatment other than as hospital cases for diseases for which they are not themselves responsible, shall be dealt with as follows:—

(a) Those under the care of the District Naval Medical Officer, or Sub-District Naval Medical Officer, at the latter's surgery or appointed dispensary, shall remain on full pay until fit for duty or surveyed with a view to invaliding, but in no case shall the treatment extend beyond the period of 91 days without a full report of the case being forwarded to the Director of Naval Auxiliary Services.

(b) (i) Those residing within 2 miles of the Naval Staff Office under care of the District Naval Medical Officer, or Sub-District Naval Medical Officer, shall remain under treatment at their homes until they are fit for duty, or are discharged, invalided, or deceased: provided always that if a Naval or recognized hospital is available, they shall be removed thereto when fit to be removed if they are considered to be hospital cases. When undergoing treatment at their homes, under the care of the District Naval Medical Officer or Sub-District Naval Medical Officer, members of the R.A.N. Brigade shall

remain on full pay, and shall (provided they are not hospital cases or cannot be removed to a hospital with approved accommodation) receive an allowance in lieu of rations at the rate prescribed for members of the Permanent Sea-going Forces, but shall not become entitled to any other allowances.

(ii) Such persons will be considered as hospital cases from the day they are sent to hospital.

(iii) In no case, however, shall the treatment in their home extend beyond 91 days without the report under preceding clause (a) being forwarded.

(c) Those residing outside the radius of 2 miles from the Naval Staff Office shall receive treatment:—

(i) By the District Naval Medical Officer, or Sub-District Naval Medical Officer, under the conditions of clause (b) if convenient to the service; or

(ii) By a private practitioner, in which case they will be allowed a sick allowance of 5s. per diem to cover all cost of lodging, rations, and medical attendance, provided always that they are not hospital cases, or cannot be removed to a hospital with approved accommodation (in which cases no allowance will be payable).

Such patients may be visited from time to time by a Naval Medical Officer, who will report on the same. His report must contain a recommendation as to whether he considers the sick allowance should be paid up to the date of the visit and continued for any further period, or whether the patient should be removed to hospital, returned to duty, or be invalided. The Naval Board will be guided in their decision in the matter entirely by the report of the Naval Medical Officer, and this should be made clear to patients who have employed private practitioners.

(iii) If a person is under the care of a private practitioner, he will render weekly to his Commanding Officer a certificate signed by his medical attendant, stating:—

(a) the nature of the illness;

(b) the probable period of treatment required;

(c) that he is unable to attend for treatment at the District Naval Medical Officer's surgery or appointed dispensary.

- (d) Immediately a patient is fit to travel to the surgery or appointed dispensary, he is to do so, and place himself under the care of the Naval Medical Officer. On the return of the patient from the care of a private practitioner, the Naval Medical Officer, with the medical reports or certificates before him, may be directed to investigate the case, and to recommend how many days sick allowance in his opinion should be paid.
- (e) If treatment in bed is required by members of the R.A.N. Brigade stationed in Sydney or Melbourne, and the patient can be conveniently treated in the Sick Bay of H.M.A. Ships *Cerberus* or *Penguin*, he should be sent there for treatment.
- (f) Sick allowance, as provided for in clause 5 (c) (ii), will not be payable to persons suffering from venereal disease, or from disabilities which are due to their own misconduct, carelessness, or default.

6. *Venereal Disease, &c.*—

- (i) Members of the R.A.N. Brigade suffering from venereal disease, or from disabilities which are due to their own misconduct, carelessness, or default, resulting in their being sick at their home under the care of the District Naval Medical Officer, or Sub-District Naval Medical Officer, or in the necessity of sending them to hospital, or of their being sick at their homes, shall be placed on half pay at the expiration of 30 days from the date of their being sent to hospital or placed on the sick list.
- (ii) All pay shall cease at the termination of 91 days. Persons suffering from disease as stated may be discharged at any time at the discretion of the Naval Board.
- (iii) Venereal cases treated while on duty, or on light duty, shall receive full pay.
- (iv) Venereal cases may, if they so desire, be treated by their own medical men privately, in which case they will be demobilized or discharged forthwith, and will not be entitled to any further pay or allowances.
- (v) Venereal cases treated in Military Isolation Camps will remain on full pay.
- (vi) In States where a Venereal Diseases Act is in force, the reports required under the Act are to be made in the usual way by the Medical Officer in charge of the case.

7. *Relapse in Venereal Cases.*—Cases of venereal disease returned to hospital or to their home owing to sickness after being discharged, within a period of fourteen days, for the same disease, will be considered as under continuous treatment as regards pay, counting, however, only the days actually in hospital, or on sick list at their homes.

8. Cases other than venereal disease will be dealt with on their merits as regards being considered as under continuous treatment, or being re-admitted to hospital; but, as a general rule, they will be regarded as continuous only if returned to hospital within seven days with the same complaint.

9. The opinion of the Medical Officer will be obtained as to whether the case is one of the same disease or not under paragraphs 7 and 8.

10. *Civil Hospitals.*—Persons sent to civil hospitals by Naval authorities are to be considered for pay as if under treatment in Naval hospitals.

11. (i) Should a person elect to be treated in a private hospital or nursing home, or by a private practitioner, except as already provided for under paragraph 5 (c), a Naval hospital, or hospital with approved Naval accommodation being available, such person shall accept all financial responsibility for the expense of treatment and accommodation incurred. Such person may be continued on pay, in accordance with these Regulations, but shall not be entitled to any allowances.

(ii) The patient should be visited by a Medical Officer as considered desirable by the Commanding Officer, and certificate as to continuance of pay given from time to time.

(iii) Should at any time it appear that the patient has recovered sufficiently to return to duty, or be unfit for further service, the Naval Board may direct the patient to appear before a Board of Survey, or may direct a survey to be held to consider whether the patient is fit for duty, or whether he should be invalided. If the patient is considered fit, and does not return to duty, all pay shall cease.

12. *Medical Attendance whilst on Leave.*—Any person taken ill whilst on leave is to immediately report, or cause the same to be reported, to his Commanding Officer. Such persons shall receive treatment as provided for under paragraph 5, clauses (b), (c), (d), and (f).

13. *Hurt Certificate and Accident Notes.*—

- (a) When any person receives a wound or hurt in any act of duty while serving, or becomes insane from what is clearly the result of an accident on duty, or becomes ill in consequence of extraordinary exposure or exertion on service, the Medical Officer is to prepare a Hurt Certificate on Form A.M. 183, describing minutely the nature of the injury or disability, together with the manner in which it was received, and the particular act of duty on which the injured person was engaged. The certificate is to be signed by the Commanding Officer, the Medical Officer, and by a witness to the accident, or person having knowledge of the circumstances.
- (b) Accident Notes should be used in all cases of injury, and the counterfoils are to be filed at the District Office for future reference, in the event of claims for compensation arising.

- (c) Hurt Certificates, except in an act of duty whilst on leave, are not to be given for wounds or hurts received on leave, nor for injuries occasioned by drunkenness or other improper conduct.
- (d) Hurt Certificates are not to be given in cases of rupture unless the individual shall make application immediately after the accident, in which case they should be made out within 48 hours of the rupture. In exceptional cases, when this rule cannot be carried out, the reasons are to be given on the certificate.
- (e) Custody of Hurt Certificates and Accident Notes.—Hurt Certificates and Accident Notes are to be kept with the Service Certificate, but will be filed amongst the papers retained by the Department on such person's discharge.

14. Medical Surveys.—

- (a) (i) Persons considered unfit for further service on account of sickness or injury are to be surveyed and reported on by a Board of Medical Officers appointed by the District Naval Officer.
- (ii) The Board shall usually consist of three Medical Officers, but, if three are not available, two may conduct the survey, and, in exceptional circumstances, one Medical Officer may make the report.
- (iii) The case shall be fully described on the prescribed form (A.N.B. 13), care being taken to complete all the necessary details, and to be exact regarding recommendations for compensation, further treatment, invaliding, &c.
- (b) The report of survey, duly signed by all the members of the Medical Board, is to be submitted to the Commanding Officer for transmission to the Director of Naval Auxiliary Services.

15. (i) Persons about to be discharged or demobilized, for reasons other than sickness or injury, are to be examined and reported on by two Medical Officers, or by one Medical Officer if two are not available.

(ii) This report is on no account to be used in cases discharged for sickness or injury in lieu of the full medical survey, but is to be considered a precautionary measure against claims for compensation which might otherwise be put forward later.

16. The Medical Report (Form A.N.B. 12) should contain, under "Remarks," a succinct account of cases treated, or sent to hospital, &c., or a Medical Record Book may be kept at the District Office containing remarks on the cases, such record being retained for future reference.

17. Cases of death, injuries received, or disease contracted, while on service under Proclamation, or when enlisted in the Brigade in time of war or emergency, shall be dealt with as follows:—

- (a) In the event of death from injuries, or of serious injuries being received by any member of the R.A.N. Brigade while serving, the District Naval Officer shall,

at the earliest opportunity, assemble a Court of Inquiry to investigate the causes leading to same, but such a Court shall not make any recommendation as regards compensation. The dependants are to be notified by the District Naval Officer to make application, on the prescribed form, for War Pension to the Deputy Commissioner of Pensions.

- (b) A Board of Survey will be convened by the District Naval Officer, and constituted as directed in paragraph 14, to inquire into the case of any member of the R.A.N.B. who is discharged or retired on account of wounds or injuries received, or disease contracted on duty, provided the wound, injury, or disease was not due to the member's default.

War Pension will be determined according to the provisions of the first and second schedules of the *War Pensions Act 1914-1916*.

- (c) Notwithstanding anything contained in paragraphs (a) and (b), if, in the opinion of the Board of Survey, the injury sustained, or the disease contracted, is due to the member's default or misconduct, the District Naval Officer may order his discharge forthwith.

18. Medical Form is in course of preparation. Hurt Certificates and Accident Notes should be demanded from the Medical Officer, Garden Island, Sydney.

116.—R.A.N. RADIO SERVICE.

MEMBERS UNFIT FOR FURTHER SERVICE OWING TO SICKNESS OR INJURY.

1. Members of the R.A.N. Radio Service unfit for duty on account of sickness or injury, for which they are not themselves responsible, are to be brought forward for survey by a Board of Medical Officers.

2. Such Board is to consist of not less than two Medical Officers, one of whom should be a Naval Medical Officer, whenever possible. In exceptional cases, the Board may, however, consist of one Medical Officer only, the reason for such exceptional procedure being given.

3. The survey should be conducted as for members of the Permanent Sea-going Forces or R.A.N. Brigade, and a report be made on the prescribed forms.

4. (i) Medical Officers conducting the survey should, however, bear in mind the peculiar nature of the work the Radio Branch are employed on, and (*during the war*) make allowance for such disabilities as do not interfere with the execution of duty.

(ii) Persons suffering from disabilities which would render them quite unfit for sea service—such as defects of vision, cardiac disease (compensated), flat feet, &c.—may be retained (*during hostilities*), provided such disabilities do not require constant treatment and frequent periods off duty, thereby incurring expense to the Department.

5. Persons relieved from isolated stations for medical reasons should be accompanied by a full report of their case from the Medical Officer treating them, stating clearly the cause, symptoms, and signs of the illness, and reasons for advising a change of station or medical survey. (18/5562.)

117.—MEDICAL OFFICERS, R.A.N. BRIGADE—PAYMENT OF.

As from 1st October, 1918, payment of the fees due to District and Sub-District Naval Medical Officers, under the scale laid down in Navy Order No. 54, of 1918, is to be made monthly instead of quarterly.

118.—CHEVRONS FOR SERVICE AT SEA.

The following correction is to be made in Navy Order No. 62, of 22nd July, 1918:—

Section 4. Add the following:—

4. Officers and Men of the Mine-sweeping Section of the R.A.N. Brigade are entitled to a Chevron (gold for Masters, and blue for others) for each completed period of 90 days at sea on mine-sweeping duties (calculated from date of leaving base port to date of return thereto) prior to 31st December, 1917. In view of the occasional nature of the duty, time may be carried forward from year to year, but no time should be so carried forward beyond 31st December, 1917, after which date a Chevron will be issued for each completed year's (365 days) sea service from 1st January, 1918.

The first (only) Chevron may be issued after 28 days' service at sea on mine-sweeping duties.

(18/6362.)

119.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Sea-going):—

Regulation 2, Clause 1. Pay of Midshipmen (and relative ranks).

Regulation 4, Clothing Allowance (Officers).

The Naval Board direct that the provisions of Navy Order No. 100 of 1918, in regard to the above, are to take effect as from 1st July, 1918. (18/3949)

Regulation 3. Add new clause 4 (a)—

Ratings re-entering the Service shall not count their former service towards progressive pay when the period of absence has exceeded five years, except in such special cases as may be approved by the Naval Board. (18/6553)

Regulation 3, Clause 7.

Line 2, delete the words "sea-going".

Line 4, add the following:—"The foregoing does not authorize the payment of any allowance referred to in these Regulations to any rating not borne on Sea-going rates of pay." (18/6415)

Regulation 4, Clause 2.

Delete (as from 1st July, 1918) the words "one year after". (18/3949)

Regulation 4, paragraph 3, line 3.

For the words "Temporary Surgeons" substitute "Officers appointed for temporary service".

Regulation 7. Add new item 2A—

Turret Director Layer, 1s.

Light Director Layer, 10d.

(Payable as from 1st July, 1918, under conditions laid down in Admiralty Orders). (18/6085)

Regulation 8, Clause 5—

For "6d." read "9d." as from 1st October, 1918. After the words "competent authority" add "acting at Courts-Martial, Courts of Inquiry, and other important investigations (as defined in Admiralty Orders)".

(A.M.O. 1788/18)

Regulation 32, Clause 2—

Line 1—Delete the words "is in addition to ration allowance, and".

Line 2—After the word "lodging" add the word "rations".

(The above alteration of Regulation 32 is to take effect after 30th November, 1918. After that date the total allowance payable during sickness on shore, due to unfitness to travel, will not exceed 6s. per diem.)

R.A.N.B. Officers' Uniform.—Relative to Navy Order 100, the Naval Board direct that the paragraph proposed to be added to Regulation 4, clause 7, in regard to R.A.N.R. Officers be not added as a correction to the Financial Regulations for the Sea-going Forces. The same will be proceeded with as a correction to the R.A.N.R. (Officers) Regulations, in lieu.

120.—FOREIGN SERVICE LEAVE, ETC.

The Naval Board direct that such parts of Navy Order No. 22 of 1918 regarding advances of pay, leave, &c., as are not covered by Navy Order No. 92 of 1918 regarding Railway Warrants, are to remain in force pending issue of new Navy Order (regarding leave, &c., on return from Foreign Service) in replacement of Navy Order No. 22.

by 133/1918

121.—SEPARATION ALLOWANCE. R.A.N. BRIGADE.

As from 1st September, 1918, payment of Separation Allowance to members of the Royal Australian Naval Brigade mobilized will be at the same rates as at present paid to Naval Guard Section of the R.A.N. Brigade, as follows:—

	Rate per diem.
(a) For wife or mother living at home, and solely dependent upon the rating for support ..	2s. 0d.
(b) For each child under 16 years of age, solely dependent upon the father or brother (as the case may be) for support	0s. 6d.
up to a limit of total daily pay, to the ratings effected, of 9s. per diem.	
	(18/969.)

122.—VICTUALLING. FIXED ISSUING PRICES.

The following fixed issuing rates are to be charged to General and Repayment Messes as follows:—

- (a) Shore Establishments and Stationary Ships from 1st October, 1918.
- (b) H.M.A. Ships other than those in European waters, from 1st October, 1918, if these orders are received by that date; otherwise from 1st November.
- (c) H.M.A. Ships in European waters from 1st December, 1918.

Art. etc.	Fixed Issuing Price.	Remarks.
Flour	1½d. per lb.	
Biscuits, cabin	4d. per lb.	
Milk, tinned	6½d. per 12-oz. tin.	
Sugar	3d. per lb.	
Tea	1s. 2d. per lb.	
Coffee	1s. 2d. per lb.	
Suet, tinned	1s. 1d. per lb.	
Peas, split	2½d. per lb.	
Peas, blue	3½d. per lb.	
Beans, dried	4d. per lb.	
Rice	2d. per lb.	
Mustard	2s. 9d. per lb.	
Pepper	1s. 4d. per lb.	
Salt	1d. per lb.	
Vinegar	1d. per pint.	
Chocolate	1s. 4d. per lb.	
Currants	7d. per lb.	
Raisins	6½d. per lb.	
Sultanas	8d. per lb.	
Jams, assorted	4½d. per nom. lb. tin.	
Marmaladé	4½d. per nom. lb. tin.	
Sauce, tomato	6d. per nom. pt. bot.	
Sauce, Worcester	5½d. per nom. pt. bot.	
Golden syrup	4d. per lb.	
Mixed pickles	8½d. per lb. bot.	

Until further notice, H.M.A. Ships (*sea-going* only) will charge Bread and Potatoes at 1½d. and 1d. per lb., respectively, instead of at the rates shown in Navy Order 57 of 1918. This concession during hostilities will not apply to Shore Establishments and Stationary Ships. (D.S. 18/1083.)

See
NO.
179/1919

123.—PROVISION ACCOUNT.

(Form A.S. 83 (Part I).)

1. Form A.S. 83 (Part I.), Provision Account, H.M.A. Ships, has been revised. First supply will be made without demand.

2. In order that stocks of the old form may be utilized, the Naval Board direct that forms already supplied be amended in manuscript to agree with the revised form.

(D.S. 18/1272.)

124.—RECRUITS FOR H.M.A.S. "TINGIRA."

The baggage of recruits sent to H.M.A.S. *Tingira* should be reduced to minimum requirements for passage to Sydney, as such recruits are supplied with necessary clothing on arrival, and the return of baggage to the boys' homes involves considerable expense.

(18/6718.)

125.—REPORTS OF SURVEY ON PROVISIONS.

(Form A.S. 330.)

1. The attention of Accountant Officers is drawn to paragraph 1 of the "Instructions for Rendering Reports of Survey (Form A.S. 330) on Stores damaged, defective, or decayed."

2. It is necessary that these Forms should be transmitted to the Director of Victualling, Navy Office, as early as possible, in order that authority may be obtained to write off ledger charge stores so condemned.

3. In each case the original value of the stores should be shown.

(D.V. 18/1491.)

126.—STATIONERY.—SUPPLY IN KIND TO H.M.A. SHIPS.

1. Stationery Allowance has, from the 1st July, 1918, been abolished in the Royal Australian Navy, and supplies of Stationery from that date will be made in kind.

2. H.M.A. Ships based on Imperial Yards should demand requirements on form D2—2A, addressed to the Secretary, Admiralty (Stationery Branch), and those based on H.M.A. Yards from the Naval Stores Officer, Williamstown, in the usual manner.

3. Financial Regulation 8, item 7, is hereby cancelled. (D.S.18/147)

127.—PURCHASE OF PROVISIONS AND ACCOUNTING FOR SAME.

1. The direction contained in Admiralty Monthly Order No. 322 of 1916 is not applicable to H.M.A. Ships, as, for examination purposes in Office, the system of General Messing requires the established forms to be rendered completed in detail for each day's transactions. The money columns in Daily General Mess Statement, Daily Abstract of Issues, and Provision Account must invariably be completed. An inspection of accounts in Office shows that these columns of the two latter forms have been frequently disregarded, and in other cases the Subsidiary Accounts, which should accompany the Provision Account, have been retained on board in error.

2. Revised form A.S. 7¹/₂, Daily Statement of General Mess, is chiefly a subsidiary account of Daily Abstract of All Issues. Other details included in A.S. 7¹/₂ are for general reference, and are to be transferred to the Provision Account (now being revised) where requisite. The Daily Abstract is to be completed in every respect in accordance with the present established form.

3. Until 31st March, 1919, for Office purposes, the actual cost price, wherever possible, is to be shown in red ink in the Provision Account for those articles for which a fixed issuing price has been adopted. This entry need not be for each day of the month, nor need any calculations be made. It will be sufficient to note over the daily quantities the subsequent varying prices only.

4. On examination of future provision accounts in Office, the Naval Board will, where it appears that due discretion has not been exercised by the Accountant Officer in the cost of purchase of articles for which fixed rates are applicable, direct that the excess cost over the issuing value be charged against the credit or debit balance of the General Mess Account at the time of the examination, in addition to taking any other action that the circumstances may warrant. It will frequently happen in actual practice that the purchase of suitable substitute articles will be as satisfactory and less expensive, and the Accountant Officer is to keep this in view, more especially when ships are operating beyond Australian waters.

5. No general practice appears to be followed in ships in regard to extra issues authorized under the King's Regulations and Admiralty Instructions. Article 1690, clauses 1 to 5, are to govern all such future issues. Any extra issues necessary, other than for the ordinary meals, and on the hands turning out in the morning, are not to be charged against the messing allowance of 1s. 8d., but are to be included in the Provision Account, and credit taken for same at the end of each quarter or period of account.

6. To encourage the baking of bread in ships not fitted with a bakery, payment for bread-making is hereby authorized as from 1st October, 1918, under the conditions laid down in the King's Regulations and Admiralty Instructions (Article 1704). The necessary addition to Financial and Allowance Regulations will be issued in due course.

(18/4801)

128. NAVAL BRIGADE—PEACE TRAINING PAY.

(A) and (B) Classes.

The following extract from revised Regulations for the R.A.N. Brigade (which are in course of preparation) are promulgated for information and guidance:—

Members of the (A) and (B) Classes shall receive pay for drills as follows:—

Rank or Rating.	Rate per Whole Day.	Amount per Annum.	
		Class "A." (25 Days.)	Class "B."
	£ s. d.	£ s. d.	
Commander	1 17 6	46 17 6	8 1/2 days, pro rata, of annual amount payable in respect of Class "A."
Commander (E)	1 10 0	37 10 0	
Lieut.-Commr.	1 2 6	28 2 6	
Lieut.-Commr. (E)	0 15 0	18 15 0	
Staff Paymaster	1 2 6	28 2 6	
Lieutenant	40 0 0	
Lieutenant (E)	0 15 0	18 15 0	
Paymaster	30 0 0	
Sub-Lieutenant	0 12 0	15 0 0	
Sub-Lieutenant (E)	0 10 0	12 10 0	
Assistant Paymaster	0 10 0	12 10 0	
Chief Warrant Officer	0 10 0	12 10 0	
Chief Bandmaster	0 10 0	12 10 0	
Warrant Officer	0 10 0	12 10 0	
Artificer Engineer	0 10 0	12 10 0	
Bandmaster	0 10 0	12 10 0	
Acting Sub-Lieutenant	0 10 0	12 10 0	
Acting Sub-Lieutenant (E)	0 10 0	12 10 0	
Paymaster's Clerk	0 10 0	12 10 0	
Chief Petty Officer	0 10 0	12 10 0	
Chief Stoker	0 10 0	12 10 0	
Chief Yeoman of Signals	0 10 0	12 10 0	
Chief Telegraphist	0 10 0	12 10 0	
Victualling Chief Petty Officer	0 10 0	12 10 0	
Chief Writer	0 10 0	12 10 0	
Chief Ship's Cook	0 10 0	12 10 0	
Chief Sick Berth Steward	0 10 0	12 10 0	
Officer's Chief Steward	0 10 0	12 10 0	
Officer's Chief Cook	0 10 0	12 10 0	
Chief Engine-room Artificer	0 10 0	12 10 0	
Chief Electrical Artificer	0 10 0	12 10 0	
Chief Armourer	0 10 0	12 10 0	
Master-at-Arms	0 10 0	12 10 0	
Chief Shipwright	0 10 0	12 10 0	
Petty Officer	0 10 0	12 10 0	
Stoker Petty Officer	0 10 0	12 10 0	
Yeoman of Signals	0 10 0	12 10 0	
Petty Officer Telegraphist	0 10 0	12 10 0	
Victualling Petty Officer	0 10 0	12 10 0	
First Writer	0 10 0	12 10 0	
Sailmaker	0 10 0	12 10 0	
Ship's Cook	0 10 0	12 10 0	
Sick Berth Steward	0 10 0	12 10 0	
Officer's Steward, 1st Class	0 10 0	12 10 0	
Officer's Cook, 1st Class	0 10 0	12 10 0	
Engine-room Artificer	0 10 0	12 10 0	
Electrical Artificer	0 10 0	12 10 0	
Armourer	0 10 0	12 10 0	
Joiner	0 10 0	12 10 0	
Ship's Corporal, 1st Class	0 10 0	12 10 0	
Shipwright, 1st Class	0 10 0	12 10 0	
Blacksmith	0 10 0	12 10 0	
Plumber	0 10 0	12 10 0	
Painter, 1st Class	0 10 0	12 10 0	

N.O.
128/1919

NAVAL BRIGADE—PEACE TRAINING PAY—*continued.*

Rank and Rating.	Rate per Whole Day	Amount per Annum.	
		Class "A" (25 Days).	Class "B."
	£ s. d.	£ s. d.	
Leading Seaman	} 0 6 0	7 10 0	8½ days, <i>pro rata</i> , of the annual amount payable in respect of Class "A."
Leading Stoker			
Leading Signalman			
Leading Telegraphist			
Leading Victualling Assistant			
Second Writer			
Sailmaker's Mate (over two years)			
Leading Cook's Mate			
Second Sick Berth Steward			
Officer's Steward, 2nd Class			
Officer's Cook, 2nd Class			
Engine-room Artificer, 2nd Class			
Electrical Artificer, 2nd Class			
Armourer's Mate			
Leading Carpenter's Crew			
Shipwright, 2nd Class			
Blacksmith's Mate (over 2 years)			
Plumber's Mate (over 2 years)			
Painter, 2nd Class (over 2 years)			
Able Seaman	} 0 5 0	6 5 0	
Stoker			
Signalman			
Telegraphist			
Victualling Assistant			
Third Writer			
Sailmaker's Mate (over 1 year)			
Cook's Mate			
Sick Berth Attendant			
Officer's Steward, 3rd Class (over 1 year)			
Officer's Cook, 3rd Class (over 1 year)			
Engine-room Artificer, 3rd Class			
Electrical Artificer, 3rd Class			
Armourer's Crew (over 1 year)			
Carpenter's Crew (over 1 year)			
Shipwright, 3rd Class (over 1 year)			
Blacksmith's Mate (over 1 year)			
Plumber's Mate (over 1 year)			
Painter, 2nd Class (over 1 year)			
Ordinary Seaman	} 0 4 0	5 0 0	
Stoker, 2nd Class			
Ordinary Signalman			
Ordinary Telegraphist			
Sailmaker's Mate (on rating)			
Second Cook's Mate (on rating)			
Acting Sick Berth Attendant			
Officer's Steward, 3rd Class (on rating)			
Officer's Cook, 3rd Class (on rating)			
Electrical Artificer, 4th Class			
Armourer's Crew (on rating)			
Carpenter's Crew (on rating)			
Shipwright, 3rd Class (on rating)			
Blacksmith's Mate (on rating)			
Plumber's Mate (on rating)			
Painter, 2nd Class (on rating)			

NOTE.—The foregoing rates for Officers are subject to revision on 1st January, 1919, in those cases in which they exceed the present scale of pay for the R.A.N.B. Staff.

(18/6267)

129.—CARE OF OFFICIAL FURNITURE.

The Naval Board desire to bring to notice that, in view of the present cost of supplies, every possible care is to be taken of Government furniture provided for official quarters, and that any unnecessary expense in this connexion will entail raising the present rate of percentage. (18/6064)

130.—INDULGENCE PASSAGES.

The passages referred to in Navy Order No. 35 of 1918 are steerage passages only, and Officers who desire to avail themselves of this concession are recommended to either themselves arrange passages as requisite, and to subsequently request the Repatriation Department to refund the amount that would be payable for a steerage passage, or, alternatively, to lodge the difference in fare with Repatriation Department. (The maximum the Department at present allows is £45.)

2. Applications for all indulgence passages are to state the intended place of residence in Australia, so that passage may be arranged either to Melbourne or Sydney, as may be convenient.

3. Occasional Form No. 1 (Navy Order 107/1918), to be amended as follows:—

Add, after the word "afloat" (line 7), the words "during war".

Add, after last question, "Is passage desired to Melbourne or Sydney?"

131.—MERCHANT SHIPS REPORTING MINES.

Add to heading "IN AUSTRALIAN WATERS".

Section (b), clause 1, line 3, for "or" read "and".

Clause (ii). Add "Transports should report in code".

132.—VICTUALLING ARRANGEMENTS.

The Naval Board consider that a saving, as well as greater convenience to the Ship's Company, would be effected in H.M.A. Ships if, where practicable, all cooked meat were carved in the galley, as practised in the Mercantile Marine.

2. The Board desire that this matter may be considered and tried, in view of the absence of time and carving facilities in the messes and of the desirability of the individual getting his food properly hot.

3. By this plan, waste would be eliminated, and money would be available for purchase of other provisions and condiments, &c. It is estimated that by using bones for soup, &c., and the elimination of waste, a considerable saving is possible in the meat used, with considerable benefit to the Ships' Companies in other directions. Watchkeepers and others on special duty, &c., would take their own dinners in lieu of returning the joint cold, as under present arrangements.

4. The Naval Board desire a report from all Ships on 1st July, 1919, as to the extent to which trial of the foregoing has been found practicable, and will assist as follows:—

(a) In Ships with over 450 victualled Two additional 2nd or 3rd Cooks' Mates will be drafted as permanent supernumeraries for training, during trial.

(b) In Ships victualling from 200 to ~~350~~ ⁴⁵⁰ One ditto ditto.

5. In Ships with less than 200 victualled the Naval Board desire that Commanding Officers will arrange for assistance when necessary, and that, where necessary and practicable, collapsible benches for carving may be provided in all Ships, the work being performed by Ships' Artificers.

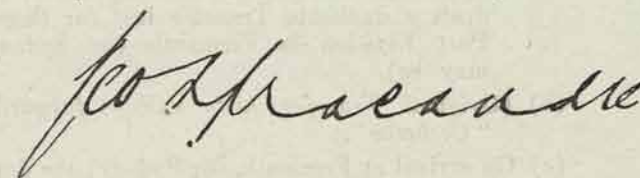
(18/6282)

Commonwealth Navy Orders.

Navy Office, Melbourne,
26th October, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear-Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

C.15958.

133.—ARRANGEMENTS REGARDING DISEMBARKATION, LEAVE, PAY, ETC., OF RATINGS RETURNING FROM SERVICE OVERSEAS.

1. As far as possible arrangements will be made for ratings when returning from foreign service to disembark at their Port Division, *e.g.*, in the case of ratings returning from abroad in a vessel whose first port of call is Fremantle, ratings whose Port Division is Fremantle will disembark at that port; similarly, if the first port of call is Sydney, ratings whose Port Division is Sydney will disembark at that port.

2. In the case of ratings returning from United Kingdom the following procedure will, whenever practicable, be observed:—

- (a) If the first port of call of the vessel is known to be Fremantle (or Sydney) the Commonwealth Naval Representative in London will forward with the Officer in charge of the draft a duplicate Transfer List for those ratings whose Port Division is Fremantle (or Sydney, as the case may be).
- (b) (*Original Transfer Lists will be forwarded as usual to "Cerberus".*)
- (c) On arrival at Fremantle (or Sydney) the duplicate Transfer List will be handed to the District Naval Officer, Fremantle (or Commanding Officer, *Penguin*), who will grant leave as approved, and make advances of pay not exceeding 80 per cent. of the total amount due, *i.e.*, of pay for period of voyage and for period of leave granted, allowing for the amount of any debit or credit balance shown on duplicate Transfer List, and deducting the amount of any allotment in force. (Care must be taken that allotment is deducted up to and including the month in which leave expires.)
- (d) Particulars of all advances of pay made should be immediately advised to *Cerberus* for subsequent recovery from pay of persons concerned.
- (e) The District Naval Officer, Fremantle, will keep a record in Quarterly Ledger form (Form A.S. 41), in which all advances made by him will be recorded, with a reference to the voucher on which payment is made. This ledger record should be forwarded to the Director of Navy Accounts immediately after the close of each quarter, together with duplicate Transfer Lists.
- (f) The Commanding Officer, *Penguin*, will open a separate list in Quarterly Ledger to record advances of pay made to ratings on Foreign Service leave. Duplicate Transfer Lists should accompany ledger into office in usual manner.
- (g) The District Naval Officer (or Commanding Officer) will provide each rating with a liberty ticket on which the date of termination of leave will be shown. He will also advise *Cerberus* by telegraph the names of the ratings granted leave, period of leave granted, dates of commencement and termination of leave.

- (h) On termination of leave, ratings are to report themselves to the District Naval Officer (or Commanding Officer) *not later than the time on which leave expires at such place*. The District Naval Officer (or Commanding Officer) will then issue railway warrants to *Cerberus*, and advance travelling allowance as for ratings travelling on duty. The District Naval Officer (or Commanding Officer) will estimate such travelling allowance to time of arrival at *Cerberus*.
- (i) In the case of any man not returning from his leave on expiration thereof, *Cerberus* should be informed by telegram with a view to warrant being issued for arrest.
- (j) On despatch of ratings to *Cerberus* after expiration of leave the District Naval Officer (or Commanding Officer) should advise *Cerberus* of number of ratings, and date due to arrive at Melbourne.

3. The arrangements in regard to the leave of ratings whose Port Division is not that at which the vessel calls will be made by *Cerberus*, to whom pay documents will be forwarded as usual by Commonwealth Naval Representative in London. The procedure to be observed is as follows:—

- (a) In the case of Fremantle ratings, the District Naval Officer at that port, and, in the case of Sydney ratings, the Commanding Officer, *Penguin*, will be notified by *Cerberus* by telegram of the names of ratings proceeding on leave and of the period of leave to be granted, and the time due to arrive by rail.
- (b) Travelling allowance to their Port Division will be granted as for ratings travelling on duty by *Cerberus* on the forward journey and by Fremantle or *Penguin* on return journey. No other payment will be made by Fremantle or *Penguin*, as the necessary advance of pay will be arranged by *Cerberus*.
- (c) Each rating will be provided with a liberty ticket before leaving *Cerberus*, on which the date is to be left blank. Leave will commence from the date following arrival at the Port Division.
- (d) On arrival at Fremantle or Sydney, ratings will report immediately to the District Naval Officer or Commanding Officer of *Penguin*, who will insert the dates on the liberty tickets and forward to *Cerberus* the list of the ratings (compiled from the names telegraphed), inserting thereon date of commencement and termination of leave.
- (e) Similar arrangements will be made to those indicated in clauses 2 (h), (i), and (j).

4. The issue of Railway Passes is dealt with in Navy Order No. 92 of 24th August, 1918.

5. The Naval Board desire that suitable arrangements may be made, in conjunction with local authorities, by the Senior Officer at the place of arrival for the reception of men returning from long service overseas.

6. Navy Orders Nos. 22 and 120 of 1918 are hereby cancelled.

(N. 17/7490.)

add note
ex. to O. 155/1918

134.—RAILWAY CONCESSIONS.

CONCESSION WARRANTS.

The Naval Board, being desirous of granting concession fares in such cases, as far as the same can be done with due regard to the prevention of misuse of Warrants or tickets, have decided to modify the full fare chargeable under clause 32 of Navy Order 92 of 1918 as follows:—

After "Officer" in line 6 of para. 32, add the following:—

"If a man is, however, in possession of his concession warrant, but has not sufficient money, he should, similarly, apply to a District Naval Officer or Sub-District Naval Officer for sufficient money for the purpose of his ticket at the concession rates."

In line 7, after "Warrants" insert "or make advances of cash".

In line 9, after "Warrant" read "or amount of advance".

Par. 33 (b), after "Warrant" insert "or advance in cash".

Par. 33 (c), after "Warrant" insert "or advance in cash".

Paragraph 33. Add new clause (d)—

"If satisfactory evidence can be given which quite precludes the use of the lost concession Warrant by any other person, the District or Sub-District Naval Officer may grant a new concession Warrant, properly indorsed and altered as directed in Clause 20."

(18/6737.)

MATRON AND NURSING SISTERS, R.A.N.

The following addition is to be made to Navy Order No. 92 of 1918, clause 20 (b):—

"NOTE.—The Matron and Nursing Sisters, being Officers of the R.A.N. College, are entitled to the above concessions for Officers."

(18/3379.)

135.—CORRECTIONS TO NAVY ORDERS.

No. 132 of 1918. Subject:—Victualling arrangements. Clause 4 (b). For "350" read "450".

(18/6282.)

No. 92 of 1918. Subject:—Railway Warrants, &c.

Clause 20 (a). Line 1, Delete the words "from Home Port". Delete present Note and insert as footnote to sub-clause (d).

(18/3379.)

Add new paragraph 36—

36. Ratings desiring to avail themselves of 1st class accommodation are required to pay the concession (half) rate 2nd class fare, plus full amount of difference between full 2nd and 1st class fare, as the agreement with the Railways does not permit of the extensive issue of 1st class tickets at half rates. In such cases, 1st class travelling warrants are *not* to be issued by ships.

(18/3379.)

Add new paragraph 37—

37. Boys proceeding on final leave from Training Ship prior to being drafted to sea service will be granted free passage to their homes provided that a period of three months has elapsed since return from Christmas leave.

(18/6716.)

NOTE REGARDING UNIFORM ALLOWANCE.

The correction of Regulation 4, clause 2, included in Navy Order No. 119 of 24th September, 1918, refers to the deletion of the words "one year after" in regard to Midshipmen. Arrangements having now been made to give full free kit to ratings on entry, uniform allowance of ratings does not commence until one year after.

(18/3949.)

136.—SERGE UNIFORMS FOR CLASS III. RATINGS.

The Naval Board have approved of the use, in urgent cases, of No. 3 Serge in lieu of Diagonal Serge for making up Class III. Uniforms, until stocks of the latter material are available.

(D.V. 18/1554.)

137.—CHEVRONS FOR SERVICE AT SEA.

A gratuitous issue of two sets of Chevrons may be made to Petty Officers and men when awarded, and replacements may be made subsequently, gratuitously, as requisite.

(18/3565.)

138.—FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Sea-going):—

Regulation 3—

Against Mechanics add, as from 1st October, 1918, the words "Chief, 2nd Class, 9s. 10d.; Chief, 1st Class, 10s. 4d."

(A.M.O. 2418/18.)

Regulation 4. Clause 12 (i). Add (as from 1st October, 1918)—

"A War Pension shall not count as income for the purpose of the foregoing, and the dependent allowance shall be payable to a widow or other female relative, provided that she does not possess other income exceeding £2 per week."

(18/7369.)

Regulation 8: Item 7—

Insert (in lieu of old Item 7, regarding Stationery allowance, which has been cancelled) the following:—

(7). Breadmaking.

(a) In Ships not fitted with Bakeries.

To Cook ratings (or persons employed in lieu) allowed by Complement:—

	When the Quantity Produced is not Less than—		
	25 per cent. of the Full Allowance for Ship's Company.	50 per cent. of the Full Allowance for Ship's Company.	75 per cent. of the Full Allowance for Ship's Company.
Chief Cook, or Ship's Cook ..	6d. per diem	9d. per diem	1s. per diem
Other Cook ratings (or persons employed in lieu thereof) ..	4d. per diem	6d. per diem	8d. per diem

(b) In Ships fitted with Bakeries.

Per diem.

To the Senior Cook rating in ships with complements over 600 .. 1s. 0d.
 To the Senior Cook rating in ships with complements less than 600.. 0s. 6d.

NOTE.—In ships fitted with bakeries the ship's complement provides for the necessary additional cooks for baking purposes, and baking is the ordinary duty of such ratings for which no extra payment will be made.

The above allowance is to cover the extra responsibility of the Senior Cook rating in combined charge of galley and bakery, and is only payable whilst bakery is worked to satisfaction of Commanding Officer. (18/4801.)

139.—FREE KIT ON ENTRY.

With reference to Financial Regulation 4, the following are the details of the Free Kit to be issued on entry on and after 1st October, 1918:—

CLASS I. RATINGS.

1 Jacket, D.B. cloth	S.B. serge to be issued in lieu. <i>Vide</i> N.O. 25/18.
1 " S.B. serge	
2 " S.B. duck	Not to be issued to Vict. C.P.O. Writers, or E.R. As.
2 Tunics, drill	
1 Waistcoat, cloth	Serge in lieu. <i>Vide</i> N.O. 25/18.
1 " serge	
1 Pair Trousers, cloth	Serge in lieu. <i>Vide</i> N.O. 25/18.
1 " " serge	
4 " " duck	
2 Caps, blue cloth, peak	
3 Covers for Caps	
3 Vests, flannel	
2 Pair Drawers	
2 Shirts, white	} 4 Soft white shirts may be issued.
2 " soft, white	
4 " check, blue	
6 Collars, white	May be soft.
6 " check	
2 Neckties, B.S.	
2 Bows, B.S.	
2 Pair Socks	
1 Pair Half Boots	
1 Combination Suit	E.R.As. only.
1 Pair Braces	
1 " Bathing Drawers	
1 Bag Soap	
1 Set Brushes, boot	
1 Brush, hair	
1 " clothes	
1 " tooth	
1 Comb, horn	
2 Towels	
1 Type	
1 Housewife	
1 Clothes Chest	
1 Jacket Overall, blulette	} Artisan Ratings only.
1 Trousers " "	

CLASS II. RATINGS.

3 Jumpers, serge
3 Pair Trousers, serge
2 Jumpers, duck, uniform
3 " " working
4 Pair Trousers, duck

CLASS II. RATINGS—continued.

3 Collars, blue jean	
2 Caps, white duck	
1 Box, cap	
1 Hat, sennet	
1 Case, calico, for hat	
2 Ribbons, hat	
2 Handkerchiefs, B. S.	
2 Pair Socks	
1 Pair Boots	
3 Vests, flannel	
1 Jersey	
1 Knife	
2 Lanyards	
1 Soap Bag	
1 Comb, horn	
1 Set Brushes, boot	
1 " " hair	
1 " " clothes	
1 " " tooth	
1 Type	
1 Ditty Box	
24 Clothes Stops	
2 Pair Drawers	
2 Towels	
1 Belt, waist, with pouches	
1 Bathing Drawers	
1 Pair Fearnought Trousers	Stoker Ratings only.
1 Housewife	
1 Combination Suit, blulette	Stoker Ratings only.
1 Jacket Overall "	} Seamen Ratings only.
1 Trousers " "	

CLASS III. RATINGS.

1 Jacket, D.B. cloth	S.B. serge suit to be issued in lieu to Officers' Stewards and Cooks, 3rd Class.
1 Waistcoat, cloth	
1 Pair Trousers, cloth	S.B. serge suit to be issued in lieu to other Ratings, <i>vide</i> N.O. 25/18.
1 Jacket, S.B. serge	
1 Waistcoat, S.B. serge	
1 Pair Trousers, S.B. serge	
2 Jackets, S.B. duck	Not to be issued to Victualling Ratings, Writers, or E.R.A's, 5th Class.
4 Pair Trousers, S.B. duck	
2 Tunics, drill	
2 Caps, blue cloth, with peak	
3 Covers for cap	
3 Vests, flannel	
2 Pair Drawers	
2 Shirts, white	} 4 soft white Shirts may be issued in lieu.
2 Shirts, white, soft	
2 Shirts, check	
6 Collars, white	May be soft.
6 Collars, check	
2 Bows, B.S.	
2 Neckties, B.S.	
2 Pair Socks	
1 Pair Half-boots	
2 Towels	
1 Type	
1 Bag, soap	
1 Comb, horn	
1 Set Brushes, boot	

See N.O. 203/1919

CLASS III. RATINGS—*continued*.

1 Brush, hair
1 Brush, clothes
1 Brush, tooth
1 Box, ditty
1 Box, cap
24 Clothes Stops
1 Pair Braces
1 Pair Bathing Drawers
1 Jacket Overall, bluette	} Artisan Ratings only.
1 Trousers Overall, bluette	
2 Aprons Cook Ratings only.

NOTES.

Class I. Ratings.—

The following essential items have been added:—

- 1 Bag, soap.
- 1 Set brushes, boot.
- 1 Brush, hair.
- 1 Brush, tooth.
- 1 Brush, clothes.
- 1 Comb, horn.
- 2 Towels.
- 1 Type.
- 1 Housewife.
- 1 Overall suit (Artisan Ratings only).

Owing to war conditions, Clothes Chest has not been issued in some cases, but, in lieu, rating has been supplied with Canvas Clothes Bag. On termination of hostilities, issue of Clothes Chest will, where period of engagements warrants same, be made to ratings affected, and Clothes Bag recovered.

Class II. Ratings.—

Issue of Gymnastic Shoes and Stokehold Boots, added to Compulsory Kit by Navy Order No. 60 of 1913, is hereby cancelled.

Class III. Ratings.—

One housewife has been added.

All Ratings.—

Cap and other Badges, as necessary, will be issued.

Navy Orders Nos. 1 and 60 of 1913 are hereby cancelled.

(18/6926.)

140.—UNIFORM R.A.N. RADIO SERVICE.

The following is the authorized uniform for members of the R.A.N. Radio Service:—

COMMISSIONED WARRANT AND WARRANT OFFICERS.

- 1 Monkey Jacket
- 2 Blue Trousers.
- 1 Cap and Badge.
- 3 White Tunics.
- 6 White Trousers.
- 1 White Helmet.
- 1 Pair White Shoes.
- 2 Pair Black Boots.
- 1 Overcoat (optional).

CHIEF PETTY OFFICERS.

- 1 Double-breasted Cloth Jacket.
- 1 Single-breasted Serge Jacket.
- 3 Single-breasted Drill Jackets.
- 1 Pair Cloth Trousers.
- 1 Pair Serge Trousers.
- 6 Pairs Duck Trousers.
- 2 Caps and Badge.
- 2 White Shirts.
- 6 White Collars.
- 1 Black Silk Bow.
- 2 Pairs Black Boots.
- 1 Overcoat (optional).
- 1 White Helmet.

(18/6812.)

141.—SUPERVISION OF VICTUALLING IN H.M.A. FLEET.

Mr. James Hogarth, Victualling Superintendent in Australia for the Orient Steam Navigation Company, has been appointed an Honorary Staff Paymaster, R.A.N. Brigade, for temporary duty in connexion with Fleet Victualling.

His duties will be as follows:—

1. To check from Cash Vouchers that all purchases of Paymaster's Stores are taken on charge in Store Accounts.
2. To audit all Paymaster's Store Accounts, ascertaining whether all supplies have been duly accounted for according to regulations.
3. To check the prices at which purchases are made and report any differences from market rates.
4. To examine the quality of purchases made and of provisions issued in H.M.A. Ships.
5. To supervise the execution of the provisions of the Financial Regulations and recent Navy Orders regarding the General Messing system, and bring to the notice of the Naval Board any departure therefrom.
6. Generally to assist in maintaining the standard of victualling in H.M.A. Fleet, and in the execution of the same with due economy.

(18/6211.)

142.—FREE TRANSMISSION OF LETTERS FROM SAILORS ON ACTIVE SERVICE.

The Commonwealth Government grant free postage (other than registration fees) up to 4 ounces, on letters recognisable as originating from Officers and Men serving in British or Allied warships.

The foregoing is applicable to sea-going ships only, and such letters must be posted in the ship's bag, and be clearly marked above the address with the words "On Active Service."

(18/5945.)

143.—FREE ADMISSION TO ZOOLOGICAL PARK, SYDNEY.

The Taronga Zoological Park Trust gives free admittance to Sailors and Soldiers in uniform, and those desiring to avail themselves of free admittance need only purchase a ticket for the boat journey.

(18/7155.)

Cancelled by H.O. 93/1919

144.—NEW FORMS.

Form A.S. 261. "Officers Victualling Leave and Check Book" has been adopted for use in the R.A.N.

Supply may be obtained by demand on the Naval Store Officer, Williamstown, in the usual manner.

(D.S. 18/1078.)

145.—REVISED FORMS.

The undermentioned forms have been revised.

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

A.S. 55. Continuous Service Engagement (5 years). D.S. 18/1077.

A.S. 55B. Continuous Service Engagement (Boys, 7 years). D.S. 18/1253.

A.S. 83 (Part II.). Clothing Account. D.S. 18/1078.

A.S. 162. Monthly Return of Numbers borne, Vacancies and Supernumeraries. D.S. 18/1388.

A.S. 1330z. Account of Receipt and Disposal of Secret and Confidential Books, &c. D.S. 18/1077.

(18/1656.)

146.—MEDICAL HISTORY SHEET REGISTER.

Form A.M. 148 has been adopted for use of Medical Officers of the R.A.N.

First supplies of registers will be made from Garden Island forthwith, and subsequent requirements should be demanded. Instructions are being forwarded to Medical Officers regarding use of same.

147.—HALF-YEARLY STATEMENT OF CARTRIDGES ON BOARD H.M.A. SHIPS, ETC.

The attention of Commanding Officers is drawn to paragraph 161 of the Naval Magazine Regulations, in connexion with the rendering of statements on 31st March and 30th September in each year, showing the stocks of all cartridges (down to 1 pdr. inclusive) which are on board ships, &c.

2. This order, which also appeared as Gunnery Order No. 141 of 1917, has not been properly observed in the past, and it is to be borne in mind by the Officers concerned that these instructions apply to all H.M.A. Ships (including Patrol Vessels, &c.), and Naval Shore Establishments, except the Naval Ordnance Depot, Spectacle Island.

3. These returns should be furnished to the Naval Secretary, Navy Office, Melbourne, by ships in Australian waters.

(18/6931.)

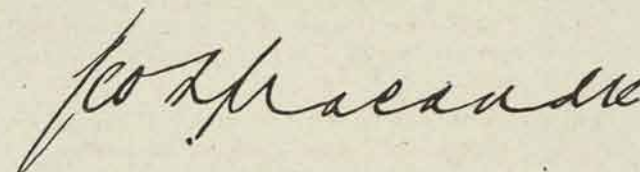
By Authority: H. J. GREEN, Acting Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
30th October, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depot, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services.. .. .	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

148. RAILWAY CONCESSIONS FOR RETURNED MEN.

1. The following particulars regarding further concessions, in the State of Victoria, to Officers and Men returning to Australia after a *continuous* minimum period afloat of 3 years (or in case of service in T.B. Destroyers 2½ years), are promulgated for general information:—

(a) *Suburban Lines and Trams, Melbourne.*

- (i) A ticket available for a maximum period of one month, or until Foreign Service Leave expires (whichever is the earlier), will be granted, available on all suburban railway lines and on the St. Kilda-Brighton electric street railway. (Such ticket must be surrendered on expiration of leave.)
- (ii) One return ticket from Melbourne to any country station in Victoria *during* period of leave (if required), additional to that granted by Navy Department on first proceeding on leave.
- (iii) Tickets will be First class for Commissioned and Warrant Officers, and Second class for all ratings.
- (iv) Warrants will be issued by "Cerberus" under detailed instructions given by the Naval Board. Warrants are to be presented to the Government Tourist Bureau *by the holder* in exchange for tickets.
- (v) Such tickets are not chargeable to the Navy Department, *but* will be debited to the Hon. the State Treasurer of Victoria.
- (vi) Warrants are to be indorsed "Active Service Furlough" with the rubber stamp referred to in Navy Order No. 70 of 1918 for liberty tickets, *which stamp is to be kept in safe custody.*

(b) *In Victoria. To Relatives, to meet Ratings Returning.*

A free return first class ticket will be issued to meet ratings returning after the *minimum period of continuous service* afloat referred to in section (a), as follows:—

- (i) Where both the father and mother desire to travel, two free tickets will be issued, but in all other cases only one free ticket will be issued to wife, brother, or sister.
- (ii) Applications for tickets should be made to the Naval Secretary, Navy Office, Melbourne, direct by the relatives concerned, on the special form which has been established for the purpose. (The form will be supplied to the nearest relative when intimation is sent that ratings are returning.)

3. The Naval Board desire that care should be taken to prevent abuse of the concessions which are now being conferred on returned men. (18/4934.)

Cancelled by H.O. 93/1919

149. WEARING OF CAP RIBBONS.

The Naval Board have decided that ratings returned to Australia from H.M.A. Ships employed in European waters may wear the cap ribbon of the ships from which they have returned, during their period of 21 days' Foreign Service Leave (only). (18/7336.)

150. RETURN PASSAGES TO AUSTRALIA.

The following extracts from Admiralty Orders, regarding passages to Australia for Officers and Men of the *Royal Naval Forces* who are domiciled in the Dominions, are promulgated for general information. (The cases of Officers and Men in the Royal Australian Navy have already been dealt with.)

- (i) The Admiralty have decided generally that persons entered abroad, or who came to the United Kingdom after the outbreak of war, and joined the Royal Navy, will be granted free passages to their homes. In cases of voluntary resignation the grant of a free passage will be at the discretion of the Admiralty. Special arrangements have been made regarding Surgeon Probationers R.N.V.R.
- (ii) In regard to persons domiciled abroad, who were temporarily in the United Kingdom at the outbreak of war and remained and joined the Royal Navy, free passage will be granted to their country of domicile if discharged on account of wounds or illness contracted on Active Service, subject to their producing proof that they are returning to relatives or to their place of domicile at the outbreak of war.
- (iii) In the case of those who have been discharged from the Naval Service before the end of the war, and who remain in the United Kingdom to undertake work of national importance, applications will be considered subject to a period of not more than six months elapsing from date of ceasing such employment, and subject to special regulations prescribed by the Admiralty. (18/5824.)

151. RETURN OF LIME JUICE BOTTLES.

1. If Wine Bottles, now used for packing Lime Juice, can be kept on board without serious inconvenience, they should be returned by free freight to Royal Edward Victualling Yard, Sydney.

2. Steps should be taken to check the practice of forcing the corks into the bottles instead of extracting them. The subsequent removal of the corks from the bottles causes considerable trouble and expense. (D.V.18/1690.)

152. DEFINITIONS OF MILITARY THEATRES OF OPERATIONS.

The following definition of the Australasian Military Theatre of Operations, laid down in British Army Council Instruction 336 of 30th March, 1918, is promulgated for general information:—

(a) Bismarck Archipelago, from 11th September, 1914, to 21st September, 1914.

and at

(b) German Samoa on 30th August, 1914,

(c) Kaiser Wilhelmsland on 24th September, 1914,

(d) Nauru on 6th November, 1914.

(18/1361.)

153. CANCELLATION OF RAILWAY TICKETS.

1. When an Officer is unable to travel on the date for which a railway ticket has been obtained, and in order that credit may be obtained from the Railway Department, steps should be taken to cancel Sleeping Berth tickets at least two hours before the time of the departure of the train.

2. The tickets for the rail journey (and also Sleeping Berth tickets if it were not possible to have them cancelled as stated in paragraph 1) should be forwarded immediately to the Accountant Officer of the Establishment from which the Warrants were issued, who will make the necessary arrangements for the Department to obtain a refund of the cost of same.

3. In the case of the Central Administration and H.M.A. ships unused tickets on Australian railways should be forwarded to the Director of Navy Accounts.

(M.3538.)

Cancelled by No. 10 93/1919

Commonwealth Navy Orders.

Navy Office, Melbourne,
14th November, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear-Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
Director of Radio Service	4
District Naval Officers	8
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

154. PUBLIC HOLIDAYS.

In connexion with the holidays to be observed by the Navy Department in the capital cities of the various States, it has been decided to fall into line with the practice established in other Commonwealth Departments.

2. A *maximum* of twelve paid holidays per annum may be observed, viz., eight days as prescribed in section 72 of the Public Service Act, and four other days (to be determined). (It is not, however, obligatory to grant the full four days in every State, *vide* paragraph 4 hereof.)

3. In addition, therefore, to the eight days prescribed by Public Service Act, viz., 1st day of January, 26th day of January, Good Friday, and the following Saturday and Monday, the anniversary of the birth of the Sovereign, Christmas Day, and the following day, or any day proclaimed by the Governor-General or required by any Act to be observed in lieu of any of the said days, the following days are approved as holidays in future:—

Sydney—

Prince of Wales Birthday.
Eight Hours Day.

Melbourne—

~~Easter Tuesday.~~
Eight Hours Day.
Cup Day.
Day following Boxing Day.

Brisbane—

St. Patrick's Day.
Eight Hours Day.
Exhibition Day.
St. Andrew's Day.

Adelaide (and Darwin, N.T.)—

King's Accession Day.
Prince of Wales' Birthday.
Eight Hours Day.
Proclamation Day.

Perth—

Easter Tuesday.
Prince of Wales' Birthday.
Proclamation Day (also observed as Eight Hours Day).
Day following Boxing Day.

Hobart—

~~Day following New Year's Day.~~
Easter Tuesday.
First Monday in November (also observed as Eight Hours Day).
Day following Boxing Day.

4. In regard to Sydney, three days, *i.e.*, Prince of Wales' Birthday, Eight Hours Day, and Bank Holiday, are proclaimed as public holidays, besides the prescribed holidays, and, of these, the two firstnamed have been approved as holidays. As Bank Holiday is not observed by the business community and the general public, it has been decided that it shall not be observed by Commonwealth Departments.

5. *Holiday Payment.*—Where the exigencies of the Service require the attendance of officers on a paid holiday, payment may be made, in accordance with Regulations, of double time, but not double time in addition to the ordinary pay for holidays.

6. *Recreation Leave.*—Paid holidays indicated above are to be excluded from the period of leave when the leave granted is *exclusive of Sundays and holidays.*

NAVAL ESTABLISHMENTS.

7. The above does not, so far as *hourly paid employees, other than hourly paid office staff*, at Naval Establishments are concerned, set aside Regulation 40 (1) of Naval Establishment Regulations, which limits the number of paid holidays to nine, being the eight statutory holidays and Eight Hours Day.

(ii) Persons paid on a salaried basis and hourly paid office staff at Naval Establishments are, however, to be dealt with in accordance with this Navy Order, and are entitled, therefore, to the additional paid holidays indicated. (Necessary amendment of Naval Establishment Regulations will be made in due course.)

8. *Closing Naval Establishments.*—In the event of it being considered desirable to close Naval Establishments in Sydney on any proclaimed State Holiday other than the days specified above, the Captain-in-Charge will ascertain what action is being taken in other Commonwealth Departments in Sydney, and submit the same with his recommendations for the approval of the Naval Board prior to issuing instructions. (18/609.)

155. CORRECTIONS TO NAVY ORDERS.

No. 133 of 1918. Subject:—Ratings returning to Australia.

Add note after sub-clause (c) of paragraph 2 as follows:—

"In cases where transfer lists do not accompany ratings taking passage, the state of account will be telegraphed by the Commonwealth Naval Representative, and communicated by Navy Office to the Senior Naval Officer at port of disembarkation." (17/7490.)

No. 153 of 1918. Subject:—Cancellation of Railway Tickets.

Para. 2, line 3, for "2" read "1". (M.3538.)

156. TREASURY ADVANCES.

It has come under the notice of the Naval Board that, in some instances, application forms for Naval Advances are not completed as required by Naval Account Regulations (Regns. 12 and 60).

2. Applications for advances should be made under division and subdivision numbers only, and not under item numbers. In every case the particular head of service should be shown thus:—

Div. 83/1. Permanent Force—Pay.

Div. 94/2. Naval Establishments—Contingencies.

3. In some cases the forms have been made out omitting the words "Permanent Force" and "Naval Establishments." At the beginning of a financial year, particularly when the division numbers are undergoing a change, this leads to confusion between the Treasury and Navy Department as to which pay or contingencies vote should be charged. The requisite particulars should invariably be inserted.

4. A further matter to which attention has previously been drawn by memorandum is the necessity for keeping the Public Moneys held in Departmental Advance Accounts at the absolute minimum requirements. With this object in view, advances should be obtained at frequent intervals. In no circumstances should more than a week's requirements be applied for in any one advance, and, in addition, advances for pay purposes should be applied for separately, and only immediately before they are required. (M.3621.)

157. CLOTHING ACCOUNT, FORM A.S. 83. PART II.

1. Paragraph 7 of the instructions contained in cover of account is hereby cancelled.

2. The account is to be rendered to the Director of Victualling, Navy Office, in accordance with the procedure laid down in Article 760 of the King's Regulations and Admiralty Instructions.

3. The Naval Board direct that accounts which have not been rendered by H.M.A. ships are to be forwarded into office forthwith.

(D.V.18/1719.)

158. COLOUR OF HARD SOAP.

The hard soap being supplied from the Royal Edward Victualling Yard under present contract is of a dark colour, but this is due to war conditions and the glycerine requirements of war munitions.

(D.V.18/1767.)

159. CLOTHING—MEN DISCHARGED.

The Naval Board direct that, during the war, the provision regarding an allowance for plain clothes, on discharge from the Sea-going Forces, of Naval ratings *dressed as Seamen*, made in Admiralty Weekly Order No. 2772, of 22nd August, 1918, is to be followed in the Royal Australian Navy, under the same conditions as defined therein.

(18/7753.)

160. DEFERRED PAY—NOTATION OF PAYMENT ON SERVICE CERTIFICATES.

1. The Naval Board direct that when payment on account of Deferred Pay is made, a notation is to be inserted and signed by the Paying Officer on page 2 of the rating's Service Certificate, in the space provided for "Other Grants."

2. Such notation is to show date, amount, and nature of payment, *i.e.*, whether in respect to amount due on termination of three, five, or seven years' engagement, or on discharge, &c.

3. Service Certificates are to be examined as to previous payments, before payments of deferred pay are made.

(M.3597.)

161. MEDICAL EXAMINATION ON DISCHARGE OR DEMOBILIZATION FROM HOME SERVICE.

The Naval Board direct, with a view to saving work and expense, that the medical examination of men discharged or demobilized, *on other than medical grounds*, may be made by one Medical Officer only.

Payment in regard to Medical Officers of the R.A.N. Brigade, will be as laid down in Navy Order No. 110, of 1918.

(18/1939.)

By Authority: H. J. GREEN, Acting Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
15th November, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	16
Other Cruisers	12
Gunboats and other Vessels	8
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	16
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services.. .. .	6
Director of Radio Service	4
District Naval Officers	8
Sub-district Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

162. INSTRUCTIONS AS TO PURCHASES OF PROVISIONS.

1. With a view to facilitating the execution of recent Navy Orders regarding victualling, and with the object of affording protection to Accountant Officers in obtaining supplies when not procurable from the victualling yard or Admiralty Depôts, and where contracts do not already exist, the present Form A.S.1046z has been revised and divided as follows:—

Form A.S.1046x—Meat Supplies.

Form A.S.1046y—Other Provisions.

2. Form A.S.1046x is to be used when supplies of meat, &c., are required, and, although all the principal items have been provided for, can on occasion be amplified by Accountant Officers by the inclusion of such items as sausages (various), brawns, pressed spiced meats, &c. As a general direction, tinned provisions are only to be obtained from Naval victualling establishments, but should it be necessary, under exceptional circumstances, to obtain supplies elsewhere, it is to be noted that such items can, as a rule, be more favorably purchased from specialists in their manufacture than from firms which handle a variety of goods. Advantage should be taken of the ability of specializing firms to supply, and it is advisable that all purchases should be made as near to the original source of supply as possible, with the consequent elimination of intervening expenses.

3. Form A.S.1046y is to be used in obtaining tenders for the supply of all other victualling stores, and may also be used in the case of the special articles named in paragraph 2. The list of items required is to be filled in by the Accountant Officer and, where special brands, grades, or varieties are required, and where such special brands, grades, and varieties ought to be obtainable, the column headed "Description" should also be filled in. In the case of both forms, whenever possible, the column headed "Approximate Quantity" must be filled in, as an indication of requirements will generally have considerable bearing on the prices quoted.

4. (i) In cases where the Accountant Officer does not call for tenders for articles of a specific brand, grade, or variety, but leaves the firm tendering to insert descriptions according to stocks, protection is afforded by the fact that Australian proprietary articles, *e.g.*, IXL jams, Empire cocoa, &c., must conform to one or other of the Pure Food and Drugs Acts; and comparison of the merits of such tenders can be made from knowledge of the different trade brands.

(ii) The respective merits of proprietary articles of origin other than Australian can only be determined by knowledge of trade brands or by comparison of samples. Various grades of dried fruits, Australian, are distinguished as One Crown, Two Crown, Three Crown, Four Crown, or Five Crown, and fruits of the same variety, and similar grade, can generally be taken as being identical in quality during any one season. This method of grading, however, does not apply to evaporated apples, which ought to be purchased from sample. "Latest pack" should always be stipulated in calling for tenders for the supply of dried fruits, and "split" (*i.e.* with stone removed) apricots, nectarines, and peaches are always more satisfactory and economical than other varieties.

(iii) Butter can always be purchased according to Government grade, and sometimes at less than regulated prices; grade certificate can always be demanded (1st grade 92 points, 2nd grade under 92 points).

Cheese should be described as of "Prime Quality," and price should be regulated, according to the market, by size, and whether it is "new," "semi-matured," or "matured."

(iv) In this connexion it should be noted that acidity in cheese, which is distinctly prejudicial to its keeping qualities, can most easily be detected by tasting samples taken from the *ends*. The name of the factory producing cheese is a good guide as to quality. This remark applies also to hams and bacon, which ought to be described as "Prime Factory," and should not exceed 15 lbs. each and 50 lbs. per side respectively. It will be found that, in practically all cases, the most economical manner in which to purchase bacon is in sides; middles can be used as rashers, and shoulders and hams boiled. In purchasing eggs, "new-laid" or "Suburban New-laid" should be stipulated unless a cheaper variety is required for cooking purposes; eggs required to keep over a long period should be infertile. In point of size the recognised standard weight of the best grade is a minimum of 15 lbs. per 120, or an average of 2 oz. each egg. Cases with cardboard partitions provide a satisfactory method of carrying sea-stocks of eggs in a cool chamber. If cool space is not available, a good plan is to have sea-stocks of eggs packed in salt (*ends up*). In this manner they easily keep wholesome for about one month. The salt should be used for cooking purposes.

(v) The purchase of cereals, beans (butter and haricot), barley (pearl), oatmeal, peas (split and green), lentils, rice, tapioca, semolina, &c., should, if purchased under exceptional circumstances when supply from a Naval victualling establishment is not procurable, always be effected from sample, and care should be exercised on receipt to make certain that bulk is equal to sample and entirely free from any sign of weevil. A sample of such goods as coffee, chicory, and mustard (if of local manufacture), macaroni, pepper, tea, vinegar, &c., should also be examined unless a known proprietary brand is quoted. In calling for tenders for coffee and chicory the required percentage of each should be stipulated.

(vi) In the case of fresh fruits and vegetables the only general guidance which can be accepted is the available supply on the market, but samples can always be obtained and certain conditions laid down. Fruits and vegetables in general must be fresh and sound; capacity of all cases—bushel, half-bushel, &c.—should be stated. Apples, eating, should be 2 inches to 2½ inches, and net weight and number of contents of case should be set out. A bushel case of oranges of good average size should contain 8-9 dozen. Number per case of lemons, mandarines, passion fruit, and pears should always be required. Melons and pineapples are usually sold per dozen. Net weight of contents of cases of all other soft and stone fruits should be stated—also net weight of contents of all cases of cooking apples and cooking pears (in the case of which, size, so long as they are not too small, is immaterial), quinces, and other cooking fruit. When bananas are quoted per bunch or per case the respective numbers, in addition to the variety and country of origin, should be required. In calling for tenders for the supply of fruits, and particularly of eating apples, the description "best quality" is insufficient, as there may be on the market at the same time several varieties which could equally well, and with equal accuracy, be described as of "best quality," but which, from varying plentitude of

supply, command different prices. If the different varieties are unknown to the Accountant Officer it is advisable that space should be left for insertion by the tenderer of prices of the varieties available.

(vii) The usual custom of many ports to sell vegetables per dozen or per dozen bunches can usually be overcome, and whenever possible vegetables should be purchased by weight. Stipulation should be made that all root vegetables, such as carrots, beetroot, parsnips, turnips, &c., be "topped," since tops are of practically no value, and are prejudicial to the keeping qualities of the vegetables. If desired for use as a vegetable it can always be stipulated that turnip tops be delivered in separate bags. Rhubarb should also be trimmed. As far as is possible, all green and root vegetables should be obtained in bags, since the saving of waste and condition in handling will more than off-set the additional cost, if any, provision being made that bags be returned to supplier.

(viii) It is to be stipulated that outside leaves of cabbages be removed before weighing. Especially for sea stocks the keeping qualities of potatoes should be the prime consideration, and it will be found that good keeping are generally good eating potatoes. When obtainable, Tasmanian potatoes in general will be found to be the most dependable, and of those "Brownells" and "Up-to-dates" are probably the best. Smooth-skin round or oval potatoes (*i.e.*, with no deep-sunken eyes) are the most economical when pared either by machine or by hand. Opinions will be found to differ on the question of whether to pack in bags or in cases any supplies of potatoes required to be kept for lengthy periods, but in both cases the original essentials of good condition on receipt, stowage where good ventilation can be secured, and avoidance of stowage to too great a height are the same, and, if these essentials are observed, the more costly method of packing has little, if anything, to be said for it, as against packing in bags. These three essentials are, in fact, of prime importance in the keeping of stocks of any variety of vegetables where cool storage is not available.

5. To insure orders to contractors being given in a uniform manner, and to provide Accountant Officers with a complete and readily available record of such orders, a form of contractor's order-book (A.S.1046z) is being compiled.

6. Generally speaking, it is important to obtain tenders for all goods from the person nearest to the original producer, and to eliminate, whenever possible, the general dealer, shipping provider, or merchant who is prepared to procure supplies of all requirements. It will be found that firms which specialize in the manufacture and supply of particular items will show more appreciation of, and attention to, business which is offered to them direct than to that which comes to them through a dealer, and that the price will almost invariably be less. When dealers are able to offer markedly low prices in certain items of a tender it may be taken for granted that they have covered themselves well in the other prices quoted, or that the quality of the article, in which they have no such personal interest as the manufacturer or direct selling agent, is not such as is obtainable elsewhere.

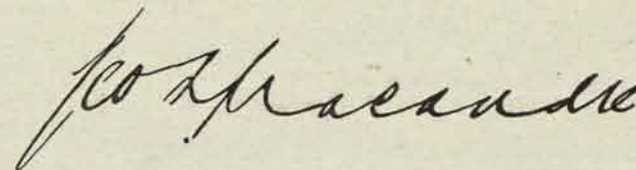
7. A list showing the names of the firms at the chief Australian ports which specialize in the articles referred to will be forwarded to all sea-going vessels in due course.

Commonwealth Navy Orders.

Navy Office, Melbourne,
30th November, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services.. .. .	6
Director of Radio Service	4
District Naval Officers	8
Sub-district Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

163. FINANCIAL AND ALLOWANCE REGULATIONS.

1. On and after 1st October, 1918, Temporary Surgeons, R.A.N., are to be paid at same rates as Permanent Surgeons (including increments for service).

2. The following corrections are to be made in Financial and Allowance Regulations 1918 for the Permanent Sea-going Forces:—

Reg. 2—Add new sub-clause (11)—

(11) Officers appointed for Temporary Service will be paid at the same rates (including increments for service) as Permanent Officers. Temporary Surgeons serving on 1st October, 1918, may draw deferred pay in cash with active pay.

Reg. 4—Add to clause 7 the following:—

“Officers transferred permanently from the Royal Navy, or from any other branch of the Royal Australian Navy, will receive no uniform gratuity on transfer if transferred direct or within 12 months of such previous service.”

Reg. 11, Clause 3—Footnote—

Delete the words “to Temporary Surgeons nor”.

Reg. 12, Clause 9—

Lines 2 and 3. Cancel the words “be paid at the rate of 25s. per diem and”.

Lines 5 and 6. Cancel the words “but will not receive deferred pay”.

(18/7451.)

164. HALF-YEARLY STATEMENT OF CARTRIDGES ON BOARD H.M.A. SHIPS, ETC.

When furnishing the above lists to the Navy Office in accordance with the instructions contained in Navy Order No. 147 of 1918, the number of cartridges (under their various cordite lot numbers) expended since the last return should also be shown.

2. These particulars are required in order that cordite lot records may be kept up to date.

(18/7508.)

165. SHIPMENT OF DUTIABLE STORES TO H.M.A. SHIPS.

Stores, subject to Customs control, may be forwarded from Australian ports, under bond, per merchant vessels as ordinary cargo to any of H.M.A. ships when outside the territorial waters of the Commonwealth on condition that, immediately on return of the ship to Australian waters, any unused portion of the stores are placed under seal and remain so until the ship again departs from the Australian coast, or, alternatively, if it is desired to use any of these stores in an Australian port, application shall first be made to the Collector of Customs, who will depute an officer to issue the required quantity, upon which duty will be subsequently paid by the ship or mess or officer concerned.

2. In cases where H.M.A. ships sail direct from an Australian port to an oversea destination, such stores may be placed on board under seal for use outside territorial waters. On return, any of the stores which may be unused are to be dealt with as in paragraph 1.

3. Commanding Officers are to insure that the above conditions are strictly observed in all cases where advantage is taken of these privileges. Any departure from these conditions will render the concessions liable to be withdrawn.

4. Navy Order No. 15 of 1918 is hereby cancelled.

(N.18/1803.)

166. CONTRACTS FOR PROVISIONS.

With reference to Navy Order 57 of 1918, paragraph 7, Accountant Officers of sea-going ships calling at Australian ports where Naval provisions contracts are in existence are to obtain copies of all existing contracts as follows:—

(a) At Sydney, from the Accountant Officer of *Penguin*.

(b) At Melbourne, from the Accountant Officer of *Cerberus*.

(c) At other ports, from the District or Sub-District Naval Officer at the port.

The Officers referred to in (a), (b), and (c) are to be made responsible that copies of all contracts are furnished immediately on arrival of the visiting ship.

167. INCREMENTS OF PERSONS ON CONSOLIDATED PAY.

1. Payment of increments to persons in receipt of consolidated rates of pay is in all cases subject to the approval of the Treasurer, and to the necessary funds being made available by Parliament.

2. The general practice is for the Treasurer early in the financial year to issue advice that increments may be paid where the same does not increase salary beyond £200 per annum.

3. Authority for payment of increments beyond this amount is withheld until the Estimates of Expenditure have been passed by Parliament.

4. The date on which financial authority for payment of increments is issued is necessarily dependent upon the above.

5. It is ^{not} necessary for Naval Establishments and others concerned to communicate with the Navy Office in the matter of payment of increments. Finance Authorities, authorizing payment, will be issued immediately on receipt of Treasury approval.

(M.3814.)

168. PAYMENT OF TRAVELLING ALLOWANCES.

To prevent the possibility of overlapping payments, Certifying Officers should not certify accounts for payment of daily rates of travelling allowances to persons attached to another district unless Finance Authority has been received.

2. Should a person attached to another district require an advance on account of travelling expenses, the approval of the Officer in Charge of the district to which the member is attached should first be obtained. Payments made under such approval should be immediately notified to the office to which the officer is permanently attached, and the number of voucher and cash account in which brought to account advised.

169. R.A.N. BRIDGING TRAIN.

In the event of members of the late R.A.N. Bridging Train, discharged from the Australian Imperial Forces, reporting themselves to District Naval Officers for duty, they should, on production of their Military Discharge Certificate, be furnished with a memorandum stating that they are not required for service in the Royal Australian Naval Forces.

(18/7000.)

170. R.A.N.B. OFFICERS MOBILIZED OR ENLISTED FOR HOME SERVICE.

PAY OF.

Officers of the Royal Australian Naval Brigade Sections (M), (O), and Naval Guard, mobilized or enlisted for Home Service, will be paid as from 1st January, 1919, at the following *annual* rates of pay:—

Rank or Relative Rank.	Annual Rate of Pay—	Amount due for	Fortnightly Pay
	365 Days.	Period 1st to 8th January, 1919.	(14) days from 9th January, 1919.
	£	£ s. d.	£ s. d.
Captain	625 ..	13 14 0 ..	23 19 6
Commander	550 ..	12 1 1 ..	21 1 11
Lieutenant Commander ..	450 ..	9 17 3 ..	17 5 2
Lieutenant	350 ..	7 13 5 ..	13 8 6
Sub-Lieutenant	200 ..	4 7 8 ..	7 13 5
Mate	250 ..	5 9 7 ..	9 11 9
Commissioned Warrant Officer	280 ..	6 2 9 ..	10 14 10
Warrant Officer	228 ..	4 19 11 ..	8 14 11
Acting Sub-Lieutenant ..	192 ..	4 4 2 ..	7 7 3

2. Allowances to which Officers may be, or become, entitled to, under Naval Board approval, shall be paid in addition to the above rates.

3. Payments will continue to be made fortnightly (on the basis of 14 days), the first payment under the new rates being made on 10th January, 1919, for the fortnight 26th December, 1918, to 8th January, 1919. The pay for this period shall be calculated as follows:—

26th to 31st December, 1918—5 days at old rates of pay.

1st to 8th January, 1919—8/365ths of annual salary, *i.e.*, the amount as shown in third column of the above scale.

Thereafter the fortnightly pay shall be 14/365ths of the annual salary as shown in the last column of the scale above.

4. Full particulars as to rate of pay and amount due under the old and new rates are to be set out separately on the Salaries' Sheets or Ships' Ledger, as the case may be, but the amounts due are to be combined and shown in one total for the fortnightly payment.

5. Where Officers are borne for pay on Ships' Ledgers, details showing how the total fortnightly payment made on 10th January, 1919, is arrived at, are to be shown in the Remarks Column.

6. The amount due for broken periods is to be calculated by dividing the total fortnightly pay shown in the above scale by fourteen for the daily rate and multiplying the result by the number of days for which payment is to be made.

7. The rates of pay for Chief Petty Officers and men shall continue to be paid on a daily basis in accordance with the daily rates shown in Navy Orders 1918, No. 128, provided that no rating shall be paid at a lesser rate than Five shillings per diem, irrespective of the rating held.

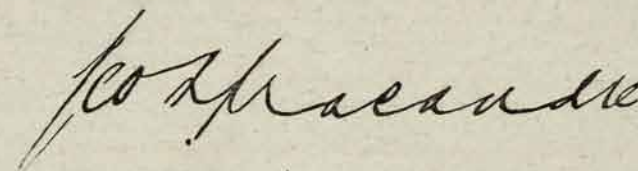
8. All previous instructions as regards the rates of substantive pay for Officers and Men mobilized or enlisted shall be cancelled on and from 1st January, 1919, in favour of the foregoing.

Commonwealth Navy Orders.

Navy Office, Melbourne,
2nd December, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION

Rear-Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c. as requisite

C.18850.

171.—MESSAGES TO THE FLEET.

The following official messages sent and received in connexion with the receipt of the news of the Armistice are promulgated for general information:—

(A)—*From His Majesty the King.*

11th November, 1918.

Now that the last and most formidable of our enemies has acknowledged the triumph of the Allied arms on behalf of right and justice, I wish to express my praise and thankfulness to the Officers, Men, and Women of the Royal Navy and Marines, with their comrades of the Fleet Auxiliaries and Mercantile Marine, who for more than four years have kept open the seas, protected our shores, and given us safety ever since that fateful 4th of August, 1914. I have remained steadfast in my confidence that, whether fortune frowned or smiled, the Royal Navy would once more prove the sure shield of the British Empire in the hour of trial. Never in its history has the Royal Navy, with God's help, done greater things for us nor better sustained its old glories and the chivalry of the seas. With full and grateful hearts, the peoples of the British Empire salute the white, the red, and the blue ensigns, and those who have given their lives for the Flag. I am proud to have served in the Navy—I am prouder still to be its Head on this memorable day.

(Signed) GEORGE, R.I.

(B)—*From the British Admiralty.*

24th November, 1918.

The Board of Admiralty desire to express to the Officers and Men of the Royal Navy and Royal Marines, on the completion of their great work, their congratulations on a triumph to which history knows no parallel. The surrender of the German Fleet, accomplished without shock of battle, will remain for all time the example of the wonderful silence and sureness with which sea power attains its end. The World recognises that this consummation is due to the steadfastness with which the Navy has maintained its pressure on the enemy through more than four years of war—a pressure exerted no less insistently during the long monotony of waiting than in the rare opportunities of attack.

(C)—*From the Commonwealth Navy Department.*

12th November, 1918.

Acting Minister for Navy and Naval Board desire to convey the gratitude of Australia to all Officers, Petty Officers, and Men for holding fast until victory. A glad welcome home awaits you. Advance Australia!

Naval Board desire associate Naval Representative and staff in foregoing.

Reply from Rear-Admiral Commanding H.M.A. Fleet.

17th November, 1918.

Many thanks for your kind message. All ranks and ratings of the Royal Australian Navy await with eagerness the day when, their duty to the Empire having been fulfilled, they will return to the homeland from which they have for so long been absent. The knowledge that their efforts have gained the appreciation of the Naval Board is a source of the greatest satisfaction.

(D)—*From the Legislative Assembly and Council of Western Australia.*

14th November, 1918.

SIR,

I have the honour to forward herewith a resolution passed by the Legislative Assembly of Western Australia, on behalf of the people of the State, on the 11th instant, to the Australian Navy and Army abroad for the services rendered by both Forces in the defence of the Empire.

The resolution reads as follows:—

“That the Legislative Assembly of Western Australia, in Parliament assembled, desires to convey to the Australian Navy and Army abroad the thanks of the people of Western Australia for the magnificent services in the cause of freedom, justice, and righteousness rendered by the Sailors and Soldiers of Australia, and their heartfelt congratulations on the glorious victory, in the achievement of which the Australian Divisions have played so glorious a part.”

Will you please cause this resolution to be transmitted through the proper channels to the men of the Australian Navy.

I have the honour to be,

Sir,

Your obedient servant,

(Signed) GEORGE TAYLOR,
Speaker.

The Acting Minister of State for the Navy,
Melbourne.

(E)—*From the Hon. the Minister for Defence.*

(I.)

12th November, 1918.

DEAR MR. POYNTON,

May I, as the Political Head of the Military Department, extend to the sister Service our hearty congratulations on the successful and victorious termination of the great War, in which these two Services have done so much.

I wish to record my appreciation of the hearty co-operation that the sister Service has rendered to the Military Arm, and to place on record my satisfaction at the successful result that has been achieved, and in which the Australian Navy has played such a splendid part.

Yours faithfully,

(Signed) G. F. PEARCE.

Hon. A. Poynton, M.P.,
Acting Minister for the Navy,
Melbourne.

(II.)

DEAR SENATOR PEARCE,

In acknowledging receipt of your letter of 12th instant, extending to the Naval Service your hearty congratulations on the victorious termination of the great War, I have pleasure in assuring you that your expression of appreciation of the co-operation of the Naval Service with the Army is heartily reciprocated by myself as the Acting Political Head of the Navy Department.

Although the victory has only been achieved at a great sacrifice, yet I feel that the glorious deeds of the members of the Australian Imperial Force in Gallipoli and Palestine, and on the fields of France, have immortalized the name of Australia. It has been an honour for the Royal Australian Navy to co-operate with such a service.

Yours faithfully,

(Signed) A. POYNTON,
Acting Minister for the Navy.

Senator the Honorable G. F. Pearce,
Minister of State for Defence,
Melbourne.

22nd November, 1918.

172.—PROMOTION OF WRITER BRANCH.

The provisions of Admiralty Weekly Order 3018A of 19th September, 1918, regarding improved conditions of service of the Writer Branch of the Royal Navy, have also been adopted in the Royal Australian Navy, with effect from 1st October, 1918.

(18/8105.)

173.—MEDICAL EXAMINATION OF RECRUITS.

Medical Officers examining recruits are to ascertain if such have been invalided from the Military Forces, and if so are to obtain a copy of the Military Form A. M. D2 "Report on an Invalid," in order that they may be sure the recruit was not invalided for a disability rendering him unfit for entry into the Naval Service, or which might cause him to become a charge on the Commonwealth for sickness arising therefrom.

(18/8362.)

174.—REFUNDS ON ENTRY INTO ROYAL AUSTRALIAN NAVY AFTER DISCHARGE FROM ROYAL NAVY BY PURCHASE.

The Admiralty have approved of the provisions of Article 603 King's Regulations and Admiralty Instructions, as amended by Admiralty Monthly Orders 284 of 1915, and 36 of 1916, being applied to men who voluntarily enter the Royal Australian Navy after purchasing their discharge from the Royal Navy.

Applications from men not hitherto eligible for a refund, but now entitled, should be forwarded.

(18/2656.)

175.—MISAPPROPRIATION OF PUBLIC MONEYS OR STORES.

In the event of loss of public moneys or of stores or materials of any description belonging to the Government being known, or believed, to be due to theft, a report is to be made to the Naval Board as soon as possible after the discovery of the loss, with a full statement of the circumstances, and precise information on the following points is to be furnished:—

- (a) The circumstances in which the moneys or articles were stolen, or believed to have been stolen.
- (b) In whose custody the moneys or articles were at the time of the actual or supposed theft.
- (c) Whether any inquiry was held, and with what result.
- (d) What steps have been taken to recover the moneys or articles.

The Naval Board will then decide whether a prosecution is to take place.

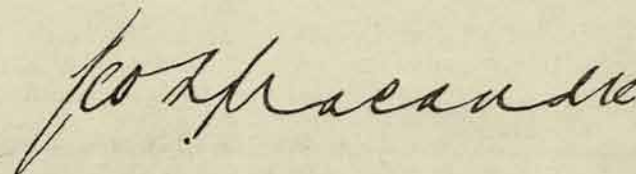
(18/7585.)

Commonwealth Navy Orders.

Navy Office, Melbourne,
12th December, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative.. .. .	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services.. .. .	6
Director of Radio Service	4
District Naval Officers	6
Sub-district Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

176. RAILWAY CONCESSIONS FOR RETURNED MEN, STATE OF NEW SOUTH WALES.

The following particulars regarding concessions in the State of New South Wales to Officers and Men returning to Australia after a *continuous* minimum period afloat of three years (or, in the case of service in the T.B. Destroyers, two and a half years), during the period of their Foreign Service Leave, are promulgated for general information.

(A) Suburban Railway Lines and Trams—Sydney and surroundings—

- (i) Officers and Men residing within a radius of 34 miles of Sydney will be given a "periodical" ticket between their home railway station and the city, for the full period of their foreign service leave.
- (ii) Free tramway passes will be issued as required during such leave.

(B) Railway Travelling in New South Wales—

- (i) Free railway travelling in New South Wales will be granted as required during such foreign service leave.
- (ii) The officially registered next-of-kin, and one other relative (or friend) of each Officer or Man, will be granted free return ticket to Sydney from any railway station in New South Wales, for the purpose of meeting returning Sailors.

(C) General—

- (i) A special form of application for Railway Tickets will be sent by Navy Office to relatives desiring to meet Officers and Men on arrival, at the same time as they are being notified of probable date of arrival, and tickets will be obtained by presentation of this form to the Secretary, Premier's Department, Sydney.
- (ii) Tickets or passes required by ratings after arrival will be issued on presentation by them of their leave tickets (duly indorsed with the holder's signature) to the Officer of the Premier's Department in charge of the Anzac Information Bureau, Rawson Chambers, Pitt-street, Sydney (opposite Railway Station).—Officers will obtain a certificate from the Commanding Officer of the *Penguin*.
- (iii) First-class travelling will be provided for Commissioned and Warrant Officers, and Second-class for ratings.
- (iv) The cost of the above tickets and passes is not borne by the Department of the Navy, but by the Government of the State of New South Wales.
- (v) Railway and tramway passes are to be returned, by the recipients, to the Anzac Bureau, referred to in section (C), clause (ii) on expiration of leave.
- (vi) The special leave tickets for the purpose of this order are to be indorsed "Active Service Furlough," as directed in Navy Order No. 70 of 1918, the rubber stamp in question being kept in safe custody, and the special leave tickets being called in on expiration of leave.

(18/4934.)

177. FINANCIAL REGULATIONS 1918.

The following corrections and additions are to be made to the Financial and Allowance Regulations 1918 for the Permanent Naval Forces (Sea-going):—

Regulation 2, Clause (3). *Add after the words "Warrant Electrician" the words "Commissioned and Warrant Mechanician."*

Regulation 2, Clause (4). *Delete the words "Commissioned and Warrant Mechanician."*

(The above is to take effect as from 1st October, 1918.)

(18/8081.)

Regulation 10. *Add new clause (2A) as follows:—*

(2A). In the case of Officers and Men who have been retained during the war under no new engagement, deferred pay shall be payable to date on their entering into any new engagement, without their being discharged.

178. BADGES FOR WAR SERVICE.

The Commonwealth Government have decided to issue an Official Badge "Returned from Active Service" to members of the Royal Australian Navy, who have been on Active Service afloat, similar to that issued to the A.I.F. who have proceeded overseas.

2. In view of the Royal Australian Navy being a permanent Service, it is intended to make the issue to all members of the Sea-going Forces who have served afloat during the war, irrespective of whether they are remaining in the Service or not; but, in view of the provision made for wearing chevrons in uniform, approval cannot be given for the Badge to be worn in uniform.

3. The general conditions of issue of the Badge will (with certain reservations) be those for the award of first chevron, as laid down in Navy Order 62, of 1918, but service afloat must be between the 5th August, 1914, and the date of the Armistice, viz., 11th November, 1918.

4. A special Badge will be issued to members of the R.A.N. Brigade and to other members of the Naval Forces who have *actually volunteered for general active service*, either in the Royal Australian Navy or Australian Imperial Forces, and who have been *compulsorily* retained for Home Service.

5. Further instructions will be given in due course regarding the arrangements for issue.

179. FOREIGN SERVICE LEAVE.

All Officers and Men returning from service overseas will be allowed fourteen days' leave per annum for each year's absence from Australia, irrespective of any leave obtained whilst serving overseas.

2. Such leave will be reckoned from date of last touching at an Australian port, to date of arrival at an Australian port on the return journey. Broken periods are to be calculated at one day's leave per each full month of absence.

(18/8316.)

by No. O 93/1919

See
26/1919
103/1919
146/1919

180. TELEGRAPHIC ADDRESS OF DIRECTOR OF NAVY ACCOUNTS.

Arrangements have been made with the Postmaster-General's Department for the registration of the address "Navaccount" for all telegraphic communication within the Commonwealth addressed to the Director of Navy Accounts. (18/7186.)

181. OFFICIAL DATE FOR AWARD OF CHEVRONS, BADGES, ETC.

No war chevrons or other war badges will be issued in respect to persons who commence sea service after the date of the Armistice, viz., 11th November, 1918.

182. RE-DIRECTION OF LETTERS.

Attention is called to the necessity for the careful re-direction of letters and parcels for Petty Officers and Men who have left H.M.A. Ships.

Cases have come under notice where considerable anxiety as well as inconvenience has been caused by letters for Men who have left H.M.A. Ships being returned to their senders. The Naval Board direct that special arrangements be made in H.M.A. Ships for re-direction of such letters.

183. RETURN OF SURPLUS BOOKS, FORMS, ETC.

All surplus books of reference, unused forms, &c. not required on board H.M.A. Ships and at H.M.A. Naval Establishments should be returned to the Naval Store Officer at the Naval Depôt, at Williams-town.

(D.S. 18/1908.)

184. PROVISION AND CLOTHING ACCOUNTS.

All ships which have operated outside Australian waters during hostilities are to send into Office all Supply Notes for provisions and clothing received from H.M. Victualling Yards, Depôts, and Ships, and from the Establishments and Ships of foreign Governments prior to 1st October, 1918.

As from the 1st October, 1918, all Ships and Naval Establishments are to send into Office with their provision and clothing accounts all Supply Notes, including those of Contractors.

(D.V. 18/1951.)

185. PERIODICAL RETURNS OF ENTRIES, DISCHARGES, ENGAGEMENTS, DEATHS, DESERTIONS, ETC.

The Naval Board direct that the following returns be addressed and posted to the *Naval Secretary*:—

- A.S. 165, Entries and Discharges.
- A.S. 51, Deaths and Desertions.
- A.S. 52, Engagements.

Attention is drawn to the necessity for prompt rendering of these returns.

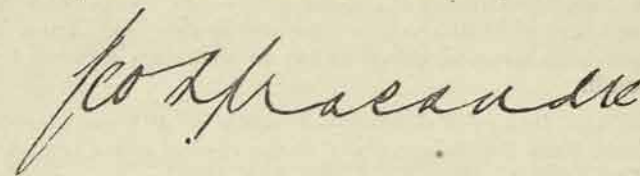
By Authority: H. J. GREEN, Acting Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
20th December, 1918.

The following Orders, having been approved, are hereby promulgated for information and guidance, and necessary action.

By direction of the Naval Board,



To the Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Rear-Admiral Commanding	4
Battle Cruisers	12
Other Cruisers	10
Gunboats and other Vessels	6
Naval Depôt, R.A.N. College, <i>Tingira</i> and <i>Penguin</i>	12
Destroyer Flotilla	24
Commonwealth Naval Representative	6
Captain-in-Charge, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
Director of Naval Auxiliary Services	6
Director of Radio Service	4
District Naval Officers	6
Sub-District Naval Officers	1
W.T. Stations	1
Commonwealth Departments, &c.	as requisite

C.19423.

186. PEACE CELEBRATIONS.

The Commonwealth Government has approved the following preliminary recommendations in regard to the celebrations to be held on the Proclamation of Peace:—

(1) The celebrations will extend over three days, viz., Sunday, Monday, and Tuesday, the latter two days being proclaimed public holidays.

(2) (a) *Thanksgiving Day*.—The celebrations on the first day, Sunday, will take the form of thanksgiving services in all churches, chapels, &c., morning and evening, the services being, as far as possible, uniform for all denominations.

In the afternoon, special meetings will be arranged in parks, gardens, &c., such meetings being assisted by bands (Naval and Military), choirs, members of philharmonic and choral societies. These meetings will be undenominational, using, as far as possible a form of service acceptable to all.

(b) *Day of Rejoicing*.—A salute of 101 guns, to be fired at noon from some convenient place in the capital cities is under consideration. The main event of the second day, Monday, will consist of Naval and Military processions, including nurses, V.A.D.'s, W.A.A.C.'s, voluntary war workers, and trophies of war, through the principal streets of each city, Their Excellencies the Governor-General or Governor, as the case may be, taking the salute at Parliament House.

All buildings will be beflagged by Commonwealth Government, State Government, and Citizens. Venetian poles and triumphal arches will be erected in streets used by processions. Bands will be stationed at suitable intervals in the streets, to accompany the singing of patriotic and other songs, the public being led by members of the philharmonic, choral, theatrical, and artistic bodies.

It will be necessary to print and distribute copies of the various songs amongst the public.

In the evening the public buildings will be illuminated, and main streets festooned with electric lights. Carnival processions in masquerade and charade costumes will be arranged and carried out by Theatrical, University, and Artist societies.

(c) *Children's Day*.—Third day, Tuesday.

It is proposed that children's exhibitions take place on cricket grounds and in parks in the afternoon, also aquatic reviews and regattas. Aeronautical displays by aeroplanes are also proposed, if available.

In the evening, buildings, streets, ships, &c., will be again illuminated, and a carnival take place, also a day and night fireworks display in well-defined areas at specified times. The Police and Fire Brigade will be invited to give displays also.

(3) Provision will be made for Commonwealth expenditure in each State independent of State, municipal, and private expenditure.

(4) This expenditure will be for the provision of a souvenir medal, the printing of souvenirs, provision of bands, and various printed matter such as hymns, songs, programmes, &c., the illumination on Commonwealth Government buildings in each capital city, the pay and rationing of troops taking part in processions, and provision of luncheon for school children taking part in the displays.

(5) In regard to the illuminations, it is proposed that the projector system be used instead of festoons of lights, as far as the Commonwealth is concerned.

(6) The money available will be administered in each State by an Honorary Committee consisting of a Business Representative, an Officer of the Commonwealth Works and Railways Department, a representative of the Defence Department, and a representative of the Navy.

(7) The following will represent the Navy on the Honorary Committee appointed in each State:—

Melbourne.—Commander F. N. Eardley-Wilmot.

Sydney.—Captain John C. T. Glossop, C.B.

Brisbane.—Captain George A. H. Curtis.

Adelaide.—Captain Chapman J. Clare, C.M.G., A.D.C.

Perth.—Captain Oliver L. A. Burford.

Hobart.—Captain Walton Drake.

(19/8138.)

187. NAVAL RATINGS IN MILITARY HOSPITALS.

1. On discharge from Military Hospitals, Naval ratings belonging to the Sea-Going Forces will, in the absence of their ships, be returned to the Naval Depôt at Williamstown, Victoria, or H.M.A.S. *Penguin*, Garden Island, Sydney, or, in other States, to the District Naval Officer for forwarding.

2. Royal Australian Naval Brigade ratings in all States will be returned to the District Naval Officer concerned.

3. Sea-going ratings will be forwarded by the District Naval Officer as the circumstances may require.

4. In regard to Royal Australian Naval Brigade ratings, the District Naval Officer will arrange as requisite for convalescent treatment or sick leave, on the recommendation of the District Naval Medical Officer.

5. No leave will be granted from the Military Hospitals during hospital treatment. Unless absolutely necessary, no patient will be transferred from one Military Hospital to another, but should the same take place the District Naval Officer will be informed. The District Naval Officer will, in regard to sea-going ratings, inform the Commanding Officer of the man's ship of any change, or, alternatively, either the Naval Depôt at Williamstown, or *Penguin* at Sydney, as suitable to the district concerned, stating full name, official number, and ship to which belonging.

6. The supply of trusses, glasses, or dentures is not to be made without the concurrence of the Commanding Officer of the rating's ship, or of the depôt ship concerned, in the case of sea-going ratings. Dental forms will be provided by the depôt ships on application.

See
NO.
162/
1919

7. No Naval rating will be received in a Military Hospital without a sick voucher and case sheet (A.M. 188), except in cases of accident or emergency.

8. In the event of a patient being admitted to hospital without these papers, the hospital will communicate with the District Naval Officer by telephone, who will then arrange for an admission form (A.M. 188) to be sent to the hospital for completion.

9. The District Naval Officer will keep a record of all ratings who pass through the hands of the District Office for admission or discharge from hospital.

10. A telephonic communication is to be made to hospital when a patient is being sent. In the case of sea-going ships this is to be sent through the District Naval Officer, except at Sydney and Melbourne.

11. The bag and kit of ratings are to accompany them to the Military Hospital.

12. A sick berth steward, or other suitable rating is, wherever possible, to convey ratings to hospital, and hand the admission papers to the medical officer on duty.

13. Notice that a sea-going rating is about to be discharged will be given by the hospital to the District Naval Officer (except at Sydney and Melbourne, when the same will be communicated to depôt ship concerned), who, in the event of a sea-going ship being present, will communicate the same to the Commanding Officer for necessary action. When no ship is present, he will arrange for a suitable person to be sent to receive patients from the hospital, to take charge of discharge papers, and to act as escort.

14. Should a patient require any pay whilst in hospital, he will forward a request through the Commanding Officer of the hospital to the District Naval Officer, who will communicate (in regard to sea-going ratings) as requisite with the Commanding Officer of the depôt ship if the man's own ship is absent.

15. Any breach of discipline will be referred to the District Naval Officer for transmission to the Commanding Officer of the rating concerned for necessary action. The District Naval Officer will forward such reports, in regard to sea-going ratings, to the depôt ships if the man's own ship is absent.

16. Payment for maintenance in hospital will be made by the Navy Department on the basis of the average monthly cost, per patient, for the hospital concerned.

17. The proceedings of Military Medical Boards will be accepted for Naval ratings, but whenever possible a Naval Survey will be held.

18. Venereal patients may be sent to venereal camps or venereal hospitals, but wherever possible they should be treated by a Naval Medical Officer.

19. Other infectious cases are to be dealt with, as most convenient, in military, civil, or infectious hospitals.

20. In the absence of the ship to which a sea-going rating belongs, the medical duties connected with his case will be performed by the District Naval Medical Officer or Sub-district Naval Medical Officer.

21. Deaths in Military Hospitals will be notified by the hospital to the Registrar of Births and Deaths, and (except at Sydney and Melbourne, when the same will be communicated to depôt ship concerned, in regard to Sea-going ratings), to the District Naval Officer by telephone immediately, to be subsequently confirmed by letter.

22. In such cases, the District Naval Officer will notify the next-of-kin and Navy Office, and also, in regard to sea-going ratings, the Commanding Officer of the rating's ship, if present. If ship not present, he will notify the depôt ship at Sydney or Melbourne as applicable to the case. Care is to be taken to state full names, rating, and official number.

23. Such telegrams are invariably to state *who* has been informed, and, particularly, whether the next-of-kin has been notified.

24. In the absence of a deceased rating's own ship, the District Naval Officer will make the requisite arrangements for funeral, &c., subject to the approval of the Senior Naval Officer if a senior officer is present.

(18/7405.)

188. APPLICATIONS FOR APPOINTMENT TO R.A.N.B. STAFF AND R.A.N. RADIO SERVICE.

Applications for appointment to the R.A.N.B. Staff and R.A.N. Radio Service are to be made direct to the Director of Naval Auxiliary Services, Normanby Chambers, Melbourne, and Director of Radio Service, Collins House, Melbourne, respectively.

2. Service Certificate (or copies thereof in regard to ships at a distance) should be forwarded, and applications should distinctly specify whether the applicant is recommended for appointment, and, in the case of applicants for the R.A.N.B. Staff, whether recommended for instructional work. As full information as possible should be given in order that selection of the most suitable ratings may be made.

189. COUNTING OF SERVICE FOR CHEVRONS AND BADGES.

The Naval Board have decided that service in H.M.A. ships *Mourilyan*, *Coogee*, and *Gannet*, prior to the 11th November, 1918, may count as sea service for purposes of Chevrons and Returned Sailor's Badge in the case of members of the Sea-going Forces, or of members of the Royal Australian Naval Brigade who have volunteered for general service in the Fleet for the full period of the war.

(18/3565.)

190. REJECT BADGES.

A number of applications having been received at the Navy Office for Reject Badges on account of medical rejection for the Royal Australian Navy, the Naval Board desire to promulgate for general information that, as medical rejection for the Royal Australian Navy does not necessarily mean that the candidate is permanently medically unfit for the Australian Imperial Force or other war service, it is not intended by the Navy Department to issue Reject Badges.

191. RETURNED SAILORS' BADGES.

1. The above Badges will be issued under similar conditions to those existing for the A.I.F., viz.:-

- Embarkation to be prior to signing of the Armistice.
- Not applicable to ratings discharged "S.N.L.R." or for misconduct.
- Not applicable to ratings discharged on account of disease brought about by their own neglect or conduct.

2. In regard to men discharged prior to the Armistice "at own request" on account of urgent domestic circumstances, a Badge will not be issued except after a minimum period of 12 months' service afloat.

(18/8202.)

192. RAILWAY CONCESSIONS IN STATE OF VICTORIA.

With reference to the return ticket from Melbourne to country station in Victoria referred to in Section (A) (ii), (iii.), and (iv), of Navy Order 148 of 30th October, 1918, for men returning after a continuous minimum period of three years' war service afloat, the Victorian State Government have decided to grant a 1st Class Return Ticket to the country for use when returning with relatives to home on arrival.

2. Arrangements have been made for the Warrants to be honoured at either Flinders-street or Spencer-street booking offices, without the necessity in this case of presentation to Government Tourist Bureau when inconvenient.

Under these circumstances warrants issued by *Cerberus* from Melbourne to country station on arrival, to men with 3 years' continuous war service afloat, are to be 1st class, and are to be indorsed, "Active Furlough, chargeable to Hon. the State Treasurer."

4. This pass is in lieu of 2nd class warrant referred to in (ii) of Navy Order quoted, and is not chargeable to Navy Department.

(18/4934.)

193. CORRECTION TO NAVY ORDERS.

No. 167 of 1918. Subject: Increments.

Clause 5, line 1, for "is necessary", read "is not necessary".

194. INDULGENCE PASSAGES.

The Repatriation Department have notified, with reference to the arrangement promulgated in Navy Order 130, of 24th September, 1918, that the maximum rate of refund to be granted to returned Soldiers and Sailors is £45 for passages *via* United States of America, and £28 for passages *via* the Cape.

(18/8034.)

195. ALLOWANCE TO CIVILIAN OFFICERS HOLDING POSITIONS IN DEFENCE CITIZEN FORCES.

Any member of the permanent Civilian Staff of the Navy Department who is in receipt of an allowance in addition to his pay for acting in any position in the Defence Citizen Forces such as Military Adjutant, must obtain the permission of the Naval Board to be paid such allowance.

(18/7950.)

196. SEAMEN'S BADGES—SUBSTITUTION OF YELLOW SILK FOR GOLD.

In view of the scarcity of materials and the present prohibitive cost of gold badges, the Naval Board have approved, as a temporary measure, of the substitution of yellow silk for gold in the manufacture of Seamen's Badges.

2. The new badges will be supplied from Royal Edward Victualling Yard on exhaustion of present stocks of gold badges.

3. The silk badges are to be issued at the rates shown in the Issuing Price List of Seamen's Clothing for gold badges.

(D.V. 18/1682.)

197. HOLIDAY PAY.—H.M.A. NAVAL ESTABLISHMENTS.

1. With reference to Regulations 40 and 43 of Naval Establishments' Regulations, the Naval Board has decided that where a daily paid employee is granted leave of absence with pay on the day preceding a paid holiday or holidays, and resumes duty on the day following such holiday or holidays, he shall receive pay for the holiday or holidays, but should he be on leave without pay on the day preceding a holiday, the succeeding holiday or holidays shall also be without pay.

2. In cases where an employee is absent from duty on annual recreation leave he will receive full pay for any paid holiday occurring during such leave, and such holiday shall not count as part of the annual leave. Where annual leave expires on a day immediately prior to a paid public holiday, and he resumes duty on the next working day, he is to receive pay for the holiday.

3. In cases of approved leave on reduced pay or without pay, any holiday or holidays occurring during such period of leave are to be paid for at the reduced rate, or taken without pay as would be the case were the day not a holiday.

(18/6819.)

198. DATE FROM WHICH INCREMENTS ARE PAYABLE.

1. In connexion with the payment of increments to members of the R.A.N. Auxiliary Services, Civilian Officers and others in receipt of consolidated salary, it has been decided that, as from 1st November, 1918, all approved increments will be payable as from the date they actually accrue, and not as heretofore from the first of the following month.

See
N.O.
26/1919

See
N.O.
24/1918

See
N.O.
153/1919

2. In cases where increments, accruing prior to 1st November, 1918, have already been approved and paid as from the first of following month, the next increment will accrue as from the corresponding date in the next year, and not from a date corresponding to that of the original date of promotion or appointment. For example, an Officer who was appointed or promoted on 15th January, 1917, and received increase in salary as from 1st February, 1918, will be eligible for his next annual increase from 1st February, 1919, and from the 1st February in each succeeding year.

3. Necessary amendment of Regulations will be made in due course.

4. Payment of increments is, of course, subject to receipt of Financial Authority for payment as heretofore. (M. 4442. 18/7715.)

199. VACANCY FOR RETURNED SAILOR.

Commander (Retired) John Biddlecombe, R.A.N.R., of Golf Hill Station, Shelford, near Bannockburn, Victoria, is anxious to obtain the services of an invalided or retired carpenter rating (or any ex-naval rating with a moderate knowledge of rough carpentering), as handy man to do repairs, &c. No agricultural or farming work required. Light job. Single man, if possible. Single quarters provided. A good home, and probably permanent employment. Wages commencing about £2 per week, and everything found. Middle-aged man or pensioner preferred.

Applicants please apply direct to Commander Biddlecombe.



