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

Commonwealth Navy Orders.

Navy Office, Melbourne,
1st January, 1921.

The following Order, having been approved, is hereby promulgated for information and guidance, and necessary action.

By Command of the Naval Board,

Australia

To the Commodore Commanding and Commanding Officers of H.M.A. Ships. Officers in charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commodore Commanding	8
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

1.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING.)—REVISED RATES OF PAY AND ALLOWANCES.

The following amendments of the Financial Regulations (Sea-going) are approved with effect as from the dates shown therein :—

(*a*) **Regulation 3** is amended as from 1st July, 1920 :—

(1) by omitting the words "as from 1st April, 1919." in the second line of sub-regulation (1), and inserting in their stead the words "as from 1st July, 1920 ".

(2) By omitting the whole scale of pay in sub-regulation (1) and inserting new scale as follows :—

Rating.	Relative Rating.	Active Pay per Diem.
SEAMAN CLASS.		
Boy—		s. d.
2nd Class		1 0
1st Class		1 9
Ordinary Seaman, 2nd Class		2 6
Ordinary Seaman		5 0
Able Seaman		7 0
After three years' man's time		7 2
After six years' man's time		7 4
Leading Seaman		8 0
After one year's service, if passed for P.O.		8 3
Petty Officer		9 0
After three years' service		9 4
After six years' service		9 8
Chief Petty Officer		10 6
After three years' service		11 0
and, thereafter, triennial increments of 6d. per diem.		
SIGNAL BRANCH.		
Signal Boy	Boy	1 9
Ordinary Signalman, 2nd Class	O.S. 2nd	2 6
Ordinary Signalman	O.S.	5 0
Signalman	A.B.	7 3
After three years' man's time	„	7 6
After six years' man's time	„	7 8
Leading Signalman	Ldg. Smn.	8 6
After one year's service, if passed for Yeoman of Signals	„	8 8
*Yeoman of Signals	P.O.	9 6
After one year's service, if recommended by his Commanding Officer, or after three years' service in any case	„	9 8
After three years from receiving preceding rate	„	10 0
Chief Yeoman of Signals	C.P.O.	11 0
After three years' service	„	11 6
and, thereafter, triennial increments of 6d. per diem.		
TELEGRAPHIST BRANCH.		
Boy Telegraphist	Boy	1 9
Ordinary Telegraphist, 2nd Class	O.S. 2nd	2 6
Ordinary Telegraphist	O.S.	5 0
Telegraphist	A.B.	7 3
After three years' man's time	„	7 6
After six years' man's time	„	7 8
Leading Telegraphist	Ldg. Smn.	8 6
After one year's service, if passed for P.O. Telegraphist or for higher standard	„	8 8

* The Service Certificates of Yeoman of Signals shall be suitably noted on their being granted the 9s. 8d. rate of pay.

Rates of Active Pay, &c.—continued.

Rating.	Relative Rating.	Active Pay per Diem.
TELEGRAPHIST BRANCH—*continued.*		s. d.
*P.O. Telegraphist	P.O.	9 6
After one year's service, if recommended by his Commanding Officer, or after three years' service in any case	„	9 8
After three years from receiving preceding rate	„	10 0
C.P.O. Telegraphist	C.P.O.	11 0
After three years' service	„	11 6
and, thereafter, triennial increments of 6d. per diem.		
STOKER BRANCH.		
Stoker—		
3rd Class	O.S. 2nd	2 6
2nd Class	O.S.	5 6
1st Class	A.B.	7 6
After three years' man's time	„	7 8
After six years' man's time	„	7 10
Acting Leading Stoker	Ldg. Smn.	8 6
Leading Stoker	„	8 6
After three years' service	„	8 8
Stoker Petty Officer	P.O.	9 4
After three years' service, if in possession of stokehold certificate	„	9 8
After six years' service, if in possession of stokehold certificate	„	10 0
Chief Stoker	C.P.O.	11 0
After three years' service	„	11 6
and, thereafter, triennial increments of 6d. per diem.		
MECHANICIANS.		
Mechanician	C.P.O.	11 0
After three years' service	„	11 6
After six years' service	„	12 0
After nine years' service	„	12 6
After twelve years' service	„	13 0
Chief Mechanician—		
2nd Class	„	13 6
1st Class	„	14 6
ENGINE ROOM ARTIFICERS, ELECTRICAL ARTIFICERS, ORDNANCE ARTIFICERS.		
Artificer—		
5th Class	Ldg. Smn.	8 6
Acting 4th Class	C.P.O.	11 6
4th Class	„	11 6
3rd Class	„	12 0
2nd Class	„	12 6
1st Class	„	13 0
Chief—		
2nd Class	„	13 6
1st Class	„	14 6
SHIPWRIGHTS.		
Shipwright—		
5th Class	Ldg. Smn.	8 6
4th Class	C.P.O.	11 6
3rd Class	„	12 0
2nd Class	„	12 6
1st Class	„	13 0
Chief Shipwright—		
2nd Class	„	13 6
1st Class	„	14 6

* The Service Certificates of Petty Officer Telegraphists shall be suitably noted on their being granted the 9s. 8d. rate of pay.

Rates of Active Pay, &c.—continued.

Rating.	Relative Rating.	Active Pay per Diem.
ARMOURERS.		
		s. d.
Probationary Armourer's Crew	Ldg. Smn.	7 10
Armourer's Crew	P.O.	9 2
Armourer's Mate	„	9 6
Armourer	„	10 2
After three years' service	„	10 6
Chief Armourer	C.P.O.	11 6
After three years' service	„	12 0
After six years' service	„	12 6
BLACKSMITHS.		
Blacksmith—		
5th Class	Ldg. Smn.	9 0
4th Class	P.O.	9 6
3rd Class	„	9 10
2nd Class	„	10 2
1st Class	„	10 6
After three years' service	„	10 10
Chief Blacksmith	C.P.O.	11 6
After three years' service	„	12 0
After six years' service	„	12 6
PLUMBERS, PAINTERS, JOINERS, COOPERS.		
5th Class	Ldg. Smn.	9 0
4th Class	P.O.	9 6
3rd Class	„	9 10
2nd Class	„	10 2
1st Class	„	10 6
After three years' service	„	10 10
Chief	C.P.O.	11 6
After three years' service	„	12 0
After six years' service	„	12 6
SAILMAKERS.		
Sailmaker's Mate	Ldg. Smn.	8 4
After three years' service	„	8 6
After six years' service	„	8 8
Sailmaker	P.O.	9 6
After three years' service	„	9 10
After six years' service	„	10 2
Chief Sailmaker	C.P.O.	11 0
After three years' service	„	11 6
and, thereafter, triennial increments of 6d per diem.		
SICK BERTH STAFF.		
Sick Berth Attendant	O.S.	5 6
After training	A.B.	7 4
After three years' service, if passed for 2nd S.B.S.	„	7 6
After six years' service, if passed for 2nd S.B.S.	„	7 8
2nd Sick Berth Steward	Ldg. Smn.	8 6
After three years' service, if passed for S.B.S.	„	8 8
Sick Berth Steward	P.O.	9 6
After three years' service	„	9 10
After six years' service	„	10 2
Chief Sick Berth Steward	C.P.O	11 0
After three years' service	„	11 6
and, thereafter, triennial increments of 6d. per diem.		

Rates of Active Pay, &c.—continued.

Rating.	Relative Rating.	Active Pay per Diem.
SCHOOLMASTERS.		
		s. d.
Schoolmaster	C.P.O.	11 6
After three years' service	„	12 0
After six years' service	„	12 6
WRITERS.		
Boy Writer (under 17)	Boy	2 0
Boy Writer (over 17)	O.S. 2nd	2 6
3rd Writer	A.B.	7 6
2nd Writer	Ldg. Smn.	9 0
1st Writer	P.O.	10 2
After three years' service	„	10 6
Chief Writer	C.P.O.	11 3
After three years' service	„	11 9
and, thereafter, triennial increments of 6d. per diem.		
VICTUALLING STAFF.		
Victualling Boy (under 17)	Boy	2 0
Victualling Boy (over 17)	O.S. 2nd	2 6
Victualling Assistant	A.B.	7 6
Leading Victualling Assistant	Ldg. Smn.	9 0
Victualling Petty Officer	P.O.	10 2
After three years' service	„	10 6
Victualling C.P.O.	C.P.O.	11 3
After three years' service	„	11 9
and, thereafter, triennial increments of 6d. per diem		
SHIP'S COOK AND PRINTER.		
Probationary Assistant Cook	O.S. 2nd	2 6
Assistant Cook	O.S.	5 6
Cook	A.B.	7 4
After three years' man's time	„	7 6
After six years' man's time	„	7 8
Leading Cook	Ldg. Smn.	8 6
After three years' service	„	8 8
P.O. Cook and Printer	P.O.	9 6
After three years' service	„	9 10
After six years' service	„	10 2
Chief P.O. Cook	C.P.O.	11 0
After three years' service	„	11 6
and, thereafter, triennial increments of 6d. per diem.		
BUTCHERS.		
Butcher—		
3rd Class	A.B.	7 2
2nd Class	Ldg. Smn.	8 2
1st Class	P.O.	9 2
After three years' service	„	9 4
After six years' service	„	9 6

Rates of Active Pay, &c.—continued.

Rating.	Relative Rating.	Active Pay per Diem.
		s. d.
Regulating Branch.		
Regulating Petty Officer	P.O.	9 6
After three years' service	"	9 10
After six years' service	"	10 2
Master-at-Arms	C.P.O.	11 0
After three years' service	"	11 6
After six years' service	"	12 0
After nine years' service	"	12 6
After twelve years' service	"	13 0
Officers' Stewards and Cooks.		
Boy Servant (under 17)	Boy	1 9
Boy Servant (over 17)	O.S. 2nd	2 6
Officers' Steward and Cook, 3rd Class	O.S.	5 0
After one year's service	A.B.	6 6
After three years' service	"	6 8
After six years' service	"	6 10
Officers' Steward and Cook, 2nd Class	Ldg. Smn.	7 6
After three years' service	"	7 8
Officers' Steward and Cook, 1st Class	P.O.	9 0
After three years' service	"	9 4
After six years' service	"	9 8
Officers' Chief Cook and Steward	C.P.O.	10 6
After three years' service	"	11 0
and, thereafter, triennial increments of 6d. per diem.		
Bandsmen.*		
Bandsman	A.B.	7 5
After three years' man's time	"	7 7
After six years' man's time	"	7 10
After nine years' man's time	"	8 1
After twelve years' man's time	"	8 4
Band Corporal	Ldg. Smn.	8 5
After three years' service	"	8 7
Bandmaster	P.O.	9 8
After three years' service	"	9 10
After six years' service	"	10 0
Chief Bandmaster	C.P.O.	10 8
After three years' service	"	11 2
After six years' service	"	11 8

* Instrument Allowance and Efficiency Allowance have been absorbed in new Band rates, these allowances having been abolished.

(*b*) **Regulation 4** is amended, as from 1st December, 1920, by omitting the words " 2s. 6d. per diem " in sub-regulation (10) and inserting in their stead the words " 3s. 6d. per diem ".

(*c*) **Regulation 11** is amended, as from 1st July, 1920, by omitting sub-regulation (1) and inserting in its stead the following :—

" 11. (1) Petty Officers and Men—

	s. d.
Chief Petty Officer, on promotion	2 7
Chief Petty Officer, over 6 years	2 10
Petty Officer	2 3
Leading Seaman	2 0
Able Seaman	1 9
Ordinary Seaman (over 18)	1 3
Boys and Ordinary Seamen, 2nd class	0 6 "

(*d*) **Regulation 13** is amended, as from 1st December, 1920—

(1) By omitting sub-regulation (1) and inserting in its stead the following :—

" 13. Scale of Travelling Allowances.—(1) The following shall be the rates of travelling allowances which may be drawn by members of the Permanent Naval Forces (Sea-going) when travelling on duty and in receipt of sea-going rates of pay :—

Rank or Rating.	Allowance per Day.	Hourly Rate.
	s. d.	
Captains and higher ranks	22 6	1/24th of the daily rate for each hour. (The minimum period of absence for which payment is made is six hours)."
Commanders	20 0	
Lieutenant-Commanders	18 0	
Other Commissioned Officers and Commissioned Warrant Officers	16 0	
Warrant and Subordinate Officers	14 0	
Chief Petty Officers	12 0	
Petty Officers	11 0	
Seamen and Others	10 0	

(2) Sub-regulation (2) is amended by omitting the words " shall draw the rates of Lodging Allowance specified in Regulation 4 only (in addition to Ration Allowance) " and inserting in their stead the following :—

" shall, after the expiration of the first fourteen days' absence from their ship or depôt, become entitled to Ration and Lodging Allowances only, as specified in Regulation 4, sub-regulations (10) and (11) respectively."

(3) Sub-regulation (5), as amended by Navy Order No. 266/1920, is omitted and the following inserted in its stead :—

" (5) Officers and men when absent *over* forty-eight hours and entitled to Travelling Allowance shall have deducted therefrom the amount of Victualling Allowance, if any, credited to them on the Ship's ledger in respect of such absence.

The number and date of cash voucher on which Travelling Allowance is paid shall be noted in the remarks column of the ledger and a notation made on the voucher whether or not Victualling Allowance has been credited to the Officer or man concerned."

(20/7024.)

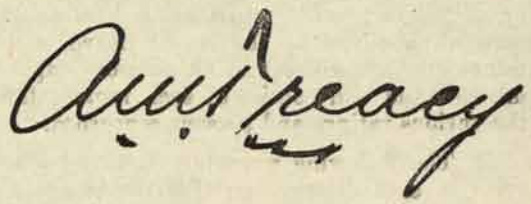
By Authority : Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders

Navy Office, Melbourne,
4th January, 1921.

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

By command of the Naval Board,



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

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.21520.

2.

PROPOSED FORMATION OF "WELFARE AND ADVISORY COMMITTEE" R.A.N.R. STAFF.

The Naval Board have decided that it is desirable to make arrangements for bringing to notice from time to time matters affecting the well-being of the ratings of the R.A.N.R. Staff and persons attached to the R.A.N.R. Staff.

2. The machinery will take the form of a joint Conference of Officers and ratings of the R.A.N.R. Staff and persons attached to the R.A.N.R. Staff.

3. The joint Conference will comprise (*a*) the "Welfare Committee," which will consist of such officers of the R.A.N.R. Staff as may be appointed by the Naval Board, and (*b*) the "Advisory Committee" which will act in an advisory capacity to the "Welfare Committee" and will consist of such representatives as may be elected by the various ratings and persons concerned.

4. The following procedure is to be adopted for the initial discussions in each district, and for the selection of representatives on the Advisory Committee:—

(*a*) Each District Naval Officer is to arrange forthwith for the election, within his district, of a Sub-committee, comprising the following representatives:—

Representing—		*Number.*
Chief Petty Officer Instructors Petty Officer Instructors Chief Stoker P.O. Instructors Armourers Chief Petty Officer Storekeepers	of the R.A.N.R. Staff.	2 in No.
General Workmen Grades I. to V. inclusive	Attached to the R.A.N.R. Staff.	1 in No.

(*b*) In each district, the Sub-committee will hold the initial discussions, and elect a representative to represent the district on the Advisory Committee. The elected representative need not necessarily be a member of the District Sub-committee.

(*c*) The election of Sub-committees, and district representatives for the Advisory Committee, is to take place at the commencement of each year.

5. The "Advisory Committee" for 1921 will assemble at Adelaide about the beginning of August, on a date to be decided by the D.N.R.M.

6. The "Welfare Committee" for 1921 will also assemble at Adelaide during August.

7. The "Welfare Committee" will be authorized to receive and discuss representations in respect of—

(*a*) Promotions,
(*b*) Uniform and Clothing.

(*c*) Pay and Allowances,
(*d*) Terms of Engagement,

and similar matters affecting the general interests of the Service, or as concerning those persons on or attached to the R.A.N.R. Staff.

8. The "Welfare Committee" will not be authorized to receive, or in any way discuss, representations as to—

(*a*) Matters of policy—such as employment, appointments, movements or training of the *personnel* concerned.
(*b*) Matters of discipline—or of the arrangement of duties of the *personnel* concerned.
(*c*) Individual claims—or individual grievances of any kind.
(*d*) Matters affecting individual Establishments and Sub-districts.

9. The Naval Board desire it to be distinctly understood that these Conferences are not to be regarded as providing an alternative channel for the presentation of individual claims or grievances, which it is the duty of every individual to put forward through his superior officer as prescribed by the Regulations; nor are the Conferences to be regarded in any way whatever as diminishing the responsibility of a District Naval Officer for the discipline and well-being of the Officers and men serving under his command.

The object is to give recognised opportunities for the discussion of questions affecting the *general* interests of the Men, and to bring to the notice of the Naval Board any conditions, which, in the opinion of the Officers and men, require, and are capable of, improvement.

(20/8882.)

(*This Order will be reprinted for posting on Notice Boards.*)

3.

APPOINTMENT OF ACTING FINANCE AND CIVIL MEMBER OF THE NAVAL BOARD.

Ralph Abercrombie, Esq., Director of Navy Accounts, has been appointed Acting Finance and Civil Member of the Naval Board during the absence of Albert Martin, Esq., on leave of absence.

(20/9493.)

4.

GARDEN ISLAND W/T STATION.

Garden Island W/T Station has been completed with type 16 Arc Transmitter and has taken over the W/T guard on 3300 metre C.W. for the Senior Naval Officer, Sydney.

2. Pending the completion of the Electric power supply scheme for the Station, Garden Island will be available only for Arc transmission normally during Dockyard hours from 0730 to 1700 K. Between the hours 1700 and 0730 Garden Island will lookout on 3300 metre C.W., transmitting on 1000 metres spark, unless a suitable ship is available in Sydney to take over the guard during those hours, when Garden Island will work on the guard ship on buzzer.

3. Garden Island W/T Station is placed under the Commanding Officer, H.M.A.S. *Penguin*, for operation, discipline and pay. The Engineer Manager will be responsible for electric power supply, machinery and W/T equipment.

4. The following complement has been approved for Garden Island W/T Station:—

1 C.P.O. Telegraphist.
1 P.O. Telegraphist.
4 Leading Telegraphists.
4 Telegraphists or Ordinary Telegraphists.

(20/9878.)

5.

TRAINING OF ORDINARY SEAMEN.

With reference to Navy Order No. 269/1920, it is the intention of the Naval Board that until further notice the training of Ordinary Seamen shall be carried out as far as possible in H.M.A.S. *Australia*.

2. The Captain Superintendent of Training will arrange as necessary for the instruction of Ordinary Seamen in H.M.A.S. *Australia*, and will communicate direct with H.M.A.S. *Cerberus* in regard to the drafting of classes for instruction.

3. The instruction will not commence until the return of H.M.A.S. *Australia* to Westernport.

(20/8789.)

6.

SELECTION OF CANDIDATES TO QUALIFY FOR HIGHER RATING.

It has been brought to the notice of the Naval Board that, in recommending ratings for qualification for higher non-substantive rating, sufficient consideration is not always given to their existing qualifications. A case in point has recently arisen whereby the rating was forwarded to a Training Establishment to qualify for a higher Torpedo non-substantive rating, and was found on examination to be quite unfit educationally to proceed with the course of instruction. The rating has been repeatedly recommended, and although quite up to the standard in the non-substantive rating held on discharge to the Instructional School, it was evident he had been recommended without due consideration having been given to his educational qualification for the higher rating.

2. When forwarding these recommendations, care should be taken that ratings recommended have at least a reasonable chance of passing the examinations in view.

(20/11370.)

7.

HIGHER EDUCATIONAL TEST.

With reference to Request No. 4 of the Advisory Committee, 1920, that all ratings eligible for the 40 days' School course to prepare for the Educational Test Part II., should be withdrawn to Depôts to undergo the course, the Naval Board desire it to be understood that, so far as can be seen at present, it will not be practicable to arrange that every eligible volunteer for this course should be withdrawn to a Depôt for the purpose.

2. In Ships where Instructor Lieutenants or Schoolmasters are borne, ratings are expected to work up for this Examination in their own time, and to take advantage of the educational facilities which are afforded them. A special endeavour will be made to withdraw to Depôt ratings who are eligible and recommended for this course, and who are serving in small ships where no educational facilities are available.

3. Commanding Officers are reminded of the urgent necessity of obtaining R.A.N. ratings qualified educationally for promotion to Warrant and Commissioned rank, and are enjoined to afford every possible facility to ratings desirous of improving their educational knowledge.

4. Ratings who wish to sit for the Higher Educational Test in April, 1921, should notify their Commanding Officer without delay of their intentions. Commanding Officers are to render to the Navy Office on the 15th January, 1921, a return showing the names, Substantive and Non-substantive ratings of Petty Officers and men who have intimated their intention of sitting for the Higher Educational Test in April, 1921, in order that consideration may be given to the formation of an Educational Course in Depôt.

(20/11040.)

(*This Order will be reprinted for posting on Notice Boards.*)

8.

EDUCATIONAL TEST—ADVANCEMENT OF BOYS TO MAN'S RATING.

With reference to Navy Order No. 119/1919 approving of the adoption in the Royal Australian Navy of the provisions of Admiralty Monthly Order No. 578/1919, relative to the advancement of Boys to Man's rating, the Naval Board have approved of this Examination being held, in future, on the second Tuesday in March, June, September and December, instead of the first Tuesday in February, May, August and November.

(20/10806.)

(*This Order will be reprinted for posting on Notice Boards.*)

9.

TRAVELLING LEAVE.

The Naval Board have approved of any journey within the Commonwealth occupying twelve or more hours being allowed as travelling leave in addition to the ordinary leave.

(20/11042.)

(*This Order will be reprinted for posting on Notice Boards.*)

10.

SHIELDS PRESENTED FOR COMPETITION AMONGST THE SENIOR NAVAL CADETS IN THE COMMONWEALTH NAVAL FORCES.

In 1913 two Shields were presented by the Australian Steamship Owners' Federation and the Australian Natives' Association for competition amongst the Senior Naval Cadets of the Commonwealth Naval Forces. The conditions of these competitions are shown in Appendix V. of the Naval Brigade Regulations (Statutory Rules 1919 No. 190).

2. As the whole syllabus of the training of the Senior Naval Cadets has been changed, it has been decided to revise the conditions of the competition.

3. The revised conditions are as follows:—

CONDITIONS OF COMPETITIONS.

(*a*) *Australian Steamship Owners' Federation Shield.*

1. The teams competing for this Shield will be selected by the Sub-district Naval Officer, and will consist of 10 Cadets, 5 of whom are to belong to the Signal Branch and 5 to the Wireless Branch. Age limit, between 15 and 18 years.

2. Each Sub-district will separately compete for this Shield, and only one team from any one Sub-district may compete in any one year.

3. All members of a team must have been assessed as "Efficient" throughout their previous service.

4. The Sub-district winning the shield is to retain the shield for the ensuing twelve months until it has been won for the following year. The Shield shall be kept at the Sub-district Drill Room.

5. A gold badge shall be worn by members of a team holding the Shield.

6. The competition may be held at any time during the training year when one of H.M.A. Ships visits the Sub-district, provided that six months shall elapse between any two competitions. Should it appear probable that a Sub-district will not be visited by one of H.M.A. Ships, the District Naval Officer may arrange for the team from that Sub-district to be sent to another Sub-district where the competition is being held.

7. The competition in a Sub-district shall be carried out under the supervision of three officers detailed by the Commanding Officer of one of H.M.A. Ships; these three Officers will be the judges and their decision shall be final.

8. The tests for the competition shall be arranged by the Commanding Officer of H.M.A. Ship, and the signal exercise tests shall be made by signal and wireless ratings of the ship.

9. The standard to be used in the tests is that of an Ordinary Signalman and Ordinary Telegraphist.

10. The points awarded to the competing team shall be signed by the three judges, and forwarded by the Commanding Officer to the D.N.R.M.

11. At the end of each year, the D.N.R.M. will promulgate the results of the competition for the year.

12. Points will be awarded in accordance with the following:—

To each of the five Cadets of the Signal Branch:—

	Maximum Points Allowed.
Reading Semaphore test message	25
Reading Morse flashing test message	25
Reading Morse flag test message	25
Making Semaphore message	20
Making Morse flashing message	20
Making Morse flag message	20
Knowledge of Naval Ensigns, Flags and Pendants	50
Knowledge of Signal Books	50
General appearance	15
Maximum total ..	250

To each of the five Cadets of the Wireless Branch:—

Reading W/T test message	35
Reading Sounder test message	25
Reading Semaphore test message	20
Reading Morse flashing test message	20
Making W/T message	35
Knowledge of W/T Instruments	50
Knowledge of W/T Books	50
General appearance	15
Maximum total ..	250

Maximum points for a team of 10 Cadets is 2,500 points.

(*b*) *Australian Natives' Association Shield.*

1. The teams competing for this Shield will be selected by the Sub-district Naval Officer, and will consist of 10 Cadets who are or were in the "General Service" Branch during their second year of Cadet Training. Age limit between 15 and 18 years of age.

2. Each Sub-district will separately compete for this Shield, and only one team from any one Sub-district may compete in any one year.

3. All members of a team must have been assessed as "Efficient" throughout their previous service.

4. The Sub-district winning the Shield is to retain the Shield for the ensuing twelve months until it has been won for the following year. The Shield shall be kept at the Sub-district Drill Room.

5. A gold badge shall be worn by members of a team holding the Shield.

6. The competition may be held at any time during the training year when one of H.M.A. Ships visits the Sub-district, provided that six months shall elapse between any two competitions. Should it

appear probable that a Sub-district will not be visited by one of H.M.A. Ships, the District Naval Officer may arrange for the team from that Sub-district to be sent to another Sub-district where the competition is being held.

7. The competition in a Sub-district shall be carried out under the supervision of three Officers detailed by the Commanding Officer of one of H.M.A. Ships; these three Officers will be the judges and their decision shall be final.

8. The standard of proficiency will be that of an Ordinary Seaman.

9. The points awarded to the competing team shall be signed by the three judges, and forwarded by the Commanding Officer to the D.N.R.M.

10. At the end of each year, the D.N.R.M. will promulgate the results of the competition for the year.

11. Points will be awarded in accordance with the following:—

TO EACH OF THE TEN CADETS OF THE TEAM.

	Maximum Points Allowed.
Bends and Hitches—	
Making one bend or hitch	20
Knowledge of the use of the bend or hitch made..	5
Knotting, Splicing and Seizing—	
Making one knot, splice or seizing	20
Knowledge of the use of the knot, splice, or seizing made	5
Compass—	
One question on the knowledge of "points" ..	10
Boat-work—	
One question on "parts of a boat".. ..	10
One question on "parts of the sail"	10
Signals—	
One question—naming of a shown flag or pendant of the Naval code	10
Reading a simple semaphore message of 10 words	10
Maximum total ..	100
To the team of Ten Cadets assembled under arms:—	
General appearance	100
Simple motions of Manual Exercise in quick time	200
Marching with arms (*vide* R.F. & E.) ..	200
Maximum total ..	500

Maximum points for a team of 10 Cadets 1,500.

(20/10917.)

11.

OUTFIT GRATUITIES ON CHANGE OF RATING.

The following Outfit Gratuities are to apply from 1st July, 1920, to all ratings who are obliged to change their uniform from Class II. to Class I. or Class III., and from Class III. to Class II.:—

(*a*) To Petty Officers with 4 years' service as such, on change from Class II. to Class III. Uniform	£16
(*b*) To Petty Officers dressed as Seamen on promotion to Chief Petty Officer	£16
(*c*) To Petty Officers dressed as Seamen on transfer to Regulating Petty Officer	£15
(*d*) To other men or boys on transfer to ratings for which a change of uniform to Class II. or III. is required	£15

2. The provisions of Admiralty Monthly Order 1314/1920, relative to the change of Uniform of Petty Officer, with 4 years' service as such, from Class II. to Class III., have been adopted in the R.A.N. as from 1st July, 1920; but, as the actual change of uniform was not effected in R.A.N. until a subsequent date, the increased daily Uniform Allowance for all such Petty Officers is not to commence prior to 1st October, 1920.

3. The change in the Uniform of Petty Officers of 4 years' service will not be applicable to those who are within a year of the completion of their current engagement in the R.A.N. unless they re-engage for a further period of service.

4. Outfit Gratuities, in the case of R.N. ratings, are to be credited in the "Other Credits" column of the Ledger, and should be shown as "Credits on behalf of Admiralty."

5. The above Outfit Gratuities are based on the present Clothing Price List, and any alterations made from time to time in the latter will necessitate re-consideration of these gratuities accordingly.

6. The necessary amendments to Financial and Allowance Regulations (Sea-going) will be made in due course, and Navy Orders No. 229/20 and No. 242/20 are hereby cancelled.

(20/4651.)

(*This Order will be reprinted for posting on Notice Boards.*)

12.

MICROSCOPICAL EXAMINATIONS.

Examinations of sputa for tubercle bacilli and smears for spironema of syphilis are to be carried out on board by the Medical Officers of H.M.A. Ships having a microscope fitted with dark-ground illumination, and a bacteriological outfit. (20/10858.)

13.

RECOVERY OF VALUE OF OFFICERS' MESS TRAPS, MEN'S MESS UTENSILS AND IMPLEMENTS.

In all cases where charges are made against Officers' Messes or individuals for losses or excess breakages of Officers' Mess Traps, Men's Mess Utensils, and Implements, the rates shown in the latest edition of the *Admiralty Victualling Rate Book*, plus 25 per cent. to cover freight and other charges, are to apply.

2. The current edition of *Admiralty Victualling Rate Book* is dated 1918-19, to which corrigenda are made annually. H.M.A. Ships not having a copy of this publication on board, together with corrigenda to 1st April, 1920, should make application to the Director of Victualling, Navy Office, for supply. (20/10582.)

14.

PAYMASTER'S VICTUALLING STORE ACCOUNTS—ALTERATIONS IN PROCEDURE TO REDUCE CLERICAL LABOUR.

The alterations in procedure referred to in A.W.O. No. 3028/1920, with the exception of Clause 2, which is inapplicable, have been adopted for H.M.A. Ships.

2. Forms will be revised as necessary when further supplies are obtained. (20/10506.)

15.

TORPEDOES, GYROSCOPES, AND PIONEERS—RETURNS.

The returns called for by Admiralty C.M.O. No. 1173/1919 are no longer required, so far as H.M.A. Submarine and Destroyer Flotillas are concerned; the rendering of these returns from the Captain (S) and the Commander (D) is to be discontinued. (20/132.)

16.

RAILWAY AND STEAMER WARRANTS—PROCEDURE RE PAYMENT OF CLAIMS.

Examination of Cash Accounts indicates that in some cases payment of accounts for Steamer and Railway travelling has been made by H.M.A. Sea-going Ships. All Railway Warrants and Orders for passages issued by H.M.A. Sea-going Ships should be made payable by the Director of Navy Accounts.

2. To enable a complete check to be made of such claims, a Return is to be furnished at the end of each month to the Director of Navy Accounts showing particulars of the warrants and orders authorized to be issued, as follows:—

"The following Railway Warrants have been authorized and correctly issued during the month of.....19.....

Railway Warrants.

Book No..... Nos. 1-50 (or as case may be).

Steamer Orders.

Date of Issue.	Journey.	Name and Rank, or Rating.	Name of Company and Steamer.

.....
Commanding Officer."

3. The above instructions do not apply to Depôt or Stationary H.M.A. Ships, *e.g., Penguin, Cerberus, Franklin,* and *Tingira,* or to H.M.A.S. *Platypus,* which will continue to make payment of their respective claims as heretofore.

4. To enable Warrants to be readily identifiable by the Railways Department, all Warrants payable by the Director of Navy Accounts will, in future, be stamped with the letter "A" in the top right-hand corner at time of issue. As regards Warrant Books at present in use in H.M.A. Ships, all Warrants should be stamped with a rubber stamp in right-hand top corner with the letter "A" in type ¾-in. in height.

5. In cases where warrants are issued by District Naval Officers, under paragraphs 31 and 32 of appendix to Navy Order No. 93/1919, to members of the Sea-going Forces, authority is given for settlement of Railways Department or Steam-ship Company's claims by the District Naval Officer, and the Warrants should be indorsed as payable by the District Naval Officer accordingly.

6. On receipt of advice from the District Naval Officer of the issue of a Warrant, under paragraph 32 of appendix to Navy Order No. 93/1919, Commanding Officers of ships should furnish to the Director of Navy Accounts a reference to the ledger folio on which the recovery of cost of warrant is made from the pay of the Officer or man concerned.

7. As a case of unauthorized issue of Railway Warrants has recently come before the Naval Board, the attention of Commanding Officers is directed to the necessity for strict compliance with Appendix E. to Navy Order No. 93/1919, and particularly as regards paragraphs 3, 6, 9, and 13. (20/6131.)

17.

AMENDMENT OF REGULATIONS AND INSTRUCTIONS FOR H.M.A. TRAINING SHIP "TINGIRA".

The following amendment of Regulations and Instructions for H.M.A. Training Ship *Tingira* is approved, with effect as from 1st July, 1920:—

Amendment.

Article 164 is amended by omitting clause (21) and inserting in its stead the following:—

"(21) A certificate on Form N.A. 4 is to accompany Boys' Fund Account, and vouchers when forwarded to the Director of Navy Accounts at the end of each quarter or on the supersession of death of the Accountant Officer, showing the total amount disbursed on account of the Fund during the period covered by the account." (20/5286.)

The following amendment of Regulations and Instructions for H.M.A. Training Ship *Tingira* is approved as from 1st October, 1920:—

Regulation 158 is amended by omitting from second paragraph the following:—"except that all the messes of the ship's company (excluding boys' messes) may, when considered desirable, be permitted to draw the money allowance and victual themselves." (20/8095.)

18.

AMENDMENTS OF FINANCIAL AND ALLOWANCE REGULATIONS (SEA-GOING).

The following amendments of Financial and Allowance Regulations (Sea-going) are approved:—

Victualling Amendments.

1. Regulation 60 is cancelled, and the following is to be substituted:—

"Officers will draw the ration allowance in cash, subject to such regulations as may be prescribed by the Naval Board. On no account are Officers to be victualled in the ship's General Mess. All Petty Officers and men of H.M.A. Ships and Establishments are to be victualled in General Mess. In special cases where this course is impracticable, other arrangements may be approved by the Naval Board."

2. Regulation 62 is amended—

by omitting the words "on relief, or", in line 9.

3. Regulation 63.—Cancel (*d*) and (*e*), and substitute:—

(*d*) Debit or Credit balance at end of current quarter.
(*e*) Debit or Credit balance at end of previous quarter.
(*f*) Detailed explanation as to difference.

4. Regulation 68 (iii) is cancelled, and the following is to be substituted:—

"(iii) As Repayment Messes have been generally abolished for ships' companies, the concessions under which provisions from ships' stores were permitted to be taken ashore by individuals are now withdrawn."

5. Insert new sub-regulation 69 (2):—

"When procuring sea-stocks of fresh provisions, particular care is to be taken by Accountant Officers to insure that the quantities ordered are not excessive. More especially in time of peace, when ships' future movements are known, there is no reason for over-estimating the normal keeping properties of fresh provisions. Where condemnations are necessary on account of neglect of this instruction, Accountant Officers will be held personally liable for the value of such losses to the Crown." (20/7337.)

19.

SICK LEAVE—PERMANENT CIVILIAN OFFICERS.

The decision promulgated in Navy Order No. 143/1920 is cancelled, and the following is substituted:—

An application by an Officer for a day's sick leave not supported by a medical certificate should only be favorably considered if, during the twelve months preceding the day for which leave is applied, sick leave without medical certificate has not been granted for more than two single days. (20/10129.)

20.

CORRECTION TO NAVY ORDER.

NAVY ORDER No. 263/1920, RE FORM A.S. 166Z.

For "The following forms have been revised, and supply may be obtained by demand on Naval Store Officer, Williamstown, in the usual manner",

Read "The following form has been revised, and first supply will be made by Naval Store Officer, Williamstown, without demand."

(20/4811.)

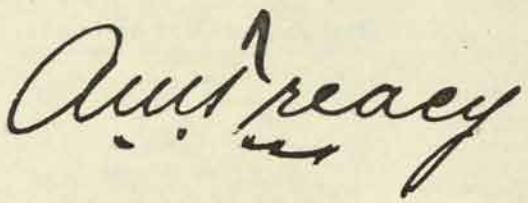
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
11th January, 1921.

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

By Command of the Naval Board,



To the Commodore Commanding and Commanding Officers of H.M.A. Ships. Officers in charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

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Light Cruisers, &c.	10
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Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

21.

RE-ADJUSTMENT OF SENIORITY OF LIEUTENANTS, R.A.N.

With reference to Navy Orders Nos. 175/1919 and 160/1920, the results of examinations of Lieutenants, R.A.N., who have recently completed their final Courses in England are as shown below.

2. The seniority of the Officers concerned will now be adjusted, in accordance with the above results, as shown in the last column of the appended table.

3. The re-adjusted seniority of Lieutenants Showers and Kimlin, whose courses have been interrupted by sickness, will be promulgated later.

REVISED SENIORITY OF LIEUTENANTS, R.A.N.

Name.	R.N. College, Greenwich.	Class of Cert.					Gained.		Seniority as Sub-Lieut.	Adjusted Seniority as Lieut.
		S.	E.	G.	T.	N. & P.	Marks.	Months.		
Farncomb	1	1	1	1	1	1	10	11	1.9.18	1.10.19
Reilly ..	1	1	1	1	1	1	10	11	15.10.18	15.11.19
Collins ..	1	2	1	1	1	1	9	9	1.9.18	1.12.19
Thompson	2	1	1	1	2	1	9	9	1.10.18	1.1.20
Burnett..	1	1	2	1	1	1	9	9	1.10.18	1.1.20
Gilling ..	1	2	1	1	1	1	9	9	15.10.18	15.1.20
Long ..	1	1	2	1	1	1	9	9	15.10.18	15.1.20
Esdaile ..	1	2	2	1	1	1	8	7	1.9.18	1.2.20
Feldt ..	1	1	2	2	1	1	8	7	1.9.18	1.2.20
Calder ..	1	1	2	2	1	1	8	7	15.10.18	15.3.20
Getting ..	2	2	1	1	1	2	8	7	15.11.18	15.4.20
Armitage	2	2	2	1	1	2	7	5	15.11.18	15.6.20
Conder ..	3	2	3	2	1	1	6	3	1.12.18	1.9.20
Sadleir ..	3	1	3	2	2	2	5	1	1.12.18	1.11.20
Newman	2	2	3	2	2	2	4	Nil	15.11.18	15.11.20
Watkins	2	3	3	2	2	1	4	Nil	15.11.18	15.11.20
Hirst ..	3	2	3	2	2	2	4	Nil	1.12.18	1.12.20
Showers..	2	2	1	..	1	2	..	..	1.11.18	}*
Kimlin ..	3	2	3	..	2	..	..	..	1.12.18	}

* Course delay by sickness.

(17/0112.)
(20/9428.)

22.

TIME EXPIRED MEN—DISPOSAL.

Cases having arisen from which it appears that there are men whose engagements expired during the war, who should have re-engaged, if desirous of so doing, on the termination of hostilities, it is notified for information that all men should now be serving under an engagement.

2. In order to insure that this is the case, the Service Certificates of all ratings now in the R.A.N. which have not already been examined are to be inspected as regards their respective engagements, and the name of any man whose last engagement has expired is to be reported to the Navy Office with a view to decision whether he is—

(*a*) to be demobilized;
(*b*) to be required to re-engage forthwith, if eligible; or
(*c*) to be discharged to the shore.

(20/11526.)

23.

ESTABLISHMENT OF MACHINES FOR USE IN CONNEXION WITH THE GENERAL MESSES IN H.M.A. SHIPS.

The following Establishment of additional Machines for use in connexion with the General Mess in H.M.A. Ships has been approved:—

—	Battle Cruiser.	Light Cruisers in full commission.	Light Cruisers with reduced complement.
Mincing and Sausage-making Machine* ..	1	..	..
Bacon Slicer	1	1	1
Potato Peeler	1	1	1
Potato Chipper	1	1	1
Bread Slicer	3	2	2
Knife Cleaning Machine (4-knife capacity) ..	2	2	1
Knife Cleaning Machine (spare)	1	1	..

* The supply of a Mincing and Sausage-making Machine to Flinders Naval Depôt has also been approved.

2. Several of these articles have already been supplied to H.M.A. Ships, but demands for the others now authorized should be made on the Royal Edward Victualling Yard in order that the necessary arrangements may be made for supply.

3. All machines not power-driven are to be taken on charge in the Accountant Officer's Implement Account.

(19/5623.)

24.

ROYAL AUSTRALIAN NAVAL ORDNANCE DEPOT, SPECTACLE ISLAND, SYDNEY—FUTURE DESIGNATION.

With reference to Admiralty Weekly Order No. 3165/1920, which directs that Royal Naval Ordnance Depôts shall in future be designated "Royal Naval Armament Depôts," the Naval Board have decided that the Royal Australian Naval Ordnance Depôt, Spectacle Island, Sydney, shall be designated in future the "Royal Australian Naval Armament Depôt."

(20/11235.)

25.

CERTIFICATION OF CLAIMS FOR STORES SUPPLIED BY ADMIRALTY.

With reference to Navy Order No. 82/1919, in future the following certificate is to be given on London vouchers for the supply of Naval Victualling, Naval Ordnance, Torpedo, Mining and Gun Mounting stores:—

"I certify that the goods referred to on this account have been correctly received and taken on charge in..... Account, that the rates charged are in accordance with Admiralty Rate Book reasonable..... and that the account for these articles has not been certified previously by me."

(19/8851.)

26.

AMENDMENT TO NAVY ORDER No. 220/1920.

The following amendment is to be made to Navy Order No. 220/1920, 1st paragraph:—

(*a*) Delete " (except T.B. Destroyers) " and substitute " (except in special cases approved by the Naval Board) "

(*b*) Add after " 1st November, 1920." " A special Victualling Allowance of 2s. 4d. per head per diem has been approved, as from 1st November, 1920, for the General Mess for Cadet Midshipmen at the Royal Australian Naval College or in one of H.M.A. Ships."

(20/3040.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
18th January, 1921.

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

By command of the Naval Board,

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

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Submarine Flotilla	12
Commonwealth Naval Representative.. ..	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

27.

COAL AND OIL FUEL FOR H.M.A. SHIPS.

A weekly report is to be forwarded every Monday forenoon to the Navy Office by H.M.A. Ships when within the limits of the Australian Naval Station.

2. This report is to be transmitted by W/T if in communication with Navy Office W/T Station, through W/T Guardship Linking Ship, or Naval Shore Station, otherwise by L/T, giving the following:—

(*a*) Coal expended during the week;
(*b*) Coal remaining on board;
(*c*) Tons of Oil Fuel expended;
(*d*) Tons of Oil Fuel remaining on board.

NOTE.—Coal and Oil Fuel should be given to the nearest ton.

3. It is not necessary to telegraph the words "Coal expended," &c., but merely to state "Weekly report," and precede the figures by (*a*), (*b*), (*c*), and (*d*).

4. Navy Order No. 65/1913 is hereby cancelled.

(13/6578.)

28.

FORM A.S. 330—REPORT OF SURVEY ON VICTUALLING STORES—AMENDMENT TO.

Form A.S. 330—Report of Survey on Victualling Stores—should be amended, as regards Instructions for Rendering (1), by adding:—

"Duplicate Reports of Survey are invariably to be forwarded as vouchers to the Account concerned."

(D.S.19/1385.)

29.

SUPPLY OF FORMS AND BOOKS OF REFERENCE.

With reference to Navy Order No. 101/1911, demands from H.M.A. Ships and Establishments for supplies of "A.S." and "S." Forms and Books of Reference are to be forwarded in future to the Naval Store Officer, Garden Island, Sydney, in lieu of the Naval Store Officer, Williamstown.

(20/10673.)

30.

INSTRUCTIONS AS TO THE RENDERING OF PROVISION ACCOUNTS.

The attention of Accountant Officers of H.M.A. Ships and Establishments is drawn to the unsatisfactory manner in which Provision Accounts are now frequently rendered into Office. In future, where these accounts are not rendered in a satisfactory manner, and in accordance with the printed instructions and existing Navy Orders, they will be returned to the Commanding Officer for correction, report and explanation. Accountant Officers are personally responsible that these instructions are followed, and in view of past omissions and the large value of stores concerned, the Naval Board will view seriously further instances of neglect or omission brought under notice.

2. Attention is specially drawn to the following discrepancies which are at present more general than others:—

(1) The necessary care is not taken to insure that the Fair Provision Account is an exact duplicate of the Ship's Copy. To obtain this result, and as an independent check on daily transactions, it is the direction of the Naval Board that the Fair Copy should be kept independently and concurrently with the Ship's Copy in the same manner as Ship's Ledgers.

(2) The frequent errors in the money calculations indicate that the proving columns of the established forms are not used for checking purposes. The use of proving columns is essential to ensure accuracy.

(3) Surpluses shown in Certificate I. are not taken on charge in the body of the Account at time of survey, which is to be done on all such occasions.

(4) Deficiencies shown in Certificate I. are not written off charge in the body of the Account. Unless Surpluses and Deficiencies are included in the transactions of the Account being closed, the remains carried forwawrd must be incorrect. It is necessary that all the transactions for a period be complete and clearly shown in the Provision Account for the period.

(5) Totals brought forward in the Provision Account, or transferred to the new Account, are often incorrectly transcribed. The independent check of the Fair Copy will obviate such errors.

(6) Navy Order No. 261/1920 refers to excessive condemnations of fresh provisions. This instruction should be closely observed to avoid unnecessary loss to the Department.

(7) Navy Order No. 125/1918 concerning Reports of Survey is frequently disregarded in that a copy is not forwarded to Director of Victualling for the approval of the Naval Board immediately after the survey is held.

(8) Fresh fruit is to be taken on charge in pounds or numbers, whichever applicable, not as cases.

(9) Dried fruits are frequently shown under one common entry. Such items are to be shown under their separate headings.

(10) Haricot Beans and Lima Beans should be shown separately and not under a common entry.

(11) Fractional parts of a lb. are to be avoided when issues are made to Repayment Messes.

(12) Biscuits are to be taken on charge in pounds not in tins.

(13) Except in the case of mixed vegetables, all vegetables are to be taken on charge separately under their respective headings.

(14) Provisions for which there are no fixed issuing prices are often issued at prices below cost. Special precautions are to be taken to prevent such errors.

(15.) Certain minor irregularities which developed during the period of the War, and which were overlooked owing to the special circumstances, are now to cease. No further latitude should be assumed by Accountant Officers other than that actually given

under existing regulations or instructions. Cases of doubt should be referred to the Naval Board, and if necessary an instruction will be issued on the matter for general guidance.

(20/10692.)

31.

CORRECTION TO NAVY ORDER.

In Navy Order No. 8/1921, *for* Admiralty Monthly Order No. 578/1919 *read* Admiralty Monthly Order No. 598/1919.

(20/10806.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
25th January, 1921.

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

By command of the Naval Board,

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

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Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

32.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

At present the ships of the Royal Australian Navy are under the superior command of the authority given at the head of the respective lists:—

Under Naval Board.	Under Commodore Commanding H.M.A. Fleet.	Under Commodore Superintendent and Senior Naval Officer, Sydney.
Australia	*Melbourne*	*Encounter*
Sydney	*Brisbane*	*Huon*
Geranium	*Marguerite*	*Torrens*
Platypus	*Anzac*	*Parramatta*
Submarines	*Success**	*Warrego*
Protector	*Stalwart**	*Yarra*
Kurumba	*Tasmania**	*Swan*
Biloela	*Tattoo**	*Psyche*
	*Swordsman**	*Mallow*
		Tingira
		Una

* One of these destroyers acts as tender to R.A.N. College, and is under the immediate orders of the Commanding Officer.

One is under the immediate orders of Captain (S.)

2. Changes from time to time will be promulgated by Navy Orders.

(21/166.)

33.

OSBORNE HOUSE, H.M.A.S. "PLATYPUS" AND SUBMARINES—DISPOSITION.

As Osborne House, H.M.A.S. *Platypus* and submarines are within a few minutes of North Geelong Railway Station and Post Office, whereas Geelong Railway Station and Post Office are over two miles distant, all ranks and ratings proceeding to join H.M.A. Submarine Depôt should be instructed to leave the train at North Geelong.

2. Similarly, all correspondence for the Captain (S) and H.M.A. Submarine Depôt should be addressed to North Geelong.

(21/65.)

34.

NAVAL STAFF OFFICE, BIRKENHEAD—RAILWAY ADDRESS.

It has been brought to the notice of the Naval Board that it is the practice to address parcels, &c., for the Naval Staff Office, Birkenhead, to Adelaide, with the result that in each case the Railway Department has to be instructed by the District Naval Officer to forward the parcels from Adelaide to Glanville, thus causing unnecessary delay and incurring extra expense.

2. The Naval Staff Office, Birkenhead, is situated close to the Glanville Railway Station, and all parcels, &c., for the Staff Office should be addressed to that station.

(20/11193.)

35.

EXAMINATION OF MEDICAL OFFICERS OF ROYAL AUSTRALIAN NAVY FOR PROMOTION.

With regard to Admiralty Weekly Order No. 2591/1920 and Navy Order No. 241/1920, the examination of Surgeon Lieutenant Commanders for promotion to the rank of Surgeon Commander will be on the lines of the lately-abolished examination for the rank of Surgeon Lieutenant Commander. This examination will be preceded by a post-graduate course.

(21/163.)

36.

LEAVE.

With reference to Navy Order No. 2/1920, the Naval Board have approved of the Leave Year terminating on the 31st January in each year instead of 31st December.

(21/430.)

(*This Order will be reprinted for posting on Notice Boards.*)

37.

SUBMARINE SERVICE—MANNING REQUIREMENTS.

Volunteers are required for the following vacancies in the Submarine Service:—

Engine-room Artificers (4th class and above) ..	3
Stokers	14
Telegraphist or Ordinary Telegraphist	1

2. The names of candidates, accompanied by their Service Certificates, Medical History Sheets, and Medical Certificates as to their fitness for the Submarine Service should be forwarded to Captain (S) H.M.A.S. *Platypus*, direct, for selection.

3. The Captain (S) is to forward a report in due course to the Naval Board, stating names, ratings, and ships or establishments of those selected, when the necessary arrangements for transfer will be made.

(20/11695.)

(*This Order will be reprinted for posting on Notice Boards.*)

38.

NAVAL PATIENTS IN No. 11 AUSTRALIAN GENERAL HOSPITAL, CAULFIELD.

With reference to Navy Order No. 274/1920, the victualling charges which will be made by the Military Authorities in connexion with accommodation of Naval Ranks and Ratings at No. 11 Australian General Hospital, Caulfield, during November, 1920, are—

Patients	3s. 2.8d.
Staff (includes 1s. for quartering) ..	2s. 7.4d.

2. Accounts for the above period may be paid at these rates.

(20/9488.)

39.

AMENDMENT TO FINANCIAL REGULATIONS (SEA-GOING)—ALLOWANCE TO SECRETARY TO CHIEF STAFF OFFICER.

The following amendment to Financial Regulations (Sea-going) is approved with effect as from 1st July, 1920:—

Regulation 5 is amended by adding new sub-regulation (37A), to read as follows:—

When appointed for duty with a Chief of Staff or Chief Staff Officer, who is also Captain of a Flagship, and when carrying out the duties of Captain's Clerk concurrently .. .. .. 2s. 6d. per diem.
(20/8841.)

40.

CORRECTIONS TO NAVY ORDERS.

ALTERATIONS AND ADDITIONS.

1. The following amendments are made to Navy Order No. 224/1920:—

Paragraphs 3, 4, and 5 are cancelled.

For paragraph 3 read—

Instructions for the Preparation of Lists of Alterations and Additions.—The lists are to be rendered in three sections, viz.:—

(*a*) Proposed Alterations and Additions.
(*b*) Approved Alterations and Additions.
(*c*) Approved Alterations and Additions already partially carried out.

List (*a*).—To be furnished in quadruplicate under six headings, viz.;—

1. Item No.
2. Description of proposed Alteration or Addition.
3. Necessity for Alteration or Addition.
4. Whether work can be done by Ship's Staff.
5. Weights as compensation.
6. Remarks.

List (*b*).—To be prepared as for List (*a*), substituting "Number and date of Navy Office approval" for Necessity for Alteration or Addition."

List (c).—To be prepared as for List (*b*), with notation in "Remarks" column whether it is still considered desirable that the Alteration or Addition should be completed. If not, full reasons are to be given.

For paragraph 4 read—

In forwarding proposals for Alterations and Additions, in which work involved can be carried out by Ship's Artificers or Artisans, a demand for the necessary materials should accompany the report. (20/11387.)

COAL AND OIL FUEL FOR H.M.A. SHIPS.

2. In Navy Order No. 27/1921, add following at the end of paragraph 2:—

The expenditure is to be calculated to Saturday midnight.
(13/6758.)

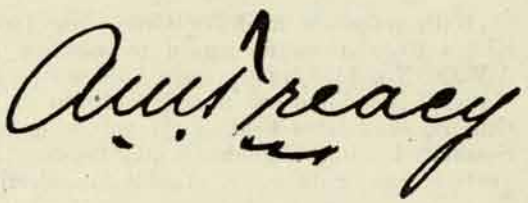
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
1st February, 1921.

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

By command of the Naval Board,



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District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.1080.

41.

APPOINTMENT OF ACTING DIRECTOR OF NAVY ACCOUNTS.

Mr. George W. Mitchell, Accountant, Commonwealth Naval Dockyard, Cockatoo Island, has been appointed as Acting Director of Navy Accounts during the period Mr. Ralph Abercrombie is acting as Finance and Civil Member of the Naval Board.

(20/9192.)

42.

MATE—PROMOTION TO.

With reference to Navy Order No. 166/1920 intimating that the King's Regulations in regard to selection of Mates (as modified by A.W.O. No. 1150/1920) have been adopted in the Royal Australian Navy, it is pointed out that in addition to Warrant Officers and Petty Officers, candidates holding the following Leading rates, viz., Leading Seaman, Leading Signalman and Leading Telegraphist, and being 21 years of age or more, are eligible for selection.

(21/284.)

43.

INSTRUCTION OF RATINGS IN ANTI-SUBMARINE LOOK-OUT DUTIES.

With reference to Navy Order No. 134/1920, relative to the instruction of Boys and young Ordinary Seamen in Anti-Submarine Look-out duties, as the Destroyer employed in connexion with the Training Establishments at Port Phillip is now under the orders of the Captain (S), H.M.A.S. *Platypus*, Commanding Officers of Ships present at the port of Melbourne, desirous of sending ratings for the Instruction, should arrange direct with the Captain (S), instead of the Commanding Officer, H.M.A.S. *Cerberus*, as previously intimated.

(20/4219.)

44.

4" Q.F. C.P. III MOUNTING IN "S" CLASS DESTROYERS.

Attention is called to the necessity for careful adjustment of the Run Out Control Valve of the above mountings as laid down on page 36 of *Destroyer Firing Manual* (C.B. 914).

2. Faulty adjustment may result in broken extractor levers and broken run out springs.

3. When carrying out the "Slip Trial" an undamaged fired cylinder must be placed in the gun and not a dummy cartridge.

(21/437.)

45.

NEWITT BROWN SYSTEM OF S/L CONTROL.

A report has been received from H.M.A.S. *Brisbane* that the valves in the Newitt Brown system of S/L control were found to be badly pitted. This prevented a pressure being maintained in the system for more than a few minutes.

2. These valves were replaced by others made of cast phosphor bronze which have been found entirely satisfactory.

3. This alteration should be carried out by ships' artificers in other ships where the existing valves are unsatisfactory.

(20/10228.)

46.

NAVAL FINANCIAL REGULATIONS AND INSTRUCTIONS FOR THE PERMANENT NAVAL FORCES (SEA-GOING).

Naval Financial Regulations and Instructions for the Permanent Naval Forces (Sea-going) previously referred to as the Financial and Allowance Regulations (Sea-going), embodying all amendments to 1st January, 1921, including the provisions of Navy Order No. 1/1921, are being reprinted and will be issued at an early date to all Ships and Establishments without demand.

2. Attention is drawn to the alteration in title, which now reads—

"Naval Financial Regulations and Instructions for the Permanent Naval Forces (Sea-going)".

3. In all references to these Regulations and Instructions they should be cited as Financial Regulations (Sea-going), Article....., Clause.....

4. All amendments to these Regulations and Instructions will be promulgated in Navy Orders; Statutory Rules under the Naval Defence Act in respect of these amendments will not in future be forwarded to H.M.A. Ships and Depôts.

5. It should be noted that these Regulations and Instructions apply to the Sea-going Forces, including *personnel* on sea-going rates of pay borne on the books of Naval Establishments. Naval Financial Regulations affecting shore service as promulgated by Statutory Rules, still apply to Shore Establishments and Offices; these have now been revised, and promulgated in Statutory Rules. Supplies (in book form) will be issued from the Navy Office to Establishments and Offices concerned without demand as early as practicable.

(20/5693.)

47.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—HAIRCUTTING FREE OF CHARGE.

The following amendment to Financial Regulations (Sea-going) is approved:—

Article 10—*Allowances not chargeable to Pay Vote.*

Article 10 is amended as from 1st March, 1920, by adding immediately after clause 12, a new clause to read as follows:—

13. Haircutting—

Boys serving in Sea-going Training Ships and offenders undergoing detention at detention quarters may have their hair cut free. A barber may be selected from the ship's company to carry out the duty in his spare time.

For each head of hair cut .. .. .. 3d.

(20/1804.)

48.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—ALLOWANCE FOR USE OF PRIVATE MOTOR CARS.

The following amendment of Financial Regulations (Sea-going) is approved:—

Insert immediately after Article 18, a new article, with effect from 1st January, 1921, to read as follows:—

"**Article 18a. Allowance for Use of Private Motor Cars.**

Officers who use their own motor cars when travelling on public business, or any Officer whose motor car is used for such purpose, may be allowed in respect thereof payment at the rate of 6½d. per mile.

The prior approval of the Naval Board or the Secretary must be obtained to use a private motor car, and proof must be given that the use of a motor car results in greater efficiency and saving than would be the case were other means of conveyance employed."

(20/3490.)

49.

CORRECTION TO NAVY ORDER.—VICTUALLING—FIXED ISSUING PRICES OF PROVISIONS.

With reference to paragraph 2 of Navy Order No. 220/1920, the issuing price of onions is to be amended to 1¾d. per lb., as from 1st February, 1921.

(20/3040.)

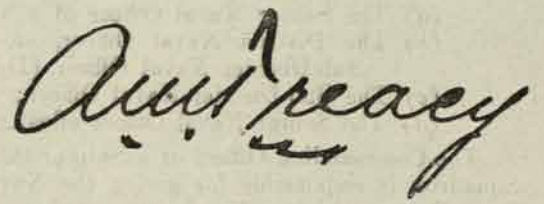
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
8th February, 1921.

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

By Command of the Naval Board,



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District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.1467.

50.

REPORTING MOVEMENTS OF H.M.A. SHIPS.

It has been decided to amend the procedure regarding reporting the movements of H.M. Australian Ships. Paragraph 11, sub-paragraphs 1 and 2, of Navy Order No. 229/1919 are hereby cancelled, and the following substituted therefor:—

"11. (1) Reports of arrival and departure of H.M.A. Ships and Squadrons are to be made by telegraph as follows:—

The Officer responsible for making the report (hereinafter called the Naval Authority) is the one present at the Port named highest on the following list, to which the particular case is applicable—

(*a*) The Senior Naval Officer of a base;
(*b*) The District Naval Officer, or, at Thursday Island, the Sub-District Naval Officer (D.N.I.O.);
(*c*) The Sub-District Naval Officer;
(*d*) The Senior Naval Officer afloat.

The Commanding Officer of a Ship or the Senior Naval Officer of a Squadron is responsible for giving the Naval Authority sufficient information on which to base his report.

Reports of all arrivals and departures (except in the case of a Ship or Squadron proceeding to sea for a few hours for exercise) are to be made to the Navy Office. In any case where departure is reported the return is also to be reported.

(2) Telegrams are to include the following information, the form being varied:—

Arrivals (Ship or Squadron), date.....
Departures (Ship or Squadron), for (next Port), date.....
Addressed to Navy Office, repeated to.....

Reports are to be made to the following Authorities:—

(*a*) Admiralty, London (*vide* sub-paragraph 4).
(*b*) Navy, Melbourne.
(*c*) The Naval Authority of the Port to which the Ship or Squadron is proceeding."

(21/026.)

51.

HIGHER EDUCATIONAL TEST.

With regard to the Higher Educational Test Examination, the Naval Board have decided that, for R.A.N. candidates, the General Knowledge, English History and Geography Papers (Papers I., II., and III.), shall, in future, be set and corrected locally. Arrangements are being made accordingly, commencing with the Examination due to be held in April, 1921.

2. R.A.N. candidates will, however, be required to take the R.N. papers for the remaining subjects (Papers IV. to IX.) of the Examination.

(20/9021.)

(*This Order will be reprinted for posting on Notice Boards.*)

52.

POSTAGE ON CORRESPONDENCE.

Attention is called to the necessity for economy in expenditure on the postage of official correspondence.

2. The comparative rates of postage on letters and other postages are as follows:—

Letter Post.—2d. per half-ounce.
Commercial Papers.—1½d. per two ounces.
Printed Matter.—1d. per two ounces.
Parcels.—See Postal Guide.

The Regulations in regard to the above, as given in detail in the Commonwealth Postal Guide, should be carefully studied, and, where it is possible to do so without incurring delay, bulky returns, books, and weighty documents should be forwarded as "Commercial Papers," "Printed Matter," or parcels, rather than by letter post.

3. In any case, care should be taken that postage is fully prepaid, in order that the additional expense involved in subsequent surcharge of unpaid postage should be avoided.

4. It has been observed that in some cases envelopes containing matter for transmission as "Commercial Papers," though correctly indorsed, have been sealed up. All postal matter, other than that sent by letter post, must be left open for inspection by the Postal Authorities, if desired.

(21/1014.)

53.

RECREATION LEAVE.—CIVILIAN OFFICERS AND EMPLOYEES.

(*a*) *Permanent Staff.*

Accumulated Leave.—Approval is given for accumulated Recreation Leave due to permanent Officers and Employees of the Civil Staff as at 31st December, 1920, to be carried forward to the year 1921. Heads of Departments are to make necessary arrangements for accumulated leave to be taken by Officers or Employees during the early part of 1921. A return showing leave not taken by 30th June, 1921, is to be furnished on 1st July next for the consideration of the Naval Board. Navy Order No. 19/1920 is cancelled.

2. *Leave for Current Year.*—In future, Heads of Departments are to make such arrangements as will allow each Officer or Employee under his control leave of absence annually for recreation as provided in the Regulations. Only in exceptional circumstances, where it is not practicable to grant an Officer or Employee leave for the current year, will leave be permitted to accumulate. In all other cases leave not taken during the year in which it accrues shall lapse.

(*b*) *Temporary Staff.*

3. Recreation Leave due to Temporary Civilian Officers and Employees should be granted as soon as possible after it becomes due. No temporary employee is to be allowed to carry forward leave for one period to the next leave period, and any leave in excess of 18 days which cannot be taken by 31st December, 1921, will lapse. Heads of Departments should, therefore, make arrangements to permit Temporary Civilian Officers and Employees to take accumulated leave before that date.

(20/10430.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
15th February, 1921.

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

By command of the Naval Board,

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

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.1815.

54.

EDUCATIONAL TEST, PART I.

The provisions of Article 380, King's Regulations and Admiralty Instructions in regard to the seniority of candidates eligible to sit for the Educational Test, Part I., will in future be observed in the Royal Australian Navy. Ratings will not be eligible to sit until they have completed one year's service as A.B. or in a rating equivalent thereto.

2. The Schedule of Candidates who sit for this Examination, which accompanies the worked papers, is to contain the full name of each candidate, his rating, official number, and where he is serving.

(20/9141.)

55.

DRAFTING OF RATINGS IN H.M.A. FLEET.

It has been brought to the notice of the Naval Board that numerous instances have occurred recently of Commanding Officers failing to comply promptly with draft notes received from H.M.A.S. *Cerberus*.

2. It is to be recognised that instructions with regard to drafting are issued from the Drafting Office, H.M.A.S. *Cerberus*, under the authority of the Naval Board, and are to be complied with as bearing this authority. Only the most exceptional circumstances will justify a Commanding Officer in failing to comply punctually with drafting instructions received. It is the direction of the Naval Board that, in every case where exceptional circumstances lead to the non-compliance punctually with a draft note, the Commanding Officer concerned is to make a full report on the matter without delay, to his superior Officer, for transmission to the Navy Office.

(21/371.)

56.

SIGNAL AND TELEGRAPHIST RATINGS—RESULTS OF EXAMINATIONS—REPORTING.

With reference to Admiralty Monthly Order No. 1555/1920, paragraph 16, and Admiralty Weekly Order No. 3218/1920, the results of all examinations for Telegraphist and above, and Signalman and above, are to be forwarded to the Signal School, H.M.A.S. *Cerberus*, as soon as possible after completion of each examination.

(21/802.)

57.

R.N. SPECIAL SERVICE RATINGS ON LOAN TO THE R.A.N.—SPECIAL RETURN.

A return is to be forwarded to Navy Office forthwith of all R.N. Special Service ratings on loan to the Royal Australian Navy, showing:—

(*a*) Name;
(*b*) Rating;
(*c*) Official Number (R.N. and R.A.N.);
(*d*) Particulars of R.N. engagement;
(*e*) Particulars of R.A.N. engagement.

2. In the cases of those ratings whose R.A.N. Agreements extend beyond the Active Service period of their Royal Navy engagements, the following information is also required:—

(*f*) If desirous of returning to the United Kingdom on the completion of R.A.N. engagement to complete the Reserve portion of the R.N. engagement; if not desirous of returning to the United Kingdom, state reasons.

(21/1012.)

58.

DENTAL TREATMENT BY CIVILIAN DENTISTS.

Cases may arise where urgent dental treatment is necessary in H.M.A. Ships in which no Surgeon Lieutenant (D) is borne.

2. In such instances the Naval Board approve of Commanding Officers making arrangements with local Dental Practitioners for such treatment, provided that the charges for same will not exceed the fees indicated in Navy Order No. 152/1920, *i.e.*, 2s. 6d. each for extractions, and 7s. 6d. each for amalgam fillings.

(21/222.)

59.

WRITING PROVISIONS OFF CHARGE AS LOSSES ON ISSUE.

The practice of writing provisions off charge as a "Loss on Issue" is to be discontinued in H.M.A. Ships and Establishments where a General Mess exists.

2. In the case of H.M.A. Ships victualled on the Standard Ration, or where the repayment system is general, every endeavour should be made to avoid losses on issues of provisions, and, as a general rule, the total value of surpluses and deficiencies on issues over a period should approximate each other, with the exception of losses on issues of frozen meat on account of thawing.

3. Navy Orders Nos. 161/1920 and 221/1920 are hereby cancelled.

(D.V. 20/1629.)

60.

STORES SHIPPED UNDER BOND FOR USE IN H.M.A. SHIPS.

The following Customs Order, No. A. 451 of 5.12.1919, is promulgated for the information of those concerned:—

GOODS EX WAREHOUSE OR FOR DRAWBACK.

G.O. 910 (*b*) is hereby cancelled and the following substituted therefor:—

910 (*b*) (1). Goods which have become the property of the Commonwealth Government while warehoused in bond may be entered by the Navy Department on free entry (Form A2, page 367, General Orders) as being the property of the Commonwealth, without any restriction, for shipment on vessels of the Australian Navy.

(2) Goods cannot be shipped on vessels of the Australian Navy *ex* "Warehouse" without payment of duty, except under the conditions named in paragraph (1) hereof.

(3) Drawback cannot be allowed of any duty paid on goods supplied to vessels of the Australian Navy, even if purchased by the Navy Department prior to shipment on such vessels.

(4) In the event of a vessel of the Australian Navy proceeding direct to oversea destinations, stores, not being the property of the Commonwealth, may be shipped under bond on condition that the Navy Department undertakes that immediately on return of such vessel to 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 the stores in an Australian port, application shall first be made to the Collector for the issue of the required quantity, upon which duty shall be subsequently paid by the officers or men concerned, or by the Navy Department on their behalf.

(5) As regards direct imports for the Australian Navy, paragraphs 901 and 904 will apply.

2. In this connexion the Customs Authorities have intimated that, to enable that Department to ascertain what stores have been shipped under Bond in Australian Ports in vessels of the Royal Australian Navy, it is necessary that a book should be kept in all vessels showing full details of the stores so shipped.

3. This book is to be signed by the Officer in whose charge it is kept, and the quantity of stores entered therein is to be initialled by the Customs Officer when shipping same.

4. The book should also show, on the vessel's return from oversea, the unconsumed dutiable stores remaining on board. These stores will be placed under seal by the Officer of Customs boarding the vessel.

5. Commanding Officers of H.M.A. Ships are to take the necessary action to insure that these directions are complied with.

(S. 20/10701.)

61.

ALLOWANCES FOR FIRED CASES—GRANTS IN LIEU.

The system initiated during the period of the war of feeding Ships' Gunnery Efficiency Funds by grants payable quarterly in advance instead of by *pro ratâ* payments for returned cartridge cases, is to continue in force for H.M.A. Ships in commission. H.M.A. Ships in reserve are not eligible for these grants.

2. The scale of payment is as follows:—

Battle Cruisers	£10	0	0	each p.a.
Light Cruisers	5	0	0	„
Sloops, Gunboats, and Destroyers ..	4	0	0	„
Independent Commands not included in above	2	0	0	„
Armed tenders generally not provided for above, *e.g.*, Submarines	0	10	0	„

3. In the case of the larger Ships, Destroyers, and Independent Commands, payment should ordinarily be made to the Gunnery Officer under the approval of the Commanding Officer.

The allowance of 10s. per annum is, however, always to be paid under the authority of the Commanding Officer of the Depôt or Base to some Officer appointed by him to administer the fund, and not to the individual boats. Where these small craft cannot be grouped, no payment should be made.

A complete list of the vessels in respect of which payment is made should be given on the Cash Voucher.

4. Proper accounts of the receipt and expenditure of the allowances are to be kept, and arrangements are to be made for a half-yearly audit of the accounts. The Auditing Officers are to satisfy themselves that all allowances received are duly debited in the accounts, and that all payments therefrom are supported by proper receipts.

5. The moneys may be expended upon such objects as entrance fees to competitions and minor fittings and devices not included in the usual equipment of ships, but which would tend to promote gunnery efficiency. It is, however, specially pointed out that no portion of these grants is to be expended in prize money or in gratuities to individuals for collecting cartridge cases or other services.

6. No refund is required on paying off, but unexpended amounts remaining in individual Ships' Funds should be handed over to the Commodore Commanding, H.M.A. Fleet. From these amounts a Central Fund is to be formed from which issues are to be made at the discretion of the Commodore Commanding for the purpose of gunnery efficiency. In cases where no appropriate Central Fund exists the balances should be paid to the Accountant Officer and debited in the public cash account.

7. Accounting Officers in charge of Naval Ordnance Stores will be responsible for insuring the collection, cleaning, sorting, and return to store at convenient opportunities of all fired machine gun and small arm cartridge cases, nickel and lead from bullets, fired vent sealing tubes, and other similar produce which is the property of the Commonwealth Government, but payment is not to be made in respect of the cartridge cases, &c., so returned from H.M.A. Ships.

8. Payment is to continue to be made quarterly in advance. Ships newly commissioned may draw on commissioning the proportionate amount due to the end of the quarter in which commissioned.

9. *Aiming Rifle Cartridges—Special care required.*—Fired Aiming Rifle Cartridges can be refilled. Special care is therefore to be taken to insure that as many as possible are returned, and, if time and circumstances permit, they are to be thoroughly washed in fresh water and soda as soon as possible after firing.

10. *Unfired Cartridges not to be included with Fired Cases.*—Precautions are to be taken to insure that no unfired cartridges or tubes are included with the returned empties.

(17/4286.)

62.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—BADGE PAY FOR PETTY OFFICER BOYS.

The following amendment of the Financial Regulations (Sea-going) is approved:—

Article 9 is amended as from 1st February, 1920, by adding new clause 53A as follows:—

"(53A) *Badge Pay—Petty Officer Boys—*

To boys in the Instructional Cruiser selected as Petty Officer Boy .. 1s. per week."

(20/11269.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
22nd February, 1921.

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

By command of the Naval Board,

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

DISTRIBUTION.

Commodore Commanding	6
Australia	12
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R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.2348.

63.

APPOINTMENT OF COMMANDER-IN-CHIEF OF THE AUSTRALIAN NAVAL STATION, AND OF MEMBERS OF THE COMMONWEALTH NAVAL BOARD.

The Governor-General in Council has approved of Rear-Admiral Sir Edmund Percy Fenwick George Grant, K.C.V.O., C.B., First Naval Member of the Naval Board of Administration, being appointed temporarily to command the whole of the Naval Forces of the Commonwealth, with the title of Commander-in-Chief, Australian Naval Station, to date 15th February, 1921; appointment to remain in force until the return of Rear-Admiral Grant to Melbourne, early in April, 1921.

2. The following appointment has been issued to Rear-Admiral Grant:—

By the Board of Administration for the Naval Forces of the Commonwealth of Australia.

To Rear-Admiral Sir Edmund Percy Fenwick George Grant, K.C.V.O., C.B.

The Commonwealth Government having approved of your appointment to the command of the whole of the Naval Forces of the Commonwealth, with the title of Commander-in-Chief of the Australian Naval Station, the Naval Board hereby appoints you Rear-Admiral of His Majesty's Australian ship *Brisbane*, and Commander-in-Chief of the Australian Naval Station.

2. The Naval Board hereby authorizes you to hoist your flag in His Majesty's Australian ship *Brisbane* at 8 a.m. on Tuesday, the 15th day of February, 1921, taking charge and command of His Majesty's Australian ships employed on the Australian Station; and all Commodores, Captains, Commanding Officers, and Companies belonging to the said ships are hereby charged and commanded to be obedient to you, and you likewise are hereby charged and commanded to follow such orders as you shall from time to time receive from us or any other your superior officer for His Majesty's Service.

3. When ships of the Royal Navy are present with your flag, the Senior Naval Officer (whether yourself or a Flag Officer flying his flag in a ship of the Royal Navy) will have the right of command in matters of ceremony or international intercourse, or where united action is agreed upon, but will have no power to direct the movements of ships of the other Service unless such ships are ordered to co-operate by mutual arrangement between the British and Australian Governments (*vide* section 37 (1) of the Naval Defence Act).

4. A warrant authorizing you to convene courts martial for the trial of any person borne on the books of one of His Majesty's Australian ships will be forwarded to you. In this connexion attention is called to section 58 (10) of the Naval Discipline Act

as modified for application to the Naval Forces of the Commonwealth of Australia, and also to Appendix XXII. of The King's Regulations and Admiralty Instructions.

Given under our hands this fourteenth day of February, 1921.

(Signed) W. H. LAIRD SMITH.
CHARLES HARDY.
WILLIAM CLARKSON.
RALPH ABERCROMBIE.

By Command,
A. M. TREACY.

3. The Governor-General in Council has also approved of the following appointments being made:—

Captain Charles Talbot Hardy, C.B.E., R.N., as Commodore of the Second Class, and as Acting First Naval Member of the Naval Board of Administration.

Captain John Francis Robins, R.A.N., as Acting Second Naval Member of the Naval Board of Administration.

The above appointments date from the 15th February, 1921, and are temporary during the absence on duty of Rear-Admiral Sir Edmund Percy Fenwick George Grant, K.C.V.O., C.B., First Naval Member of the Naval Board of Administration.

(21/4932.)

64.

NAVAL WELFARE—INTERVIEWS OF PETTY OFFICERS AND MEN WITH MEMBERS OF NAVAL BOARD.

The recent visits of inspection by the Naval Board to the various ships and establishments of the Royal Australian Navy will have demonstrated to the *personnel* of the Permanent Naval Forces the fact that there are, in fact, four channels through which representations may be made by Petty Officers and men with regard to matters affecting their individual or general welfare.

2. Firstly, the presentation of individual requests through the Commanding Officer is provided for by the Regulations. Secondly, the Welfare Committee Organization permits of the presentation of requests affecting the welfare of different classes, or of the Lower Deck as a whole. Thirdly, ratings may present individual requests on the occasions of periodical inspections by the Commodore Commanding H.M.A. Fleet. In addition to these, the Naval Board have, in the course of their recent tour of inspection, afforded an opportunity for any Petty Officer or man so desiring to interview personally one of the Naval Members of the Board.

3. The Naval Board are pleased to note that a number of ratings took advantage of the opportunity thus afforded them for making personal representations, and desire to make it known that they propose to repeat these visits to H.M.A. ships and establishments annually, or as occasion offers, and to continue the practice of allowing Petty Officers and men to interview one or other members of the Board.

4. During the recent tour the majority of cases dealt with concerned individuals only. Each one of these individual cases has been submitted to the Naval Board, and the decision arrived at has, with very few exceptions, been notified to the Commanding Officer of the ship or establishment concerned, for communication to the individual. In a few cases, reference is necessary to the Admiralty, and decision is consequently deferred.

5. Certain of the matters represented are of general interest, and may be briefly referred to hereunder, together with the action in connexion therewith:—

(1) Compulsory inclusion of C.P.O.'s and P.O.'s in General Mess.

In some ships the inclusion of Chief Petty Officers and Petty Officers in the General Mess is working satisfactorily and causes no complaint. It is hoped that in ships from which complaints on this score were made experience and care in organization will, before long, remove all cause for complaint.

The Board feel strongly that uniformity of messing will, in the end, give the best and most satisfactory results, and are not disposed to make any change in the existing procedure until the inclusive system has been given a fair trial over a prolonged period.

(2) Faulty cooking ..

The Naval Board intend that everything possible shall be done to bring the cooking in the R.A.N. up to a first class standard. As directed by the Commodore Commanding H.M.A. Fleet, an Instructor in Cookery is visiting ships in turn to investigate the organization and cooking facilities in each ship. The complements of Cook ratings in H.M.A. ships have been under review, and, where necessary, additional Cook ratings, as they become available, will be appropriated. A well-equipped Cookery School has been established at Flinders Naval Depôt, and every effort will be made at the School to turn out Cook ratings fully qualified for the work which they will be called upon to do afloat.

The Board realize that, up to the present, adequate facilities for the proper training of Junior Cook ratings have not existed, and it is not intended to reflect in any way on those ratings now serving, more particularly the Senior Cook ratings, who have managed well under difficult circumstances; but arrangements will be made, as soon as reliefs become available, for all Junior

Cook ratings to be drafted to Flinders Naval Depôt for a fuller and more satisfactory course of instruction in the School of Cookery than has hitherto been possible.

(3) Liability for increased pension contribution on the part of R.N. ratings.

The Admiralty have claimed pension contribution at largely increased rates as from the 1st May, 1919. The rates formerly in force were £12 per annum in respect of men in their first engagement, and £18 for men in their second engagement; these rates have been increased to £24 and £36 respectively, an advance of 100 per cent. in each case. As from 1st July, 1920, the increased pension contribution is practically covered by the advance in R.A.N. deferred pay, which has been approved. The case of R.N. ratings who were serving in the R.A.N. prior to 1st July, 1920, is being represented to the Admiralty with an expression of hope that their Lordships will consent to waive the additional contribution claimed in respect of periods prior to that date.

(4) Representations to R.N. ratings in England as to conditions of service in the R.A.N.

It is reported that, in a number of instances, R.N. ratings engaged in England in the earlier part of 1920 were led to expect increase in rates of R.A.N. pay and allowances, which, on arrival, they found to be non-existent. Although any statements as to increase were made entirely without authority, it has been the case that increases in both pay and allowances have subsequently been approved as from 1st July, 1920.

Steps have been taken to insure that conditions of service are accurately represented in future.

(5) Arrangements in regard to allotments and married allowance of R.N. ratings.

The Commonwealth Naval representative in London has been communicated with by cable, and is taking steps to insure that arrangements in regard to allotments and married allowance are completed to the ratings' satisfaction, in future, before they leave England.

(6) Travelling leave to be extended to men proceeding to South Australia from States other than Victoria.

The Naval Board have since approved that, when Officers and men are proceeding on long leave, and are travelling to the home of their parents or next of kin, the journey, if within the Commonwealth and occupying twelve or more hours, may be allowed as travelling leave in addition to the long leave granted.

(7) Payment of prize money to R.N. ranks and ratings. Authorities have now been received for the majority of R.N. ranks and ratings serving in the R.A.N., and are in course of issue to H.M.A. ships. (21/4833.)

(*Additional copies of this Order will be printed for distribution amongst Petty Officers and men.*)

65.

R.A.N COLLEGE—SPECIAL ENTRY OF BOYS FROM "TINGIRA."

It has been decided that boys from H.M.A.S. *Tingira* may be allowed to enter the R.A.N. College at Jervis Bay as Cadet Midshipmen under the following conditions:—

2. Candidates for entry should not be more than sixteen years of age on the first day of January of the year following the date of their selection, and they will be required to pass an examination in the following subjects:—

(*a*) Seamanship.—Up to the standard of the 1st and 2nd Year Cadet Midshipman.

(*b*) Mathematics
(*c*) Physics
(*d*) English
(*e*) Geography
} Up to the standard of the 1st Year Cadet Midshipman.

The papers for this examination will be set, corrected, and marked at the R.A.N. College, the results being communicated to the Commanding Officer, H.M.A.S. *Tingira*.

3. The above examination may be held at any time during the year, at the discretion of the Commanding Officer, H.M.A.S. *Tingira*, who will request the Commanding Officer of the College to set the papers. The selection of candidates to sit for the examination is the responsibility of the Commanding Officer, H.M.A.S. *Tingira*.

4. On receipt of the results of the examination from the College, the successful boys will appear before a Selection Committee, consisting of the following officers:—

The Commanding Officer, H.M.A.S. *Tingira;* First Lieutenant or Lieutenant-Commander; Chaplain,

who will select the number of entrants required. Boys will be chosen primarily for—

(*a*) their strength of character, &c.;
(*b*) their intellect, &c.;
(*c*) their fitness, aptitude for games, &c.,

and marks will be awarded in the following ratios:—

(*a*) 50 per cent.;
(*b*) 40 per cent.;
(*c*) 10 per cent.

5. Selected candidates joining the R.A.N. College after the date of commencement of the first College term of the year will be classed with the First Year Cadet Midshipmen. Those candidates who join on or before that date will be classed with the Second Year Midshipmen. (20/6158.)

66.

TRAVELLING LEAVE.

When Officers and ratings are proceeding on long leave, and are travelling to visit the homes of their parents or next of kin, the journey, if within the Commonwealth and occupying twelve or more hours, may be allowed as travelling leave, in addition to the long leave.

2. In the case of a rating, the home of his parent or next of kin will be accepted as that noted on the Service Certificate, unless specially authorized otherwise by the Commanding Officer.

3. Navy Order No. 9/1921 is hereby cancelled. (20/11494.)

(*This Order will be reprinted for posting on notice-boards.*)

67.

FIRST WRITER—EXAMINATION.

The examination for First Writer will be held twice a year, on the third Monday in January and the third Monday in July, beginning on the third Monday in July, 1921. Candidates will be allowed to be examined within twelve months (instead of six months) of completing the necessary qualifying time.

2. The subjects of the examination will be as follows:—

	Marks.
(*a*) Ledger, ship's office work, pay accounts, and regulations affecting same	300
(*b*) Captain's clerk work, Admiralty Instructions	150
(*c*) Arithmetic	100
(*d*) Typewriting	50
Optional—	
(*e*) Shorthand	100

3. A total of 420 marks, and not less than 50 per cent. in any one subject from (*a*) to (*d*), will be required to pass.

4. Papers for (*a*), (*b*), (*d*), and (*e*) will be set by the Accountant Officer of H.M.A.S. *Franklin*, and (*c*) by the Head Master of R.A.N. College.

5. Names of candidates are to be sent so as to reach the Secretary, Department of the Navy, on 1st May and 1st November of each year.

6. The examination papers will be distributed from the Navy Office. Immediately on the conclusion of the examination, the worked papers are to be enclosed in a sealed envelope and forwarded direct to the Navy Office. The results will be promulgated by Navy Order. (21/859.)

68.

1914-1915 STAR, BRITISH WAR MEDAL, VICTORY MEDAL—ISSUE TO R.N. PERSONNEL.

The Admiralty have now decided that all war medals for R.N. Officers and men lent to the R.A.N., whether at present serving in the R.A.N. or since reverted to the R.N., will be issued by the Admiralty. The Navy Office will issue medals to ex-R.N. ranks and ratings who joined the R.A.N. prior to the completion of that period of their war service which qualifies for the respective star or medal.

2. Nominal lists are not required to be forwarded by H.M.A. ships and establishments of R.N. ranks and ratings who are at present serving in the R.A.N., and who, as above, will receive their medals from the Admiralty.

3. A number of 1914-15 stars have already been issued by the Naval Board to certain R.N. ranks and ratings. Particulars of these issues have been forwarded to the Admiralty, and no further issue will be made by the Admiralty in these cases.

(20/8659.)

(*This Order will be reprinted for posting on notice-boards.*)

69.

RETURNS OF TORPEDO PRACTICES AND SUMMARIES OF RUNNING.

Returns of Torpedo Practices and Summaries of Running are in future to be rendered as laid down in section XV. of C.B. 915, *Torpedo Firing Manual,* May, 1920, except that the following are to be rendered in duplicate to the Secretary, Department of the Navy, for the Naval Board, or for distribution to Naval Staff, Director of Ordnance Torpedoes and Mines, and Torpedo School, as necessary.

2. Reports referred to in paragraph 138, sub-section (*a*)—

Form S.305.
Form S.307.
Form S.308M.
Form S.308N.
Form S.310.

3. Form S.308P should be rendered in duplicate to the Secretary, Department of the Navy.

4. Navy Order No. 37/1920 is cancelled. (20/0162.)

70.

ADDITIONAL ARTICLES OF FREE KIT ON ENTRY.

The following articles of optional kit are to be supplied gratuitously to all new entrants to the Royal Australian Navy who join on or after 1st February, 1921:—

1 waterproof coat (Pegamoid).
1 pair half-boots (in addition to one pair already allowed) or shoes.
1 pair black leather slippers (recently introduced to replace brown canvas shoes).
2 check shirts (Class II. ratings only. This article is already included in free kit of Classes I. and III.).

2. Navy Orders Nos. 93/1920, clause 1, and 78/1920 are hereby cancelled.

3. The necessary amendment to the Financial Regulations (Seagoing) will be made in due course.

(20/10230.)

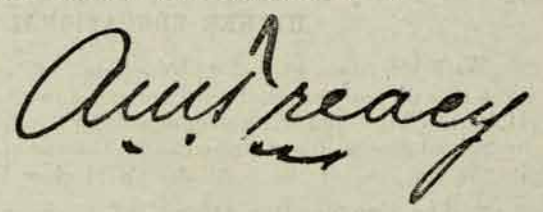
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders

Navy Office, Melbourne,
1st March, 1921.

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

By command of the Naval Board,



Commander-in-Chief, Australian Naval Station, the Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commander-in-Chief, Australian Naval Station..	3
Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.2864.

71.

EXAMINATIONS FOR PAYMASTER SUB-LIEUTENANT AND PAYMASTER LIEUTENANT-COMMANDER—STANDARD RAISED.

The provisions of Admiralty Monthly Order No. 3269/1920, in regard to the raising of the standard of the Examinations for Paymaster Sub-Lieutenant and Paymaster Lieutenant-Commander, have been adopted in the Royal Australian Navy.

(21/4875.)

72.

HIGHER EDUCATIONAL TEST.

With reference to Navy Order No. 7/1921, the Naval Board regret that it will not be possible to relieve any of the candidates serving in H.M.A. Ships and Establishments carrying an Instructor Lieutenant or Schoolmaster, for a preparatory Course of Instruction in the Depôt in the subjects of the forthcoming Higher Educational Test.

2. The Commanding Officers of all Ships and Establishments are again reminded of the urgent necessity for obtaining R.A.N. ratings qualified educationally for promotion to Warrant rank, and it is the desire of the Naval Board that candidates who have signified their intention of sitting at the forthcoming examination should be afforded special facilities for working up for it.

(20/11040.)

73.

DRAFTING OFFICE—TRANSFER TO NAVAL DEPOT.

On the 1st March, 1921, the Drafting Office at H.M.A. Naval Depôt, Williamstown, will be transferred to Flinders Naval Depôt, Westernport; all questions of drafting after that date should be referred direct to the Commanding Officer, Flinders Naval Depôt, Westernport.

2. The necessary amendment should be made to Navy Order No. 139/1912. (21/4937.)

74.

SEAMAN CLASS PETTY OFFICER—TEMPORARY ARRANGEMENTS FOR ADVANCEMENT TO.

In view of the present shortage of Petty Officers, the following arrangements have been made as a temporary measure:—

2. The Commanding Officers of H.M.A. Ships and Establishments are authorized to recommend, on Form A.S. 507, to the Commanding Officer, H.M.A.S. *Cerberus,* specially deserving cases of Leading Seamen who have passed professionally for Petty Officer, but have failed to pass the Educational Test, Part I., and who have not had an opportunity of studying recently.

3. Before recommending such cases, Commanding Officers must satisfy themselves that the candidates are likely to show a good power of command, and to prove themselves thoroughly satisfactory Petty Officers.

4. These Returns are to be forwarded monthly until further orders.

5. A special Roster of these Ratings is to be kept by the Commanding Officer, H.M.A.S. *Cerberus,* and no rating is to be advanced while there are still Leading Seamen qualified both educationally and professionally for Petty Officer.

6. Should the supply of fully qualified men become exhausted, the Commanding Officer, H.M.A.S. *Cerberus* should then, while this order remains in force, advance Leading Seamen from the special Roster to the rating of Acting Petty Officer. Such men should be placed on this Roster for advancement in the order of their seniority of passing professionally for Petty Officer.

7. After such acting ratings have had the opportunity of receiving instruction on board a Ship or Establishment bearing a Schoolmaster, or in H.M.A.S. *Cerberus* if serving elsewhere, they must, after the expiration of six months from the date of joining H.M.A.S. *Cerberus,* or Ship, or Establishment with a Schoolmaster, again sit for the Educational Test, Part I. If they again fail to pass they must revert to the rating of Leading Seaman. If they pass they will be confirmed as Petty Officer, and their seniority will be ante-dated to the date on which they received their acting rating.

8. These orders are not to apply to men of the Signal and W/T Branches. (21/1167.)

75.

VOLUNTEERS FOR COURSE OF SEAMAN (Q.O.).

A course for Seaman (Q.O.) will shortly be commenced in H.M.A.S. *Cerberus.*

2. A Return showing names of volunteers, and accompanied by Service Certificates, should be forwarded direct to the Commanding Officer, H.M.A.S. *Cerberus.*

(21/1130.)

76.

HISTORY SHEETS OF SIGNAL AND W/T RATINGS.

The History Sheets of all Signal and W/T ratings serving in H.M.A. Ships and Establishments are to be forwarded to the Commanding Officer, H.M.A.S. *Cerberus,* forthwith, in order that the entries thereon may be extracted, and noted in Depôt Records.

(21/4987.)

77.

RETURN A.S. 184—RATINGS HOLDING ACTING NON-SUBSTANTIVE RATINGS.

The attention of the Naval Board has been drawn to the fact that ratings holding acting non-substantive ratings are not shown as such in Return A.S. 184 rendered to H.M.A.S. *Cerberus* by Ships and Establishments. The Commanding Officers of all Ships and Establishments are to take steps to insure that in future this information is always shown in the Return.

(15/5301.)

60.

STORES SHIPPED UNDER BOND FOR USE IN H.M.A. SHIPS.

The following Customs Order, No. A. 451 of 5.12.1919, is promulgated for the information of those concerned:—

GOODS EX WAREHOUSE OR FOR DRAWBACK.

G.O. 910 (*b*) is hereby cancelled and the following substituted therefor:—

910 (*b*) (1). Goods which have become the property of the Commonwealth Government while warehoused in bond may be entered by the Navy Department on free entry (Form A2, page 367, General Orders) as being the property of the Commonwealth, without any restriction, for shipment on vessels of the Australian Navy.

(2) Goods cannot be shipped on vessels of the Australian Navy *ex* "Warehouse" without payment of duty, except under the conditions named in paragraph (1) hereof.

(3) Drawback cannot be allowed of any duty paid on goods supplied to vessels of the Australian Navy, even if purchased by the Navy Department prior to shipment on such vessels.

(4) In the event of a vessel of the Australian Navy proceeding direct to oversea destinations, stores, not being the property of the Commonwealth, may be shipped under bond on condition that the Navy Department undertakes that immediately on return of such vessel to 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 the stores in an Australian port, application shall first be made to the Collector for the issue of the required quantity, upon which duty shall be subsequently paid by the officers or men concerned, or by the Navy Department on their behalf.

(5) As regards direct imports for the Australian Navy, paragraphs 901 and 904 will apply.

2. In this connexion the Customs Authorities have intimated that, to enable that Department to ascertain what stores have been shipped under Bond in Australian Ports in vessels of the Royal Australian Navy, it is necessary that a book should be kept in all vessels showing full details of the stores so shipped.

3. This book is to be signed by the Officer in whose charge it is kept, and the quantity of stores entered therein is to be initialled by the Customs Officer when shipping same.

4. The book should also show, on the vessel's return from oversea, the unconsumed dutiable stores remaining on board. These stores will be placed under seal by the Officer of Customs boarding the vessel.

5. Commanding Officers of H.M.A. Ships are to take the necessary action to insure that these directions are complied with.

(S. 20/10701.)

61.

ALLOWANCES FOR FIRED CASES—GRANTS IN LIEU.

The system initiated during the period of the war of feeding Ships' Gunnery Efficiency Funds by grants payable quarterly in advance instead of by *pro ratâ* payments for returned cartridge cases, is to continue in force for H.M.A. Ships in commission. H.M.A. Ships in reserve are not eligible for these grants.

2. The scale of payment is as follows:—

Battle Cruisers	£10	0	0	each p.a.
Light Cruisers	5	0	0	„
Sloops, Gunboats, and Destroyers	4	0	0	„
Independent Commands not included in above	2	0	0	„
Armed tenders generally not provided for above, *e.g.*, Submarines	0	10	0	„

3. In the case of the larger Ships, Destroyers, and Independent Commands, payment should ordinarily be made to the Gunnery Officer under the approval of the Commanding Officer.

The allowance of 10s. per annum is, however, always to be paid under the authority of the Commanding Officer of the Depôt or Base to some Officer appointed by him to administer the fund, and not to the individual boats. Where these small craft cannot be grouped, no payment should be made.

A complete list of the vessels in respect of which payment is made should be given on the Cash Voucher.

4. Proper accounts of the receipt and expenditure of the allowances are to be kept, and arrangements are to be made for a half-yearly audit of the accounts. The Auditing Officers are to satisfy themselves that all allowances received are duly debited in the accounts, and that all payments therefrom are supported by proper receipts.

5. The moneys may be expended upon such objects as entrance fees to competitions and minor fittings and devices not included in the usual equipment of ships, but which would tend to promote gunnery efficiency. It is, however, specially pointed out that no portion of these grants is to be expended in prize money or in gratuities to individuals for collecting cartridge cases or other services.

6. No refund is required on paying off, but unexpended amounts remaining in individual Ships' Funds should be handed over to the Commodore Commanding, H.M.A. Fleet. From these amounts a Central Fund is to be formed from which issues are to be made at the discretion of the Commodore Commanding for the purpose of gunnery efficiency. In cases where no appropriate Central Fund exists the balances should be paid to the Accountant Officer and debited in the public cash account.

7. Accounting Officers in charge of Naval Ordnance Stores will be responsible for insuring the collection, cleaning, sorting, and return to store at convenient opportunities of all fired machine gun and small arm cartridge cases, nickel and lead from bullets, fired vent sealing tubes, and other similar produce which is the property of the Commonwealth Government, but payment is not to be made in respect of the cartridge cases, &c., so returned from H.M.A. Ships.

The Accountant Officer, who is to combine the duties of honorary secretary and honorary treasurer;

The Medical, or another Commissioned Officer;

together with such representatives of the Ship's company as may be detailed or arranged for quarterly by the Commanding Officer for this duty, care being taken that messes consisting of ratings other than Chief Petty Officers and Petty Officers are adequately represented. The connexion of the Executive Officer with the administration of the Canteen as *ex-officio* president of the committee is always to be maintained, any assistance that he requires on account of his executive duties being given to him by the vice-president of the committee.

9. *Duties of Committee.*—The duties of this committee will be to decide upon the administration of the Ship's fund; to inspect and examine Canteen goods; to test weights and measures; to investigate prices; and generally to supervise the working of the Canteen.

10. *Ship's Fund.*—The Ship's fund, which is formed by payments of rental received from the Canteen tenant, is primarily intended to meet the cost of recreation for the Ship's company, also for benevolent purposes connected with the Ship; and the Commanding Officer is to satisfy himself that a sufficient allowance is made for these objects, due regard being had to the proportion of the Ship's company who are able to take part in any particular form of recreation. In all other respects, the committee is to have full discretion as regards expenditure, subject only to a right of veto on the part of the Commanding Officer of any proposed expenditure which appears to him subversive of discipline or otherwise improper. The circumstances in which such veto is exercised are to be reported by the Commanding Officer to the Commodore Commanding, or Senior Naval Officer. The accumulation of a large surplus should not be permitted.

11. *Prices.*—Goods are to be sold at the prices shown in a quarterly Price-list, which is to be approved by the Commanding Officer, and no price is to be altered without the Commanding Officer's approval. Copies of the approved Price-list are to be exhibited publicly near the Canteen.

12. *Complaints.*—All complaints by individuals as to goods sold in the Canteen, whether in respect of quality, weight, price, or any other particular, are to be made to the Officer of their division, and are to be dealt with by him in the usual manner.

13. *Credit.*—The tenant is not to be permitted to give credit to individuals. A statement of the amounts, if any, owing by messes is to be furnished by the tenant monthly, and the Commanding Officer is to see such debts are paid as soon as possible.

14. *Accommodation for Canteen Stores.*—Whenever possible, space is to be allotted to Canteen storage, including serving room, at the rate of 100 cubic feet per ton to a maximum limit of three (3) tons of Canteen stores per 100 men of the complement. The Commanding Officer may, however, at his discretion, grant a further reasonable amount of accommodation, if available.

15. *Tenant's Money.*—The tenant is to be allowed, at his own risk, to deposit (at convenient times) with the Accountant Officer for remittance or safe custody, sums of money which he has received in payment of goods sold in the Canteen.

16. *Certain Articles Forbidden.*—In order to avoid duplication of stores on board ship, provisions and other articles forming part of the Ship's official supply of stores, and available for issue to individual Officers and Men, are not to be stocked or sold in the Canteen.

17. *Dress of Canteen Staff.*—The Canteen staff on board ship are to be dressed neatly and suitably, and in conformity with any instructions on the subject laid down by the Commodore Commanding H.M.A. Fleet, or the Commanding Officer.

18. *Victualling of Canteen Staff.*—The manager, and Canteen staff, shall be victualled by and at the expense of the tenant, but the manager shall be at liberty to purchase from the Accountant Officer, for himself and his staff, a reasonable quantity of provisions at the ordinary issuing prices. If desired by the Canteen manager, and approved by the Commanding Officer, the Canteen staff may be victualled in the Ship's General Mess, and the value of messing in such cases is to be recovered by the Accountant Officer from the manager at the end of each quarter, and taken on charge in the Cash Account.

19. *Quarterly Audit.*—All accounts in connexion with Canteens, including all subsidiary funds (*e.g.*, cricket clubs, rifle clubs, &c.), of the general Ship's fund, are to be audited quarterly by Officers nominated by the Commanding Officer, who are to be independent of those serving on the Canteen committee. After each audit, a statement of accounts is to be prepared, and, after approval and signature of Commanding Officer, is to be publicly exhibited. At inspections, the accounts are to be submitted for the approval of the Inspecting Officer.

20. *Loss or Damage of Stores.*—The Commonwealth is not liable for any loss or damage to Canteen stores owing to fire, shipwreck, deterioration, or any other cause.

21. *Termination of Contract.*—On the termination of a contract through effluxion of time, or for any other reason, immediate advice is to be sent to the Navy Office.

22. *Departure from Regulations.*—Should it be considered advisable to depart from these instructions, or the terms of the form of contract in any material particular, the matter is to be represented to the Naval Board.

23. Canteen Tenancy Memorandum of Agreement (A.C.P. Form 227) has been revised, and no further copies of the old Form are to be used.

(20/1096.)

81.

DIVING EXERCISES.

The attention of all H.M.A. Ships and Establishments is called to King's Regulations and Admiralty Instructions, Article 893, para. 4:—

> "At least once a month, and oftener if favorable opportunities offer, all Divers and Artificer Divers, both in Sea-going and Harbour Ships, are to put on the dress and exercise under water."

The above regulation must be strictly complied with in order to maintain the efficiency of the Divers and diving apparatus. Full explanations of any omission are to be given in the Annual Diving Return.

Opportunity is to be taken to exercise Divers borne in Harbour Establishments whenever diving operations are carried out by one of H.M.A. Ships present in the Port.

2. C.M.O. 1441, dated 12/11/19, establishes Form S. 288A, "Annual Report of Diving Exercises"; Navy Order No. 170/1920 adopts this Form for use in the R.A.N. No returns have yet been received from H.M.A. Ships. All Ships are to render this return to the Commanding Officer, H.M.A.S. *Cerberus* forthwith, and subsequently annually on the date of commissioning or re-commissioning.

The Commanding Officer, H.M.A.S. *Cerberus*, is to forward them to Navy Office for information and subsequent retention by *Cerberus*.

3. Dates on which the delivery of the Diving Pump was tested, and on which the gauges were tested, are to be inserted in this Return.

(20/10377.)

82.

HELICAL GEARING—"ANZAC" AND T.B.D.'S.

Pinions and gear wheels are to be examined, as far as the sight-hole doors on the covers permit, on the following occasions:—

(*a*) Immediately after each period of steaming, to determine the state of the teeth, and to ascertain whether any wear has taken place.

(*b*) Immediately before any period of steaming, to see that the teeth are clear.

(*c*) Once a week when in harbour for water marks, corrosion, &c.

2. The results of the examinations are to be inserted in the Engine-room Register, in the space for special remarks. If necessary, a letter should be forwarded to the Commodore Commanding, H.M.A. Fleet.

3. The covers of the pinions of Helical Gearing are to be lifted half-yearly, and the Helical Gearing thoroughly examined. A notation is to be made as shown in para. 2.

(21/556.)

83.

"ANZAC", "S" DESTROYERS, AND "PARRAMATTA" CLASS OF DESTROYERS—PISTOL CUPBOARDS, LOCKING ARRANGEMENTS.

The fitting of locking arrangements to pistol cupboards, described by Admiralty Weekly Order No. 2650/1920, is to be included in the proposed list of "Alterations and Additions" to be carried out during the next refits of the above Ships, and is to be rendered in accordance with Navy Order No. 224/1920.

(20/6957.)

84.

COALING OF H.M.A. SHIPS—SUPPLY OF LABOUR.

All labour, with exception of winchmen, is in future to be provided by H.M.A. Ships coaling from hulks or colliers. If for any reason this course cannot be followed, special Naval Board approval must be obtained to the departure. Full reasons should accompany any requests to employ outside labour other than winchmen.

(S. 21/1455.)

85.

NUMBERS AND CONTENTS BOOK (FORM A.S. 104).

The attention of Accountant Officers is directed to the above record, which must be kept up to date by all Ships and Establishments, and is to be available for inspection at any time, if required.

2. When it is necessary to open a new A.S. 104, the old book is to be retained on board as long as it may be required for reference; but it is then to be forwarded to the Director of Victualling, Navy Office, for retention.

(S. 21/1464.)

86.

COAST RADIO STATIONS—HOURS OF WATCH.

In future, the following hours of watch will be observed by Coast Radio Stations of the Postmaster-General's Department:—

Station.	Hours of Watch.
Adelaide	Continuous.
Brisbane	Continuous.
Broome	Continuous.
Cooktown ..	6 a.m. to 8 p.m.
Darwin	Continuous.
Esperance ..	6 a.m. to 8 p.m.
Flinders Island ..	9 a.m. to noon. 2 p.m. to 6 p.m. Closed on Sundays and Holidays. To report once on Sundays and Holidays.

Station.	Hours of Watch.
Mt. Gambier ..	Closed from 14th January, 1921.
Geraldton ..	6 a.m. to 8 p.m.
Hobart	6 a.m. to 8 p.m.
Kaewieng ..	6 a.m. to 6 p.m.
King Island ..	9 a.m. to noon. 2 p.m. to 6 p.m. Closed on Sundays and Holidays. To report once on Sundays and Holidays.
Melbourne ..	Continuous.
Perth	Continuous.
Port Moresby ..	7 a.m. to 7 p.m. Monday to Saturday. To report on Sunday.
Roebourne ..	10 a.m. to noon. 2 p.m. to 4 p.m. Monday to Friday. 10 a.m. to noon Saturday. Closed Sunday.
Rockhampton ..	6 a.m. to 8 p.m.
Sydney	Continuous.
Samarai	9 a.m. to noon. 2 p.m. to 6 p.m. Closed on Sundays and Holidays. To report on Sundays and Holidays.
Thursday Island ..	Continuous.
Townsville ..	Continuous.
Wyndham ..	9 a.m. to 6 p.m. Monday to Saturday. Closed on Sunday.

(20/11743.)

87.

SIGNAL LETTERS OF BRITISH SHIPS.

The following Commercial Code Signals have been appropriated to the undermentioned British Ships:—

Date.	Signal Letters Appropriated.	Name of Ship.	Port of Registry and Official Number.	Rig and Registered Tonnage.	Owners.
		Interim Supplement 21/1.			
4.2.21	T.M.N.J.	*Bellata* ..	Sydney, 136444	Steam, 1,802	Commonwealth Government line
8.2.21	T.H.P.K.	*Lemael* ..	Melb., 79300 ..	Schr., 98 ..	T. H. Holyman
		Interim Supplement 21/2.			
22.1.21	R.L.G.V.	*Enoggera* ..	Brisbane, 130164	Steam, 1922	Commonwealth Government line
11.2.21	T.H.P.L.	*Berringa* ..	Melb., 132475 ..	Steam Schr., 1847	Commonwealth Government line

(21/4816.)

88.

NAVAL ENGINEER OFFICER—CORRESPONDENCE.

The following procedure is to be adopted with regard to correspondence of the Naval Engineer Officer, Garden Island, Sydney, viz.:—

The Naval Engineer Officer will correspond with Directors at the Navy Office and H.M.A. Ships and Establishments on technical matters; but important questions, all matters of policy, and all letters addressed to the Secretary, Navy Office, must be forwarded through the Commodore Superintendent and Senior Naval Officer's Office.

(21/1088.)

89.

NAVAL PATIENTS IN No. 11 AUSTRALIAN GENERAL HOSPITAL, CAULFIELD.

With reference to Navy Order No. 38/1921, the victualling charges which will be made by the Military Authorities in connexion with accommodation of Naval Ranks and Ratings at No. 11 Australian General Hospital, Caulfield, during December, 1920, are:—

Patients	3s. 7.2d.
Staff (including 1s. for quartering)	2s. 2.3d.

2. Accounts for the month of December, 1920, may be paid at the above rates.

(20/9488.)

90.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).

The following *errata* to the Financial Regulations (Sea-going), reprint of which, embodying amendments up to and inclusive of Navy Order No. 1/1921, has recently been distributed, are brought under notice, and all copies are to be amended accordingly:—

Errata.

1. Article 2.—Omit the words "Naval" and "and Instructions".

2. Article 3.—Omit the words "and Instructions".

3. Article 4, page 12.—Omit the words "and Instructions" from the—

(i) third and fourth lines of clause (7);
(ii) fourth line of clause (12).

4. Article 6—

(i) Page 21—Omit the words "Class III." and insert "Class I." in the second and third lines of clause (6).

(ii) Page 22—The fourth paragraph of clause (11) commencing—
"Officers (Sea-going) of the Royal Australian Navy"
should be shown as a new clause—
"(12) Lodging Allowance—Annual Rate."

(iii) Page 24—The paragraph shown as—
"(1) When Married Allowance is not drawn"
should be shown as a separate clause—
"(14) Dependant Allowance—(1) When Married Allowance is not drawn . . . ."

(iv) Page 26—"Hospital Courses", clause (14), and "General", clause (15), should be re-numbered (15) and (16) respectively.

(v) The clauses of this Article now numbering (1) to (16) inclusive should be numbered in heavy type to distinguish them from sub-clauses.

5. Article 13—

(i) Page 46, Deferred Pay—Omit the following:—
"Chief E.R.A. and Chief E.A. .. 2s. 7d.
After six years .. .. 2s. 10d."

(ii) Page 46, Deferred Pay—Insert at end of Article 13 the following:—
"*Additional* (temporarily)—
Surgeon Commanders, Surgeon Lieutenant-Commanders, and Surgeon Lieutenants .. 2s. 0d.
(Not applicable to Surgeon Dentists.)

6. Article 14—

(i) Page 48, clause (10)—Omit the words "seven years" in third line, and insert in their stead "twelve years".

(ii) Page 49, clause (17), sub-clause (ii)—Omit the word "regulation", and insert in its stead the word "Article".

7. Article 16—

(i) Page 51, Travelling Allowances, clause (3)—Omit the words "Lodging Allowance and Ration Allowance specified in Article 6 only", and insert in their stead the following:—
"Ration Allowance and Lodging Allowance specified in clauses (10), (11), and (12), of Article 6 only."

(ii) Page 51, Travelling Allowances, clause (5)—Omit the word "mean" in fourth line, and insert in its stead "meal".

8. Article 23, page 56—Omit the words "and Instructions" in the second line.

9. Article 69, page 67, Victualling—Omit the word "Ration" in the first line, and insert in its stead "Victualling".

(N. 20/5693.)

91.

MESS SUBSCRIPTIONS—GUN ROOM AND WARRANT OFFICERS' MESSES.

The provisions of Admiralty Weekly Order No. 2594/1920 relative to Mess Subscriptions of Gun Room and Warrant Officers' Messes, have been adopted in the Royal Australian Navy.

2. The following amendment of Financial Regulations (Sea-going) is therefore approved:—

AMENDMENT.

Article 8 is amended, as from 1st January, 1921, by omitting from clause (7) the rates "1s. and 1s. 6d.", and inserting in their stead "9d." and "1s." respectively.

(20/10524.)

92.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—BADGE PAY FOR PETTY OFFICER BOYS.

With reference to Navy Order No. 62/1921, Article 9 of the Financial Regulations (Sea-going) is amended as from 1st February, 1921, and not 1st February, 1920, as stated.

(20/11269.)

93.

CORRECTION TO NAVY ORDER—MEDICAL OFFICERS, PROFESSIONAL EXAMINATION FOR PROMOTION.

Navy Order No. 241/1920.—In the heading to the Navy Order, and in the second line, for the word "Provisional" read "Professional".

(20/9456.)

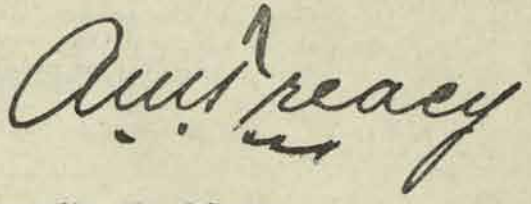
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
8th March, 1921.

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

By command of the Naval Board,



Commander-in-Chief, Australian Naval Station, the Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

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Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

94.

OFFICERS AND MEN LENT FROM THE R.N. OR ENTERED IN THE UNITED KINGDOM FROM THE SHORE—DEFERMENT OF RETURN PASSAGES TO THE UNITED KINGDOM.

The Board have decided that Officers and Men who are entitled to a return passage to the United Kingdom, and who, on the termination of their engagement in the R.A.N., are permitted to remain in Australia, shall be allowed to defer their return passage for a period not exceeding 18 months from the date of the termination of their service in the R.A.N. It must, however, be understood that, in the event of an increase in the cost of passages to the United Kingdom, the Department will only be liable to the amount that the return passage would have cost the Department had the passage been arranged at the time of discharge from the R.A.N., and Officers and Men who are permitted to defer their return passage will be required to pay the difference in cost. (21/442.)

(*This Order will be reprinted for posting on Notice Boards.*)

95.

NEW ENTRIES—NATIONALITY OF PARENTS.

In future Men and Boys entering the Royal Australian Navy are to be required to furnish information as to the nationality of their parents, which is to be inserted on their entry papers in the following form, viz.,

"What was the nationality of your parents at their Birth?
"Father.....Mother....."

2. For the present these particulars are to be completed in manuscript in the margin or at the foot of Form A.S.55, which form will be amended on reprinting.

(21/4886.)

96.

SWIMMING—PROFICIENCY.

The Naval Board desire to call the attention of all concerned to Admiralty Monthly Order No. 3602/1920.

(21/1164.)

97.

PRESENTATION OF DECORATIONS.

With reference to Navy Order No. 156/1920, Section II.—Presentation of Decorations, the following Press announcement is to be substituted for that quoted in Clause (*c*) as to be inserted when a Governor's acceptance of an invitation to present Decorations, &c., has been notified by the Governor-General to the Naval Board, viz.,

"A Parade has been ordered by His Excellency the Governor-General, to be held at.....on.....for the presentation of Decorations and Medals.

"The presentation will be made by His Excellency the State Governor".

(20/5091.)

98.

ARMAMENT STORES—INSTRUCTIONS FOR THE GUIDANCE OF STORE ACCOUNTING OFFICERS.

With regard to Admiralty Monthly Orders Nos. 2699/1917 and 2818/1918 approval is given for the undermentioned stores in H.M.A. Torpedo Boat Destroyers to be accounted for in Form S.474 until such time as the present stock of these Forms has been exhausted, viz.:—

(*a*) Gunwharf Stores and Ammunition (other than Whitehead Torpedo explosive stores, &c.).
(*b*) Stores for Torpedo Service, Electric Firing and Mining (including Warheads, Depth Charges, Paravanes, &c.).

2. When Forms S.474 are no longer available for supply from store at Sydney separate ledgers for the stores enumerated at (*a*) and (*b*) will be issued for use in Torpedo Boat Destroyers, *vide* the above quoted Admiralty Monthly Orders.

3. Separate demands and return notes for the following three sections of Naval Ordnance Stores should then be forwarded to the Naval Armament Depôt, Spectacle Island, Sydney, viz.:—

(i) Gunwharf stores.
(ii) Magazine stores (other than stores for Torpedo Service, Electric Firing and Mining).
(iii) Stores for Torpedo Service, Electric Firing and Mining.

4. In the meantime the instructions contained in clause (2) of Navy Order No. 250/1920 are to be observed by H.M.A. Torpedo Boat Destroyers.

(20/9636.)

99.

ACCOMMODATION FOR CHIEF PETTY OFFICERS.

The following improvements in the accommodation of Chief Petty Officers are to be included in the approved lists of Alterations and Additions to be done during the next refits of H.M.A. Ships:—

(*a*) Provision of cushions for lockers.
(*b*) Fitting of cushions at back of lockers.

2. No space is available for pantries, but, where practicable, sideboards or dressers made by the ship's staff may be fitted to stow ditty boxes, books and private gear.

(20/11119.)

100.

OFFICERS' UNIFORM.

The attention of all Officers is drawn to the changes in Officers' Uniform notified in Admiralty Monthly Order No. 3462/1920, which has been adopted by the Naval Board for application in the Royal Australian Navy.

2. Navy Order No. 187/1919 is hereby cancelled.

(21/4511.)

101.

ESTABLISHMENT OF STORES—BOAT SAILS, MARKINGS.

Admiralty Weekly Order No. 2851/1920 has been adopted in the Royal Australian Navy.

2. H.M.A. Ships are to carry out the marking of sails of boats as directed therein.

(20/10698.)

102.

MEDICAL HISTORY SHEETS.

Medical History Sheets have been received at the Navy Office bearing an imitation of the initials purporting to be those of a Medical Officer; the initials have, however, since been found to have been affixed by a person or persons other than the Medical Officer in question.

2. Medical Officers are reminded that great care is to be exercised in the safe keeping of these important documents, and all entries made thereon must be made under the directions of the Medical Officer, who should in all cases initial the entries.

(21/5192.)

103.

ADOPTION OF A.S. FORMS.

The following forms have been adopted as A.S. forms for use in the R.A.N. Supply may be obtained by demand on the Naval Store Officer, Sydney, in the usual manner:

A.S.294—Return of Target Practice carried out on—N.20/10118
„ 307—Report concerning the loss of Whitehead Torpedo and Gyroscope (and depth and roll recorded) .. .. do.
„ 308A—Torpedo Attack and Control Form. Firing Ship Record .. .. do.
„ 308B—Torpedo Attack and Control Form. Firing Ship Record .. .. do.
„ 308C—Torpedo Attack and Control Form. Target Ship Record .. .. do.
„ 308D—Torpedo Attack and Control Form. Target Ship Record .. .. do.
„ 308E—Torpedo Attack and Control Form. Target Ship Record .. .. do.
„ 308F—Following up Destroyer Record .. do.
„ 308G—Loading Form .. .. .. do.
„ 308L—Quarterly Summary of Torpedo Running do.
„ 308M—Quarterly Summary of Torpedo Running from Squadrons or Flotillas .. .. do.
„ 308N—Quarterly Report of Torpedo Practices do.
„ 308P—Quarterly Return of Protector Paravane Exercises .. .. .. do.
„ 310—Annual Whitehead Recommendations .. do.
„ 316—Electrical Report—Quarter ending .. do.

A.S.1150B—Analysis of Elevation or Deflection—N.20/10118
„ 1150 No. 2—Spotting Corrections .. .. do.
„ 1150 No. 4—Gun Record .. .. .. do.
„ 1150 No. 6—Direction Record .. .. do.
„ 1150 No. 8—Fair Elevation Record .. .. do.
„ 1150 No. 9A—Flash Record .. .. do.
„ 1155 No. 7—Analysis of Destroyers Firing.. do.
„ 1155 No. 7A—Analysis of Destroyers Firing.. do.
„ 1155 No. 7B—Firing Ship Practice Return .. do.
„ 1155 No. 8—Report on Destroyers Firing .. do.
„ 1158A—Gun Director Gear. Tilt Test .. do.
„ 1158B—Gun Director Gear. Tilt Test .. do.
„ 1158D—Gun Director Gear. Tilt Diagram .. do.
„ 1159—Tactical Exercise Record Form .. do.

(S.21/1540.)

104

AMENDMENTS OF FINANCIAL REGULATIONS (SEA-GOING).

The regulations quoted in Navy Order No. 18/1921 are those appearing in the 1919 reprint of Financial and Allowance Regulations (Sea-going).

2. The corresponding articles in the 1921 issue of Financial Regulations (Sea-going), in which these amendments have not been embodied, are shown hereunder—

Paragraph 1—For "Regulation 60" read "Article 69."
„ 2—For "Regulation 62" read "Article 71."
„ 3—For "Regulation 63" read "Article 72."
„ 4—For "Regulation 68 (iii)" read "Article 76 Clause (3)."
„ 5—For "sub-regulation 69 (2)" read Article 77, Clause 2."

(20/10629.)

105.

CORRECTIONS TO NAVY ORDERS.

With reference to Navy Order No. 64/1921, regarding interviews of Petty Officers and Men with Members of the Naval Board, in paragraph 5, section (3), line 3, *for* 1st May, 1919, *read* 1st April, 1919.

(21/4833.)

In Navy Order No. 70/1921, relative to additional articles of free kit on entry, paragraph 2, *for* Navy Order No. 78/1920, *read* Navy Order No. 278/1920.

(20/10230.)

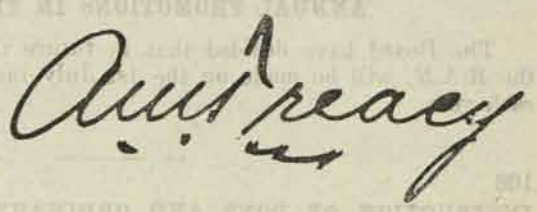
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
15th March, 1921.

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

By command of the Naval Board,



Commander-in-Chief, Australian Naval Station, the Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

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Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

106.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

With reference to Navy Order No. 32/1921, H.M.A. Ships *Sydney, Platypus,* and Submarines *J*1, *J*2, *J*4, and *J*5, are now under the command of the Commodore Commanding, H.M.A. Fleet.

2. H.M.A.S. *Brisbane* is under the command of the Commander-in-Chief, Australian Station.

(21/166.)

107.

ANNUAL PROMOTIONS IN THE R.A.N.

The Board have decided that in future the annual promotions in the R.A.N. will be made on the 1st July instead of the 1st April of each year.

(21/5537.)

108.

INSTRUCTION OF BOYS AND ORDINARY SEAMEN, 2nd CLASS, REQUIRED FOR TRANSFER TO W./T. BRANCH.

A class of Boys and Ordinary Seamen, 2nd Class, will be formed in April, 1921, to undergo a special Course of Instruction with a view to transfer to the W./T. Branch.

2. The names of volunteers, accompanied by Service Certificates, should be forwarded direct to the Commanding Officer, H.M.A.S. *Cerberus,* forthwith. Sixteen candidates are required.

(21/5032.)

(*This Order will be reprinted for posting on Notice Boards.*)

109.

WARRANT WRITERS AND WARRANT VICTUALLING OFFICERS—PROFESSIONAL EXAMINATION.

With reference to Navy Order No. 12/1920, the next Professional Examination for the rank of Warrant Writer and Warrant Victualling Officer will be held on Monday, 18th July, 1921.

2. Commanding Officers of all Ships and Establishments are to forward to the Navy Office not later than 25th March, 1921, a list of the names of candidates (stating whether R.N. or R.A.N.) desirous of sitting for this examination.

(21/5771.)

110.

R.A.F.R.—ENROLMENT OF TELEGRAPHIST RATINGS.

It has been brought to the notice of the Naval Board that Telegraphist ratings are being enrolled in the R.A.F.R. without being required to give the necessary undertaking that they will follow their trade of Wireless Telegraph Operator in civil life.

2. The Board direct that the provisions of Article 22 of the Regulations for the R.A.F.R., 1920, should be strictly observed when Telegraphist ratings are accepted for enrolment in the R.A.F.R.

(21/5498.)

111.

DISPOSAL OF PAPERS OF RATINGS ON TRANSFER FROM SHIPS OR ESTABLISHMENTS.

Papers of ratings on transfer from Ships or Establishments are, when possible, to accompany them, whenever there is an Officer, Chief Petty Officer, Petty Officer, or Leading Seaman in charge of the draft. In other cases, the papers are to be transmitted, by post or otherwise, on the date the transfer takes place.

The punctual transmission of papers is particularly necessary in the case of ratings sent to Depôts, to await discharge to Shore, for passage to United Kingdom, or for classing up in the Training Schools.

2. Whenever ratings are proceeding to the United Kingdom, the Service Certificates and Conduct Sheets, together with the Statements of Service (A.S. 1243), should be despatched so as to reach the Commanding Officer, H.M.A.S. *Cerberus,* 24 hours before the ship, in which the ratings embark, leaves Melbourne, in order that the papers of the complete draft may be finalized and handed to the Officer or Petty Officer in charge before sailing.

(21/5471.)

112.

PAPERS ON ENGINEERING SUBJECTS.

With reference to the Admiralty publication "Papers on Engineering Subjects," No. 1, dated August, 1920, copies of which have been forwarded to the Commanding Officers of all Ships and Establishments for the information of Engineer Officers, the attention of all Officers concerned is drawn to Admiralty Weekly Order No. 2047/1920 on the subject.

2. R.A.N. Officers are urged to show their appreciation of the papers by contributing copy. It is requested that all such contributions may be forwarded to the Navy Office, for transmission to the Admiralty if considered desirable.

(21/1125.)

113.

SPECIAL ISSUE OF BOOTS TO SHIP'S COOKS.

A free issue of one pair of half boots (heavy) may be made annually to each Ship's Cook rating, subject to the following conditions:—

(*a*) The free issue is to be confined to Ship's Cook ratings and is not applicable to Officers' Cooks.

(*b*) The first issue to all ratings now serving, except to new entry Cook ratings undergoing instruction at the School of Cookery, is to be made on 1st April, 1921, and subsequent issues are to be made annually on that date.

(*c*) The first special issue to all new entrants subsequent to 1st April, 1921, and to ratings now undergoing first instruction at the School of Cookery, is to be made on joining the first sea-going Ship to which such ratings are drafted. Subsequent issues will be made annually, commencing one year after the first issue. On discharge from one Ship or Establishment to another, the date on which this gratuitous issue was last made should be noted on the Transfer List.

2. The free issues are to be supported by a nominal list, which is to be sent into office with the Clothing Account.

(S.21/1252.)

114.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).

The following amendments of Financial Regulations (Sea-going) are approved:—

Article 7—Allowances to Officers—is amended as from 1st February, 1921—

(1) By omitting clause (5).
(2) By adding the word "Navigating" immediately after the word "Torpedo" in clause (6).

(21/613.)

Article 72 is amended, as from 1st March, 1921, by adding the words "and on supersession or paying off" immediately after the word "quarter" in the second line of clause (1).

(18/5220.)

115.

REGULATIONS FOR THE ROYAL AUSTRALIAN FLEET RESERVE.

The following amendments are to be made in the Regulations for the Royal Australian Fleet Reserve:—

Article 53, clause (2), line 1—Omit the words "One canvas suit", and insert in lieu the words "One blue combination suit". Amend index on page 30 accordingly.

Article 93, in the heading, and in line 1—Omit the figures "126" and insert in lieu the figures "116".

(21/5513.)

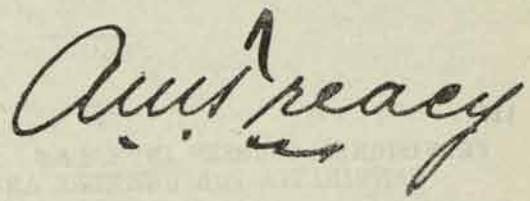
By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
22nd March, 1921.

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

By Command of the Naval Board,



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District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

116.

EXPRESSION OF OPINION ON PUBLIC POLICY BY NAVAL OFFICERS.

Officers of the Permanent Naval Forces are prohibited from making any statement to or for the press, or commenting, by speaking or in writing, upon any matters of public policy, Naval, Military, or Civil, without the written permission of the Minister for the Navy.

2. Navy Orders Nos. 81/1920 and 149/1920 are hereby cancelled.

(20/1771.)

117.

PROVISIONAL COURSES IN H.M.A.S. "CERBERUS III." FOR CANDIDATES FOR GUNNERS AND GUNNERS (T).

In view of the urgent need in the R.A.N. for Gunners and Gunners (T), the Naval Board have decided to allow candidates for these ranks to undergo a Provisional Course in *Cerberus III.*, commencing early in May, 1921. If, on completion of this course, candidates are considered provisionally qualified, they will be placed on a roster and promoted provisionally to Warrant Rank, as required. Provided that candidates have passed the educational test for Warrant Officer, the Officers provisionally promoted will be sent to England for a confirmation course as opportunity offers.

2. On completion of the confirmation course in the United Kingdom, and if successful in passing the course, these Officers will be antedated as Acting Gunner, or Acting Gunner (T), as the case may be, to the date of their provisional promotion to Warrant rank. Those Officers who fail to pass the final examination will revert to the rating of C.P.O.

3. Candidates for the Provisional Course in *Cerberus III.* must have passed in Seamanship and be otherwise qualified (except as regards educational test) before they will be allowed to commence the course.

4. The names of the candidates recommended should be forwarded to the Naval Board as early as possible, accompanied by Service Certificates.

(21/5452.)

118.

REPORTING MOVEMENTS OF H.M.A. SHIPS.

Navy Order No. 50/1921 applies to Tenders on detached service as well as to other Ships.

(21/026.)

119.

NAVAL STORES AND STORE ACCOUNTING.

The examination conducted to date of H.M.A. Ships and Establishments Naval Store Accounts reveals numerous irregularities, which indicate that in many instances accounts have been kept in a very lax manner.

2. For general guidance, a few irregularities of frequent occurrence are brought under notice, and it is desired that all current Naval Store Accounts be carefully scrutinized by responsible Officers, with a view to rectifying these, and any other irregularities that may appear in such accounts:—

(A)—Permanent Naval Stores.

1. Full particulars of stores in Reports of Survey (Form A.S. 331) forwarded in support of stores discharged in accounts are very often not shown. It is generally the case for stores to be shown in bulk.

2. Often stores are shown indiscriminately on Reports of Survey, and are not classified under various headings as required, *e.g.*, fixtures, inventory, and permanent stores.

3. Stores shown under the heading "Explanation of exceptional expenditure, including losses," are not discharged from accounts, yet accounts are balanced. This indicates that the stocktaking required to be carried out is done in a perfunctory or improper manner. Many instances of irregular stocktaking have come under notice.

4. The Certificate of Destruction (Form S. 330) is very rarely furnished in support of stores that have been destroyed on board ship.

5. Stores demanded to make good defects are not taken on charge as provided for in the Abstract Statement.

(B)—Petty Consumable Stores.

1. Clerical errors are frequently made in totalling the quantities of these stores received. Instances have come under notice where the "Allowance by Establishment" has been included in total receipts, and expenditure adjusted to balance the accounts correctly.

2. The date and source of supply are not shown in accounts.

(C)—Certificates Required by Accounts.

These are frequently either incorrectly given or not given at all. The importance and the bearing of these certificates on accounts appear to be insufficiently realized.

(D)—Vouchers.

1. Vouchers are often not rendered in receptacle (Forms A.S. 128 and A.S. 129) provided.

2. Insufficient reason for the demand is given.

3. Vouchers are not sorted in a proper manner when rendered with accounts, and do not show whether stores are inventory, permanent, consumable, or petty consumable; also those relating to transactions in respect to inventory stores are not kept together.

4. The line and folio of the store account on which the stores are posted are not noted on Supply and Return Notes. In many cases, where such a notation has been made on the vouchers, it does not correspond with the folio and line of the account on which the entries are shown.

(E)—GENERAL.

1. Letters of Advice (A.S. 558) are very rarely forwarded with accounts. In this connexion attention is drawn to Navy Order No. 95/1919.

2. Accounts are not rendered into office within a reasonable time after they are due.

3. Departures from regulations governing Naval Store Accounting are often made without proper approval being obtained. The instructions contained in the King's Regulations and Admiralty Instructions, and in the printed forms, are to be closely observed on all occasions in future.

4. The Naval Board desire that future Naval Store Accounts be rendered into office in a proper and satisfactory manner. If discrepancies are discovered during the audit of Naval Store Accounts which cannot satisfactorily be accounted for, the Accounting Officer concerned will be held personally responsible. Attention is directed to Article 1417 (clause 4) of the King's Regulations and Admiralty Instructions, under which Store Allowances may be recovered from Storekeeping Officers if accounts are kept and rendered unsatisfactorily.

5. It is notified for general information that a Naval Stores Audit Section has recently been commenced on a comprehensive basis, and that a thorough audit of Naval Store Accounts is now in progress. Accounting Officers will, therefore, be required to observe closely all store instructions before accounts will be finally passed.

(21/1555.)

120.

MESS BOOK.

The Mess Book (Form A.S. 81) should be forwarded into office as an enclosure to the Provision Account.

2. The following amendment is to be made to the printed instructions of the Provision Account (Form A.S. 83, Part I.), paragraph 7, line 2:—

After "A.S. 72 (*z*)" insert "and A.S. 81".

3. Any Mess Books which have been retained on board are to be forwarded immediately to the Director of Victualling.

(21/1710.)

121.

JOURNAL OF THE ROYAL NAVAL MEDICAL SERVICE.

The Journal of the Royal Naval Medical Service is supplied quarterly to H.M.A. Ships and Establishments.

2. This Journal is to be taken on charge in the Medical Officer's Store Accounts under "Medical Library" and is to be returned to Store on paying off, or turned over to a Medical Officer's successor on supersession.

3. The entry in the Account is to show the number of copies of each volume received, and all copies received prior to this order are to be taken on charge in the current accounts.

(21/5546.)

122.

NAVAL PATIENTS IN No. 11 AUSTRALIAN GENERAL HOSPITAL, CAULFIELD.

With reference to Navy Order No. 89/1921, the victualling charges which will be made by the Military authorities in connexion with accommodation of Naval Ranks and Ratings at No. 11 Australian General Hospital, Caulfield, during January, 1921, are:—

Patients	3s.	4.6d.
Staff (includes 1s. for quartering) ..	2s.	2.5d.

2. Accounts for the month of January, 1921, may be paid at the above rates.

(20/9488.)

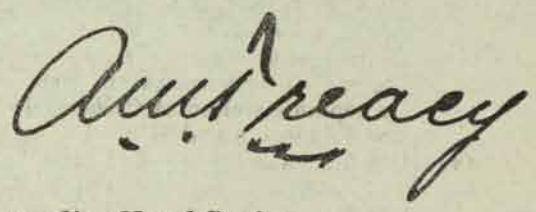
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
29th March, 1921.

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

By command of the Naval Board,



Commander-in-Chief, Australian Naval Station, the Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

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District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

123.

TRANSFER OF GENERAL DEPOT TO WESTERNPORT.

In connexion with the transfer of the General Depôt from Williamstown to Westernport, the following arrangements are to take effect as from the 1st April, 1921:—

(i) The Hulk *Cerberus* will be re-named *Platypus II.*, and will be employed as tender to the Submarine Depôt.

(ii) H.M.A.S. *Protector* will be re-named H.M.A.S. *Cerberus*, and the Captain of H.M.A.S. *Cerberus* (Flinders Naval Depôt) will fly his Pennant in this Ship.

(iii) All Officers and Men belonging to Flinders Naval Depôt will be borne on the books of H.M.A.S. *Cerberus*.

(iv) All ranks and ratings belonging to the Naval Depôt, Williamstown, will be borne on the books of H.M.A.S. *Cerberus* on a separate section as *Cerberus III.*, until the final transfer to Flinders Naval Depôt has been effected.

(v) H.M.A.S. *Australia* will be attached to H.M.A.S. *Cerberus* as a tender with a Commander in command. When H.M.A.S. *Australia* is required to proceed to sea, the Captain of H.M.A.S. *Cerberus* will be appointed temporarily in command of H.M.A.S. *Australia*.

(vi) H.M.A.S. *Cerberus* (including *Cerberus* III.) and H.M.A.S. *Australia*, are to close Ship's Books on the 31st March, 1921, and open new books on re-commissioning, under the revised arrangements, on the 1st April, 1921.

(vii) The Captain of H.M.A.S. *Cerberus* will also be the Captain Superintendent of Training, and on and after 1st April, 1921, all correspondence for the Captain Superintendent of Training and for the Commanding Officer of H.M.A.S. *Cerberus*, is to be addressed to Flinders Naval Depôt.

(21/6203.)

124.

OUTFIT GRATUITIES ON CHANGE OF CLASS OF UNIFORM.

The Outfit Gratuities payable to ratings who are obliged to change their uniform from Class II. to Class I. or Class III., or from Class III. to Class II. have been revised, and the undermentioned rates are to apply from 1st April, 1921. The increases shown are entirely due to the revised Price List, which will apply from that date, and future increases or reductions of these gratuities will be governed by the amended Price Lists, which may be issued from time to time:—

(*a*) To Petty Officers dressed as Seamen on promotion to Chief Petty Officer	£23
(*b*) To Petty Officers with four years' service as such, on change from Class II. to Class III. Uniform ..	£22
(*c*) To other men or boys on transfer to ratings for which a change of uniform to Class III. is required ..	£21
(*d*) To other men or boys on transfer to ratings for which a change of uniform to Class II. is required ..	£16

2. In view of the payment of Outfit Gratuities as at (*c*) and (*d*) above, if a man or boy is transferred to another rating involving change of class of uniform owing to unsuitability for the rating previously held, the articles in the compulsory kit of the previous rating, which are no longer required in the new rating, are to be sold and the proceeds credited to Revenue.

3. Paragraph 1 of Navy Order No. 11/1921 is cancelled as from 1st April, 1921. The necessary amendments to the Financial Regulations (Sea-going) will be made in due course.

(20/4651.)

125.

REVISION OF ISSUING PRICES OF CLOTHING AND KIT UPKEEP ALLOWANCE.

A revised Price List of Seamen's Clothing, &c., has been issued, to come into force on 1st April, 1921, and superseding the present Price List dated 1st October, 1919, which is hereby cancelled.

2. The issuing prices have been fixed on the basis of the actual Government cost of the various articles, with the addition of a charge of 5 per cent. to cover the cost of handling and other incidental charges.

3. In consequence of the introduction of the new issuing prices, revised rates of Kit Upkeep Allowance have been approved as follows, with effect from 1st April, 1921:—

Class I.	1s. 4d. per day in lieu of 9d.
Class II.	1s. 0d. per day in lieu of 8d.
Class III.	1s. 3d. per day in lieu of 9d.

The above rates are based on the cost of normal annual replacements of clothing at the new issuing prices, and include provision for maintenance of bedding and the additional articles of kit approved in Navy Order No. 70/1921.

4. The Naval Board desire it to be clearly understood that the above increased rates of Kit Upkeep Allowance will apply only so long as the new issuing prices of clothing, on which the revised Kit Upkeep Allowance is based, remain in force, and that, in the event of the issuing prices being reduced at a later date, the Kit Upkeep Allowance will consequently be reduced, and based on the normal annual replacements of each Class; on the other hand, should further increases be made in the issuing prices, corresponding increases will be made in the Kit Upkeep Allowance.

5. Navy Order No. 203/1919 is cancelled, and the necessary amendments to Financial Regulations (Sea-going) will be made in due course.

(D.V. 20/2026.)

126.

AMENDMENTS TO COMPULSORY KITS OF CLASSES I. AND III. RATINGS.

The following amendments are made to the Compulsory Kit of ratings dressed in Classes I. and III. Uniform, to come into force on 1st April, 1921:—

Delete—

2 S.B. Duck Jackets.

Add—

2 Drill Tunics (except for Officers' Stewards—making a total of 4 Drill Tunics in all).

3 White Tunics with blue cuffs and collars (for Officers' Stewards only).

3 pairs White Cotton Gloves (for Officers' Stewards only).

2. The abolition of Duck Jackets for Class I. ratings will discontinue the necessity for further use of blue collar badges. Duck Jackets now in use may be worn out and replaced by Drill Tunics later.

3. The above changes in kit of Officers' Stewards are to be made in Ships in which ratings are borne on 1st April, 1921. A first issue of White Tunics and White Cotton Gloves has already been made to the Presidents of Officers' Messes, as laid down in Navy Order No. 135/1920. Those Officers' Stewards who have not already received a gratuitous issue of these articles should be given a free issue on 1st April, so that the result will be that all Officers' Stewards will have received a free issue of 3 White Tunics and 3 pairs of Cotton Gloves since these new articles of kit were introduced by Navy Order No. 93/1920.

4. Provision for the subsequent maintenance of the additional articles of kit of Officers' Stewards has been made in the revised Kit Upkeep Allowance to operate from 1st April, 1921.

5. Navy Orders Nos. 93/1920, clause 3, and 135/1920, are hereby cancelled. Financial Regulations (Sea-going) will be amended in due course.

(21/1663.)

By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
5th April, 1921.

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

By command of the Naval Board,

Commander-in-Chief, Australian Naval Station, the Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commander-in-Chief, Australian Naval Station..	3
Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.4693.

127.

SPECIALIST COURSES.

In order that provision may be made for future requirements as regards courses, the Naval Board are desirous of obtaining, at once, information as to the intentions of R.A.N. Lieutenants now serving, with regard to specializing in Gunnery, Torpedo, Navigation, &c.

2. Commanding Officers are to forward to Navy Office, forthwith, a Return of R.A.N. Lieutenants borne, showing whether each Officer is desirous of specializing in the future, and if so, in which Branch.

(21/5184.)

128.

EDUCATIONAL TEST FOR ABLE SEAMAN.

The provisions of Admiralty Monthly Order No. 62/1921, on the subject of the advancement of Ordinary Seamen to the rating of Able Seaman, without passing the Educational Test for Able Seaman, are adopted in the R.A.N.

(21/5388.)

129.

OFFICERS' STEWARDS AND COOKS, AND SHIP'S COOK RATINGS, SUFFERING FROM VENEREAL DISEASE.

Any Officers' Steward or Cook, or Ship's Cook rating, who contracts, or is suffering from Venereal Disease, is to be relieved from all duties as such while any degree of infectivity remains.

(21/4869.)

130.

AUSTRALIAN CLUB, MELBOURNE—HONORARY MEMBERSHIP OF NAVAL OFFICERS.

The following amended rule governing the honorary membership of Naval and Military Officers of the Australian Club, Melbourne, is promulgated for the information of Officers:—

> *Rule* 19.—Commissioned Officers in the Imperial Army and Navy, whether on full pay or on the Retired List, whilst employed in the Military or Naval Service of the Commonwealth, and Commissioned Officers of the Australian Army and Navy, not ordinarily resident in Victoria, may be admitted by the Committee as Honorary Members for one month without payment of any subscription, and thereafter upon payment of the sum of Half-a-guinea for each month in which they use the Club.

(21/6041.)

(*This Order will be reprinted for posting on Officers' Notice Boards.*)

131.

UNSERVICEABLE VICTUALLING STORES.

In future, all unserviceable Victualling Stores, including Clothing, Bedding, Mess Traps and Mess Utensils, but excluding Provisions, are to be packed for return to the Royal Edward Victualling Yard for subsequent survey and disposal.

2. Advantage is to be taken of any opportunity of free freight in any of H.M.A. Ships, but if free freight cannot be arranged, the stores are to be sent in Merchant Ships. In either case, they are to be packed and despatched as directed above, and the Victualling Store Officer advised. When articles are forwarded by freight ship, one copy of the Bill of Lading should be despatched by the first opportunity.

3. This instruction is generally to apply in the case of H.M.A. Ships and Establishments, also to all such Victualling Stores condemned by District Naval Officers and Sub-District Naval Officers.

(21/1609.)

132.

SALE OF MONEY CHESTS RETURNED TO COCKATOO ISLAND FROM TRANSPORTS.

A large number of money chests has been returned to Cockatoo Island *ex* Transports, and the Admiralty are prepared to dispose of them at £4 2s. 6d. each. The inside dimensions are 18 in. x 10 in. x 10 in.

2. As this is a convenient size of safe for use by individuals or in Officers' Messes, it is desired to give an opportunity for their purchase for such purposes before other arrangements are made for their disposal.

3. Officers and Officers' Messes should arrange direct with the Naval Store Officer, Garden Island, to secure their requirements as early as possible. Issues will be confined to one chest to each individual, and two chests to each individual mess.

4. Payments should be made to the Receiver of Public Moneys, Garden Island, and the official receipt of the Receiver must be produced to the Naval Store Officer before delivery of chests can be obtained.

5. The chests are available for inspection at Garden Island and Cockatoo Island.

(S. 20/256.)

133.

PAYMENTS TO OFFICERS AND MEN IN TENDERS WHEN ABSENT FROM PARENT SHIP.

The following procedure is to be adopted, in future, when a tender is absent from the parent ship on whose books the Officers and Men are borne, and it is desired to make payments to same:—

(*a*) Forms A.S. 8z (Bi-monthly Pay List), A.S. 12 (Coin List), and A.S. 17B (Payments to Officers in Tenders), are to be prepared by the Accountant Officer and forwarded to the Accountant Officer of the Ship or Establishment by whom payment is to be made.

(*b*) The latter Officer will advance the requisite cash, as shown in the Coin List and Officers' Payment Form, to the Commanding Officer of the Tender, obtaining his signature on Form A.S. 22A or N.A. 4 for the advance, which should be made out as set out in paragraph 4.

(*c*) The Commanding Officer of the Tender will then make the payment to Officers and Men as shown on Forms A.S. 8z and 17B, crossing out any amounts not paid, and initialing the alterations. Details showing the names of the men concerned and the amounts unpaid will also be entered on the back of Form A.S. 12 (Coin List) and the certificate of payment completed. Completed forms, together with cash unpaid, are to be returned immediately to the Accountant Officer who supplied the cash. This Officer will, after examination, forward the completed forms, together with Form A.S. 5 in duplicate for the net amount advanced, to the Accountant Officer of the parent ship. The certificates at the foot only of A.S. 5 are to be certified, the certificate on one copy being headed "Supply Note" and signed (the wording being altered to "Supplied this.....to the Accountant Officer..... the sum of, &c.), and the other copy utilized as a "Receipt Note", *vide* para. (*d*).

(*d*) On receipt of completed Forms A.S. 8z, A.S. 12, and A.S. 17B, the Accountant Officer of the parent ship will sign the Receipt Note at the foot of Form A.S. 5 referred to at (*c*), and return same to the Accountant Officer who supplied the cash. The latter Officer will utilize this receipt as a supporting voucher to the receipted advance account signed by the Commanding Officer of the Tender, on which a notation of the amount returned, if any, should be made.

(*e*) When forms have been returned, a Certificate of Payment on Form A.S. 17A, covering payments made in Tenders, is to be completed by the Accountant Officer of the parent Ship, and Forms A.S. 12 attached thereto. The amount of the various Coin Lists and Officers' Payment Forms should be detailed at the back of Form A.S. 17A, the total being the amount shown in the certificate as payments in Tenders. Forms A.S. 8z and 17B are to be retained in the parent Ship.

(*f*) In cases where amounts have been issued to Tenders and completed Forms have not been returned when the certificate on Form A.S. 17A is completed, the total amount issued and unaccounted for should be included in the certificate as a charge to the Pay Vote. When all outstanding Forms A.S. 17B and A.S. 12 have come to hand, a supplementary certificate on Form A.S. 17A, accompanied by Form A.S. 12, is to be forwarded into Office, covering amounts which had been shown on the original certificate as "Issued for payment (but in respect of which accounts had not been received)." Should any cash be returned subsequently from the Tenders, the

amount returned is to be taken on charge, an entry being made on the debit side of the Cash Account under heading "Re-payment to credit of expenditure, Division 81/1 Pay," and a reference given to the Pay Certificate in which the amount was included.

2. The following entries will be necessary in Cash Accounts:—

(*a*) By the Accountant Officer of the parent Ship:—

(i) On the Debit side, under heading "Naval Appropriation Suspense Account," the net amount advanced to the Commanding Officers of Tenders in accordance with clauses (*b*) and (*c*) of para. 1 above, is to be taken on charge, the entry being "Cash supplied by H.M.A.S. ....."

(ii) On the Credit side, the total amount as shown on Form A.S. 17A, is to be entered as a charge to the Pay Vote.

(iii) On the Debit side, under heading "Repayments to credit of Expenditure—Division 81/1 Pay," amounts referred to in clause (*f*) of para. 1 above.

(*b*) By the Accountant Officer of the Ship or Establishment supplying the cash—

(i) On the Credit side, at end of the Abstract, after all other expenditure has been totalled, the amount transferred is to be entered under the heading of "Naval Appropriation Suspense Account," the entry being "Cash supplied to H.M.A.S....."

(ii) On the Debit side, cash returned in accordance with clause (*c*) of para. 1 above, under the heading "Naval Appropriation Suspense Account," the entry being "Cash returned from H.M.A.S....."

3. Cash for payments as above may be obtained from the following sources:—

(i) An Accountant Officer of a Ship, when sufficient cash is available in the Public Chest.

(ii) In the absence of a Ship, the following Establishments:—

(*a*) Sydney.—Accountant, H.M.A. Naval Establishments, Garden Island.

(*b*) Melbourne.—Accountant Officer, H.M.A.S. *Cerberus*, until transferred to Westernport; then Certifying Officer, Navy Office.

(*c*) Jervis Bay.—Accountant Officer, R.A.N. College.

(*d*) Brisbane, Hobart, Adelaide, Fremantle } District Naval Officer.

4. In Naval Staff Offices and Establishments, to enable a cheque to be drawn for the required amount, a Form N.A. 4 is to be prepared in the name of the Commanding Officer for an "Advance to Pay Officers and Men of H.M.A.S....., amount to be transferred to Accountant Officer, H.M.A.S....." This voucher will be charged to "Naval Appropriation Suspense Account," and the Form A.S. 5 referred to in clause (*d*) para. 1, above, will be attached thereto.

In H.M.A. Ships, similar procedure will be followed, the Form used being A.S. 22A.

5. *Forms.*—A supply of Forms A.S. 8z, 12, 17A, and 17B, will be made to the Commanding Officer, H.M.A.S. *Platypus*, and the Commander (D), without demand.

(F. 67/2/9.)

134.

RETURNS OF MECHANICIANS BORNE IN THE R.A.N. (A.S. 235).

With regard to Appendix XVIII., Part I., King's Regulations and Admiralty Instructions, wherein it is directed that Return S. 235—Report on Mechanician—should be rendered for R.N. ratings on the 1st January of each year, the Naval Board direct that these Returns should also be rendered to the Navy Office in respect of R.A.N. ratings borne.

(21/5290.)

135.

NOSOLOGICAL RETURNS AND MEDICAL OFFICERS' JOURNALS

All Nosological Returns for 1921 are to be rendered on the revised Nosological Form, instituted by Admiralty Weekly Order No. 462/1919. Revised Forms are available at Garden Island.

2. Medical Officers' Journals are to be rendered similarly; but until the Journals are reprinted, a combined Nosological for the year is to replace Tables III. and IV., respectively, in the Journals.

(21/5853.)

136.

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, are to be returned to the Naval Store Officer, Garden Island, Sydney, in future.

2. Navy Order No. 183/1918 is hereby cancelled.

(S. 21/1762.)

137.

LEGAL BOOKS REQUIRED FOR SECRETARIES' COURSE.

The books enumerated in Admiralty Monthly Order No. 3215/1920, which are not already supplied to Ships for general reference, are to be added to the list of books supplied to the Officers' Library in each Light Cruiser and above, and in Shore Establishments.

2. Demands for the books required are to be forwarded to the Victualling Store Officer, Sydney.

(21/1573.)

138.

HIGHER EDUCATIONAL TEST—TEXT BOOKS TO BE SUPPLIED TO H.M.A. SHIPS.

Approval has been given for the supply of text books and drawing instruments to H.M.A. Ships, for the use of candidates preparing for the Higher Educational Test, as follows:—

	Battle Cruiser.	Light Cruiser.
Magnetism and Electricity (Hadley)	6 No.	4 No.
Geometrical Drawing Instruments	12 Sets.	6 Sets.
Four Figure Tables (Hall)	12 No.	8 No.
Trigonometry (Hall and Knight)	6 No.	4 No.
Arithmetic (Pendlebury)	12 No.	8 No.
Electrical Measurements (Admiralty Publication)	To be demanded according to the number of Torpedo Ratings under instructions.	

2. The above allowance will be in addition to the books laid down in Navy Order No. 191/1919 for the Higher Educational Test.

3. H.M.A. Ships should demand requirements of "Electrical Measurements" from the Naval Store Officer, Sydney, as early as practicable, in order that a supply may be obtained from the Admiralty.

(20/8525.)

139.

FORMS A.E. 190.

Attention is directed to Admiralty Weekly Order No. 319/1921.

2. All Forms A.E. 190 for Officers serving in H.M.A. Ships are to be amended accordingly.

(21/6225.)

140.

TRAVELLING EXPENSES—RECRUITS.

With reference to Navy Order No. 208/1920, attention is drawn to Article 16, Clause (1), and Article 20, Clause (8), of the Financial Regulations (Sea-going), new edition, which provides for an increased Travelling Allowance of 10s. per diem when recruits entered in the Permanent Naval Forces (Sea-going) in one place are proceeding to join a Ship or Depôt in another place.

(21/5784.)

141.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—INTRODUCTION OF RATING OF DENTAL MECHANIC.

The following amendment of the Financial Regulations (Sea-going) is approved:—

Article 5 (i) is amended, as from 1st July, 1920, by omitting the heading "Plumbers, Painters, Joiners, Coopers," and inserting in its stead the following:—

"Plumbers, Painters, Joiners, Coopers, Dental Mechanics."

(21/4731.)

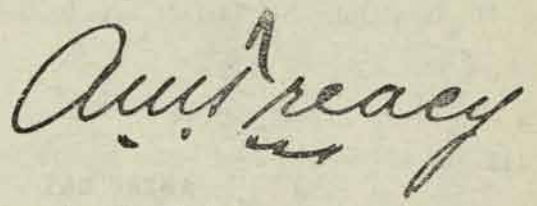
By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
12th April, 1921.

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

By Command of the Naval Board,



Commander-in-Chief, Australian Naval Station, the Commodore Commanding and Commanding Officers of H.M.A. Ships Officers in charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commander-in-Chief, Australian Naval Station..	3
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Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira* and *Penguin*	12
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Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	3
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.5070.

142.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

H.M.A.S. *Huon* will be commissioned as a Tender to H.M.A.S. *Platypus* on the 22nd April, 1921.

2. H.M.A.S. *Swordsman* will be paid off from her present service as a Tender to H.M.A.S. *Anzac* on the 21st April, 1921, and will recommission on the 22nd April, 1921, as an Independent Command under the immediate orders of the Captain Superintendent of Training. On re-commissioning as an Independent Command, the Pay Accounts, &c., of H.M.A.S. *Swordsman* will be kept in H.M.A.S. *Cerberus*.

3. Navy Order No. 32/1921 is to be amended accordingly.

(21/166.)

143.

ANZAC DAY.

The Naval Board direct that on 25th April in each year, a short service shall be held in each of H.M.A. Ships and Establishments, to commemorate the landing of the Australian Forces at Gallipoli on 25th April, 1915.

2. Senior Naval Officers are authorized to co-operate with local Military and Civil authorities, when possible, by landing Officers and Men to take part in processions or other local ceremonials.

(21/6694.)

144.

REPATRIATION BENEFITS TO OFFICERS AND MEN OF THE R.A.N. STILL SERVING.

With regard to Navy Order No. 212/1920, it has now been ascertained from the Repatriation Commission that the advice previously furnished that all undischarged R.A.N. Officers and Men who served in the R.A.N. during the period of hostilities shall, if eligible, be granted all benefits provided for under the Repatriation Act Regulations, was incorrect.

2. The Repatriation Commission advise that it is not the intention to grant all benefits to undischarged Officers and Men, but they are prepared to consider these Officers and Men for certain benefits in special cases out of the Commission's Special Assistance Funds. The forms of assistance indicated by the Commission are loans for furniture, grants for transportation and evening tuition, but the Commission is not prepared to include free passages to Australia for wives and families or fiancées under the heading of transportation.

(20/2191.)

(*This Order will be reprinted for posting on Notice Boards.*)

145.

FORMS A.T.S. 34—CERTIFICATE ON LEAVING TRAINING SHIP. A.S. 536d—QUALIFICATION SHEET FOR RATING OF ABLE SEAMAN.

With regard to Forms A.T.S. 34, "Certificate on leaving Training Ship," and A.S. 536d, "Qualification sheet for the rating of Able Seaman," the Board direct that in future these forms should be kept with the Service Certificate of a rating until he reaches the age of 23 years, and should not be destroyed when he is advanced to the rating of Able Seaman as is the case at present.

2. A notation to the above effect will be made on each of the Forms mentioned when the next reprint is being made.

(21/4921.)

146.

DEPTH CHARGES ON BOARD SHIPS—TO BE RETURNED TO STORE.

Depth Charges are only to be supplied to H.M.A. Ships for practice as arranged by the Commodore Commanding, H.M.A. Fleet, or when specially ordered. All depth charges now on board are to be returned to the Armament Depôt, Spectacle Island, Sydney, at the first opportunity.

(21/0147.)

147.

SIGNAL LETTERS OF BRITISH SHIPS.

The following Commercial Code Signals have been appropriated to the undermentioned British ships:—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam Rig and Registered Tonnage.	Owners.
		Interim Supplement 21/3.			
28.2.21	T.Q.C.B.	*Birriwa* ..	Sydney, 150152	Steam, 1817	Commonwealth Government line
		Interim Supplement 21/4.			
21.3.21	T.H.P.M.	*Nairana* ..	Melb., 132476 ..	Steam, 1922	Huddart Parker Limited

(21/4816.)

148.

REVISION AND ADOPTION OF FORMS.

The following forms have been revised and supply may be obtained by demand on the Naval Store Officer, Sydney, in the usual manner:—

A.S. 377. Hydrographical Return—Quarterly	D.S. 20/1865.
A.S. 390z. Examination Work Book	D.S. 20/2047.
A.S. 1246A. Employment and Ability Return—Stoker Ratings	S. 21/1208.
A.S. 1147z. Magazine Record of Cordite Lots on Board	D.S. 20/1762.

2. The following form has been adopted for use in the R.A.N. First supply will be made by the Naval Store Officer, Sydney, without demand:—

A.S. 43z. Naval Pay Book for Use by Ratings ..	N. 20/4269.

3. The following forms have been adopted for use in the R.A.N., and supply may be obtained by demand on the Naval Store Officer, Sydney, in the usual manner:—

A.S. 227. Addresses of Officers Discharged ..	D.S. 19/1856.
A.S. 516, A.D. 23. Report on State and Condition of H.M.A. Ship	D.S. 20/2028.
A.S. 536. Abstract of Private Radiotelegrams Received during Month of ..	D.S. 20/2117.
A.S. 536A. Abstract of Private Radiotelegrams Transmitted during Month of	D.S. 20/2117.
A.S. 1164A. Destroyer Torpedo Attack Forms. Firing Ship	S. 21/1463.
A.S. 1164B. Destroyer Torpedo Attack Forms. Target Ship	S. 21/1463.
A.S. 1246z. Submarine Time History Sheet (Engine Room Department) ..	S. 21/1345.

(S.21/1843.)

149.

SEA-GOING RATES OF PAY AND ALLOWANCES—VARIATIONS IN.

The rates of pay for Signal and Telegraphist Branches shown in Financial Regulations (Sea-going), Article 5, vary slightly from those communicated in Navy Office signal 0914 of 22nd December, 1920, and circular memo. 20/10827 of the same date. The rates of pay shown in Financial Regulations (Sea-going) are to be credited in each instance, the necessary adjustments being made in ship's ledgers for the current quarter.

(F.310/33.)

150.

AMENDMENTS OF FINANCIAL REGULATIONS (SEA-GOING).

The following amendments of Financial Regulations (Sea-going) are approved:—

Article 6—Married Allowance—is amended as from 1st February, 1920—

(i) By adding a new paragraph at the end of clause 13, sub-clause (9), to read as follows:—

"If children are in the care of more than one guardian, a separate allotment in favour of each guardian will be required. The allotment previously referred to above will be deemed to have been met when the amount of the combined sums allotted to the guardians equals or exceeds an allotment of one-quarter of Active Pay (excluding allowances) plus the full amount of Married Allowance."

(21/872.)

Article 7—Allowances to Officers—is amended—

(1) by omitting, as from 1st July, 1920, the sub-heading "Allowances to Secretaries in addition to their full pay as Accountant Officers:—" immediately prior to clause (37A), and inserting in its stead the following:—

"Allowances to Secretaries in addition to their Full Pay as Accountant Officers:—"

(2) by omitting, as from 1st July, 1920, the sub-heading—

"Paymaster-Lieut. and Sub-Lieut.—continued"

immediately preceding clause 40,

(3) by renumbering, as from 1st July, 1920, clause 40 to read 35 and clauses 35, 36, 37, 37A, 38, and 39 to read 36, 37, 38, 38A, 39, and 40 respectively, and

(4) by omitting, as from 1st March, 1921, the words—

"who is also Captain of a Flagship, and when carrying out the duties of a Captain's Clerk concurrently" from clause 38A and inserting in their stead the words

"of the rank of Captain".

(21/4894.)

Article 9 is amended as from 1st March, 1921, by adding immediately after clause 55, a new clause to read as follows:—

	Rate per diem.
56. *Training Allowances.*—To all Petty Officers (including P. and R. T. Instructors) who have definite responsibility and charge of boys or Ordinary Seamen, 2nd Class, out of instructional hours ..	6d.
To Leading Seamen employed in the same capacity as above	3d.

Payable under the conditions laid down in Admiralty Monthly Order No. 2367/1920, subject to Naval Board approval.

(21/604.)

Article 63 is amended, as from 1st July, 1920, by omitting the words "Naval Board" from clause 1 and inserting in their stead the word "Captain."

(21/4666.)

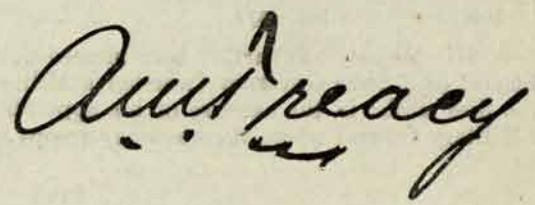
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
19th April, 1921.

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

By command of the Naval Board,



The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

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R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

.5456.

151.

CEREMONIAL ON DEATH OF A GOVERNOR-GENERAL OR GOVERNOR OF A STATE.

His Majesty the King has been pleased to decide that in the event of the death of the Governor-General or a Governor of a State, those marks of respect which he receives during his life-time as the representative of His Sovereign should, so far as possible, continue to be shown until his funeral has taken place.

2. His Majesty desires that should a Governor-General or a State Governor die within the limits of the Commonwealth or the State respectively, the inhabitants should be invited to put themselves into appropriate mourning for a period which should be sufficient in all cases to extend over the day of the funeral, and should not be less than six nor more than ten days.

3. His Majesty has further been pleased to direct that the Governor-General or a State Governor (whether a Military Officer or a civilian), who dies whilst in the exercise of his appointment, shall be entitled to a Military funeral where the necessary troops and guns are available.

(21/4786.)

152.

UNRULY CONDUCT OF NAVAL RATINGS TRAVELLING BY RAIL FROM MELBOURNE TO SYDNEY.

It has been brought to the notice of the Naval Board that on the 24th January, 1921, the Express Train from Albury to Sydney was delayed fourteen minutes at Albury owing to the unruly conduct of Naval ratings travelling from Melbourne to Sydney. It is understood that these men were returning from leave to Ships in Sydney.

2. It is reported by the Railway Authorities that a number of ratings entered a Brake Van and ullaged a consignment of 28 cases of fruit in transit to Melbourne, the police having to be called to restore order and assist in getting the men back to the carriages.

3. The Board view this matter with grave displeasure, and desire that the attention of all ratings should be drawn to Navy Order No. 236/1920 on the subject.

(21/6144.)

(*This Order will be reprinted for posting on Notice Boards.*)

153.

EDUCATIONAL TEST FOR ACCELERATED ADVANCEMENT TO MAN'S RATING—8th MARCH, 1921.

The following ratings passed the Educational Test for Accelerated Advancement to man's rating, held on the 8th March, 1921:—

Name.	O.N.	Where Serving.	Percentage of Marks Obtained.
Bendall, W. A. R.	6568	*Brisbane*	80.5
Stevenson, G.	6576	*Brisbane*	73.5
Didman, V. H.	10347	*Cerberus III.*	72.5
Thompson, N. D.	6903	*Brisbane*	66.5
Tiller, C. G.	11858	*Cerberus III.*	60.5
Parker, C. A.	12049	*Sydney*	59.0
McDonald, J.	11715	*Sydney*	58.0
Wilmot, H. R.	12066	*Cerberus III.*	54.0
Clarke, W. R.	12181	*Cerberus III.*	51.0

2. The necessary notation is to be made on the Service Certificates of these ratings.

(20/11693.)

154.

PENDANT AND FLEET NUMBERS, NEW ZEALAND DIVISION.

Advice has been received from the Commodore Commanding, New Zealand Division, that the following Pendant and Fleet Numbers have been allotted to H.M. Ships under his Command:—

	H.M.S. *Chatham.*	H.M.S. *Philomel.*	H.M.S. *Veronica.*
Pendants	00	67	T. 17
Fleet Numbers	1	2	3

(21/5951.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
26th April, 1921.

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

By command of the Naval Board,

The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
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R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
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H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.5802.

155.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

With reference to Navy Order No. 106/1921, H.M.A.S. *Brisbane* reverted to the orders of the Commodore Commanding, H.M.A. Fleet, from 10th April, 1921, when the flag of the Commander-in-Chief, Australian Station, was hauled down.

(21/166.)

156.

REPORTING MOVEMENTS OF H.M. AND H.M.A. SHIPS.

It has been decided to amend the procedure regarding reporting the movements of H.M. and H.M.A. Ships. Paragraph 11, sub-paragraphs 1, 2 and 4 of Navy Order No. 229/1919 are hereby cancelled and the following substituted therefor:—

"11. (1) Reports of arrival and departure of H.M. and H.M.A. Ships are to be made out as follows:—

(2) The Officer responsible for making the report is:—

(*a*) The District Intelligence Officer.

(*b*) At ports where there is no District Intelligence Officer, the Flag Officer or other Senior Naval Officer ashore.

(*c*) At ports not covered by (*a*) or (*b*), the Senior Officer afloat, who is present in port when ships arrive, or who remains in port when ships sail.

(*d*) At ports not covered by (*a*), (*b*) or (*c*), the Senior Officer or Commanding Officer of the Ships concerned.

Tenders on detached Service are to be reported in the same way as other H.M. and H.M.A. Ships.

(3) The Officer responsible for making the report in accordance with paragraph (2) will report the movements to:—

(*a*) The Admiralty.

(*b*) Navy Office, Melbourne.

(*c*) The District Intelligence Officer of the Area in which the Officer making the report is situated.

The District Intelligence Officer is responsible for passing this information to:—

(i) The Commanders-in-Chief of Stations within the limits of which the movement takes place.

(ii) The Senior Officer of the Squadron, or Flotilla to which the ship belongs, or is about to join.

(iii) In the case of arrivals:—

The Senior Officer (if any) of the port from which the ship has come.

(iv) In the case of departures:—

The Senior Officer (if any) of the port to which the ship is next proceeding.

(v) In the case of departures:—

The District Intelligence Officer of the Area to which the ship is proceeding or through which she must first pass to reach her destination if not already informed in accordance with 3X.

(vi) Such other authorities as may be directed from time to time by the Admiralty or Commander-in-Chief.

(x) In reporting to the authorities mentioned under (i), (ii), (iii), and (iv) the District Intelligence Officer is to transmit the report through the District Intelligence Officer of the Areas in which those Authorities are situated.

NOTE.—If movements have already been reported by W/T or otherwise to any of the above authorities, this fact must be made clear when informing the District Intelligence Officer in order to avoid duplication of reports and unnecessary expense.

(4) To enable the procedure laid down in paragraphs 2 and 3 to be carried out, Senior Officers of Fleets, Squadrons, or Flotillas, or Commanding Officers of detached ships are to inform the officer responsible for making the report in paragraph 2, of the prospective departure of and service on which ships and vessels under the command are proceeding, except in cases where the orders have come through or emanated from that officer. Similar procedure is to be followed on arrival.

(5) Reports of all arrivals and departures are to be made, except in the case of a ship or squadron proceeding to sea for a few hours for exercises, &c. In any case, where the departure has been reported, the return should also be reported.

(6) Telegrams should include the following information, the form being varied when the telegram is sent in confidential code or cypher:—

Arrivals (Ship) or (Squadron) date at (Port).
Departures (Ship) or (Squadron) for (Port), date.
Authorities informed.

It is most important that the authorities informed should be stated in each telegram.

(7) In the ordinary course of events the movements of H.M. or H.M.A. Ships in and out of port are not reported by Naval Agents and Consular, Colonial or Indian Reporting Officers.

(8) In order to simplify the work of the District Intelligence Officer and enable him to carry out the instructions contained in paragraph 3 intelligently, programmes of prospective movements should, whenever possible, be supplied to the District Intelligence Officers affected.

(9) District Intelligence Officers of adjoining stations and their telegraphic address are as follows:—

District Intelligence Officer.	Telegraphic Address.
Colombo	Fuelite Colombo.
Singapore	Fuelite Singapore.
Shanghai	Fuelite Shanghai.
Cape Town	Fuelite Cape Town.
Callao	Mailbag Callao.
Ottawa	Naval Ottawa.

NOTE.—This order applies to Tenders on detached service as well as to other ships."

(2) Navy Orders Nos. 50/1921 and 118/1921 are cancelled.

(21/0200.)

157.

EDUCATIONAL TESTS—RATINGS.

Attention is directed to Admiralty Monthly Order No. 259/1921 on the subject of Educational Tests. The provisions of this Order have been adopted in the Royal Australian Navy.

2. Paragraph 1 of Navy Order No. 54/1921 is hereby cancelled.

(21/6170.)

158.

PROVISIONS STOCKED AT THE ROYAL EDWARD VICTUALLING YARD.

The undermentioned articles of provisions are stocked at the Royal Edward Victualling Yard, and requirements of H.M.A. Ships are to be obtained invariably from that source when vessels are at Sydney, and also under special circumstances when supplies to Ships stationed at other Australian ports are desired.

2. Supplies of these items for H.M.A. Naval Establishments at Sydney and Jervis Bay are also to be obtained from the Victualling Yard on all occasions.

3. Biscuit tins should not be removed from crates unless essential for the purpose of stowage:—

Arrowroot.
Barley, Pearl.
Beans, haricot.
„ lima.
Biscuits, cabin.
Caraway seed.
Celery seed.
Chocolate.
Chutney.
Cloves, ground.
Coffee, 1-lb tins.
Cornflour.
Essence, almond, 4-oz. bots.
„ cochineal, „ „
„ lemon.
„ vanilla.
Bloater paste, 1½ oz.
Fish, tinned—
Herrings, fresh.
„ kippered.
„ in sauce.
Salmon.
Sardines, ¼'s.
Flour.
Fruits, tinned, nom. 2-lbs.
„ dried.
„ currants.
„ raisins.
„ sultanas.
Gelatine.
Ginger, ground.
Herbs, parsley.
„ mixed.
„ thyme.
„ sage.
„ mint.
„ marjoram.
Hops.
Jams, 2-lb. tins.
Marmalade.
Jelly Crystals.
Lime Juice.
Malt.
Meats, Preserved—
Corned Beef, 6 lb.
„ „ 4 lb.
„ „ 2 lb.
„ „ 1 lb.
„ Mutton, 6 lb.
„ „ 4 lb.
„ „ 2 lb.
„ „ 1 lb.
Camp Pie.
Meat Paste, 1½-oz. tins.
Meat, extract of.
Milk, unsweetened, 12 oz.
Mustard, 1 lb. tins.
Nutmegs, ground.

Oatmeal.
Oats, rolled.
Peas, dried.
Peas, split.
Peel, candied.
Pepper, black.
Pickles, assorted.
Powder, baking.
„ curry.
„ custard.
Rabbit, tinned, 2-lbs.
Rice.
Salt, fine white.
Sauce, Tomato,
„ Worcester.
Sauce, Anchovy.
Sausages, tinned.
Soda, carbonate of.
Spice, mixed.
Suet, tinned.
Sugar, white.
Syrup, golden
Tapioca, Pearl.
„ Seed.
Tea.
Treacle.
Vinegar.
Wine, Port.
„ Sacramental.

(S.21/1229.)

159.

FORMS A.E.190 FOR OFFICERS ABOUT TO PROCEED TO ENGLAND.

It is desired to complete as far as possible the Forms A.E. 190 (Record of Certificates of Midshipmen, &c.) for the Officers referred to in Navy Order No. 9/1920, who will be leaving for England early in August next.

2. These Forms are to be forwarded to Navy Office *forthwith* from all ships in which any of these Officers are serving.

3. In any case where the Forms are not on board, the fact is to be reported *immediately*.

(21/5923.)

160.

REVISION OF FORM A.S. 166 Z.

With regard to the revision of Form A.S. 166 Z, *vide* Navy Orders Nos. 263/1920 and 20/1921, it is notified that all previous prints of the form are obsolete.

(S.20/10501.)

161.

SIGNAL LETTERS OF BRITISH SHIPS.

Interim Supplement 21/5.

The following Commercial Code Signals have been appropriated to the undermentioned British ship:—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Registered Tonnage.	Owners.
31.3.21	Q.T.W.M.	*Emita* ..	Hobart, 151541	Steam, 1919, 39	Commonwealth Government line

(21/4816.)

162.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).

CHARGE ALLOWANCE FOR VICTUALLING DUTIES, NAVAL DEPOT, WESTERNPORT.

The following amendment of Financial Regulations (Sea-going) is approved:—

Article 7 is amended as from the 1st January, 1921, by adding new clause (36A) to read as follows:—

(36A) For victualling duties at Naval Depôt, Westernport, when in charge of victualling, clothing, &c., and School of Cookery .. .. 2s. 6d. per diem.

(F.29/7/141.)

163.

CORRECTION TO NAVY ORDER.

With reference to Navy Order No. 112/1921, relative to Papers on Engineering Subjects, in paragraph 1, line 5, *for* Admiralty Weekly Order No. 2047/1920, *read* Admiralty Weekly Order No. 2407/1920.

(21/1125.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
3rd May, 1921.

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

By Command of the Naval Board,

The Commodore Commanding and Commanding Officers of H.M.A. Ships Officers in charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus*, *Tingira* and *Penguin*	12
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Commonwealth Naval Representative	6
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H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.6276.

164.

EXAMINATION FOR THE RANK OF PAYMASTER LIEUTENANT-COMMANDER.

An examination for the rank of Paymaster Lieutenant-Commander will be held during the month of July, 1921.

2. Officers who desire to sit for this examination should forward their applications so as to reach the Navy Office by 1st June, 1921. When forwarding applications, Officers should specify the "Foreign Language" they desire to take at the examination.

(21/7183.)

165.

EDUCATIONAL TEST, PART I.—1st MARCH, 1921.

The following ratings passed the Educational Test, Part I., held on the 1st March, 1921: —

Name.	Rating.	O.N.	Where Serving.
Gaskin, J. F.	Stoker, 2nd class	12,755	*Cerberus III.*
Emerson, F. D.	Stoker, 2nd class	12,773	*Cerberus III.*
Black, J.	Leading Seaman	8,520	*Sydney*
Griffin, W. A.	A.B.	8,213	*Sydney*
Gibbons, S. H.	A.B.	6,039	*Sydney*
Swift, D. G.	Signalman	6,005	*Sydney*
Cox, H. H.	Signalman	5,870	*Sydney*
Mehan, C. H.	Acting Leading Stoker	9,808	*Sydney*
Vanstone, A. E.	Leading Stoker	9,813	*Sydney*
Titman, J. W. B.	Stoker	11,753	*Sydney*
Gore, E.	A.B.	10,354	*Melbourne*
Slater, W.	A.B.	5,354	*Melbourne*
Vass, K.	Stoker	9,728	*Anzac*
Davis, V.	Leading Stoker	9,974	*Anzac*
Cavanagh, P. W.	A.B.	5,403	*Platypus*
Florence, A.	A.B.	6,407	*Platypus*
O'Sullivan, D.	A.B.	10,055	*Tattoo*
Merritt, R.	A.B.	9,889	*Tattoo*
Bullard, W. C.	A.B.	6,083	*Australia*
Poulson, J. F.	Ordinary Seaman	6,366	*Australia*
Phipps, A. G.	A.B.	5,792	*Tingira*
Archibald, R.	Cooper	9,471	*Tingira*
Smith, A. J.	Signalman	3,617	*Cerberus*
Bishop, C. V.	Leading Stoker	3,010	*Cerberus*
Powell, L.	Leading Stoker	1,403	*Cerberus*
Walmsley, A. H.	Leading Stoker	1,109	*Cerberus*
Smith, A. A.	A.B.	12,473	*Brisbane*
Haviland, A. R.	A.B.	6,068	*Brisbane*
Elso, J. F.	A.B.	6,000	*Brisbane*
Gane, R. J.	A.B.	6,352	*Brisbane*
Miller, A. L.	Boy Writer	6,348	*Brisbane*
Williams, A. E.	Ordinary Seaman, 2nd class	6,503	*Brisbane*
Burt, L. R.	Signal Boy	11,709	*Brisbane*
Anderson, W. H.	A.B.	5,605	*Brisbane*
Collings, B. J.	Leading Stoker	10,115	*Brisbane*

2. The necessary notation is to be made on the Service Certificates of these ratings.

(21/920.)

166.

CADET MIDSHIPMEN TRAVELLING ON LEAVE—USE OF SPECIAL STUDENTS' FORM.

It is notified for information that the fare of Cadet Midshipmen travelling by rail on leave from the Royal Australian Naval College is charged at Students' concession rates on presentation of a special Student's Form of Certificate, in lieu of the ordinary Naval Warrant.

2. When Cadet Midshipmen are embarked in ships for training, and it is desired to send these Officers on leave, steps should be taken to furnish them with the form indicated above. The ordinary Naval Railway Warrants should not be used, as the railway authorities charge full fare for these warrants in each case.

(20/11262.)

167.

GEAR OF RATINGS TRAVELLING BY RAIL TO JOIN A SHIP OR ESTABLISHMENT.

Whenever ratings are being sent by rail to join a Ship or Establishment, care must always be taken to insure that the gear of such ratings is properly labelled, the place of destination being clearly indicated. This is very necessary in order that the gear may arrive at the place of destination as soon as possible after the arrival of the ratings.

2. The Railway authorities are being communicated with on the subject, and requested to take the necessary steps to expedite the despatch of the gear belonging to Naval ratings to its destination.

(21/6915.)

168.

PURCHASE OF BREAD BY H.M.A. SHIPS FITTED WITH A BAKERY.

It has been observed from an examination of Provision Accounts of Ships that the purchase of bread from shore is frequently resorted to when the circumstances do not justify this course.

2. As the Cook complements of all Ships fitted with a bakery provide for the additional ratings necessary for bread making, bread is to be purchased from contractors only with the written approval of the Commanding Officer, which is to be forwarded as a voucher to the Provision Account. The reason for purchase should be fully stated, showing clearly why the Ship's bakery staff were unable to make the bread necessary for Ship's requirements.

(S.21/2085.)

169.

COLD STORAGE IN H.M.A. SHIPS.

Attention is drawn to Admiralty Monthly Order No. 278/1921, the instructions of which are to be closely observed in H.M.A. Ships affected.

2. The report referred to in paragraph 2 of the above-quoted Admiralty Monthly Order is to be forwarded for the information of the Naval Board by all Commanding Officers on 30th June, 1921.

(S.21/2039.)

170.

PAYMENT OF FEDERAL INCOME TAX BY OFFICERS AND MEN OF THE NAVAL FORCES (SEA-GOING).

The Naval Board have been in correspondence with the Federal Commissioner of Taxation in regard to the liability of Officers and Men serving in the Commonwealth Naval Forces (Sea-going) in respect of Federal Income Tax.

2. Navy Order No. 43/1916 contained a notification that Officers and Men are liable for the payment of Federal Income Tax, except in respect of income from personal exertion earned while serving on board sea-going ships of H.M. or H.M.A. Fleet, or whilst serving ashore outside Australia.

3. The position, as stated in the Navy Order referred to, in so far as it relates to Officers and Men serving in Harbor Ships and Shore Establishments, is unchanged. These Officers and Men have been up to the present, and continue to be, liable for payment of the Federal Tax.

4. The question now at issue with the Federal Commissioner of Taxation relates to the present position of Officers and Men who are serving in sea-going ships. Pending the issue of a further Navy Order, notifying the result of the negotiations now proceeding on this subject, Officers and Men serving in sea-going ships are warned that they may be called upon by the taxation authorities to render returns of income and for payment of Federal Income Tax.

(20/7455.)

(This Order will be reprinted for posting on Notice Boards.)

171.

CALCULATION OF PAY FOR FURLOUGH GRATUITY PURPOSES.

Advice has been received from the Treasury that, in calculating the amount of six months' pay in lieu of furlough to any person in receipt of consolidated rates of pay on retirement after twenty years' service, or to his dependants in the event of death, the annual rate of pay or salary of such person at the date of retirement or death should be taken, and not the amount equivalent to the pay or salary the person would have received if he had continued to serve for a further period of six months.

2. In ascertaining six months' pay in the case of persons in receipt of daily rates of pay, the annual amount will first be calculated on the basis of pay received on the last day of service. Six months' pay will be one-half of such annual amount.

(21/943.)

172.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—REWARDS FOR ARREST OF DESERTERS.

The following amendment of Financial Regulations (Sea-going) is approved.

Article 64—Rewards—is amended as from 1st July, 1920, by omitting the words, in lines 6 and 7, "together with any expenses incidental to arrest, including".

(20/3674.)

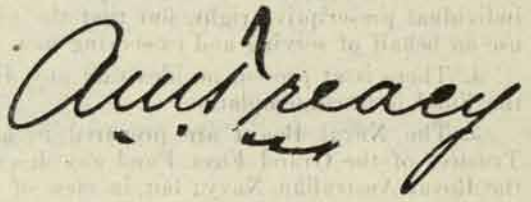
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne

Commonwealth Navy Orders.

Navy Office, Melbourne,
10th May, 1921.

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

By command of the Naval Board,



The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

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Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

173.

GRAND FLEET FUND.

Inquiries have been made from the Admiralty as to the intentions of the Trustees of the Grand Fleet Fund regarding the distribution of the sum at present standing to the credit of the Fund, having in view the fact that H.M.A.S. *Australia*, *Sydney*, and *Melbourne* contributed towards the Fund.

2. The Board are informed that this Fund has been incorporated as a Benevolent Society under the Friendly Societies Acts of Great Britain, and that, together with several allied funds, it is being administered in the relief of urgent cases of distress arising amongst Naval and ex-Naval ratings and the dependants of those deceased.

3. The Trustees consider that no individual who may have contributed, either directly or indirectly, to the Fund is possessed of any individual prescriptive right, but that the whole Fund is available for use on behalf of serving and ex-serving men as set out above.

4. There is at present no idea that any distribution or allocation of the Fund is in contemplation.

5. The Naval Board are prepared to bring to the notice of the Trustees of the Grand Fleet Fund any deserving cases connected with the Royal Australian Navy; but, in view of the distance from London, the Board are of opinion that it will be impracticable to insure, under this system, necessitous cases receiving prompt relief. Suggestions are therefore being made to the Trustees of the Fund that a certain sum of money should be allocated to the R.A.N. for administration in Australia. (20/6015.)

(*This Order will be reprinted for posting on Notice Boards.*)

174.

PUNISHMENT WARRANT—CERTIFICATE OF READING.

Attention is directed to Admiralty Monthly Order No. 344/1921, which provides for a Certificate of the reading of a Punishment Warrant being inserted thereon.

2. Provision for this Certificate will be made in the next reprint of Form A.S.271.

(21/7001.)

175.

RECEIPT TO BE OBTAINED FOR EMPTY EGG CASES RETURNED TO CONTRACTORS.

Arrangements have been made with the Contractor at Sydney for all empty Egg Cases to be returned, in order that claims for payment for them may be avoided.

2. The necessary action is to be taken by Accountant Officers of H.M.A. Ships to insure that receipts for cases returned are obtained from the Contractor's Launchman or other representative. The Contractor has requested that this course be followed to facilitate subsequent settlement of accounts for supplies of provisions.

(S.21/2086.)

176.

LINOLEUM FOR COVERING MESS TABLES.

The new pattern black and white diamond pattern linoleum to cover mess tables in substitution of the old pattern material is now available at the Royal Edward Victualling Yard for issue to H.M.A. Ships and Naval Establishments as required. As opportunity offers the new pattern linoleum should be fitted to mess tables and the method of fitting should be as follows:—

(*a*) Material to be cut in the most economical manner to cover the complete surface of the table.

(*b*) Material to be temporarily secured to mess tables for a period of two or three weeks with a wooden beaded border surround.

(*c*) Material then to be securely fastened to the table with the beaded border to prevent edges from being displaced or worn, and to obviate the possibility of water finding its way underneath the linoleum.

2. Subsequent replacements of the new pattern linoleum will be made when necessary during annual refits of Ships, and in the case of Naval Establishments when required. Experience in the Training Ship shows that with ordinary care the minimum life of these table coverings is two or three years.

(S.21/1666.)

177.

TEXT-BOOK FOR GUNNER'S MATE COURSE.

It has been decided to issue the text-book "Palmer's Practical Logarithms and Trigonometry" to H.M.A Ships and H.M.A. Naval Establishments for Gunner's Mate Course in accordance with the following establishments:—

H.M.A.S. *Australia* and Flinders Naval Depôt ..	12
H.M.A.S. *Melbourne*	6
H.M.A.S. *Sydney*	6
H.M.A.S. *Brisbane*	6
H.M.A.S. *Anzac*	6
H.M.A.S. *Platypus*	6
H.M.A.S. *Tingira*	3

2. Supply of this text-book will be made by the Naval Store Officer, Garden Island, Sydney, without demand.

(21/6152.)

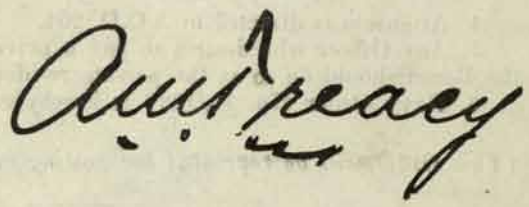
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
17th May, 1921.

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

By Command of the Naval Board,



The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

178.

INTERVIEWS OF OFFICERS WITH MEMBERS OF NAVAL BOARD.

It is the direction of the Board that, in future, applications by Officers on full pay for interviews with Members of the Naval Board are to be made in writing through the proper Service channels.

2. Applicants should specify the subject in regard to which an interview is desired.

3. In forwarding applications of this nature, Commanding Officers are to state whether—

(*a*) In their opinion an interview is necessary, and

(*b*) They have satisfied themselves that the matter cannot be adequately dealt with by correspondence.

4. Attention is directed to A.C.D. 204.

5. Any Officer who desires to pay a private call on any Member of the Board should do so at the private residence of the Member.

6. Navy Order No. 10/1920 is hereby cancelled.

(20/497)

(*This Order will be reprinted for posting on Officers' Notice Boards.*)

179.

SPECIALIST ALLOWANCE FOR SICK BERTH STAFF—CONDITIONS OF PAYMENT.

Referring to Navy Order No. 183/1921, promulgating amendments to the Financial Regulations (Sea-going) in regard to the payment of Specialist Allowances to Sick Berth ratings, these Allowances are payable to ratings who have qualified or re-qualified during the years 1919 or 1920, and will not, until they re-qualify, be payable to ratings who qualified or re-qualified prior to 1st January, 1919.

2. No rating is to be allowed to specialize in more than one of the subjects enumerated below.

3. The following establishment has been approved in respect of ratings to whom Specialist Allowance may be paid:—

	Number Allowed.	Total.
X-Ray Attendants.		
Flagship (for Fleet)	1	3
Flinders Hospital	1	
Garden Island	1	
Masseurs.		
Flagship (for Fleet)	1	4
Flinders Hospital	1	
Garden Island	1	
Submarines	1	
Operating Room Attendants.		
Flinders Hospital	2	4
Sydney Hospital	2	
Laboratory Attendants.		
Flinders Hospital	1	2
Garden Island	1	

4. Ratings credited with any of the above allowances are to be placed on a separate roster at the Drafting Office, so that they will always be employed on their special duties.

(20/11613)

180.

CONDEMNATIONS OF TINNED BUTTER.

A report received from the Royal Edward Victualling Yard shows that large supplies of tinned butter are periodically returned by Ships to the Victualling Yard for survey and subsequent condemnation. In March, 1920, one ship alone returned 1,652 lbs., all of which was rancid. Such losses will not in future be permitted, except under most exceptional circumstances, which are considered to be beyond the control of the ship concerned. Where tinned butter is carried as a reserve article, the necessary steps are to be taken to insure that issues are made before deterioration sets in.

2. The reserve stocks of tinned butter obtained for use in H.M.A. ships having the general mess are, on account of the high cost of tinning, to consist of packages containing not less than 5 lbs. as a general rule.

(S.21/2155)

181.

HOSPITAL TREATMENT TO MEMBERS OF THE PERMANENT NAVAL FORCES (SEA-GOING).

With regard to Navy Order No. 23/1919, the rates for treatment of ratings at the Red Cross Sanatorium, Kings-tableland, *viâ* Wentworth, New South Wales, has been increased to 8s. 3d. per diem for tuberculosis cases, and 7s. 6d. per diem for nerve cases, the increases to date from 17th August, 1920.

2. The scale attached to the Navy Order quoted above should be amended accordingly.

(21/5894)

182.

NAVAL PATIENTS IN No. 11 AUSTRALIAN GENERAL HOSPITAL, CAULFIELD.

With reference to Navy Order No. 122/1921, the victualling charges which will be made by the Military Authorities in connexion with the accommodation of Naval ranks and ratings at No. 11 Australian General Hospital, Caulfield, during February, 1921, are:—

Patients	3s. 7d. per diem
Staff (includes 1s. per diem for quartering)	2s. 3d. per diem

2. Accounts for the month of February, 1921, may be paid at the above rates.

(20/9488)

183.

AMENDMENTS OF FINANCIAL REGULATIONS (SEA-GOING).—PAY AND ALLOWANCES.

The following amendments to the Financial Regulations (Sea-going) are approved:—

1. Article 4—Pay of Officers—is amended as from 1st July, 1920, by adding at the end of Scale of Pay in clause (3), new paragraph to read as follows:—

"The following daily rates of Active Pay shall apply as from 1st July, 1920, to Officers promoted to Mate from Warrant Rank, and Officers promoted to Lieutenant and Lieutenant-Commander from Mate (from Warrant Rank).

——	Mechanical Branches (Column "A").	Non-Mechanical Branches (Column "B").
	Rate per diem.	Rate per diem.
Mate	23/-	20/-
Lieutenant	25/-	22/6
,, (after 4 years)	27/-	24/-
,, (after 6 years)	29/-	26/-
Lieutenant-Commander, on promotion ..	34/-	30/-
,, ,, (after 3 years) ...	36/-	32/-
,, ,, (after 6 years) ..	38/-	34/-
Commander	As for Commander of Branch	As for Commander of Branch

(20/11356)

2. Article 7—Allowances to Officers—is amended, as from 1st June, 1920, by adding, immediately after clause 41, a new clause to read as follows:—

	Rate per diem.
(41A). Allowance to the Medical Officer appointed to a Hospital or Training Establishment for instructing and training Sick Berth Staff, in addition to his ordinary duties in the Hospital or Establishment ..	2s. 9d.

(21/5055)

3. Article 9—Allowances to Petty Officers and Men is amended as from the 1st April, 1921, by omitting clause (27) and inserting in its stead the following:—

"(27) *Engineer's Yeoman of Stores.*—Open to Chief Stoker, Stoker Petty Officer, or Leading Stoker—

	Per diem. s.	d.
Battle Ships, Battle Cruisers, Repair Ships and Depôt Ships for Destroyers	1	0
Cruisers	0	9
Light Cruisers	0	6
Flotilla Leaders and Destroyers	0	3

The rates payable in respect of ships not included in the foregoing categories shall be as approved by the Naval Board."

(21/870)

4. Article 9 is amended as from 1st January, 1921, by omitting clauses (35), (36), and (37) and inserting in their stead the following:—

	Rate per diem.
"(35) X-Ray Attendant—	
To Sick Berth rating qualified (rating must requalify every three years)	6d.
(36) Masseur—	
To Sick Berth rating qualified (rating must requalify every three years)	6d.
(37) Operating Room Attendant—	
To be paid subject to the Sick Berth rating being satisfactorily reported on by the Senior Medical Officer of the Hospital	6d.
(37A) Laboratory Attendant—	
To Sick Berth Rating qualified (rating must qualify every three years)	6d.

The Allowances set forth in clauses (35) to (37A) inclusive will be payable subject to such conditions as may be approved from time to time.

(37B) Hospitals, &c.—Mental, Venereal, or Zymotic Ward—	
To Sick Berth ratings actually employed in a separate ward in Hospitals, Depôts, and Barracks ..	4d."

(20/11613)

5. After Article 35 insert as from 1st July, 1920, a new Article to read as follows:—

"35A. *Surgical Appliances.*—Spectacles, Orthopædic or other Surgical appliances are to be supplied only when recommended by the Board of Medical Survey, and approved by the Naval Board, in those cases where the disability is directly attributable to service in the Permanent Naval Forces (Sea-going)."

(20/11412)

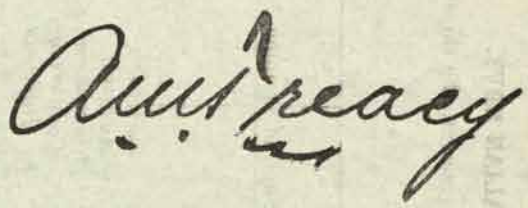
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
24th May, 1921.

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

By command of the Naval Board,



The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION

Commodore Commanding	6
Australia	12
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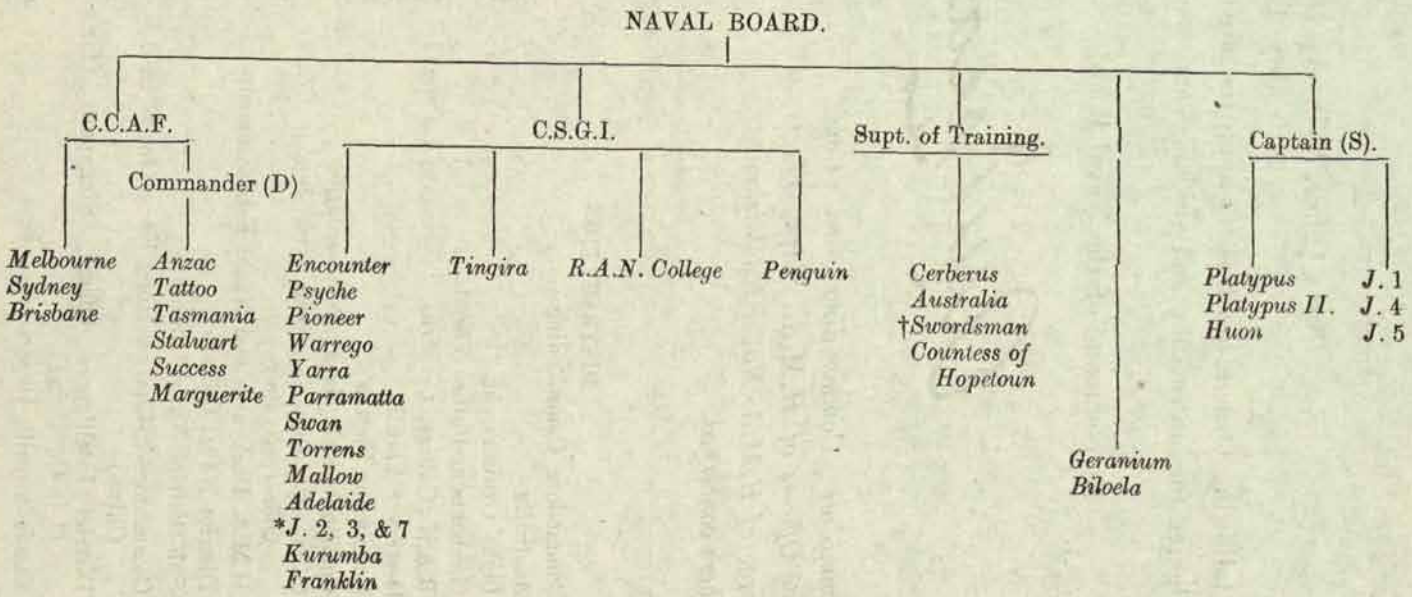
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

Navy Orders Nos. 32, 106, 142, and 155/1921 are hereby cancelled. At present, the ships of the Royal Australian Navy are under the superior command of the following authorities :—



* Only in so far as they are detached from Captain (S) for refitting at Sydney.

† Independent command under direct orders of Superintendent of Training.

185. EDUCATIONAL TEST.—PART I.

The provisions of Admiralty Monthly Orders Nos. 596/1919, 2744/1919, and 259/1921, relative to the Educational Test, Part I., are adopted in the Royal Australian Navy.

2. The Naval Board desire that the Senior Officers concerned should forward a Return, to reach the Navy Office on the first day of the month preceding that in which the examination takes place, stating the number of sets of papers required for the Ships or Establishments under their orders. Blank Returns are required.

3. The examination papers are to be prepared by H.M.A.S. *Cerberus*, and forwarded under sealed cover to the Navy Office, where arrangements will be made for the printing and distribution of the necessary sets of papers to Ships and Establishments.

4. On the completion of the examination, the worked papers should be forwarded to H.M.A.S. *Cerberus* for marking.

The Schedule of Candidates who sit for this examination, which accompanies the worked papers, should contain the full name of each candidate, his rating, Official Number, and where serving.

5. The names of the Candidates who pass the examination will be promulgated by Navy Order.

6. Navy Orders Nos. 140/1919, 55/1920, 54/1921, and 157/1921 are hereby cancelled.

(21/6170.)

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186. RE-ENGAGEMENT LEAVE.

The one month's Re-engagement Leave referred to in paragraph 1 of Navy Order No. 41/1919, also applies to ratings who have re-engaged or who re-engage to complete 12 years' service under the terms of Navy Order No. 131/1920.

2. Such leave should not be granted at the date of Re-engagement, but on the expiration of the engagement under which the rating is then serving, *i.e.*, on completion of 5 or 7 years, as the case may be.

3. For the purposes of Re-engagement Leave, one month should be considered as 28 days.

(21/6777.)

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187. ADMISSION OF PATIENTS TO NAVAL HOSPITAL AT FLINDERS NAVAL DEPOT.

Patients from H.M.A. Ships and Establishments in Victoria may be discharged to the Naval Hospital at Flinders Naval Depôt, if convenient.

2. Every patient sent to this Hospital must be accompanied by a Sick Voucher, which is to show the correct list of kit forwarded with the patient.

3. A statement of the case, on Form A.M. 188, is also to be sent for the information of the Medical Officers of the Hospital.

(21/7891.)

188.

ARMAMENT STORES.—INSTRUCTIONS FOR THE GUIDANCE OF STORE ACCOUNTING OFFICERS.

The following instructions are promulgated for the guidance of Store Accounting Officers:—

(1) All stores issued from Depôts will be charged to the Ship. Return notes must accordingly be raised by Ships for shell-boxes, transport packages, &c., which are not contained on board, but returned to the Depôt. Such items must not be deleted from the Depôt Issue Voucher.

(2) Separate demands and return notes should be forwarded for gunwharf stores, and magazine stores.

(3) Registered numbers of all B.L., Q.F., and machine guns and Webley pistols, should be quoted on return notes and correspondence.

(4) The date on which armament stores are required on board should be shown on the demand (Form A.S. 1403), and at least seven days' notice should be given whenever possible.

(5) All demands for cordite cartridges are to be accompanied by lists of cordite lots remaining on board of the size and type of cartridge required.

Lot lists of cordite cartridges landed are also to accompany return notes.

(6) Stores landed on deposit should always be accompanied by deposit return notes.

(7) In all demands and return notes the service nomenclature of all stores shown in ledger headings of ships' accounts is to be used. When the headings are not shown in the ships' accounts the nomenclature is to be taken from the priced vocabulary of ordnance stores.

(8) When ordnance stores are returned either by rail or water transport or parcel post, the sender is to mark or label each package, and all loose articles, with the following particulars, viz:—

(*a*) The name of the Ship or service returning the stores.

(*b*) The name of the Ordnance Depôt or Base to which the articles are consigned.

(*c*) The date of despatch.

The marking should be in such a form that it cannot be obliterated easily—chalk should not be used.

(9) When two or more outfits are returned together in one barge, care is to be taken to stow each outfit separately, and the packages and loose articles are to be marked as indicated under (8).

(10) For stores returned to Armament Supply Depôts—in transit through Naval Bases—Return Notes (Form A.S. 1401/A.O. 2) are to be made out in duplicate, and on the top of the Form, in the space provided for the purpose, is to be shown the mode of conveyance of the stores to the Base, and the date of despatch, and the notes forwarded to the Base Officer. Before the stores are despatched from the Base, care is to be taken to see that the packages, &c., are clearly marked and addressed, and on the return notes the Base Officer will indicate the means of transport to the Armament Supply Depôt to which the articles are consigned.

(11) On consignment notes (Form D. 80) the following particulars are to be inserted in addition to the other information called for:—

(*d*) Truck number.
(*e*) Name of Ship or service returning the stores.
(*f*) Date of despatch.

The return notes and consignment notes should be posted the same day the stores are despatched.

H.M.A. Torpedo Boat Destroyers.

(12) With regard to Admiralty Monthly Orders Nos. 2699/1917 and 2818/1918, approval is given for the undermentioned stores in H.M.A. Torpedo Boat Destroyers to be accounted for in Form S. 474 until such time as the present stock of these Forms has been exhausted, viz.:—

(*a*) Gunwharf Stores and Ammunition (other than Whitehead Torpedo explosive stores, &c.).

(*b*) Stores for Torpedo Service, Electric Firing and Mining (including Warheads, Depth Charges, Paravanes, &c.).

(13) When Forms S. 474 are no longer available for supply from store at Sydney, separate ledgers for the stores enumerated at (*a*) and (*b*) will be issued for use in Torpedo Boat Destroyers, *vide* the above-quoted Admiralty Monthly Orders.

(14) Separate demands and return notes for the following three sections of Naval Ordnance Stores should then be forwarded to the Naval Armament Depôt, Spectacle Island, Sydney, viz.:—

(i) Gunwharf stores.
(ii) Magazine stores (other than stores for Torpedo Service, Electric Firing and Mining).
(iii) Stores for Torpedo Service, Electric Firing and Mining.

(15) In the meantime the instructions contained in clause (2) are to be observed by H.M.A. Torpedo Boat Destroyers.

(16) Navy Orders Nos. 250/1920 and 98/1921 are hereby cancelled.

(20/9636.)

189.

DISPOSAL OF PATTERN VI. TARGETS FOR GUNNERY SCHOOL.

Navy Order No. 260/1920 relative to the above subject is hereby cancelled. These targets will be transferred to Flinders Naval Depôt.

(20/9183.)

190.

MANUFACTURE OF ARTICLES FOR PRIVATE PURPOSES.

The following direction is promulgated for general information and guidance:—

(*a*) All alterations and additions to fittings and furniture of official residences should, except in very exceptional circumstances, be obtained by requisition on the Department of Works and Railways.

(*b*) In the case of fittings or other articles required for official residences, offices, &c., the requisition must be made out in the approved manner, labour and material being charged up for the work, and the article is to be taken on charge in the Store Accounts of the Ship or Establishment. No variation of this rule is to be allowed.

(*c*) The making of any article in any of H.M.A. Ships or Naval Establishments for any person (except under the conditions described above) is absolutely prohibited.

(*d*) All *private* sales of obsolete and excess Government Stores are in future to be strictly prohibited. Such Stores must invariably be disposed of by *public* auction.

(S. 21/2397.)

191.

AMENDMENTS OF FINANCIAL REGULATIONS (SEA-GOING).—MACHINERY ALLOWANCE.

The following amendments of the Financial Regulations (Sea-going) are approved:—

Article 7 is amended by omitting the following note appearing after clause (34):—

"NOTE.—Machinery Allowance according to rank may, subject to approval, be paid to Engineer Officers attached to a Sea-going Base for service with Destroyers, additional to the Engineer Officer in charge of the machinery of the Ship."

and inserting in its stead the following clause:—

"34. (*a*) Machinery Allowance is payable to Engineer Officers only when in charge of propelling machinery in Ships in commission. Machinery Allowances according to rank may, however, subject to Naval Board approval, be paid to Engineer Officers attached to a Sea-going Base for service with Sea-going Destroyers additional to the Engineer Officer in charge of the machinery of the Ship."

Article 7 is amended by omitting the following words in clause (47):—

"when in charge of machinery",

and inserting in their stead—

"when in charge of propelling machinery in Ships in commission".

(21/7246.)

Article 9 is amended as from the 1st March, 1921, by adding new sub-clauses (56) and (57) as follow:—

	Rate per diem s. d.
"(56) *Mechanical Transport Driver.*—Must be capable of keeping engines in running condition, understand the mechanism and its lubrication, and carry out minor repairs. To be certified as fit by an Engineer or other suitable Officer, and to be in possession of usual driving licence ..	0 9
"(57) *Mechanical Transport Driver Mechanic.*—Must be capable of taking down and re-assembling an engine, removing defective parts, and replacing by serviceable parts; must be able to advise ordinary drivers as to the running of their engines, and take charge of convoys so far as the running of the vehicles is concerned. Before being employed as a driver mechanic, the ability of the rating in these duties shall be certified by the Commanding Officer of the Establishment concerned, and the rating must be in possession of the usual driving licence ..	1 0

(Payable under the conditions prescribed in Admiralty Monthly Order No. 3188/1920.)"

(21/5274.)

Article 18A is amended, as from 1st May, 1921, by omitting the words "6½d. per mile" in the third and fourth lines, and inserting in their stead the words "8d. per mile".

(20/3490.)

Article 64—Rewards—is amended, as from 1st July, 1920, by omitting the words in lines 6 and 7, "any expenses incidental to arrest, including".

(Navy Order No. 172/21 is hereby cancelled.)

(20/3674.)

192.

ALTERATION TO CERTAIN RECRUITING FORMS.

All Forms at present in stock for the Medical Examination of Recruits (A.R. 5 and A.R. 6) are to have their numbers reversed as from 1st June, 1921, from which date Form A.R. 5 will become the Provisional Medical Examination Form, and Form A.R. 6 the Final Medical Examination Form. Reprints of these Forms will contain the above alterations.

2. Navy Order No. 67/1912 is to be amended accordingly.

(S. 21/2377.)

193.

AMENDMENTS TO NAVY ORDER.

Navy Order No. 131/1921 is to be amended as follows:—

(*a*) Insert after "Mess Traps" in line 2 the words "(except glass, china, and starred articles".

(*b*) Insert after "Mess Utensils" in line 2 the words "(except glass and earthenware)".

(S. 21/1609.)

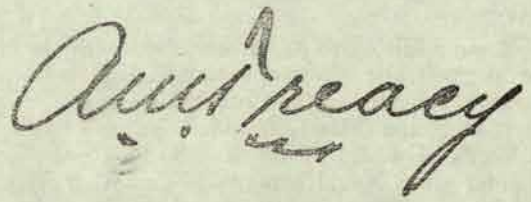
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
31st May, 1921.

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

By Command of the Naval Board,



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Sub-district Naval Officers	1
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District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.7770.

194.

AUSTRALIAN WAR MUSEUM—NAVAL WAR TROPHIES AND RELICS.

In connexion with the collection of War Trophies at the Australian War Museum, Melbourne, the Director has requested that as many War Trophies as possible representative of the participation of the Royal Australian Navy in the Great War, may be included with the other exhibits at the Museum.

2. Possibly many members of the Royal Australian Navy are in possession of various mementoes of the War, and would be willing to hand them over to the Authorities for perpetual National Exhibition.

3. Such personal War Trophies would considerably assist in an adequate representation of the war work of the Royal Australian Navy.

4. In addition to relics connected with the war work of Ships of the Royal Australian Navy (commencing with the New Guinea and Samoan Expeditions and concluding with the surrender of the German Fleet at Scapa Flow), trophies connected with the raid on Zeebrugge, in which Members of the R.A.N. took part, and sketches or paintings of interesting Naval exploits of the War prepared by Members of the R.A.N., would be specially suitable.

5. The Naval Board would be pleased to receive descriptions of War Trophies and sketches which Officers, Petty Officers, or Men may be willing to hand over for this Museum.

(*This Order will be reprinted for posting on Notice Boards.*)

(21/5156.)

195.

CERTIFICATES OF PROFICIENCY IN RADIOTELEGRAPHY.

The Postmaster-General of the Commonwealth has been pleased to approve of examinations and issue of Commonwealth Certificates of Proficiency in Radiotelegraphy, without payment of examination fees, to ratings of the Royal Australian Navy about to take their discharge.

2. Applications for examination must be made through the Commanding Officer to the Director of Radio Service, Postmaster-General's Department, Melbourne, who will forward to the applicant through his Commanding Officer the proper forms, including identity forms and declarations of secrecy, and will arrange, as far as possible, for an examination to be held at a place, and on a date convenient to the applicant.

3. Candidates will be tested in operating in accordance with the Postmaster-General's Handbook, and must be able to send and receive at the rate of 20 words per minute for five minutes without serious error. Nervous candidates will be given a second or third trial before final rejection, if considered necessary. Candidates must pass the operating test before proceeding with other subjects.

4. *Theory.*—A paper of not less than eight or more than ten questions will be set and comprises:—

(*a*) A diagram of the wiring of the apparatus of the system in which the candidate is being examined.
(*b*) At least two questions involving elementary calculations.
(*c*) Questions involving descriptions of portions of the apparatus and likely faults.
(*d*) Questions involving knowledge and experience in the upkeep of accumulator batteries.

5. *Handbook.*—A paper of not less than eight or more than ten questions based on the traffic regulations as contained in the Postmaster-General's Handbook, special attention being given to distress procedure and other special signals.

6. *Practical.*—Where possible, the candidate's practical knowledge of the Apparatus will be tested on the apparatus of the system in which he is being examined; but where facilities for this do not exist, candidates will be examined on apparatus which is common to Wireless installations generally.

7. Marks will be allotted to each question in proportion to its difficulty, the total marks possible in a paper being 100.

(20/10154.)

196.

SHORTHAND WRITERS IN THE R.A.N.—ESTABLISHMENT OF.

With regard to Article 9, Clause (39), Financial Regulations (Seagoing), which provides for the payment of allowances to Writers on qualifying in Shorthand and Typing, it has been decided that, in future, not more than 10 ratings may receive these allowances concurrently.

2. One Shorthand Writer is allowed, without increase in numbers borne, in each of the following cases:—

(i) Retinue of Commodore Commanding, H.M.A. Fleet.
(ii) Flagship.
(iii) Light Cruisers.
(iv) Naval Depôts.
(v) Depôt Ships of Destroyer and Submarine Flotillas.

3. The detailed allocation of ratings will, therefore, be at present as follows:—

H.M.A.S. *Melbourne*	1
H.M.A.S. *Melbourne* (for staff of C.C.A.F.)	1
H.M.A.S. *Brisbane*	1
H.M.A.S. *Sydney*	1
H.M.A.S. *Australia*	1
H.M.A.S. *Platypus*	1
H.M.A.S. *Anzac* (for *Marguerite*)	1
H.M.A.S. *Penguin*	1
H.M.A.S. *Cerberus*	1
	9

4. Ratings may qualify in shorthand and typing at Sydney and Westernport only, the Examining Officers being the Senior Accountant Officer of H.M.A.S. *Penguin* or *Cerberus*, respectively, and another Accountant Officer appointed by the Commodore Superintendent, Garden Island, or the Commanding Officer, *Cerberus*, as the case may be.

5. Ratings can, as a rule, re-qualify only before a Board appointed as in Clause 4. In special cases, however, where, owing to prolonged absence from Sydney or Westernport, no opportunity offers for re-qualification at one or other of those ports, the Senior Officer present may appoint a Board consisting of not less than two Accountant Officers, one of whom should be a Paymaster Commander or Paymaster Lieutenant-Commander.

6. The authority to give the rating will be the Naval Board.

(21/6910.)

197.

APPLICATIONS FROM RATINGS FORMERLY ON LOAN FROM THE ROYAL NAVY TO ENGAGE OR RE-ENGAGE IN THE ROYAL NAVY.

Ratings who have been paid or credited with Re-engagement Gratuity in accordance with the terms of Navy Orders Nos. 41/1919 or 131/1920 respectively, or enjoyed the Re-engagement Leave referred to in those Orders, are not entitled to such payment, credit, or leave on engaging or re-engaging in the Royal Navy.

2. When forwarding applications from ratings serving in the Royal Australian Navy to engage or re-engage in the Royal Navy, information should be furnished at the same time, whether the Re-engagement Gratuity and Leave have been granted to them under the Navy Orders quoted above, as a refund of the Gratuity paid will be necessary in the event of engagement or re-engagement in the Royal Navy. A Re-engagement Gratuity credited under Navy Order No. 131/1920 will be written back by the Director of Navy Accounts on advice of Re-engagement in the Royal Navy. Re-engagement Leave taken should be recorded as a deduction from leave due or becoming due.

3. It should also be noted that where engagement or re-engagement in the Royal Navy is permitted, the rating's Deferred Pay will be subject to deduction for Pension Liability at the appropriate rates during service in the Royal Australian Navy. If Deferred Pay has been paid over without the necessary deduction having been made, a cash refund will be necessary.

4. Ratings who, under the terms of their engagements, have brought their wives or families to Australia at Commonwealth expense in lieu of a return passage to the United Kingdom for themselves, will have to make their own arrangements as regards return to the United Kingdom on re-engaging in the Royal Navy, as they will not be entitled in such circumstances to be returned to the United Kingdom at the expense of the Commonwealth on expiration of their Service in the Royal Australian Navy.

5. For purposes of this Navy Order, Re-engagement Leave under the Navy Orders referred to will be considered as 28 days.

(21/7023.)

198.

HOME PORTS OF H.M.A. SHIPS.

The Home Ports of H.M.A. Ships, for manning purposes, will in future be as follows:—

H.M.A.S. *Australia*	Melbourne.
H.M.A.S. *Melbourne*	
H.M.A.S. *Encounter*	
H.M.A.S. *Cerberus* (Tender)	
H.M.A.S. *Anzac*	
H.M.A.S. *Swordsman*	
H.M.A.S. *Tasmania*	
H.M.A.S. *Huon*	
H.M.A.S. *Yarra*	
H.M.A.S. *Parramatta*	
H.M.A.S. *Warrego*	
H.M.A.S. *Platypus*	
H.M.A. Submarines *J1, J2, J3, J4, J5, J7*	
H.M.A.S. *Sydney*	Sydney.
H.M.A.S. *Brisbane*	
H.M.A.S. *Adelaide*	
H.M.A.S. *Tattoo*	
H.M.A.S. *Success*	
H.M.A.S. *Stalwart*	
H.M.A.S. *Swan*	
H.M.A.S. *Torrens*	
H.M.A.S. *Marguerite*	
H.M.A.S. *Geranium*	
H.M.A.S. *Franklin*	
H.M.A.S. *Mallow*	

2. As far as practicable, ratings belonging to the Sydney Port Division will be appropriated to Ships whose Home Port is Sydney, and ratings of the Melbourne and Fremantle Port Divisions will be appropriated to Ships whose Home Port is Melbourne.

3. Navy Order No. 15/1913 is hereby cancelled.

(20/7412.)

199.

MEDICAL EXAMINATION OF OFFICERS AND MEN ON DISCHARGE. —RENDERING OF FORM A.M. 146Z.

With reference to Admiralty Monthly Order No. 590/1921, directing that the examination of Officers and Men in connexion with the completion of Medical Form M. 13, required under Admiralty Monthly Order No. 1251/1919, is to be discontinued in the future, it has been decided that the medical examination of Officers and Men on discharge from the R.A.N., and the rendering of Form A.M. 146Z (which corresponds with Form M. 13) is to be continued in the R.A.N. as heretofore.

(21/7627.)

200.

SUSPENSION OR CANCELLATION OF APPROVED WORKS.

The attention of Officers in Command of Naval Establishments on shore is directed to the fact that approved "Naval Works" can only be cancelled or deferred on the approval of the Naval Board under whose authority they have been authorized.

2. If, in the opinion of the Officer in Command, any authorized "Naval Works" in connexion with an Establishment under his command should become unnecessary or should be deferred, the facts are to be submitted immediately for the consideration of the Naval Board. In the meantime the Officer in Command should arrange with the local representative of the Naval Works Department to suspend the work until Naval Board decision has been received.

3. In dealing with such matters special care should be taken to avoid unnecessary expense, *e.g.*, action should be taken to get into touch with the Naval Works representative before the workmen have been allotted to the work or material ordered or assembled.

4. When a decision on such a matter has been arrived at, the Naval Board will arrange with the Department of Works and Railways for the cancellation or suspension of the work, if it is so decided, and the Officer in Command will be informed accordingly.

(21/6829.)

201.

AMMUNITION AVAILABLE ON 31st MARCH, 1921.—REPORT.

The reports called for by Admiralty C.I.O. No. 269/1921 are not required from H.M.A. Ships and Shore Bases.

(21/8172.)

202.

LEGE TARGET BOXES.

Drawings showing the method to be followed in fitting up the above instructional apparatus have been supplied to the Commodore Superintendent, Sydney, and the Gunnery School, Flinders Naval Depôt, where they are available for issue on loan to Ships which are to be supplied with the apparatus.

(20/2774.)

203.

VICTUALLING.—SPECIAL INSTRUCTIONS FOR THE GUIDANCE OF ACCOUNTANT OFFICERS.

The special attention of Accountant Officers is drawn to the following instructions issued in Navy Order No. 57/1918, which are still in force and are to be closely observed, viz.:—

(1) As a general rule, dinner meat should be one of the items set out in the Fixed Issuing Price List (Navy Order No. 220/1920). When Beef or Mutton is required for the mid-day meal, purchases of special parts other than those in the Issuing Price List are strictly forbidden. Except where provided for, Beef must be purchased in quarters and Mutton in carcasses. When stocks of Topsides are being obtained from contractors, a quantity of Thick Flanks, not less than one-half the total weight of Topsides, is also to be demanded, in order that the leg portion of hindquarters of Beef may be utilized to the best advantage.

(2) 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.

(3) 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.

(4) Where Naval contracts 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.

(5) 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.*

(6) With reference to the preceding instruction, 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. This instruction is not to be departed from without the written approval of the Senior Naval Officer present.

(7) It is observed from past provision accounts that in some cases Ships in home ports do not always effect the necessary economies in the General Mess, due to men proceeding on short or week-end leave. All reasonable steps are to be taken in this direction, and each Sunday in harbour the number of ratings on week-end leave is to be noted in the Daily Statement of General Mess.

2. Paragraphs 3 to 14 inclusive of Navy Order No. 57/1918 are hereby cancelled.

(S. 21/2392.)

204.

DRINKING UTENSILS FOR USE IN ENGINE-ROOMS AND STOKEHOLDS.

With reference to request No. 93 of Welfare Committee 1920, the following Establishment of Drinking Utensils for use in Engine-rooms and Stokeholds of H.M.A. Ships has been approved:—

	Mess Kettles.	Enamelled Mugs.
Battle Cruiser	14 in No. ..	2 in No. to be supplied with each Mess Kettle.
Light Cruisers	9 in No. ..	
H.M.A.S. *Anzac*	4 in No. ..	
H.M.A.S. *Marguerite* ..	3 in No. ..	
T.B. Destroyers	3 in No. ..	

2. The above articles, which are of Transport Service Pattern, will be supplied on demand from Royal Edward Victualling Yard. Replacements will be allowed as necessary in the usual manner.

(S. 20/10729.)

205.

ISSUE OF BLUE COMBINATION SUITS TO STOKERS.

It has been decided to remove Bluette Combination Suits from the compulsory kit of stoker ratings, as the working dress of stokers consists of Flannels and Fearnought Trousers.

2. The stoker ratings who already possess Combination Suits are to be allowed to wear them out, but no further issues are to be made to new-entry stokers or to stoker ratings now serving.

3. Article 80 of the Financial Regulations (Sea-going) is to be amended accordingly.

(S. 21/2150.)

206.

COALING RETURNS.

The attention of Commanding Officers of H.M.A. Ships is drawn to the necessity for rendering Coaling Returns immediately after coaling has been completed. Frequent delays now occur, and often no return is furnished until a request is forwarded from the Secretary of the Navy Office drawing attention to the omission.

2. As these returns are essential for the purpose of checking claims for supplies of coal made, the necessary steps are to be taken to insure that Coaling Returns are promptly and accurately rendered, and that full particulars are inserted in returns in all cases in accordance with the printed instructions. (D.S. 19/1388.)

207.

CORRESPONDENCE.

Navy Order No. 88/1921 has been cancelled and the following Order is to be observed:—

The Engineer Manager, Garden Island, Sydney, will correspond with Directors at the Navy Office and H.M.A. Ships and Establishments on technical matters; but important questions, all matters of policy, and all letters addressed to the Secretary, Navy Office, must be forwarded through the Commodore Superintendent and Senior Naval Officer. (21/6450.)

208.

SUMMARY OF CHARGES.—H.M.A. SHIPS.

With reference to Naval Account Regulation 22, it has been decided to dispense with Form A.S. 30Z—Monthly Abstract Cash Account—so far as H.M.A. Ships are concerned.

2. Form A.S. 30Y "Naval Adjustment Account," has been revised and the title altered to "Summary of Charges". The revised Form A.S. 30Y will be prepared in a similar manner to A.S. 30Z, which it supersedes.

3. Form A.S. 30Y (revised) should be rendered in quadruplicate in future. First supply of this revised form will be issued direct to H.M.A. Ships without demand, and subsequent demands are to be made on the Naval Store Officer, Garden Island.

4. The necessary amendments to Naval Account Regulations will be issued in due course.

5. Form A.S. 30Z has been abolished accordingly.

(F. 67/1/37.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
7th June, 1921.

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

By command of the Naval Board,

Audreacy

The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative.. ..	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

209.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

Navy Order No. 184/1921 should be amended to show H.M.A.S. *Success* under R.A.N. College as from 3rd June, 1921.

(21/166.)

210.

TORPEDO CONTROL COURSE—RESULTS.

The following Officers have completed a Torpedo Control Course in H.M.A.S. *Cerberus*, and have qualified. The marks obtained by each Officer are as shown below:—

Name and Rank.	Marks obtained.
Lieutenant Frederick G. H. Bolt	181
Sub-Lieutenant Arthur R. Baxendell ..	164
Sub-Lieutenant Ian C. R. Macdonald ..	164
Sub-Lieutenant Cecil C. Baldwin	163
Sub-Lieutenant Arthur R. Hollingworth ..	153

(21/8313.)

211.

INCREASES IN PAY ON ADVANCEMENT OF RATINGS, PROGRESSIVE PAY, ETC., RESPONSIBILITY FOR CORRECTNESS OF AWARD OF.

Instances have been brought to notice showing that the Regulations which require certain ratings to pass a qualifying examination before being eligible for increase of pay in their rating are not always observed. Hardship is thus caused to the man, either by delay in receiving the higher rate of pay or on account of erroneous payment being made and subsequently recovered.

2. Eligible men should be given an opportunity to pass any examinations necessary before they complete the period of service required for the grant of progressive pay in their rating, and Divisional Officers are to be directed to give this question their attention.

3. Particulars of all examinations passed and qualifications obtained should be recorded on the ship's ledger as well as on the Service Certificate or appropriate History Sheet.

4. The attention of Accountant Officers is drawn to the necessity for taking action to ascertain that ratings have passed any requisite qualifying examinations before increments of pay are credited.

(21/5779.)

212.

INTER-STATE AND OVERSEA SHIPMENTS OF NAVAL, VICTUALLING, MEDICAL AND ORDNANCE STORES TO THE NAVAL DEPOTS AT FLINDERS AND SWAN ISLAND, OSBORNE HOUSE, GEELONG, AND H.M.A. SHIPS AT VICTORIAN PORTS.

In future arrangements will be made by the Director of Naval Stores, Navy Office, Melbourne, for all Inter-State and Oversea shipments of stores arriving for Flinders and Swan Island Naval Depôts, H.M.A. Ships at Victorian Ports, and for Osborne House, Geelong (when direct shipments cannot be arranged), to be taken delivery of at Melbourne and forwarded to the ultimate consignee.

2. Bills of Lading or Shipping Notes, together with one copy of Yard Supply Notes and particulars of marking of packages, are, therefore, to be forwarded to the Director of Naval Stores in ample time to allow of delivery being taken of the stores on arrival.

3. Packages for H.M.A. Ships and Establishments indicated are in future to be numbered and addressed:—

"Director of Naval Stores,
Navy Office,
Melbourne.
For (*here state ultimate consignee*)".

(S.21/2264.)

213.

RAILWAY WARRANTS.

In all cases where members of the R.A.N. are entitled to travel at Departmental expense, a Railway or Steamer Warrant must be obtained by the person travelling, from the Commanding Officer of one of H.M.A. Ships, or Naval Establishments, or from a District or Sub-District Naval Officer.

2. Applications for refund of fares paid in cash, by the members themselves, will in future be considered only in special circumstances where it was not possible for a railway warrant to be obtained.

3. Officers who issue warrants are to give immediate notice thereof to the Commanding Officer of the ship to which the Officer or man belongs.

(F.110/1/135.)

214.

RAILWAY WARRANTS—FIRST CLASS TICKETS FOR CHIEF PETTY OFFICERS ON INTER-STATE JOURNEYS.

Attention is drawn to the provisions of Article 19, Clause (2), of the Financial Regulations (Sea-going).

2. In several instances warrants attached to claims rendered by Railway Departments have included a request for sleeping accommodation to be provided in addition to 1st class passage for Chief Petty Officers travelling on Inter-State journeys.

3. In such cases sleeping accommodation is not allowed by regulations, and Officers issuing warrants will be held responsible for the recovery of the cost in all cases where it is incorrectly ordered in the warrant.

4. It should be noted also that the concession of 1st class travelling applies only to journeys on main lines between capital cities, and not to any subsidiary Intra-State travelling involved; *e.g.*, in the case of a Chief Petty Officer travelling from Sydney to Geelong, a separate warrant is required for a 2nd class ticket from Melbourne to Geelong. In the case of a Chief Petty Officer travelling from Flinders Naval Depôt to Sydney, a 2nd class ticket should be issued for the journey to Melbourne.

(21/7904.)

215.

AMENDMENT OF NAVAL FINANCIAL REGULATIONS.—ALLOWANCE WHERE OFFICIAL QUARTERS OR PRIVATE RESIDENCE IS NOT AVAILABLE.

Regulation 75 is amended, as from 1st October, 1920, by omitting sub-regulation (6) and inserting in its stead the following:—

"(6) ALLOWANCE WHERE OFFICIAL QUARTERS OR PRIVATE RESIDENCE IS NOT AVAILABLE.—Where a married member, upon transfer, cannot enter into occupancy of quarters or private residence through unavoidable delay in transmission of his furniture and household effects, or for any other reason approved by the Naval Board, and the member must therefore reside, for the time being, with his family at an hotel or other house of accommodation, the Naval Board may approve of payment to such member of an allowance not exceeding half the cost of board and lodging of himself and family provided that the amount payable shall not exceed the daily rate of travelling allowance to which the member is entitled under the Regulations, and shall not be paid beyond one month unless in very exceptional circumstances."

(21/489.)

216.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).—CLASS OF ACCOMMODATION FOR CHIEF PETTY OFFICERS WHEN TRAVELLING.

The following amendment of Financial Regulations (Sea-going) is approved:—

Article 19 is amended, as from 1st March, 1921, by omitting clause (2) and inserting in its stead the following—

"(2) When travelling on the Trans-continental Railway, Chief Petty Officers may be granted first class accommodation, sleeping berth, and meal tickets.

Chief Petty Officers travelling by rail on Inter-State journeys between capital cities only may be granted first class accommodation, but this concession shall not include sleeping berth accommodation for such journeys."

(21/5128.)

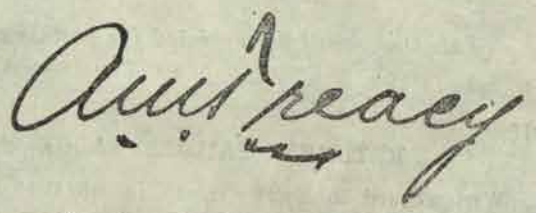
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
14th June, 1921.

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

By Command of the Naval Board,



The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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H.M.A. Dockyards and Naval Establishments	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

C.8728.

217.

VICTORY MEDALS—DISTRIBUTION OF.

Advice has been received from the Admiralty that the Victory Medals, which have been supplied for issue to R.A.N. Officers and Men, are of an old pattern, and that a further supply of the latest approved pattern is being forwarded to Australia.

2. The distribution of the old pattern Medals has already been commenced; but instructions have been promulgated for such Medals as have been issued to be returned to Navy Office for replacement by Medals of the new pattern, when received from the Admiralty.

3. Some delay must occur before the new pattern Victory Medals will be available for presentation to R.A.N. Officers and Men.

(20/4510.)

(This Order will be reprinted for posting on Notice Boards.)

218.

RETURNED SAILORS' BADGE—AWARD OF.

With regard to Navy Order No. 65/1919 authorizing the issue of the Returned Sailors' Badge to members of the R.A.N.B. (now R.A.N.R.) who served continuously in a Commissioned Ship of War for a minimum period of six months during the period of hostilities, it has now been decided that the Returned Sailors' Badge shall be issued to any member of the Commonwealth Naval Forces who is eligible, under Admiralty Regulations, to be awarded the Victory Medal.

(18/8202.)

219.

SPECIALIST TREATMENT.

With reference to Navy Order No. 23/1919, in no case is specialist treatment, involving higher costs to the Department than those prescribed for Hospital treatment, to be allowed to an Officer or Man without the prior sanction of the Naval Board.

(21/7300.)

220.

NAVAL PATIENTS AT No. 11 AUSTRALIAN GENERAL HOSPITAL, CAULFIELD.

With reference to Navy Order No. 182/1921, the victualling charges which will be made by the Military Authorities in connexion with accommodation of Naval Ranks and Ratings at No. 11 Australian General Hospital, Caulfield, during the month of March, 1921, are:—

Patients .. .. .. 3s. 2d. per diem.
Staff (including 1s. per diem for quartering) .. .. .. 2s. 1d. per diem.

2. Accounts for the month of March, 1921, may be paid at the above rates.

(20/9488.)

221.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).

PAY OF PETTY OFFICERS AND MEN.

The following amendment of Financial Regulations (Sea-going) is approved:—

Article 5 is amended, as from 1st July, 1920, by omitting the scale of pay shown therein for Butchers, and inserting in its stead new scale as follows:—

BUTCHERS.

Rating.	Relative Rating.	Active Pay per diem.
		s. d.
Butcher, 3rd Class	A.B. ..	7 4
Butcher, 2nd Class	Ldg. Smn. ..	8 6
Butcher, 1st Class	P.O.	9 6
Butcher (after 3 years' service, if recommended)	P.O.	9 10
Butcher (after 6 years' service, if recommended)	P.O.	10 2

(20/11355.)

222.

AMENDMENT OF FLEET RESERVE REGULATIONS—CLOTHING.

The following amendments to the Fleet Reserve Regulations have been approved:—

(1) Article 49 is repealed, as from 1st April, 1921, and the following inserted in lieu thereof:—

CLOTHING.

"49. Men who enrol or re-enrol are required to be in possession of the following kits:—

Chief Petty Officers and Men not dressed as Seamen.

1 serge suit, consisting of 1 jacket, 1 waistcoat, and 1 pair of trousers.
2 working suits, consisting of 2 bluette overall jackets and 2 pairs of bluette overall trousers. (In the case of Engine Room ratings, combination suits will apply.)
1 cloth cap, with peak.
2 cap covers.
2 check shirts (white shirts may be issued in lieu).
2 check collars (white collars may be issued in lieu).
1 necktie.
2 pairs socks.
1 pair half-boots.
†Clothes chest or kit bag.
Badges as necessary.

†Men who elect to receive the free kit (see Article 96) are to be supplied with a kit bag on first joining the Royal Australian Fleet Reserve.

Petty Officers and Men dressed as Seamen.

2 serge suits, consisting of 2 jumpers and 2 pairs of trousers.
2 duck suits, consisting of 2 jumpers (working) and 2 pairs of trousers.
2 blue jean collars.
1 white duck cap.
1 cap ribbon.
1 black silk handkerchief.
2 pairs socks.
1 pair half-boots.
2 flannels.
1 canvas kit bag.
1 type.
Badges as necessary.

(2) Article 50 is amended, as from 1st April, 1921, by inserting after the word "again" in line 1, the words "with the exception of kit bag."

(3) Article 50 is amended, as from 1st April, 1921, as follows:—

Clause (1), line 4, for "£1 10s. a year", read "£2 a year."
Clause (2), line 3, for "£1 10s. a year", read "£2 a year."

(4) Article 72 is repealed, as from 1st April, 1921, and the following inserted in lieu thereof:—

CLOTHING.

"72. On being called out for service in the Fleet in time of emergency, Royal Australian Fleet Reserve men will be required to maintain the following war kit, viz.:—

Chief Petty Officers and Men not dressed as Seamen.

1 serge (diagonal) suit, consisting of 1 double-breasted jacket, 1 waistcoat, and 1 pair of trousers.
*1 serge suit, consisting of 1 jacket, 1 waistcoat, and 1 pair of trousers.
2 working suits, consisting of 2 bluette overall jackets, and 3 (2) pairs of bluette overall trousers. (In the case of Engine Room ratings, combination suits will apply.)
*(1) 2 neckties.
*1 cloth cap (with badge).
*2 cap covers.
*2 check shirts (white shirts may be issued in lieu).
*2 check collars (white collars may be issued in lieu).
*2 pairs of socks.
*1 pair of half-boots.
2 white shirts.
6 white collars.
3 flannels.
2 pairs of drawers.
1 pair of braces.
Clothes chest or kit bag.

Petty Officers and Men dressed as Seamen.

*2 serge suits, consisting of 2 jumpers and 2 pairs of trousers.
*2 duck suits, consisting of 2 jumpers (working) and 2 pairs of trousers.
*2 blue jean collars.
*1 black silk handkerchief.
*2 pairs of socks.
*1 pair of half-boots.
*2 flannels.
*1 white duck cap.
1 cap ribbon.
2 towels.
1 knife.
2 knife lanyards.
1 comb.
1 clothes brush.
1 set of brushes (blacking, hard, and polishing).
24 clothes stops.
1 type.
*1 canvas kit bag.
Badges as necessary."

(5) Article 98 is amended, as from 1st April, 1921, by omitting "One pound ten shillings (£1 10s.)", in line 1, and inserting in lieu thereof "Two pounds (£2)."

(21/5513.)

223.

TEXT BOOK FOR GUNNER'S MATE COURSE—AMENDMENT OF NAVY ORDER No. 177/1921.

With reference to Navy Order No. 177/1921, the text book *Elementary Practical Mathematics*, by Frank Castle, will be issued in lieu of *Palmer's Practical Logarithms and Trigonometry.*

(21/6152.)

224.

CIVIL STAFF—SICK LEAVE.

Navy Order No. 264/1920 is cancelled.

(20/2043.)

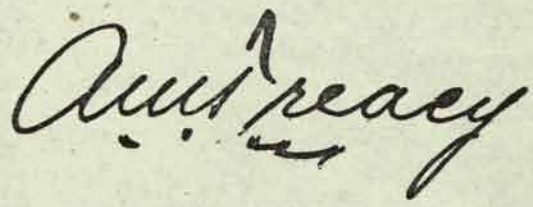
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
16th June, 1921.

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

By command of the Naval Board,



The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

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Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

225. WELFARE COMMITTEE, 1921–1922.

The Naval Board find that, in view of the programme of cruising and exercises arranged for the Fleet during the remainder of 1921, it is unlikely that it will be practicable this year to arrange for representatives of all branches of the Royal Australian Navy to be brought together and provided with adequate facilities for the discussion and presentation of requests dealing with the welfare of the Service.

2. It is anticipated that the first convenient opportunity for holding the next full Welfare procedure will occur about April–May, 1922, and it is intended to arrange for this procedure on the usual lines at that time.

3. In view of the period which will consequently elapse between the meeting of the Advisory Committee of 1920 and the prospective Welfare procedure to be held about April, 1922, the Board propose that facilities should be given to a Welfare Committee of Officers to ascertain what general or class requests are required to be considered this year.

4. The following will be the procedure by which any important matters, should such exist, may be brought to the notice of the Naval Board without elaborate machinery, for which time is not available without interfering with the desired Fleet programme.

Commanding Officers are to select and send in the names of certain ratings, up to the number given below, who are recommended as witnesses on Welfare matters, and as men of standing in the Royal Australian Navy. It is to be clearly understood that these ratings will not be elected as representatives of any particular branch or branches, but it will be arranged that there will be witnesses from each of the large branches of the Roya Australian Navy :—

Light Cruisers	6	witnesses each.
Flotilla	6	,,
Establishments at Sydney	3	,,
Submarine Fotilla ...	6	,,
Flinders Naval Depôt ...	6	,,

These numbers should be increased in the event of additional witnesses being required for the presentation of requests dealing with particular branches or subjects.

5. A Welfare Committee of Officers will interview the witnesses to receive suggestions in writing, and to set out the substance of requests made verbally, and they will forward the above, together with their own recommendations, to the Naval Board.

This Committee will be comprised of the following Officers :—

Captain H. P. Cayley, R.A.N., H.M.A.S. *Sydney.*
Engineer Lieutenant-Commander A. B. Doyle, R.A.N., H.M.A.S. *Penguin.*
Acting Paymaster Lieutenant-Commander E. Kingsford-Smith, R.A.N., H.M.A.S. *Melbourne.*

6. The Welfare Committee will commence sitting at Sydney on 25th June, 1921, and will first hear witnesses from the Light Cruisers. Further instructions will be issued as to the attendance at Sydney of witnesses from other Ships and Establishments.

7. The Committee is authorized to receive, in writing or verbally, general and class requests in respect of—

(*a*) Promotions,
(*b*) Accommodation,
(*c*) Messing and Canteen arrangements,
(*d*) Uniform and Clothing,
(*e*) Deferred Pay,
(*f*) Term of Engagement,
(*g*) Pay and Allowances,

and similar matters affecting the general interests of the Service.

Representations are not to be forwarded in regard to the following—

(*a*) Matters of policy such as the employment, distribution or training of the Fleet;
(*b*) Matters of discipline or the general arrangement of duties in the Service;
(*c*) Individual claims or individual grievances of any kind;
(*d*) Matters affecting individual Ships or Establishments.

(21/8333.)

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226. WELFARE COMMITTEE, 1920.—PROMULGATION OF FURTHER NAVAL BOARD DECISIONS.

With regard to Navy Order No. 254/1920, promulgating decisions of the Naval Board in regard to the recommendations put forward by the Welfare Committee, 1920, the following is a statement showing further decisions given by the Board on matters which were temporarily deferred, or, where the matter has not yet been finalized, the present position:—

Request.	Decision.	Subsequent Decision or Present Position.
2. Boys on *Tingira* be given the opportunity to qualify for Artificer and Artisan ratings	The method of training Artificer and Artisan ratings for the R.A.N. is now under consideration	The Naval Board see no possibility of arranging for this request to be carried into effect, at any rate for some time to come
4. That all ratings eligible for the 40 days' school course to prepare for Educational Test, Part II., be withdrawn to Depôts to undergo course	The Board consider that in ships in which Instructor Lieutenants and Schoolmasters are borne adequate facilities exist for ratings to prepare for this test on board their ships. Every consideration will be given to this request in the case of ratings serving in smaller ships where such facilities are not available	It has been found impracticable under present conditions to relieve candidates serving in Ships or Establishments bearing an Instructor or Schoolmaster. The attention of Commanding Officers has been drawn to the desirability of affording special facilities to candidates for working up for this examination
7. That the senior person of any rating shall be that person who has held the rating longest	Appendix XV. of the King's Regulations is under revision by the Admiralty. The result of such revision will be applied to the R.A.N. as soon as it is received	The provisional revision of Appendix XV. of the King's Regulations, since received, makes no alteration in the rules and regulations regarding seniority amongst ratings which were previously in force. The Naval Board are unable to approve any alteration in previous regulations which would result in procedure in this respect in the R.A.N. being at variance with that prevailing in the R.N.

Request.	Decision.	Subsequent Decision or Present Position.
16. That Torpedo Coxswains, after qualifying, should be rated Acting C.P.O. on the same basis as Submarine Coxswains, M.O.'s 3625/18, 847/1919, and 2209/1919	This question has been referred to the Admiralty	The Admiralty have approved of Torpedo Coxswains serving in Tenders and Destroyers having a complement of 90, or above, being given the local rating of Acting Chief Petty Officer while performing the duties. The Naval Board approve of the adoption of a similar regulation in the R.A.N., which will apply in the case of *Anzac* and "S" Class Destroyers in full commission, with effect from 1st July, 1921
17. (*a*) Improvements as sanctioned by the Admiralty in R.N. ships as to upholstery, pantry, and electric heaters for food (*b*) Improvements as to sleeping accommodation	(*a*) Pantries and electric heaters are being provided where practicable. The question of upholstery is under consideration (*b*) The Board have already approved of hammock hooks being placed further apart, where possible, and this is being carried into effect as opportunities offer	The Board have since approved of provision in C.P.O.'s messes of (*a*) cushions for lockers, (*b*) cushions at back of lockers, (*c*) arm chairs where practicable up to Admiralty scale, (*d*) chairs in lieu of forms where practicable (Navy Order No. 99/21)
18. That any person suffering from venereal disease be discharged ashore for treatment	The attention of Commanding and Medical Officers is being drawn to the necessity of landing under service control or otherwise segregating any venereal cases who are in an infectious condition	Navy Orders Nos. 272/1920 and 129/1921 have since been issued on this subject
20. That all clothes chests be repurchased by the Paymaster, and a certain number of chests be kept in each ship fitted with iron lockers for the convenience of ratings on draft	The system of using steel lockers for the stowage of clothes is now under trial. The adoption of the system will depend on the results of these trials, and if put into operation, this request will then be taken into consideration	The Naval Board have decided that lockers shall not be fitted in R.A.N. College, *Australia*, *Tingira*, *Anzac*, and Torpedo Boat Destroyers. Construction of lockers in *Brisbane* is approved for next refit during the forthcoming financial year. *Sydney*, *Melbourne*, and *Platypus* have lockers. As the iron locker system is not to be applied universally for the present, the Naval Board are unable to approve of clothes chests being taken over by the Department, and issued in future on loan
28. That no person or firm be allowed to hold a tenancy of more than one canteen at one time. Preference to be given to returned sailors, both as tenants and employees	It is pointed out that where a contractor is supplying several ships, with a consequent increased turn-over, he should be able to provide goods at slightly lower prices. Anything in the nature of monopoly by a single firm will, however, not be permitted As regards preference to returned sailors, the selection of a canteen tenant lies primarily with the Ship's company of the ship or establishment concerned. It has been the practice of the Naval Board to approve the selection made by the Canteen Committee and recommended by the Commanding Officer. The present canteen tenancy agreement form provides that preference should be given to ex-service men when engaging servers in canteens	Instructions for the establishment and conduct of canteens in H.M.A. ships and establishments have since been promulgated by Navy Order for general information (Navy Order No. 80/1921)
32. That two-piece jean suits be adopted as dress of the day	The introduction of blue jean jackets and trousers in substitution for white working rig is under consideration by the Admiralty. The Naval Board propose to follow the procedure laid down for the Royal Navy, on receiving Admiralty decision on this point	The decision of the Admiralty on this subject has not yet been received
33. That blue overall suits for double-bottom parties and special suits for working in oil-fuel tanks be supplied on loan	The issue of oilskin combination suits on loan for men working in oil-fuel tanks is already provided for. Issue on loan of blue combination suits for men working in double bottoms is approved, in accordance with Admiralty scale. A Navy Order will be issued on this subject	Issue on loan of blue combination suits for men working in double-bottoms has since been authorized by Navy Order No. 279/1920
34. That gaiters be made optional for liberty men.	Approved in principle. Further instructions will be issued in due course	The Naval Board are awaiting receipt of further particulars from the Admiralty before issuing detailed instructions on this point
41. That the distinctive cap badge and purple rings adopted by the Admiralty for E.R.A.'s be adopted in the R.A.N.	Further information as to Admiralty procedure is being obtained	Advice has been received from the Admiralty that a distinctive cap badge and purple rings have not been adopted, and that no change in the uniform of E.R.A.'s is at present contemplated. This request, therefore, is not approved

Request.	Decision.	Subsequent Decision or Present Position.
42. That white boots and shoes be made uniform	The Naval Board are causing further inquiries to be made as to the advisability of adopting this proposal	Instructions for a trial issue will be promulgated shortly
43. That deferred pay be increased by 100 per cent.	The recommendations of the Pay Committee on this subject are now under consideration by the Naval Board	A material increase in the rates of deferred pay to Petty Officers and Men has been approved with effect from 1st July, 1920
46. That the agreement between the Navy Board and non-continuous ratings, *re* deferred pay, be carried out	The Board are not aware that the present agreement with Non-C.S. ratings regarding deferred pay has been departed from. The Admiralty claim pension contribution in respect of Non-C.S. ratings, and, in consequence, the Board are unable to approve payment of deferred pay in full The Admiralty will, however, be again approached in this matter	A reply from the Admiralty has not yet been received
51. That the Welfare Committee take steps to prevent misrepresentation of conditions in the R.A.N. being made to R.N. volunteers	The Naval Board are now causing to be investigated specific instances in which misrepresentation has been alleged. If misrepresentation has taken place, immediate steps will be taken to prevent its recurrence in the future	The following is an extract from Navy Order No. 64/1921, which deals with these requests :— "It is reported that, in a number of instances, R.N. ratings engaged in England in the earlier part of 1920 were led to expect increase in rates of R.A.N. pay and allowances, which, on arrival, they found to be non-existent. Although any statements as to increase were made entirely without authority, it has been the case that increases in both pay and allowances have subsequently been approved as from 1st July, 1920. Steps have been taken to insure that conditions of service are accurately represented in future"
52. Any loss of pay sustained by R.N. volunteers through misrepresentation of conditions be refunded by the Commonwealth Government up to the date of the Welfare Committee meeting Should they then desire to return to the R.N. they should be permitted to do so If wishing to remain they do so under R.A.N. conditions	See reply to Request No. 51. This request will be considered on completion of the investigation referred to	
53. No present member of the R.A.N.B. Staff be permitted to take a position of authority	The constitution of the R.A.N.R. Staff is now under review by the Naval Board, and this request will receive due consideration	The regulations governing the status of Petty Officers and Men of the Auxiliary Services in their relation to Petty Officers and Men of the R.A.N. read as follows :— "Petty Officers and Men of the Auxiliary Service will rank with Petty Officers and Men of corresponding rating in the Sea-going Forces and take executive command by virtue only of the rating and seniority last held in the Sea-going Forces"
54. That the Active Pay be increased by at least 33⅓ per cent for all ratings, and to be antedated to 1st July, 1920	The recommendations of the Pay Committee on this subject are receiving the consideration of the Naval Board	A flat increase of pay of 1s. 6d. a day to all ratings of and above the rating of Able Seaman, with lesser increases to lower ratings, has been approved with effect from 1st July, 1920 (Navy Order No. 1/1921)
55. That the Clothing Allowance be based on the cost of replacement of one kit per year	It is considered that the Kit Upkeep Allowance should be based on normal replacements for one year at the current issue prices. Normal replacements will not necessarily include all articles of kit. The allowance will be periodically reviewed whenever alterations are made in the issue prices	The Kit Upkeep Allowance has been increased as follows, with effect from 1st April, 1921, from which date the increased issue prices for clothing take effect :— Class I. .. .. Former Rate. 9d. .. New Rate. 1s. 4d. ,, II. .. .. 8d. .. 1s. ,, III. .. .. 9d. .. 1s. 3d. (Navy Order No. 125/1921)
57. That Victualling Allowance whilst on shore be increased to 5s. per day	Under consideration, together with recommendations of the Pay Committee	The allowance in lieu of rations payable to men on leave or detached duty has been increased from 2s. 6d. to 3d. 6d. per diem, as from 1st December, 1920 (Navy Order No. 1/1921)
58. That the Children's Allowance as paid in the R.N. be adopted in the R.A.N.	The recommendations of the Pay Committee on this subject are receiving consideration	The Board have decided that no increase in the rates of Children's Allowance in the R.A.N. can be granted for the present

Request.	Decision.	Subsequent Decision or Present Position.
64. That the pay of Signal ratings be equivalent to the following ratings :— Leading Signalman .. Leading Seaman, L.T.O. Yeoman Signals .. Petty Officer, T.G.M. Ch. Yeoman Signals.. C.P.O., T.G.M.	Questions relating to the Signal Branch have been made the subject of a special Admiralty inquiry, and a decision regarding non-substantive pay for Signal ratings is expected in due course. The Naval Board propose to follow any action in this regard taken by the Admiralty, and, in the meanwhile, approve of the difference between the substantive pay of the Seaman and Signal Branches (leading rates and upward) being advanced from 4d. to 6d. per day	The decision of the Admiralty on this subject has not yet been received
66. That Petty Officers in blue-jackets rig be allowed a grant of £17 on being rated Chief Petty Officer. This is to take effect as from the date of Petty Officers over four years changing to Class III. dress	Approval has been given for payment of a gratuity of £16— (*a*) To Petty Officers on reaching four years' seniority (*b*) To ratings dressed in Class II. rig on promotion to Chief Petty Officer This gratuity will be subject to review when the next revision of issue prices of clothing is made	The following gratuities to Petty Officers and others on change of rig have been approved, with effect from 1st April, 1921 :— Petty Officers dressed as Seamen on promotion to C.P.O. .. .. £23 Petty Officers, four years, on change from Class II. to Class III. .. £22 Other men or boys on change of rating for which Class III. uniform is required .. .. £21 Other men or boys on change of rating for which Class II. uniform is required .. .. £16 (Navy Order No. 124/1921)
67. That provision may be made so that the form of punishment by disrating shall be made no more severe in the case of Telegraphists and Signal ratings than it is in the case of Seaman ratings	This is under consideration by the Naval Board	The Naval Board do not propose to alter existing regulations in this respect, unless, as a result of the recent inquiry into general conditions in the Signal and W/T Branches, the Admiralty introduce revised regulations on the subject

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71. That badge money be increased to 6d. per day	This will be considered in connexion with Pay Committee's Report	The Naval Board have decided that no increase in badge money can be approved
83. That fares of ratings proceeding on Official Long Leave be paid from port where leave is granted to their home and return. For leave other than the above, half fares	This question is receiving Board consideration ..	The Railway authorities have definitely declined to grant any concessions in this respect
84. That all Officers' Cooks be placed on the same rates of pay as Ships' Cooks	The conditions of service in the Officers' Cooks' Branch have recently been investigated by an Admiralty Committee, and a further announcement is anticipated. The Board will consider the adoption in the R.A.N. of any change in the existing relation between the pay of Officers' Cooks and Ships' Cooks which may be introduced in the R.N.	The decision of the Admiralty on this subject has not yet been announced
86. That the allotment moneys should be paid weekly instead of monthly as at present	This is receiving Board consideration	The institution of fortnightly payments of allotment moneys has been considered. After investigation, the Board have decided that any alteration is impracticable at present. This matter will be considered again in November, 1921
90. That all future appointments to the R.A.N.B. Staff should be taken from ex-Active Service ranks and ratings with not less than seven years' sea service	The constitution, conditions of service, and pay of the R.A.N.R. Staff, is now under review. These requests will be considered when the new regulations are being framed	The revised regulations governing entry into the R.A.N.R. Staff read as follows :— Appointment to the Auxiliary Services will be subject to such conditions and qualifications as may be prescribed by the Naval Board from time to time, *and will, as far as possible, be made from persons of long service in the Sea-going Forces*

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Request.	Decision.	Subsequent Decision or Present Position.
91. All ranks and ratings turning over to the R.A.N.B. Staff to be on the same rate of pay as Active Service ratings	See reply to Request No. 90	Not approved. Ratings of the Permanent Naval Forces (Sea-going) transferred permanently to the R.A.N.R. Staff will be placed on consolidated rates of pay. These rates of pay have recently been raised, and are now as follows:— Warrant Officer .. .. £264 to £312 Chief Petty Officer .. .. £210 ,, £240 Petty Officer .. .. £186 ,, £204 Employees attached to Staff— Senior Messengers .. £186 ,, £210 General workmen and other employees .. .. £168 ,, £204 (according to grade) A high cost of living allowance in respect of dependants is also payable for the present. Where high cost of living allowance is not payable, adult single ratings, if eligible, will receive the Basic Wage payable at the rates and under the same conditions as prescribed for Adult Single Officers in the Commonwealth Public Service
93. That drinking utensils be provided in stokeholds, engine-rooms, and bunkers	Approved in principle. Further instructions will be issued in due course	Detailed instructions regarding the issue of drinking utensils for this purpose have been promulgated. (Navy Order, No. 204/1921)
97. That the knowledge required of Telegraphist ratings should also make them entitled to pay and status which would compare favorably with that of either the E.R.A. or E.A. branches of the Service	The conditions of service in the Telegraphist branch have been the subject of a special inquiry by the Admiralty. The Naval Board propose to follow any change in existing regulations which may be introduced in the Royal Navy	The Naval Board have not yet been advised of the result of the Admiralty inquiry
99. That arrangements be made to grant the P.M.G. Efficiency Certificate to Leading Telegraphists and higher Telegraphist ratings	The Board are in communication with the P.M.G. Department with a view to the grant of Efficiency Certificates to Leading Telegraphists and above, on taking their discharge from the R.A.N.	The P.M.G. Department has agreed to grant this Certificate. Details of arrangements for examination are contained in Navy Order No. 195/1921
103. That the present relative status of Naval Staff Clerks and the Clerical Staff of the Sea-going Forces be defined	Under consideration	A Navy Order is being issued defining the accommodation to be provided for Civilian Officers of the Navy Department when embarked in H.M.A. ships for any purpose. The Naval Board are not prepared further to define the status of Civilian Officers and Employees in relation to members of the Sea-going Forces
104. That all Active Service ratings be exempt from Income Tax on moneys received as pay from the Service. This is especially urged in the case of State Income Tax	The incidence of Income Tax on R.A.N. ratings is a matter beyond the power of the Naval Board to control. The Board have already been in correspondence on the subject, and the question of payment of Income Tax will be again taken up	There is no prospect of officers and men of the R.A.N. being held permanently exempt from Federal Income Tax. Negotiations are still proceeding as to the date from which all Naval *personnel* are to be held liable to Federal taxation. Officers and men in receipt of income of and above a taxable amount must, in any case, under the terms of the Act, furnish declarations of their Income. As regards State Tax, no exemption in respect of Naval *personnel* has existed in the past, nor are there any grounds for anticipation that such exemption can be secured in the future
110. That when a man presents himself for examination for Artificer and Artisan ratings, he be passed by the respective head of the department to which he belongs, and on no account by a civilian	This request is receiving consideration ..	Arrangements have been made that all Artificer and Artisan ratings shall be examined by Naval Officers
112. That arrangements be made for a better train service between Westernport and Melbourne to enable men to visit Melbourne at night, and special concessions as regards fares be made	The Naval Board have already approached the Railway Authorities on this subject, with the object of improving the railway facilities during the week end, and also as regards concession fares	Certain improvements in the week-end train service have been made; the question of introducing a Sunday train service has been submitted to the State Cabinet The Railway authorities have definitely declined to grant any concessions as regards fares
115. With regard to Diving instructions, the regulations be adhered to	The Naval Board are not at present aware of any departure from existing regulations. It is the intention of the Naval Board that the instructions should be adhered to, and inquiries are being made in the matter	The attention of all concerned has been called to the necessity for the strict compliance with Diving Instructions, *vide* Navy Order No. 81/1921

Request.	Decision.	Subsequent Decision or Present Position.
116. That the present tools supplied in the Navy are out of date, and we suggest that more up-to-date tools be drawn from store	This is receiving Board consideration . .	An additional supply of tools for use in H.M.A. ships has been approved; no expenditure in this regard can, however, be authorized prior to 1st July, 1921
118. That sufficient watch-coats be provided to allow of one each for all upper-deck watch-keepers	The establishment of watch-coats for H.M.A. ships was only recently laid down by Navy Order No. 136/1920. Reports are being called for as to the adequacy of this establishment	It is not considered necessary to make any change in the establishment of watch-coats recently laid down
120. That the tobacco ration be allowed in the R.A.N. as in the R.N.	The Naval Board will again take this matter up	This matter is still under review: no decision can yet be announced
121. That some special arrangements be made so that ratings of the Sick Berth Staff who wish to specialize may take course for same in some local hospital or laboratory	It is hoped to arrange special courses for Sick Berth Staff before long; but, until a Service laboratory is established, there will be difficulty in providing laboratory training, as facilities do not exist for obtaining this training in civil hospitals	A laboratory is being established at Flinders Naval Depôt, and on completion of same specialist courses will be arranged
122. That an increase in Cook's Staff engaged in general messing ships be allowed	This is receiving Board consideration, and complements of ship's Cook ratings in the R.A.N. will be carefully reviewed	Complements of ships have been reviewed in detail, and recommendations for a general increase in the numbers of Cook ratings allowed have been made. Board decision on this matter will be promulgated very shortly
124. That all ratings who joined prior to August, 1914, and served at sea at any time during the war, be paid the whole of the gratuity	The Naval Board are in sympathy with this request, and have endeavoured to obtain the concession. The matter will again be represented to the responsible authorities	The Naval Board have been in further communication with the Prescribed Authority administering the War Gratuity Act on this subject, and it has been ascertained that to give effect to this request it would be necessary to amend the War Gratuity Act. It is not considered practicable at this stage to so amend the Act

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
21st June, 1921.

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

By Command of the Naval Board,

Audrey

The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments. &c.	*as requisite*

C.9172.

227.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

It has been decided that R.A.F.A. *Biloela* is to be placed under the orders of the Commodore Superintendent, Garden Island, Sydney, for administration.

2. Navy Order No. 184/1921 is amended accordingly.

(21/166.)

228.

RANKS AND RATINGS PROCEEDING TO WESTERN AUSTRALIA ON LEAVE.

With regard to Navy Order No. 66/1921, wherein approval is given that when Officers and Men are proceeding on Long Leave, and are travelling to visit the homes of their parents or next-of-kin, the journey, if within the Commonwealth and occupying twelve or more hours, may be allowed as Travelling Leave, in addition to the Long Leave, the following procedure should be followed in the case of ranks and ratings proceeding to Western Australia from the Eastern States for leave:—

(*a*) Ranks and ratings who are travelling to or through Fremantle should be instructed to report in person to the District Naval Officer, Fremantle, on arrival at the port. Ranks and ratings who, in reaching their destination, do not call at Fremantle, should report to the District Naval Officer, by letter, stating the date and time of their arrival at their destination. Ratings should enclose their liberty tickets with the letter reporting their arrival.

Before leaving their ship, ratings should be provided with liberty tickets, the dates on which should be left blank.

(*b*) The Commanding Officer of the Ship should telegraph to the District Naval Officer the names of ranks and ratings proceeding on leave, and the period of leave granted; also the date and time of departure on leave by rail or steamer, and the name of the steamer by which they will travel (if by steamer). A statement should also be forwarded by the Commanding Officer to the District Naval Officer at the same time as the rank or rating proceeds on leave, showing the name, rank, or rating, Official Number, particulars of leave granted, address while on leave, and home of parent or next-of-kin.

(*c*) When Officers and Men report to the Naval Staff Office, in person or by letter, the District Naval Officer should insert the dates on the liberty tickets of ratings, and forward to the Commanding Officer of the Ship or Ships concerned a list of Officers and Men who have reported, and the dates of commencement and termination of leave. The District Naval Officer will also return to ratings their liberty tickets (with dates of commencement and expiration of leave filled in) and will issue to Officers and Ratings any instructions that may be necessary with regard to their return to their Ship at the expiration of leave.

(*d*) All arrangements for the return passage of Officers and Men from Western Australia to Eastern States by steamer are to be left to the District Naval Officer, Fremantle.

2. Article 321 of the Consolidated Navy Orders 1911/20 is hereby cancelled.

(21/4556.)

229.

REPATRIATION BENEFITS—ELIGIBILITY OF MEMBERS OF THE R.A.N.

The following rulings, given by the Repatriation Commission, in regard to the eligibility of members of the R.A.N. for certain Repatriation benefits are promulgated for general information:—

(*a*) Members of the R.A.N. who enlisted prior to, or during hostilities, and continued to serve in the R.A.N. for a period of six months or more subsequent to the Armistice, are not eligible, on discharge, to be granted sustenance whilst awaiting other employment.

Naval ratings will, however, be eligible to register for employment; and every effort will be made by the Repatriation authorities to find suitable positions for them as expeditiously as possible.

(*b*) Members of the R.A.N. who enlisted prior to or during the period of hostilities, and who apply for Tools of Trade within six months of their discharge from the R.A.N., are eligible to be granted benefits under regulations 108 and 109 of the Australian Soldiers' Repatriation Regulations 1920, which read as follows:—

"108. A Deputy Commissioner, or the Executive of a Country Local Committee, may, subject to the provisions of regulation 111, grant to the soldier, or the widow of a soldier, an order for the supply, by way of gift, of such tools of trade, professional instruments or other articles of personal equipment, to a value not exceeding the sum of £10, as the Deputy Commissioner or the Executive deems necessary for the purpose of the calling of the soldier or the widow:

Provided that no such order shall be granted to a settler under a Soldiers' Land Settlement Scheme of a State:

Provided further that where an applicant under this regulation applies for the supply of tools of trade or other articles exceeding in value the sum of £10, the Board shall deal with the application, and may grant an order under this regulation in addition to granting an order under the next succeeding regulation.

109. A Board may grant to a soldier, or the widow of a soldier, an order for the supply, under a Hire-Purchase Agreement in accordance with Form D in the Schedule, of tools of trade, professional instruments, or other articles of personal equipment, exclusive of clothing in any form, to a value not exceeding the sum of £50, to enable him or her to engage in a remunerative occupation:

Provided that where an applicant under this regulation has been granted benefits under the last preceding regulation, any loan granted shall not exceed the sum of £50, inclusive of the value of gifts granted under the last preceding regulation."

(21/8975.)

230.

SPECIALIST ALLOWANCE FOR SICK BERTH STAFF.—RETURN.

With reference to Navy Order No. 173/1921, promulgating conditions under which Specialist Allowances are payable to Sick Berth ratings, Commanding Officers of H.M.A. Ships and Establishments are to render a Return to Navy Office, forthwith, showing the names of Sick Berth ratings who have qualified in any of these subjects.

2. The Return should state, in each case, full particulars of the qualifications claimed.

3. Blank Returns are required.

(21/8449.)

231.

SUBMARINES, SLOOPS, AND MISCELLANEOUS SMALL CRAFT. PISTOLS—LOCKING ARRANGEMENTS.

The following arrangements are to be made for locking pistols on board H.M.A. Submarines, Sloops, and miscellaneous small craft not covered by Navy Order No. 83/1921.

2. The locking arrangement for pistols shown on sketch E.F.O. 3/21 accompanying Admiralty C.I.O. No. 104/1921, is to be fitted in each of the above vessels by ships' artificers or Depôt Ships, where applicable, as early as possible.

3. In the case of vessels which cannot carry out these alterations without Dockyard assistance, arrangements are to be made for this fitting to be carried out at the first opportunity.

4. The keys of the pistol cupboard, or the keys of the storerooms wherein pistols are stored, are in future to be considered as "important keys", and are to be kept on the "important key board".

5. An amendment to Article 817 of the King's Regulations and Admiralty Instructions will be issued accordingly.

(20/6957.)

232.

R.A.N. MOTOR TRANSPORT REGULATIONS.

The provisions of Admiralty Monthly Order No. 3173/1920 have been adopted generally in the R.A.N., and, where applicable, the Motor Transport Regulations laid down therein are to be observed.

2. Particular attention is invited to paragraph 18. This Log Book, Form A.S. 1525, is to be kept as directed therein for all vehicles; it is to be closed on 31st December, 1920, and every six months thereafter, and forwarded to the Director of Naval Stores, Navy Office, Melbourne, for examination and retention. A new Log is to be opened on 1st January and 1st July each year.

3. Special attention is also drawn to the sections referring to Drivers, Employment of Vehicles, Goods' Carrying Vehicles, Accidents, Care and Preservation of Vehicles, and Commanding Officers are responsible that the instructions contained in these sections are brought under the direct notice of all concerned.

4. All motor vehicles are to be taken on charge in the Engineer's Naval Store Account, and full particulars are to be recorded therein.

5. Any small repairs that can be effected locally should be dealt with accordingly, and replace parts obtained by the usual method of procuring stores. Any large repairs, alterations, &c., should be submitted for the consideration of the Naval Board.

6. All forms required for use in connexion with the above regulations should be demanded from the Naval Store Officer, Sydney.

(S.21/1869.)

233.

SIGNAL LETTERS OF BRITISH SHIPS.

Interim Supplement 21/7.

The following Commercial Code Signal has been appropriated to the undermentioned British Ship:—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Registered Tonnage.	Owners.
24.5.21	T.H.P.N.	*Annie Taylor*	Melbourne, 132473	Ketch, 90	Edward Taylor, Hobart.

(21/4816.)

234.

FORM S. 231.—STOWAGE CAPACITY AND EXPENDITURE OF FUEL AND WATER.

Form S. 231 has been adopted as an A.S. Form for use in the R.A.N. Commanding Officers are to render this Form to the Secretary, Navy Office, forthwith in the manner directed in instructions at the bottom of the Form, substituting Navy Office for Admiralty.

2. A supply of A.S. 231 may be obtained on demand from the Naval Store Officer, Sydney, when the stock of S. 231 is required to be replenished.

(S.21/1575.)

235.

TEMPORARY CIVIL OFFICERS AND EMPLOYEES (OFFICE STAFF)—CONTINUITY OF SERVICE AND LEAVE.

The following decision respecting the continuity of service and leave of Temporary Civil Officers and Employees (Office Staff), is promulgated for information and guidance:—

(*a*) Continuity of service shall be broken if a temporary officer or employee is absent from duty *without* satisfactory cause;

(*b*) If a temporary officer or employee is absent from duty *with* satisfactory cause—

1. for a period exceeding two weeks (12 working days) in any twelve months' service;
2. for a period exceeding four weeks (24 working days) in the aggregate in any twelve months;

such officer or employee shall have his commencing date for leave deferred for whatever period he is absent in excess of the periods specified in (*b*) 1 and (*b*) 2 above.

2. For instance, if a temporary officer or employee commenced duty in the Department on, say, 4th January, 1918, he would become eligible for leave on 4th January of each succeeding year, provided continuity of service was not broken or period of absence allowed in sub-paragraphs (*b*) 1 and (*b*) 2 of paragraph 1, exceeded during the previous twelve months; but if the temporary officer or employee was granted, say, 36 days' sick leave without pay in one period during 1920, his leave would, therefore, be deferred for 36 working days, less the 12 days allowed in (*b*) 1 above. Thus, the 1st February, in lieu of 4th January, would become his commencing date for leave in each succeeding year, provided that if he is subsequently granted further leave without pay his commencing date for leave would be again deferred in a similar manner.

3. A working day shall mean any week day which is not observed as a public holiday by the Department, except that where an employee is absent *both* immediately prior to and immediately subsequent to a public holiday, such holiday shall be regarded as a working day.

4. This decision will operate from 1st July, 1920.

(21/8706.)

236.

FURLOUGH AND RECREATION LEAVE TAKEN IN THE SAME YEAR—CONDITIONS GOVERNING.

The following decision of the Government as to whether an officer or employee, who is granted furlough, is also entitled to recreation or annual leave in the same year, is promulgated for information and guidance:—

(*a*) In the case of any person, including members of the Permanent Sea-going Forces, who is granted furlough, and will continue serving on the expiration thereof, any recreation or annual leave taken within the calendar year in which he takes his furlough will be deducted from the period of furlough allowed.

(*b*) In the case of a person who is retiring from the Service on expiration of furlough, and in the case of payment in lieu of furlough, no deduction from the period of furlough due will be made in respect of annual or recreation leave taken.

2. The above is a reprint of Navy Order No. 88/1920, which is hereby cancelled.

(19/9348.)

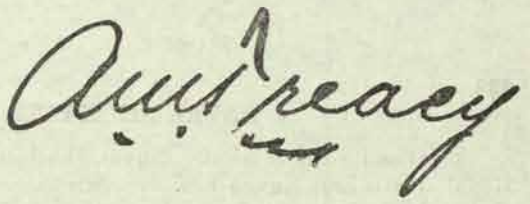
By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
28th June, 1921.

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

By command of the Naval Board,



The Commodore Commanding and Commanding Officers of H.M.A. Ships, Officers in Charge of H.M.A. Naval Establishments, and others concerned.

DISTRIBUTION.

Commodore Commanding	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira,* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative.. ..	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-District Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments, &c.	*as requisite*

237.

CLOSING DOWN OF WILLIAMSTOWN NAVAL DEPOT.

With reference to Navy Order No. 123/1921, it is notified for general information that the Williamstown Naval Depôt was vacated as from Thursday, 16th June, 1921, from which date H.M.A.S. *Cerberus III.* ceased to exist.

2. All correspondence in relation to outstanding matters should be addressed to the Commanding Officer, Flinders Naval Depôt, Westernport, for attention.

(21/9103.)

238.

NAVAL DISCIPLINE ACT.

A revised edition of the Naval Discipline Act (as applied to the Royal Australian Navy) has been printed, and first supplies, according to Establishment, will be made to H.M.A. Ships and Naval Establishments, also to District Naval Officers, by the Naval Store Officer, Sydney, without demand.

2. Care is to be taken that the above edition (and not that issued by the British Admiralty) is used for reference in the Royal Australian Navy.

3. All previous editions of the Act (as applied to the R.A.N.) are to be destroyed on receipt of the new edition.

(21/9110.)

239.

STOCK SIZES OF UNIFORMS FOR CLASSES I. AND III. RATINGS.

A sample stock of 500 diagonal serge and No. 3 serge uniforms is being maintained at Royal Edward Victualling Yard, Sydney, as an experimental measure. These suits will be issued to new entrants, and to other ratings who may require them, on production of an order signed by the Accountant Officer of H.M.A. Ship in which they are serving. Personal attendance at the Victualling Yard is essential in the first instance, in order that a good fitting may be arranged. If ratings will carefully note the particulars of the size when first fitted out, future requirements could be supplied direct to ships, thus avoiding the necessity for visiting the Victualling Yard for subsequent orders.

2. Suits of this description are being supplied to ratings at Flinders Naval Depôt in well selected stock sizes, and have given the greatest satisfaction up to the present date, both to new entrants and to all other ratings.

3. Instead of the prices shown in the Clothing Price List, the special issuing rates of these made-up uniforms will be as follows:—

	£	s.	d.
Per Suit.			
Suits, D.B. diagonal serge, with gilt buttons ..	5	1	6
Suits, D.B. diagonal serge, with horn buttons ..	4	19	8
Suits, S. B. No. 3 serge, with gilt buttons	3	19	6
Suits, S.B. No. 3 serge, with horn buttons	3	18	3
Each.			
Jackets, D.B. diagonal serge, with gilt buttons ..	3	0	2
Jackets, D.B. diagonal serge, with horn buttons ..	2	18	9
Jackets, S.B. No. 3 serge, with gilt buttons	2	5	6
Jackets, S.B. No. 3 serge, with horn buttons	2	4	9
Waistcoats, diagonal serge, with gilt buttons	0	16	8
Waistcoats, diagonal serge, with horn buttons ..	0	16	3
Waistcoats, No. 3 serge, with gilt buttons	0	12	9
Waistcoats, No. 3 serge, with horn buttons	0	12	3
Per Pair.			
Trousers, diagonal serge	1	4	8
Trousers, No. 3 serge	1	1	3

Under no circumstances is payment to be made by ratings at the Victualling Yard. Issue Vouchers will be forwarded to the Ship concerned for any suit taken up, and ratings concerned are then to be charged the special issuing price on the Ship's Ledger in the usual manner.

4. It will be seen that the issuing prices of ready-made uniforms are approximately 10s. per suit less than the prices of suits made to measure by the contractors as shown in the Clothing Price List, and that a ready method will be established by which Classes I. and III. ratings can obtain their uniforms without any delay.

5. On 31st July a report on the results of the foregoing is to be rendered by all Ships for the information of the Naval Board. If these reports are favorable, adequate stocks of all made-up clothing for Classes I. and III. will be maintained for individual issue, and for issue to ships on a comprehensive scale.

(S.21/1672.)

(This Order will be reprinted for posting on Notice Boards.)

240.

THE CIVIL STAFF COMMITTEE—RULES.

The Civil Staff Committee shall consist of the following seven members, viz.:—

President—The Secretary, Navy Office, or the officer acting as Secretary for the time being.

Ex Officio—The Industrial Officer.

Ordinary Members—Three members of the Clerical Division; two members of the Professional and Technical Divisions.

2. The ordinary members shall hold office for a period not exceeding eighteen months, and shall retire in rotation, as follows:—

Clerical Members—To retire in rotation—one on 1st January and one on 1st July in each year. Period of service on the Committee will thus be eighteen months,

Professional Members—To retire in rotation—one on 1st January and one on 1st July each year. Period of service will thus be one year.

(NOTE.—Until regular rotation has been established, lots to be drawn to determine the order in which representatives will retire.)

3. No person shall be eligible to serve again on the Committee until the expiration of at least one year since his last retirement therefrom.

4. The ordinary members to be nominated by the Naval Board.

5. The Committee shall assemble at such times as they may be called together by the President; any two ordinary members shall also have the right to require the Committee to be assembled. The request for this to be done is to be forwarded to the President, signed by the two members. The President will then summon the Committee with as little delay as possible.

6. The functions of the Committee shall be purely advisory, and not executive. Subject to the approval of the Minister when necessary, the executive action in regard to all appointments, promotions, re-classifications, &c., of the Civilian Staff of the Department shall be in the hands of the Secretary for junior appointments and the Naval Board for senior appointments.

7. The duties of the Committee shall be to take evidence and make recommendations in regard to the promotion, pay, classification, transfer, &c., of the staff, but the allocation of the duties of the individuals and their disciplinary control shall be in the hands of the Secretary or the Naval Board, as the case may be.

8. Any five members will form a quorum.

(NOTE.—i. As a general rule, the representatives of the Clerical Division will be composed of representatives of the following branches:—

One, Secretary's Branch.
One, Accounts Branch.
One, Other Branches.

ii. On the appointment of Technical Officers (Naval Store, Victualling Store, and Ordnance Store Officers) to Navy Office, one of the two representatives at present allotted to the Professional Division will be allotted to the Technical Division.)

9. The above is a reprint of Navy Order No. 239/1920, which superseded Navy Order No. 215/1919.

(19/7460.)

241.

SICK LEAVE TO CIVILIAN OFFICERS WHO ARE RETURNED SAILORS OR SOLDIERS.

The following decisions of the Government in connexion with the granting of Sick Leave to returned sailors and soldiers are promulgated for information and guidance of officers.

Permanent Civilian Officers.

2. The present provisions of the Public Service Regulations are to apply. At present, persons appointed to the Service on probation are not eligible for Sick Leave until their probation has expired and appointment has been confirmed. It has been decided that probationary officers, who are returned sailors or soldiers, shall be regarded as permanent officers for the purpose of Sick Leave, and eligible for the leave prescribed in Public Service Regulations 77 and 78 according to length of service. Any sick leave granted in excess of the three single-day absences provided for in Regulation 77(1) shall be subject to the production of medical certificate, stating the nature of the illness, and that the illness has arisen out of service with the Royal Australian Navy, or the Australian Imperial Force.

Temporary Employees (Office Staff).

3. At present, temporary employees can only obtain six days' sick leave with pay after twelve months' continuous service. The following conditions are to apply to such employees:—

4. A temporary employee who is a returned sailor or soldier shall not be eligible for sick leave with pay until he has completed 30 days' actual employment.

5. After completing such employment, he shall be eligible for sick leave for a period of six days with full pay, six days with half-pay, but not less than 7s. per day, and 24 days as provided in paragraph 7, in any twelve months' continuous employment, and may, if eligible, be granted ordinary sick leave, as well as the Special Sick Leave herein referred to, to cover absence from duty on account of illness originating from Active Service. (N.O. 50/1920.) (To take effect from 1st January, 1920.)

6. Any leave of absence on account of such illness occurring prior to the completion of 30 days' actual employment shall be granted without pay, subject to pay in respect of such absence being allowed to the extent shown in paragraph 5 if the employee completes 30 days' actual employment, and his services are to be thereafter retained.

For example, an employee commences duty on 1st March, 1919, and is absent on account of illness on 4th, 12th, and 18th March. Pay for those days must be deducted from his fortnightly pay on 7th and 21st March. If, however, he is employed until 8th April, and so completed 30 days' service, pay should be granted for the three days of absence, provided his services are to be retained.

7. Any additional absence from the same cause shall be covered by leave of absence up to a period in the aggregate of 24 days (exclusive of Sundays) in any twelve months, and for the duration of such additional leave the Department shall pay the employee at the rate allowed by the Repatriation Department, *i.e.*, £2 2s. per week of seven days, equal to 7s. a day for a week of six days. In the event of the employee being in receipt of a military pension, the difference between such pension and the rate above mentioned only shall be paid. (N.O. 50/1920.) (Amendment to take effect from 1st January, 1920.)

8. All applications for the leave proposed must be supported by medical evidence showing the nature of the disability which necessitates absence, and stating that the prime cause of the disability is Active Service with the Royal Australian Navy or the Australian Imperial Expeditionary Force.

9. In computing twelve months' employment for the purpose of determining whether an employee is eligible for a further period of sick leave with full pay, any leave granted under these proposals shall be counted as employment.

10. Any leave on account of sickness other than sickness resulting from Active Service shall be granted only under the provisions at present existing for temporary clerks, and shall be regarded as distinct and separate from sick leave granted under these proposals. These new conditions are to take effect as from 1st July, 1918.

11. Leave to cover absence on single days due to illness resulting from Active Service, not exceeding three in any twelve months, may be granted to temporary employees (Office Staff) without the production of a Medical Certificate, provided such days are regarded as portion of the period allowable under this order (*vide* paragraph 5).

12. Navy Orders Nos. 98/1919, 121/1919, 164/1919, and 50/1920 are hereby cancelled.

(21/8987.)

242.

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.

2. The above is a reprint of Navy Order No. 195/1918, which is hereby cancelled.

(18/7950.)

243.

OVERTIME TO TEMPORARY CIVILIAN JUNIOR CLERKS.

Overtime to Temporary Civilian Junior Clerks in H.M.A. Naval Establishments 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 regulation 62, paragraph (1), Commonwealth Public Service Regulations.

2. The above is a reprint of Navy Order No. 103/1918, which is hereby cancelled.

(20/5945.)

244.

PUBLIC HOLIDAYS.

The following are the statutory holidays to be observed in Naval Offices and Establishments:—

1st day of January,
26th day of January,
Good Friday,
Easter Saturday,
Easter Monday,
King's Birthday,
Christmas Day,
Boxing 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.

2. In addition to the above, the following are to be observed as holidays in the centres shown, making a maximum of twelve *paid holidays per annum*. The holidays shown in this paragraph apply to hourly paid office staff in Naval Establishments, but not to hourly paid employees who are governed by Naval Establishment Regulation 40(1)—see paragraph 6 of this Order:—

New South Wales.

Sydney.	*Other Districts.*
Anzac Day (25th April).	Anzac Day (25th April).
Prince of Wales Birthday.	Prince of Wales Birthday.
Eight Hours Day.	Eight Hours Day, or Local Show or Races or Sports Day, &c. (as selected by the Officer-in-charge), whole day.
Day following Boxing Day.	Day following Boxing Day.

Victoria.

Melbourne.	*Other Districts.*
Anzac Day (25th April).	Anzac Day (25th April).
Eight Hours Day.	Eight Hours Day (where observed by State Government).
Melbourne Cup Day.	Local Show or Races or Sports Day, &c. (as selected by the Officer-in-Charge), whole day.
Day following Boxing Day.	Day following Boxing Day.

Queensland.

Brisbane.	*Other Districts.*
Anzac Day (25th April).	Anzac Day (25th April).
Eight Hours Day.	Eight Hours Day.
Exhibition Day.	Local Show or Races or Sports Day, &c. (as selected by the Officer-in-Charge), whole day.
Day following Boxing Day.	Day following Boxing Day.

South Australia.

Adelaide.	*Other Districts.*
Anzac Day (25th April).	Same as for Adelaide.
King's Accession Day.	
Eight Hours Day.	
Proclamation Day.	

Western Australia.

Perth and Fremantle.	*Other Districts.*
Anzac Day (25th April).	Anzac Day (25th April).
Royal Agricultural Show Day.	Local Show or Races or Sports Day, &c. (as selected by the Officer-in-Charge), whole day.
Proclamation Day.	Day following Boxing Day.
Day following Boxing Day.	Proclamation Day.

TASMANIA.

Hobart.	*Other Districts.*
Anzac Day (25th April).	Anzac Day (25th April).
Agricultural Show Day—half-day.	Annual Show and Race Days (half-day each), as selected by Officer-in-Charge.
Hobart Cup Day—half-day.	Eight Hours Day.
Eight Hours Day.	Day following Boxing Day.
Day following Boxing Day.	

3. The additional holidays prescribed in the foregoing schedule for districts outside the capital cities shall not, in any case, exceed four whole days which, added to statutory holidays, make the maximum of twelve paid holidays referred to in paragraph 2.

4. Holiday Payment.—Where the exigencies of the Service require the attendance of officers on a paid holiday, payment may be made, in accordance with the regulations, of double time, but not double time in addition to the ordinary pay for holidays.

5. 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.

6. 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 shown in paragraph 1 of this Order and Eight Hours Day.

7. 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.

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 Commodore Superintendent and Senior Naval Officer will ascertain what action is being taken in other Commonwealth Departments in Sydney, and submit the same, with his recommendations, for approval of the Naval Board prior to issuing instructions.

9. Article No. 347 of the Consolidated Navy Orders 1911-20 is hereby cancelled.

(21/507.)

245.

CORRECTION TO NAVY ORDER.

With reference to Navy Order No. 230/1921, relative to Specialist Allowance for Sick Berth Staff, in paragraph 1, line 1, *for* Navy Order No. 173/1921, *read* Navy Order No. 183/1921.

(21/8449.)

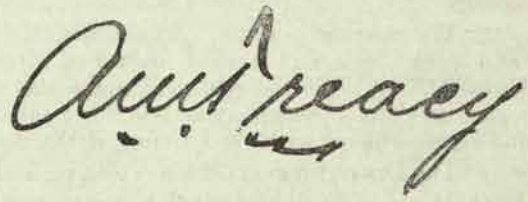
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
5th July, 1921.

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

By Command of the Naval Board,



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	6
Australia	12
Light Cruisers, &c.	10
Gunboats and other Vessels	6
R.A.N. College, *Cerberus, Tingira* and *Penguin*	12
Destroyer Flotilla	48
Submarine Flotilla	12
Commonwealth Naval Representative	6
Commodore-Superintendent and Senior Naval Officer, Sydney	10
H.M.A. Dockyards and Naval Establishments ..	4
District Naval Officers	8
Sub-district Naval Officers	1
Commodore-in-Charge, Hong Kong (for C.-in-C., China)	2
District Intelligence Officer, Singapore (for C.-in-C., China)	1
Commonwealth Departments. &c.	*as requisite*

C.9930.

246.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

With reference to Navy Order No. 184/1921, a footnote should be added as follows to apply to H.M.A.S. *Success*, under R.A.N. College:—

‡Lent for instructional duties to Royal Australian Naval College, but remains tender to *Anzac*.

(21/166.)

247.

VISITS OF CEREMONY, ETC., ON ARRIVAL AT PORT MELBOURNE OF FOREIGN MEN-OF-WAR, H.M. OR H.M.A. SHIPS AND VESSELS.

The following orders will govern visits of ceremony at Port Melbourne.

2. The Secretary of the Navy Office, Melbourne, will communicate the expected date and time of arrival of all war vessels to the District Naval Officer, Victoria, who will make the necessary arrangements in regard to visits of ceremony as laid down in K. R. and A. I., Article 96, and in accordance with the customs of the Service.

3. The District Naval Officer, Victoria, is to report by telephone to the Navy Office the actual approach and arrival of all Men-of-War and other vessels of importance.

4. With reference to Article 96, paragraph (*b*), of the K. R. and A. I., "The Officer in Chief Command" will be the Naval Board, except when the flag of the Admiral or Commodore Commanding the Fleet is flying in Hobson's Bay, in which case the Admiral or Commodore Commanding will, for the purposes of visits of ceremony, be "The Officer in Chief Command."

5. The Officer of the Guard will be detailed by the District Naval Officer, Victoria, or the Senior Officer of H.M.A. Ships present, should the latter be senior to the District Naval Officer, Victoria.

6. Before the arrival of a foreign Man-of-War, the District Naval Officer, Victoria, will ascertain from the Navy Office by signal at what time it is desired that the official visits should be paid and returned (K. R. and A. I., Article 96, paragraphs (*b*) and (*c*)), and whether there are any special orders for the Officer of the Guard. The District Naval Officer, if not at the time Senior Officer, will be responsible that these orders are at once communicated to the Senior Naval Officer.

7. The Officer of the Guard is to be instructed in accordance with the above, and is to inform the Officer Commanding of the arriving Ship, on boarding, of the arrangements proposed with regard to the receipt and return of visits of ceremony, by the Naval Board, or the Senior Naval Officer, as the case may be. He will give information as to the position of the Navy Office, the District Naval Officer's Office, Port Melbourne, and the facilities for reaching these offices. He will also explain the rank and status of the Senior Naval Officer.

8. Should a Foreign Man-of-War commanded by an Officer of lower rank than Captain arrive in Hobson's Bay, the Naval Board, in the absence of the Admiral or Commodore Commanding the Fleet, may direct that the visits of ceremony be carried out reciprocally between the Officer in Command of such vessel and the Senior Naval Officer.

9. Notwithstanding that the Flag of the Admiral or Commodore Commanding may be flying in Hobson's Bay, or that the Officer in Command of the Foreign Man-of-War may be of lower rank than Captain, special arrangements will, if considered necessary, be made for a visit to the Naval Board.

10. Article 46, Consolidated Navy Orders 1911-1920, is hereby cancelled.

(21/5710.)

248.

TORPEDO CONTROL COURSE—RESULTS.

The following Officers have completed a Torpedo Control Course in H.M.A.S. *Cerberus*, and have qualified:—

		Name and Rank.
Acting	Sub-Lieutenant	Herbert J. Barling, R.A.N.
"	"	John Abbott, R.A.N.
"	"	Sydney T. M. Gower, R.A.N.
"	"	Robert B. A. Hunt, R.A.N.
"	"	Geoffrey G. Carter, R.A.N.
"	"	Donald P. Wines, R.A.N.

(21/8998.)

249.

SIGNAL BRANCH—VOLUNTEERS FOR TRANSFER TO.

Volunteers are required for transfer to the Signal Branch from other Branches of the R.A.N. Sixteen volunteers are required.

2. Candidates must be not more than 20 years of age, and should be recommended for transfer by their Commanding Officers.

3. The selected candidates will be given a special course of 24 weeks in the Signal School, Flinders Naval Depôt.

4. Returns, showing the names of volunteers, and accompanied by Service Certificates, should be forwarded direct to the Captain Superintendent of Training, Flinders Naval Depôt, Westernport, to reach him not later than 23rd July, 1921.

5. Blank returns are required.

(21/9328.)

(*This Order will be reprinted for posting on Notice Boards.*)

250.

ISSUE OF CHARGEABLE WARRANTS TO RATINGS ON LEAVE.

With reference to Appendix II., paragraphs 26 and 27, of the Consolidated Navy Orders 1911-1920, it has been brought to the notice of the Naval Board that the privilege whereby ratings, who, owing to lack of funds whilst on leave, are unable to return to their Ship, are permitted to obtain chargeable warrants from the Commanding Officer, H.M.A.S. *Penguin*, Commanding Officer, H.M.A.S. *Cerberus*, District Naval Officers, &c., is being abused.

2. Commanding Officers of all Ships and Establishments are to draw the attention of the Ships' Companies to this matter, at the same time warning them that, if the practice is continued generally, disciplinary action will be taken.

3. Officers issuing chargeable warrants to ratings should demand an explanation of the circumstances necessitating the issue of the warrant. If the explanation furnished by the rating is not considered satisfactory, the fact should be reported to the Commanding Officer of the Ship to which the rating belongs, for such disciplinary action as may be considered necessary.

(21/7322.)

(*This Order will be reprinted for posting on Notice Boards.*)

251.

SUDDEN DEATHS.

Where any doubt exists as to the cause of a death in any of H.M.A. Ships or Establishments, arrangements are to be made for a *post-mortem* examination to be held when practicable.

2. Where a *post-mortem* examination is held under order of the the Coroner, the Medical Officer of the Ship or Establishment concerned is to attend, if possible.

3. The report of the examination is to be included in the Medical Officer's report of the death to the Director of Naval Medical Services.

(21/9151.)

252.

UNIFORM FOR CLASSES I. AND III.—ISSUING PRICES.

It has been decided that the procedure approved in Admiralty Monthly Order No. 3323/1920 is to be adopted in the Royal Australian Navy.

2. The prices to be charged for the special articles of Class I. and Class III. Uniform obtained under contract are to be the issuing prices in force at the time the clothing is ordered by the men.

3. This procedure is to apply in regard to the above articles ordered prior to the introduction of the revised issuing price-list of clothing on 1st April, 1921.

(S. 21/1939.)

253.

SIGNAL LETTERS OF BRITISH SHIPS.

Interim Supplement 21/6.

The following Commercial Code Signal has been appropriated to the undermentioned British Ship:—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Registered Tonnage.	Owners.
22.4.21	R.L.G.W.	*Eromanga*	Brisbane, 130166	Steam, 1922	Commonwealth Government Line

(21/4816.)

254.

TRANSMISSION OF CABLEGRAMS AND TELEGRAMS.

Attention is drawn to the provisions of Regulation 112 of the Naval Financial Regulations, and to similar provisions in Article 82 of the Financial Regulations (Sea-going) 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 the cost of reply is to be collected from the addressee, the words "collect reply" should be added to the message.

3. In order to obtain the benefit of reduced rates for Government radio-telegrams, it is necessary that the word "Government" should be inserted by the sender of the telegram in the place provided for the purpose on the official telegraph forms.

4. The above is a reprint of Navy Orders No. 6/1918 (as amended by No. 62/1919) and No. 282/1920, which are hereby cancelled.

(F. 39/1/58.)

255.

TELEGRAPHIC ADDRESS.

The Combination "Flindep" has been registered in the Postmaster-General's Department as the telegraphic address of the Commanding Officer, Flinders Naval Depôt, Westernport (H.M.A.S. *Cerberus*).

2. All telegrams lodged with the Post and Telegraph Department for transmission to that Officer should be addressed:—

Flindep,
Crib Point.

3. The necessary amendment is to be made in the List of Registered Telegraphic Addresses, in Appendix I., of the Consolidated Navy Orders 1911-1920.

(21/461.)

256.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).

The following amendment to the Financial Regulation (Sea-going) is approved:—

Article 21 is amended, as from 1st March, 1921, by adding the words—

"and, where necessary, warrant for transport of excess luggage within the limits of the scale set forth in Article 22, Clause (1)."

immediately after the words "railway or steamer warrant" in the first line of Clause (5).

(20/11541.)

257.

CIVILIAN OFFICERS OF THE NAVY DEPARTMENT ACCOMMODATED IN H.M.A. SHIPS AND ESTABLISHMENTS.

In view of the possibility of Civilian Officers of the Navy Department being accommodated in Ships or Establishments, the Naval Board direct that, on such occasions, these Civilian Officers should be accommodated in the Ward Room Officers' Mess or Warrant Officers' Mess, according to Class, viz.:—

Professional Officers—

Class	A1, A2, B, C, D, E	Ward Room Officers' Mess.
	F	Warrant Officers' Mess.

Clerical Officers—

Class	I., II., III.	Ward Room Officers' Mess.
	IV., V., Temporary Clerks	Warrant Officers' Mess.

2. In the case of Civilian Officers not mentioned above, the Mess which they should join is to be determined by their salary. Those with salary of above £320 per annum, exclusive of allowances, should be accommodated in the Ward Room, and those with salary below £320, exclusive of allowances, in the Warrant Officers' Mess.

(20/10352.)

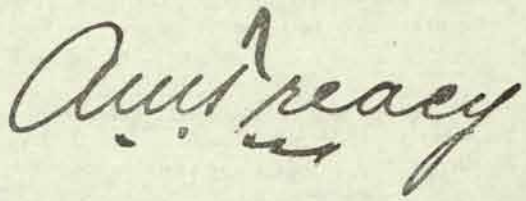
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
12th July, 1921.

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

By command of the Naval Board,



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

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258.

TRAINING OF RATINGS.

The Naval Board have had under consideration the arrangements for training ratings in H.M.A. Fleet, and the following instructions have been approved and are promulgated for information and guidance.

Boys and Ordinary Seamen at Sea.

2. The provisions of Admiralty Monthly Orders 3121/1920 and 62/1921 on the subject of the training of young seamen and boys in Sea-going Ships have been adopted in the Royal Australian Navy, and Navy Order No. 128/1921 is, in consequence, cancelled. All seamen ratings who were under the age of 17 years on the 1st March, 1921, will be trained under the revised Regulations. Those ratings who were over the age of 17 years on the date mentioned will be trained, as far as possible, on board H.M.A.S. *Australia*, and advanced under the Regulations previously in force.

Signal Boys and Boy Telegraphists.

3. Signal Boys and Boy Telegraphists will receive preliminary training in H.M.A.S. *Tingira*, and will then be drafted to H.M.A.S. *Cerberus* to complete their training.

Seamen Qualifying for (G) Non-substantive Ratings.

4. The following ratings will be trained in the R.A.N. Gunnery School, Westernport:—

Seaman Gunner.
Seaman (Q.O.).
Gunlayer, 2nd Class.
Petty Officer (G).
L.D.L.
S.D.L.
H.D.L.
G.L., 1st Class.
G.M.
Rangetakers, 1st, 2nd, 3rd Class.
Divers.
Lieutenant (G) Writer.

Ratings qualifying for Light Director Layer will go through the authorized courses in the Gunnery School at Flinders Naval Depôt, except Firing Course No. 11 (Light Cruiser Firing).

On completion of the training referred to in the previous paragraph, ratings qualifying for Light Director Layer will be provisionally rated as such, but are not to be confirmed until each rating has carried out Firing Course No. 11 in one of the Light Cruisers of H.M.A. Fleet.

Notation of provisional qualification as Light Director Layer is to be made on the Gunnery History Sheet in the Gunnery School, and the final qualification is to be noted under the supervision of the Fleet Gunnery Officer.

The ammunition for the firings of the men undergoing the course for Light Director Layer in Light Cruisers is to be considered additional to the annual allowance of ammunition already authorized.

Ratings qualifying for H.D.L., G.L. 1st Class, and G.M. will carry out a provisional course only in the Gunnery School, and, if subsequently recommended, will be sent to England to qualify for the confirmed rating.

Seamen Qualifying for (T) Non-substantive Ratings.

5. The following ratings will be trained at the R.A.N. Torpedo School, Westernport:—

Seaman Torpedoman.
L.T.O.
Torpedo Coxswain.
T.G.M.
Searchlight Manipulator.

Ratings qualifying for T.G.M. will carry out a provisional course only in the Torpedo School, and, if subsequently recommended, will be sent to England to qualify for the confirmed rating.

Ordnance Artificers.

6. The training of these ratings will be carried out in the R.A.N. Gunnery School, Westernport.

Electrical Artificers.

7. The training of these ratings will be carried out in the R.A.N. Torpedo School, Westernport.

The Sperry-Gyro course will be carried out in H.M.A.S. *Platypus*.

Physical and Recreational Training Instructors.

8. As the P. & R. T. School has been transferred temporarily to the R.A.N. College, Jervis Bay, training will take place at the College until further notice.

Forms A.S.1303—Recommendations for (G) and (T) Non-substantive Ratings.

9. Lists of men recommended for Non-substantive ratings are to be rendered on Form A.S.1303, monthly, to the Commanding Officer, Flinders Naval Depôt, Westernport, where rosters are kept in the respective schools.

Courses—Recommendation and Selection for.

10. Courses will be arranged and ratings classed up under the direction of the Captain Superintendent of Training, who will communicate direct with the Rear-Admiral Commanding H.M.A. Fleet, and with the respective Commanding Officers of H.M.A. Ships and Establishments not under the orders of the Rear-Admiral Commanding H.M.A. Fleet, with a view to the formation of the classes.

H.M.A.S. *Cerberus* will make the necessary drafting arrangements.

11. Navy Orders Nos. 269/1920 and 5/1921 are hereby cancelled.

(20/8789.)

(This Order will be reprinted for posting on Notice Boards.)

259.

EXAMINATION FOR WARRANT ENGINEER AND WARRANT MECHANICIAN, R.A.N.—SEPTEMBER, 1921.

The Board have approved, as a special case, of R.A.N. ratings being permitted to sit for the Professional Examination for Warrant Engineer and Warrant Mechanician, to be held on 5th September, 1921, and to sit for the Higher Educational Test in October, 1921.

2. The names of candidates desirous of sitting for the Professional Examination are to be reported to the Secretary, Navy Office, forthwith.

(21/8109.)

(This Order will be reprinted for posting on Notice Boards.)

260.

WELFARE COMMITTEE 1921-1922.

With reference to Navy Order No. 225/1921, promulgating arrangements made for the Welfare Committee 1921-1922, it has been decided that six witnesses from H.M.A.S. *Australia* and three witnesses from R.A.N. College, Jervis Bay, should be added to the list shown in paragraph 4 of the Navy Order quoted.

2. Navy Order No. 225/1921 is to be amended accordingly.

(21/8333.)

(This Order will be reprinted for posting on Notice Boards.)

261.

WELFARE COMMITTEE—R.A.N.R. STAFF AND PERSONS ATTACHED THERETO.

With reference to Navy Order No. 2/1921, it has now been decided that the 1921 Joint Conference of Officers and Ratings to discuss matters affecting the well-being of the ratings of the R.A.N.R., and persons attached to the R.A.N.R. Staff, will be held at the Naval Staff Office, Edgecliff, Sydney, instead of Adelaide, as indicated in paragraph 5 of the Navy Order quoted above.

2. The Advisory Committee, consisting of representatives of the various ratings, will assemble at the Naval Staff Office, Sydney, on Tuesday, 6th September, 1921, when they will proceed to elect a chairman, and to hold initial discussions, on the completion of which they will place their representations before the Welfare Committee.

3. The Welfare Committee of Officers will commence sitting on Tuesday, 13th September, 1921, and will continue to sit as directed by the President of the Committee.

4. The Welfare Committee will comprise the following officers:—

President.—Commander L. S. Bracegirdle, D.S.O., R.N., District Naval Officer, N.S.W.

Members.—Lieutenant J. F. Young, R.A.N., S.D.N.O., Port Melbourne; Commissioned Instructor H. C. Harris, Staff Officer to D.N.R.M.; Warrant Instructor H. G. Bignell, A/S.D.N.O., Geelong.

Secretary to Committee.—Mr. A. E. Veitch, Naval Staff Clerk, Class IV., D.N.R.M.'s Office.

5. The Welfare Committee of Officers will have the power to direct the attendance of any member of the R.A.N.R. Staff for the purpose of giving evidence relating to matters brought before them by the Advisory Committee.

(P.21/9607.)

262.

DENTAL CLASSIFICATION.

The following Dental Classifications have been made universal in the Royal Australian Navy:—

D.F.	*signifying*	Dentally fit.
X	„	Extractions.
S	„	Scalings.
Y	„	Fillings.
D	„	Dentures.
G	„	Ulcerative Gingivites.

2. The classification is to be noted and initialled in the "remarks" column of Dental History Sheet, Form A.M.190 Z, each time a rating is examined by a dental surgeon, and on the completion of necessary treatment the notation D.F. is to be made in the "remarks" column and initialled.

(21/8979.)

263.

OIL FUEL TANKS IN LIGHT CRUISERS—ANNUAL TEST.

In addition to carrying out the instructions contained in Article No. 290, Steam Manual, Oil Fuel Tanks in Light Cruisers are to be tested annually, the most suitable time being whilst these ships are undergoing annual refit.

2. The test is to be applied to the tanks as follows:—

The tanks are to be filled with water or oil and pressed to a mean height of 8 feet above the crown of the tanks. The pressure is to be maintained for at least 12 hours without any sign of leakage.

(21/9495.)

264.

SIGNAL LETTERS OF BRITISH SHIPS.

Interim Supplement 21/8.

The following Commercial Code Signal has been appropriated to the undermentioned British ships: —

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Registered Tonnage.	Owners.
14.6.21	T.H.P.Q.	*Petrel* ..	Melbourne, 112523	Sail, 7 ..	William Smith, Geelong

(21/4816.)

265.

AMENDMENTS OF FINANCIAL REGULATIONS (SEA-GOING).

The following amendments of Financial Regulations (Sea-going) are approved:—

Article 4 is amended as from 1st May, 1921—

(1) by omitting from the scale of pay in clause (4) the rate "9s. 6d.", and inserting in its stead the rate "10s. 6d."

(2) by omitting the words "as from 1st March, 1921," in the first and second lines of clause (4).

(21/4881.)

Article 9 is amended by adding immediately after clause (38) the following words:—

"(These allowances are not payable concurrently)."

(21/5801.)

266.

CONSOLIDATED NAVY ORDERS 1911-1920—CORRECTIONS TO.

The following corrections are to be made to the Consolidated Navy Orders 1911-1920:—

Article 29.—In paragraph 2 insert before "Little Collins-street" the number "430".

Article 34.—In paragraph 4 *for* "N.D.O.s" *read* "D.N.O.s".

Article 35.—*For* the word "Article" *read* "Regulation".

Article 216.—Section III.—In first and second paragraphs, *for* "Naval Engineer Officer" *read* "Engineer Manager".

Article 235.—Add at end after the word "Officers" the following sentence:—"The directions contained therein are to be complied with".

Article 242.—Delete the words "and Instructions".

Appendix 1.—List of registered telegraphic addresses—

For "The Director of Naval Reserves and Mobilization" *read* "The Director of Naval Reserves and Naval Reserve Mobilization".

The postal address and telegraphic address of the District Naval Officer, South Australia, should read as follows:—

Postal Address.

The District Naval Officer,
Naval Staff Office,
Birkenhead,
viâ Port Adelaide, S.A.

Telegraphic Address.

Naval Office, Port Adelaide.

Add the following postal addresses and telegraphic addresses:—

Postal Address.

Director of Navy Accounts,
Navy Office,
Melbourne.

Telegraphic Address.

Navaccount, Melbourne.

Postal Address.

The Commanding Officer,
H.M.A.S. *Platypus*,
North Geelong.

Telegraphic Address.

Submarines, North Geelong.

(21/8799.)

267.

1921 NAVY ORDERS—CORRECTIONS TO.

In Navy Order No. 16/1921 (paragraphs 5, 6, and 7), *for* Appendix to Navy Order No. 93/1919 *read* Appendix II. Consolidated Navy Orders 1911-1920.

In Navy Order No. 19/1921, *for* Navy Order No. 143/1920 *read* Article 317, Clause I., Consolidated Navy Orders 1911-1920.

In Navy Order No. 26/1921, *for* Navy Order No. 220/1920 *read* Article 309, Consolidated Navy Orders 1911-1920.

In Navy Order No. 27/1921 (paragraph 4), *for* Navy Order No. 65/1913 *read* Article 140, Consolidated Navy Orders 1911-1920.

In Navy Order No. 30/1921 (paragraph 6), *for* Navy Order No. 261/1920 *read* Article 300, Consolidated Navy Orders 1911-1920.

In Navy Order No. 30/1921 (paragraph 7), *for* Navy Order No. 125/1918 *read* Article 301, Consolidated Navy Orders 1911-1920.

In Navy Order No. 35/1921, *for* Navy Order No. 241/1920 *read* Article 161, Consolidated Navy Orders 1911-1920.

In Navy Order No. 36/1921, *for* Navy Order No. 2/1920 *read* Article 310, Clause 10, Consolidated Navy Orders 1911-1920.

In Navy Order No. 40/1921 (paragraph 1), *for* Navy Order No. 224/1920 *read* Article 120, Consolidated Navy Orders 1911-1920.

In Navy Order No. 42/1921, *for* Navy Order No. 166/1920 *read* Article 163, Consolidated Navy Orders 1911-1920.

In Navy Order No. 43/1921, *for* Navy Order No. 134/1920 *read* Article 188, Consolidated Navy Orders 1911-1920.

In Navy Order No. 49/1921, *for* Navy Order No. 220/1920 (paragraph 2), *read* Article 309, Consolidated Navy Orders 1911-1920.

In Navy Order No. 58/1921 (paragraph 2), *for* Navy Order No. 152/1920 *read* Article 246, Consolidated Navy Orders 1911-1920.

In Navy Order No. 69/1921 (paragraph 4), *for* Navy Order No. 37/1920 *read* Article 219, Consolidated Navy Orders 1911-1920.

In Navy Order No. 73/1921 (paragraph 2), *for* Navy Order No. 139/1912 *read* Article 179, Consolidated Navy Orders 1911-1920.

In Navy Order No. 78/1921 (paragraph 1), *for* Navy Order No. 64/1920 *read* Article 321, Consoldiated Navy Orders 1911-1920.

In Navy Order No. 83/1921, *for* Navy Order No. 224/1920 *read* Article 120, Consolidated Navy Orders 1911-1920.

In Navy Order No. 93/1921, *for* Navy Order No. 241/1920 (heading and second line) *read* Article 161 (heading and third line), Consolidated Navy Orders 1911-1920.

In Navy Order No. 97/1921, *for* Navy Order No. 156/1920 (Section II.) *read* Article 47 (Section II.), Consolidated Navy Orders 1911-1920.

In Navy Order No. 119/1921 (Section E, paragraph 1), *for* Navy Order No. 95/1919 *read* Article 100, Consolidated Navy Orders 1911-1920.

In Navy Order No. 126/1921 (paragraphs 3 and 5), *for* Navy Orders Nos. 93/1920 and 135/1920 *read* Article 282, Consolidated Navy Orders 1911-1920.

In Navy Order No. 136/1921 (paragraph 2), *for* Navy Order No. 183/1918 *read* Article 101, Consolidated Navy Orders 1911-1920.

In Navy Order No. 170/1921 (paragraph 2), *for* Navy Order No. 43/1916 *read* Article 252, Consolidated Navy Orders 1911-1920.

In Navy Order No. 178/1921 (paragraph 6), *for* Navy Order No. 10/1920 *read* Article 8, Consolidated Navy Orders 1911-1920.

In Navy Order No. 224/1921, *for* Navy Order No. 264/1920 *read* Article 317, Clause 2, Consolidated Navy Orders 1911-1920.

(21/8799.)

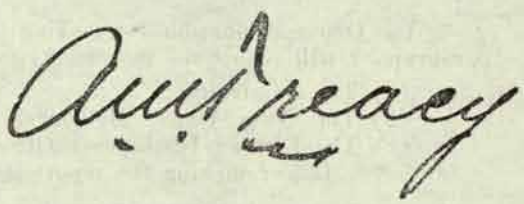
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
19th July, 1921.

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

By Command of the Naval Board,



The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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C.10649.

268.

REPORTING MOVEMENTS OF H.M. AND H.M.A. SHIPS.

Reports of arrival and departure of H.M. and H.M.A. Ships (including Tenders on detached Service) are to be made out as follows:—

2. The Officer responsible for making the report is—

(*a*) The District Intelligence Officer.
(*b*) At ports where there is no District Intelligence Officer, the Flag Officer or other Senior Naval Officer ashore.
(*c*) At ports not covered by (*a*) or (*b*), the Senior Officer afloat, who is present in port when Ships arrive, or who remains in port when Ships sail.
(*d*) At ports not covered by (*a*), (*b*), or (*c*), the Senior Officer or Commanding Officer of the Ships concerned.

3. The Officer responsible for making the report in accordance with paragraph 2 will report the movements to—

(*a*) The Admiralty.
(*b*) The Navy Office, Melbourne.
(*c*) The District Intelligence Officer of the Area in which the Officer making the report is situated.

4. The District Intelligence Officer is responsible for passing this information to—

(*a*) The Commanders-in-Chief of Stations within the limits of which the movement takes place.
(*b*) The Senior Officer of the Squadron or Flotilla to which the Ship belongs, or is about to join.
(*c*) In the case of arrivals—
The Senior Officer (if any) of the port from which the Ship has come.
(*d*) In the case of departures—
(i) The Senior Officer (if any) of the port to which the Ship is next proceeding.
(ii) The District Intelligence Officer of the Area to which the Ship is proceeding or through which she must first pass to reach her destination, if not already informed in accordance with paragraph 5.
(*e*) Such other authorities as may be directed from time to time by the Navy Office.

5. In reporting to the authorities mentioned in paragraph 4, clause (*a*), (*b*), (*c*), and (*d*) (i), the District Intelligence Officer is to transmit the report through the District Intelligence Officer of the Areas in which those authorities are situated.

6. If movements have already been reported by W/T or otherwise, to any of the authorities mentioned in paragraph 4, this fact must be made clear when informing the District Intelligence Officer in order to avoid duplication of reports and unnecessary expense.

7. To enable the above procedure to be carried out, Senior Officers of Fleets, Squadrons, or Flotillas, or Commanding Officers of detached Ships are to inform the Officer responsible for making the report in paragraph 2 of the prospective departure of, and service on which ships and vessels under their command are proceeding, except in cases where the orders have come through or emanated from that Officer. Similar procedure is to be followed on arrival.

8. Reports of all arrivals and departures are to be made, except in the case of a ship or squadron proceeding to sea for a few hours, for exercises, &c. In any case where the departure has been reported, the return should also be reported.

NOTE.—Movements of ships proceeding to a neighbouring port such as Sydney to Newcastle or Jervis Bay, for the purpose of coaling, provisioning, carrying stores, &c., and returning on completion of these duties, will not be reported to the Admiralty or D.I.O.'s of adjacent Naval stations, but only to Australian authorities.

9. Telegrams should include the following information, the form being varied when the telegram is sent in confidential code or cypher:—

Arrivals (Ships) or (Squadron) date at (Port).
Departures (Ship) or (Squadron) for (Port), date.
Authorities informed.

It is most important that the authorities informed should be stated in each telegram.

10. In the ordinary course of events, the movements of H.M. or H.M.A. Ships in and out of port are not reported by Naval Agents and Consular, Colonial, or Indian Reporting Officers.

11. In order to simplify the work of the District Intelligence Officer, and enable him to carry out the instructions contained in paragraphs 3 and 4 intelligently, programmes of prospective movements should, whenever possible, be supplied to the District Intelligence Officers affected.

12. District Intelligence Officers of adjoining stations and their telegraphic addresses are as follows:—

District Intelligence Officer.	Telegraphic Address.
Colombo	Fuelite Colombo.
Singapore	Fuelite Singapore.
Shanghai	Fuelite Shanghai.
Cape Town	Fuelite Cape Town.
Callao	Mailbag Callao.
Ottawa	Naval Ottawa.
Wellington	Fuelite Wellington.

13. Article 3 of Consolidated Navy Orders 1911-1920 and Navy Order No. 156/1921 are hereby cancelled.

(21/0200.)

269.

HALF-PAY REGULATIONS.

With reference to the Naval Forces Regulations dealing with the half-pay and retirement of Officers of the Permanent Naval Forces, the following information regarding the policy of the Naval Board in this connexion is promulgated.

2. The attention of Officers is called to section 30 of the Naval Defence Act, which gives the Governor-General power, at any time, to dispense with the services of any Officer or Seaman. The introduction of the Half-pay Regulations, as contained in Statutory Rule 156/1920, and embodied in the Naval Forces Regulations (Statutory Rule 1/1921), was, therefore, no new departure as regards the liability of Officers to compulsory retirement at any time. The Half-pay Regulation in no way affects the tenure of an Officer's appointment in the R.A.N. as previously existing. It does, however, safeguard the interests of Officers to the extent of providing that, in the event of circumstances rendering it necessary to dispense with an Officer's services, the Board have power to place him on the Half-pay List for a period of six or twelve months, thereby affording him time and opportunity for obtaining other employment.

3. It is not the intention that an Officer shall be placed on half-pay otherwise than as a preliminary to his being placed on the Retired List. The Half-pay List will not be utilized for the purpose of temporary unemployment.

4. Officers are further notfied that it is not the policy of the Naval Board to permit of persons being temporarily placed on half-pay at their own request.

(20/3256.)

(*This Order will be reprinted for posting on Notice Boards.*)

270.

EDUCATIONAL TEST FOR ACCELERATED ADVANCEMENT TO MAN'S RATING—14th JUNE, 1921.—RESULTS.

The following ratings passed the Educational Test for Accelerated Advancement to Man's Rating, held on the 14th June, 1921:—

Name.	O.N.	Where Serving.	Percentage of Marks Obtained.
Ford, J. W.	12034	*Sydney* ..	76·0
Stanley, H. H.	11639	,, ..	71·0
Holmes, D. A.	11713	,, ..	69·0
Davies, H. E. W.	12039	,, ..	68·0
Burrows, E. L. T.	11705	,, ..	62·5
Mudie, R. G.	11167	,, ..	59·0
Watson, A. H.	12065	,, ..	57·0
Henshaw, R. C.	11134	,, ..	50·0

2. The necessary notation is to be made on the Service Certificates of these ratings.

(21/6317.)

271.

AUSTRALIAN WAR MUSEUM—NAVAL WAR TROPHIES AND RELICS.

With reference to Navy Order No. 194/1921, Commanding Officers of H.M.A. Ships and Shore Establishments are to forward Statements, on 1st August, 1921, showing particulars of Naval War Trophies and Relics, also Paintings and Sketches of War Exploits, which Members of Ships' Companies are willing to hand over for national exhibition at the Australian War Museum. Blank Statements are required.

(21/5156.)

272.

OIL TANK INSTALLATION, WILLIAMSTOWN.

Subject to the necessary Naval Board approval prior to supply, requirements of oil fuel and solar oil to H.M.A. Ships and Submarines can be met from the Naval Oil Tank Installation at Williamstown.

2. The Installation has been placed under the control of the District Naval Officer, Port Melbourne, and after approval to supply has been given, the necessary arrangements are to be made by Commanding Officers of Ships direct with that Officer.

3. On occasions of fueling, Commanding Officers of H.M.A. Ships are to provide a working party consisting of one Petty Officer and six Ratings, and where possible any other additional labour required for the purpose of connecting and disconnecting hoses to and from the Installation, and generally to assist the Officer-in-Charge of the Installation as may be necessary.

4. In order to avoid disputes as to the quantity of liquid fuel supplied or received, shore tank measurements are to be carefully checked, both before commencement and on completion of fueling by the Officer-in-Charge of the Installation, in conjunction with Ships' Officers. Any differences in quantities which cannot be satsfactorily settled by the parties concerned are to be referred to the Naval Board for decision.

(S.21/2422.)

273.

CAP BADGES FOR OFFICERS' STEWARDS AND COOKS, 1st CLASS.

The provisions of Admiralty Monthly Order No. 899/1921 relative to the patterns of Cap Badges to be worn by Officers' Stewards and Cooks have been adopted in the Royal Australian Navy.

2. The uniform Cap Badge for all Officers' Stewards and Cooks, 1st class, is in future to be the same as for corresponding ratings of other branches, viz.; Pattern 49, Gold, for men with four or more years' service in the rating, and Pattern 52, Red, for men with less than four years' service in the rating. The wearing of Chief Petty Officers' Cap Badges by Officers' Stewards and Cooks, 1st class, with over five years' service as such is to be discontinued.

(S.21/2672.)

274.

WEARING OF WHITE BOOTS AND SHOES BY RATINGS IN UNIFORM.

With reference to Welfare Request, 1920, No. 42 (Navy Order No. 226/1921), in regard to the adoption of White Boots and Shoes as articles of Uniform for Petty Officers and Men, it has been decided to carry out the following trial with White Canvas Shoes before a final decision is given:—

(*a*) The Rear Admiral Commanding H.M.A. Fleet is requested to arrange for a trial to be carried out in three Light Cruisers, H.M.A.S. *Marguerite*, and two Torpedo Boat Destroyers ("S" Class) during the forthcoming Northern cruise.

(*b*) The trial will be for three months in each vessel under ordinary Service conditions and a report is then to be furnished by each Ship, through the Rear Admiral Commanding, for the information of the Naval Board.

(*c*) The trial is to be carried out by ratings who voluntarily obtain white shoes on repayment for the purpose, a suitable number of ratings being selected as follows:—

(1) Class I.—An appropriate number representing Chief Petty Officers.

(2) Class III.—An appropriate number representing ratings not dressed as Seamen.

(3) Class II.—A number equalling the total of Classes I. and III.

(*d*) The following quantities of Shoes will be issued to Ships affected on demand being made on the Royal Edward Victualling Yard:—

Light Cruisers	32 pairs to each.
Marguerite and Torpedo Boat Destroyers ("S" Class) ..	12 pairs to each.

Shoes will be supplied in sizes 6, 7, and 8 only, and demands should state the number of each size required. A supply of Blanco may also be demanded from the Royal Edward Victualling Yard for issue on repayment.

(*e*) The issuing price of the White Canvas Shoes will be 16s. 3d. per pair.

2. Similar trials will be arranged at a later date for H.M.A.S. *Platypus* (including Submarines), Flinders Naval Depôt, and the Naval College.

(20/10110.)

(*This Order will be reprinted for posting on Notice Boards.*)

275.

DEMANDS BY NAVAL RESERVE DISTRICTS, R.A.N. COLLEGE, BOYS' TRAINING SHIP ("TINGIRA"), AND FLINDERS NAVAL DEPOT, ON OTHER NAVAL ESTABLISHMENTS.

Attention is directed to Navy Order No. 15/1920 regarding action to be taken prior to approving of requisitions for purchase of stores.

2. The provisions of this Order apply also in the case of demands made on other Naval Establishments by Commanding Officers, R.A.N. College, Boys' Training Ship, Flinders Naval Depôt, and District Naval Officers. It is necessary that the certificate referred to in paragraphs 3 and 4 thereof should be obtained in such cases also, and the amount of the commitment noted by the Certifying Officer. When the exact expenditure is not known an approximate estimate will suffice for the purpose of noting the commitment.

3. In cases where it is not practicable to obtain the approval and certificate on a requisition form, prior to preparation of the demand, an extra copy of the latter should be prepared and the certificate given thereon. This copy will be numbered by the Certifying Officer and retained by him, and will take the place of the requisition for the purpose of noting the number, date, and amount of transfer account thereon in due course.

(17/3834.)

276.

RAILWAY WARRANTS.

A case has come under notice in which a name was added without authority to a Railway Warrant after it had been issued. In order to prevent a recurrence of such action, Railway Warrants issued for two or more persons should state, on the face of Warrant, the number of tickets required, *i.e.*, "Please issue Four (4) No. (or as the case may be) 2nd class single tickets, &c."

2. A line should also be drawn under the last name on the back of Warrant, in such a manner that the addition of any further names would be readily observed.

(N.21/9484.)

277.

FORMS A.S. 321A., A.S. 321B—COPY OF LOG.

Until further notice the heading in the certificate for reasons for exceeding "ordinary speed or consumption" on the first page of Form A.S. 321B, copy of Log, and Form A.S. 321A. for Destroyers, is to be altered to "economical speed or consumption".

(S.21/2221.)

278.

AMMUNITION EXPENDITURE—RETURNS.

With reference to Article 218 of the Consolidated Navy Orders 1911-1920, Clause 1 is to be omitted and the following new clause substituted:—

"The undermentioned returns of expenditure are to be rendered quarterly by all H.M.A. Ships, viz.:—

Cartridges and Shell (down to 2-pdr. inclusive), the cordite lots of the cartridge expended being shown."

(19/6977.)

279.

MULCT RETURN (A.S. 44)—ABOLITION OF.

The Mulct Book (Form A.S. 44) is no longer required, and is abolished in the R.A.N. as from the date of receipt of this Order.

(21/9051.)

280.

A.S. FORMS.

The following forms have been revised, and present stocks are to be regarded as obsolete. Supply will be made by the Naval Store Officer, Sydney, without demand:—

A.S. 289—Company Return of Rifle Practice.—S.21/2035.
A.S. 290—Ship Return of Rifle Practice.—S.21/2035.
A.S. 564—Precautions against Fire in H.M.A. Ships.—S.21/1416.
A.S. 1245 (late S.536B)—Gunnery History Sheet.—S.21/2196.
A.S. 1246—Signal History Sheet.—D.S.20/1764.
A.S. 1324C—Report of Sighting Enemy's Battle Fleet.—S.21/1774.

2. The following forms have been revised and will be supplied on demand by the Naval Store Officer, Sydney, on exhaustion of present stock of these forms:—

A.S. 85—Demand, Supply Note or Receipt for, or Survey on Remains, for Clothing, &c.—D.S.20/1764.
A.S. 219—Return of all Ratings absent on sailing.—S.21/1768.
A.S. 1319—Daily Expenditure of Coal, Oil Fuel, and Water.—D.S.20/1167.

3. The following form has been adopted for use in the R.A.N. Supply will be made by the Naval Store Officer, Sydney, without demand. S.453 is to be regarded as obsolete:—

A.S. 453—Irregularities in Service Certificate.—S.21/1518.

4. The following form has been adopted for use in the R.A.N. Supply will be made by the Naval Store Officer, Sydney, without demand:—

A.S. 316A—Quarterly Electrical Report for H.M.A. Ships.—S.21/1390.

5. The undermentioned new books of Reference for "Official use only" have been received from the Admiralty and issued as follows:—

O.U. 5238—Pocket Book for Power Worked Mountings, 1920—
Commodore Superintendent and Senior Naval Officer, Sydney.—2.
Rear-Admiral Commanding H.M.A. Fleet.—1.
Commanding Officer, H.M.A.S. *Australia*.—24.
Commanding Officer, H.M.A.S. *Cerberus*, for Gunnery School.—6.
Navy Office.—3

O.U. 6067—Hand-book for 36-inch Searchlight Equipment, 1920—
Flag Officers.—1.
Battle Cruisers, Light Cruisers.—2.
Commanding Officer, H.M.A. *Cerberus*, for Torpedo School.—2.
Navy Office.—2.

(S.21/2824.)

281.

SICK LEAVE TO CIVILIAN OFFICERS WHO ARE RETURNED SAILORS AND SOLDIERS.

With reference to paragraph 2 of Navy Order No. 241/1921, it has been decided that the service of Civilian Officers who are returned sailors and soldiers shall be reckoned, for purposes of sick leave and furlough, from the date to which their appointments as permanent members of the Staff have been antedated.

2. It should be noted, however, that sick leave cannot be granted until a probationary appointment has been confirmed unless the sickness arises from active service with the Royal Australian Navy or the Australian Imperial Force.

(20/8981.)

282.

CIVIL STAFF—NOTIFICATION OF VACANCIES.

Applications will be received from Naval Staff Clerks for appointment to the positions specified below.

2. Applications must be in the applicant's hand-writing and should set out clearly his general qualifications and any special qualifications for the position sought.

3. The vacancies are numbered (1) to (34), and to insure that each applicant is considered for the correct position he should state clearly at the commencement of his application the number of the position desired.

4. A separate application must be submitted in respect of each position for which the applicant desires to be considered.

5. Other things being equal, preference will be given to Returned Sailors and Soldiers.

6. Applications should be forwarded through the Head of Branch so as to reach the Secretary of the Navy Office, Melbourne, not later than Monday, 8th August, 1921.

Vacancies.

(1) Class II. Navy Office, Melbourne. Accounts Branch, £420-£500.

Applicants must have thorough knowledge of Audit Act, Naval Account, Treasury, and Naval Financial Regulations, and must have had experience of Navy Office Accounting procedure, and generally of all matters relating to expenditure of public funds.

(2) Class II. Navy Office, Melbourne. Stores Branch. £420-£500.

Applicants must possess thorough knowledge of all Naval Store Procedure and all Admiralty and local Regulations and Instructions thereon, affecting the Naval Store Department; examination and auditing of Naval Store Accounts; purchase, ordering, and accounting for stores; a good knowledge of storekeeping systems, shipping, and procedure regarding supply, and accounting for coal and liquid fuel. Applicant should have thorough experience in Naval Store correspondence, possess administrative ability, and be capable of taking charge of and efficiently supervising a large clerical staff.

(3) Class III. Navy Office, Melbourne. Secretariat. £320-£400.

Applicants must possess thorough knowledge of King's Regulations and Admiralty Instructions and Regulations under the Naval Defence Act and must have had experience of Departmental and R.A.N. Clerical procedure.

(4) Class III. Navy Office, Melbourne. Secretariat. £320-£400.

Applicants must have had experience in drafting Regulations, and must possess knowledge of requirements of Attorney-General's Department regarding the promulgation of Statutory Rules. They must be acquainted with Rules Publication Act.

(5) Class III. Navy Office, Melbourne. Accounts Branch. £320-£400.

Applicants must be experienced in Pay Office work.

(6) Class III. Navy Office, Melbourne. Accounts Branch. £320-£400.

Applicants must have knowledge of Financial and Naval Account Regulations and King's Regulations and Admiralty Instructions. They must possess a general knowledge of financial matters affecting Sea-going *personnel* and accounting methods relating thereto.

(7) Class III. Navy Office, Melbourne. Accounts Branch. £320-£400.

Applicants must have knowledge of Naval Financial and Account Regulations; also Public Service, Naval Reserve, and Establishment Regulations, and experience of the duties of Accounts and Certifying Officers.

(8) Class III. Garden Island, Sydney. Accounts Branch, £320-£400.

Applicants must have had experience in Pay Office work.

(9) Class III. Navy Office, Melbourne. Stores Branch. £320-£400.

Applicants should be capable correspondence clerks, thoroughly experienced in Naval Store procedure, and have an extensive knowledge of all Admiralty and local Regulations and Instructions appertaining to the Naval Store Department. Knowledge of all matters relative to supply of books of reference, established forms, official and residential furniture, importation and local purchase of Naval stores and material, Ships' Store Establishments, Fittings, and Fixture Lists is essential.

(10) Class III. Garden Island, Sydney. Stores Branch. £320-£400.

Applicants should be capable correspondence clerks, thoroughly experienced in Naval Store procedure, and have an extensive knowledge of all Admiralty and local Regulations and Instructions appertaining to the Naval Store Department. A thorough knowledge of Naval Storekeeping, Naval Store Depot procedure, and all matters appertaining to supply, receipt, and issue of stores on a large scale is essential.

(11) Class III. Naval Staff Office, Birkenhead. £320-£400.

Applicants must have knowledge of Naval Financial and Naval Reserve Regulations and experience of the duties of Certifying and Accounts Officers. They must possess knowledge of Departmental procedure in passing expenditure.

(12) Class IV. Navy Office, Melbourne. Secretariat. £220-£245.

Applicants must have a thorough working knowledge of the Public Service Regulations and Instructions, Naval Establishments Regulations, Awards, and Navy Office Instructions in regard to leave and staff matters.

(13) Class IV. Navy Office, Melbourne. Secretariat. £220-£310.

Applicants must be competent stenographers and typists, good correspondence clerks, possess a working knowledge of the Public Service Regulations and Instructions, and be thoroughly acquainted with the organization of the Department, and with Navy Office procedure, staff matters, and Parliamentary correspondence and questions.

(14) Class IV. Navy Office, Melbourne. Secretariat. £220-£310.

Applicants must have a working knowledge of King's Regulations and Admiralty Instructions, and Regulations under the Naval Defence Act, and experience of Navy Office and R.A.N. Clerical procedure.

(15) (16) (17) Class IV. Navy Office, Melbourne. Secretariat. £220-£310. (Three positions.)

Applicants must have had experience of Records work. They will be required to perform the duties of Clerks in charge of Sections, and will be responsible for the proper recording and prompt distribution of correspondence dealt with therein.

(18) (19) Class IV. Navy Office, Melbourne. Secretariat. £220-£310. (Two positions.)

Applicants, who should be suitable for private secretarial duties, must be stenographers and typists and be acquainted with Navy Office procedure.

(20) Class IV. Navy Office, Melbourne. Medical Services Branch. £220-£245.

Applicants should have a thorough knowledge of Regulations affecting the Medical Branch, be familiar with Medical terms and methods of compiling Medical returns and accounts.

(21) Class IV. Navy Office, Melbourne. Naval Staff. £220-£310.

Applicants should state their educational qualifications and details of clerical experience.

(22) Class IV. Navy Office, Melbourne. Accounts Branch. £220-£310.

Applicants must have a knowledge of the Financial Regulations and be experienced in Allotments work.

(23) (24) Class IV. Navy Office, Melbourne. Accounts Branch. £220-£310. (Two positions.)

Applicants, who must have a knowledge of King's Regulations and Admiralty Instructions, Financial and Naval Account Regulations, should also have had experience in audit of H.M.A. Ships' Ledgers.

(25) Class IV. Navy Office, Melbourne. Accounts Branch. £220-£245.

Applicants should be experienced in Navy Office financial procedure and have a knowledge of Naval Account and Financial and Public Service Regulations.

(26) Class IV. Navy Office, Melbourne. Accounts Branch. £220-£310.

Applicants must be acquainted with the Audit Act, Naval Account and Treasury Regulations, and experience of Navy Office accounting procedure.

(27) Class IV. Navy Office, Melbourne. Accounts Branch. £220-£310.

Applicants must have a knowledge of Naval Financial and Account Regulations, experience in examination of accounts, and be capable of assisting in Certifying Officer's work.

(28) Class IV. Navy Office, Melbourne. Accounts Branch. £220-£310.

Applicants must be competent stenographers and typists and have experience of Records work.

(29) Class IV. Navy Office, Melbourne. Stores Branch. £220-310.

Applicants should be acquainted with Navy Office procedure in effecting supply and distribution of coal and liquid fuel.

(30) Class IV. Navy Office, Melbourne. Stores Branch. £220-£310.

Applicants must have had experience in the aduit of Ships' Naval Store Accounts.

(31) Class IV. Garden Island, Sydney. Stores Branch. £220-£310.

Applicants must have knowledge of Ships' store establishments, fixture lists, and preparation of Annual and Supplementary Demands for Naval Stores.

(32) Class IV. Garden Island, Sydney. Stores Branch. £220-£310.

Applicants must have knowledge of supply and distribution of printed books of reference and established forms.

(33) Class IV. Garden Island, Sydney. Accounts Branch. £220-£310.

Applicants must have had good general experience in Accounts work.

(34) Class IV. Spectacle Island, Sydney. Armament Depôt. £220-£310.

Applicants should have experience in Naval Ordnance Store Accounting and be capable of taking stock of Ordnance Stores.

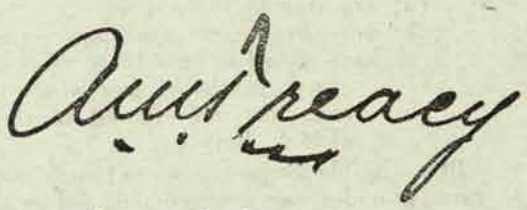
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
26th July, 1921.

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

By command of the Naval Board,



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

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283.

PROMOTION OF WARRANT OFFICERS TO COMMISSIONED RANK.

With reference to Article 298, King's Regulations and Admiralty Instructions (as amended by Admiralty Monthly Order No. 527/1920), it has been decided that, as a temporary measure, the qualifying service required thereby for promotion of Warrant Officers to Commissioned rank will not be required in the Royal Australian Navy, but the following will be substituted:—

"Commissioned Officers from Warrant rank will be selected from the respective ranks of Warrant Officers, at the discretion of the Naval Board.

2. Warrant Officers of all branches who—

(*a*) are over 35 years of age;
(*b*) have five years' actual service as Warrant Officer;
(*c*) have served at least three years at sea as Warrant Officer, except in those cases where Officers of the particular rank are not allowed in the complement of any of H.M.A. Ships;

will be eligible for promotion to Commissioned Officer from Warrant rank, provided they are recommended by their Commanding Officers and have a good record.

The periods of service required under (*b*) and (*c*) above will be increased gradually until the periods are the same as are required in the Royal Navy, *i.e.*, as follows:—

After 1st July, 1922	(*b*) 6 years.	
	(*c*) 3½ „	
After 1st July, 1923	(*b*) 8 „	
	(*c*) 4 „	
After 1st July, 1924	(*b*) 10 „	
	(*c*) 5" „	

(P.21/9644.)

284.

EDUCATIONAL TEST FOR ACCELERATED ADVANCEMENT TO MAN'S RATING.

With reference to Article 189, of the Consolidated Navy Orders 1911-1920, on the subject of the advancement of Boys and Ordinary Seamen, 2nd Class, and equivalent ratings, to man's rating, the educational examination will be held in the R.A.N. on the second Tuesday in March, June, September, and December of each year, instead of the first Tuesday in February, May, August, and November, as prescribed in the R.N.

2. Returns showing the number of candidates desirous of sitting for the examination should be forwarded to the Navy Office quarterly by all Ships and Establishments, and should be transmitted so as to reach the Navy Office on the first day of the month preceding that in which the examination is held. Blank returns are required.

3. The examination papers are to be prepared by H.M.A.S. *Tingira*, and forwarded under sealed cover to reach the Navy Office on the first day of January, April, July, and October of each year.

4. On completion of the examination, the worked papers should be forwarded direct to H.M.A.S. *Tingira* for marking. The Schedule of Candidates who sit for this examination, which accompanies the worked papers, should contain the full name of each candidate, his rating, official number, and where serving.

5. Article 189 of the Consolidated Navy Orders 1911-1920 is amended accordingly, and paragraph 3 of Article 198 of the Consolidated Navy Orders 1911-1920 and Navy Order No. 8/1921 are hereby cancelled.

(20/10806.)

285.

UNIVERSAL TRAINEES—ACTION ON JOINING OR DISCHARGE FROM PERMANENT NAVAL FORCES.

When a person liable for training under Section 125 of the Defence Act is enrolled as a member of the Permanent Naval Forces, such person will be granted an exemption under Section 138 (*d*) of the Defence Act.

Sub-District Naval Officers will in each case record the exemption in the Record of Service (R.A.N.R.2 or 2A) and in the Record Book (R.A.N.R.5) in the following manner:—

"Exempt under Defence Act, Section 138 (*d*).
Joined Permanent Naval Forces.
Date.
Signature of Authorized Officer."

2. In the case of enrolment of Universal Trainees in the Royal Australian Navy, the Final Entering Officer should enter upon Recruiting Form A.R.7 the name of H.M.A. Ship or R.A.N. Establishment to which such Recruits are drafted after final entry.

3. The Officer raising such Recruit should, on receipt of Recruiting Form A.R.7, inform the Sub-District Naval Officer or Area Officer concerned of the final disposal of the Universal Trainee so recruited, in order to allow of the exemption set out in paragraph 1 of this Order being recorded, and to insure the correct disposal of both Naval and Military Records of Service, Transfer and Registration Papers.

4. The Record of Service (R.A.N.R.2 or 2A), together with the Transfer and Registration Papers, are to be sent to the Commanding Officer, Flinders Naval Depôt, Western Port. The Record Book (R.A.N.R.5) after completion of entries should be returned to the Recruit.

5. The Record of Service (R.A.N.R.2 or 2A) of each Trainee will be retained at Flinders Naval Depôt until he reaches the age of 26 years, when it is to be transmitted to the individual for retention as his personal property.

6. In the event of any person being discharged from the Permanent Naval Forces while still liable for training (*i.e.*, while under the age of 26 years), the Commanding Officer, Flinders Naval Depôt, is responsible that the District Naval Officer of the District in which the person concerned proposes to reside is notified of the date and reason for such discharge. The Record of Service, Transfer and Registration Papers, together with the postal address of the person discharged, are to accompany the notification of discharge.

7. On receipt of notification of the discharge of a person still liable for training, the District Naval Officer will inform the Sub-District Naval Officer or Area Officer concerned of the date and reason for discharge. The original exemption, under Section 138(*d*) of the Defence Act, will then be withdrawn, and record of the fact should be made by the District Naval Officer in the Record of Service (R.A.N.R.2 or 2A) and Record Book (R.A.N.R.5) in the following manner:—

"Exemption withdrawn.

Discharged from the Permanent Naval Forces.

Date.

Signature of Authorized Officer."

(N.21/7727.)

286.

UNIVERSAL TRAINEES—ACTION ON JOINING OR DISCHARGE FROM THE ROYAL AUSTRALIAN NAVAL RESERVE (SEA-GOING).

Persons liable for training under Section 125 of the Defence Act who are enrolled as members of the Royal Australian Naval Reserve (Sea-going) will, upon completion of each period of Annual Training required by this branch of the Service (until such members attain the age of 26 years) be considered to have rendered the required training prescribed under Part XII. of the Defence Act.

Sub-District Naval Officers will, in each case, make the following entry in the Record of Service (R.A.N.R.2 or 2A) and in the Record Book (R.A.N.R.5) in the following manner:—

"Enrolled in Royal Australian Naval Reserve (Sea-going).

Date.

Signature of Authorized Officer."

2. The Record of Service (R.A.N.R.2 or 2A) together with Transfer and Registration Papers, are to be forwarded to the Director of Naval Reserves and Naval Reserve Mobilization, Navy Office, Melbourne, who will retain same until such persons attain the age of 26 years, when they are to be handed to the individuals concerned.

3. In the event of any person being discharged from the Royal Australian Naval Reserve (Sea-going) while still liable for training (*i.e.*, persons under the age of 26 years), the Director of Naval Reserves and Naval Reserve Mobilization will notify the District Naval Officer of the District in which the person concerned proposes to reside, of the date and reason for such person's discharge, and his postal address.

4. The notification of discharge in such cases is to be accompanied by the Record of Service, Transfer and Registration Papers of such persons, and the Sub-District Naval Officer concerned should, on receipt of such papers, record the following entry therein:—

"Discharged from Royal Australian Naval Reserve (Sea-going), and liable for training under Part XII., Defence Act.

Date.

Signature of Authorized Officer."

(N.21/7727.)

287.

UTILIZATION OF TRADING BALANCES RESULTING FROM WORKING OF NAVAL SIDE OF NAVY AND ARMY CANTEEN BOARD DURING THE WAR—PROPOSED ALLOCATION OF £500 TO THE R.A.N.

The Admiralty advise that Their Lordships have had under consideration the question of the utilization of the Trading Balance resulting from the working of the Naval side of the Navy and Army Canteen Board during the war. The amount of this balance is about £150,000, and the total numbers that may be regarded as eligible to receive benefits therefrom are about 400,000. The bulk of the money being still required as working capital for carrying on the business of the Navy and Army Canteen Board, Their Lordships do not contemplate a *pro râta* distribution of the money, but have under consideration a scheme under which it will be treated as a permanent fund for the benefit of the Naval Service, including ex-Service men and their dependants.

2. Their Lordships recognise, however, that it would be difficult for such a fund to deal satisfactorily with Australian cases, and they consider that it would be preferable to hand over to the Royal Australian Navy a lump sum approximately equal to the share of Australian Naval *personnel* in the £150,000 referred to.

3. The total number of Australian ratings involved in the distribution is about 2,000, and on this basis Their Lordships have decided to allocate the sum of £500 for the benefit of the R.A.N. *personnel*, and to hand over this sum to the Naval Board for distribution.

4. The Board have given very careful consideration to the manner in which the sum allocated to the R.A.N. should be distributed, and it has been decided to allocate the money in cash to the various Ships and Establishments of the R.A.N., in accordance with the numbers borne. The money, when in due course it is made available by the Admiralty, will be paid into the respective Canteen Funds for administration as ships' companies may decide. Authority for such payments will be issued by the Director of Navy Accounts.

5. When consideration is being given by the Canteen Committees to the question of the distribution of the money, the Board would be glad if attention could be drawn to the need for the augmentation of the fund now open for the provision of a Naval Hostel at Melbourne.

(21/6158.)

(This Order will be reprinted for Posting on Notice Boards.)

288.

ABOLITION OF SENNET HATS AND SUPPLY OF SUN HELMETS.

It has been decided to adopt the provisions of Admiralty Monthly Order No. 664/1921 in principle in the Royal Australian Navy, but, until the requisite supplies of sun helmets come to hand, the Sennet hat is to be retained as a compulsory article of kit, and supplies are to be demanded as formerly.

2. It is anticipated that supplies of helmets will not be available until about 31st December next. (S. 21/2283.)

(This Order will be reprinted for Posting on Notice Boards.)

C.11153.—2

289.

NAVAL PATIENTS AT NO. 11 AUSTRALIAN GENERAL HOSPITAL, CAULFIELD.

With reference to Navy Order No. 220/1921, the victualling charges which will be made by the Military Authorities in connexion with accommodation of Naval Ranks and Ratings at No. 11 Australian General Hospital, Caulfield, during the month of April, 1921, are:—

Patients	3s. 8d. per diem.
Staff (includes 1s. per diem for quartering, &c.)	2s. 4d. per diem.

2. Accounts for the month of April, 1921, may be paid at the above rates.

(20/9488.)

290.

CONTINGENCY CLAIMS FOR SUPPLIES TO H.M.A. SHIPS—PAYMENT BY NAVAL ESTABLISHMENTS AND OFFICES.

The following procedure is to be adopted in future in connexion with payment of claims for supplies to H.M.A. Ships:—

(1) Claims not exceeding £20 may be paid by the Accountant Officer, the provisions of Naval Account Regulations 15-21 (inclusive) being complied with.

(2) Claims—

(*a*) exceeding £20 in connexion with supplies to Ships in which an Accountant Officer is borne;
(*b*) for all supplies to detached tenders; and
(*c*) any other claims which it is found impossible to pay before departure of H.M.A. Ship,

are to be dealt with as follows:—

(i) The claim is to be prepared on Form A.S. 22 and fully checked, recorded, and certified in the usual manner.

(ii) A covering form N.A. 4 is to be prepared, and the signature of the claimant obtained thereon. Details need not be shown on this form, the narration "Supplies (or services) as per attached Form A.S. 22" being sufficient.

(iii) Form N.A. 4 is to be certified as "Person incurring the Expense" by the Commanding Officer of the Ship or Flotilla, and forwarded under cover of authority in form as per appended specimen (with Form A.S. 22 attached) to the Certifying Officer in the following list in whose District the expenditure was incurred:—

Victoria—Navy Office, Melbourne.
New South Wales—H.M.A. Naval Establishments, Garden Island, Sydney.
Other States—Naval Staff Office, Brisbane, Hobart, Birkenhead, or Fremantle.

(iv) The Certifying Officer approving of payment will insert the date of payment on the authority form, and return same as early as possible to the Commanding Officer of the Ship. The latter Officer is responsible for seeing that completed authority forms are returned as expeditiously as possible for all claims forwarded to Certifying Officers for certificate and payment, and to insure that this is done, a copy should be kept of the authority form before despatch.

The Commanding Officer of Ship or Flotilla will note the date of payment on the duplicate Form A.S. 22.

It should be noted that the responsibility for authorizing payment and to exercise necessary checks and safeguards as regards duplicate payments rests with the Ship, and that the Certifying Officer merely acts as an agent to make payment.

(v) In the event of sufficient funds not being available in the office of the Certifying Officer approving of payment, application should be made (by telegraph, if necessary) to the Director of Navy Accounts in order to obviate delay in dealing with the claims.

Certifying Officers, when applying for funds, should indicate in the wire or in Remarks column of Form "B" that the funds are required "For payment of accounts received from H.M.A. Ships".

(vi) The Commanding Officer of H.M.A. Ship is to forward into Office with the Monthly Cash Account a statement showing the following details in respect of accounts forwarded for payment during the month:—

No. of A/c.	Name of Claimant.	Brief Particulars of Service.	Amount.	To whom forwarded.	Date.
			£ s. d.		

(vii) Supplies of Form N.A. 4 and Authority Form may be obtained on demand from the Naval Store Officer, Garden Island. In the meantime, Forms N.A. 4 may be obtained from any H.M.A. Naval Establishment, and pending the printing of Authority Forms, a manuscript form should be used.

SPECIMEN OF AUTHORITY FORM.

Commonwealth of Australia.

Department of the Navy.

To the Certifying Officer .....

The undermentioned accounts are forwarded for favour of payment. Kindly insert the date of payment against each account and return list to me as early as possible.

Ship's No.	Name.	Amount.	Registration No.	Date of Payment.
		£ s. d.		

To the Commanding Officer, H.M.A.S. .....

Voucher numbers and dates of payment inserted and list returned herewith.

.....
Certifying Officer.

Date .....

.....
Commanding Officer.

H.M.A.S. .....

At .....

Date .....

A copy of this statement is to be kept by the Officer forwarding accounts for payment.

(21/7712.)

291.

AMENDMENTS OF FINANCIAL REGULATIONS (SEA-GOING).

The following amendments to the Financial Regulations (Sea-going) are approved, with effect as from 1st July, 1921:—

AMENDMENTS.

1. Article 4 is amended by omitting the scale of pay for the Medical Branch set forth in clause (2), and in its stead inserting new scale, to read as follows:—

"*Medical Branch.*

Rank or Relative Rank.	Rate per diem. £ s. d.
Surgeon Lieutenant, "on entry"	1 8 0
after 3 years	1 12 0
Surgeon Lieut.-Commander, "on promotion" ..	1 18 0
after 3 years	2 3 0
Surgeon Commander, "on promotion"	2 8 0
after 3 years	2 12 0
after 6 years	2 16 0
after 9 years	3 0 0
Surgeon Captain, "on promotion"	3 5 0
after 3 years	3 10 0
after 6 years	3 15 0
after 9 years	4 0 0"

2. Article 13 is amended—

(1) by adding the words "(exclusive of Medical Officers)" immediately after the word "Officers" at the beginning of the third sub-clause.

(2) by omitting the following words at the end of third sub-clause:—

"Additional (temporarily)—

Surgeon Commanders, Surgeon Lieutenant-Commanders, and Surgeon Lieutenants .. .. 2s. 0d.
(Not applicable to Surgeon Dentists.)"

(3) by adding new sub-clause at the end of this article to read as follows:—

"**Officers** (Medical Branch)—

(Not applicable to Surgeon Dentists)—

	Rate per diem. s. d.
Surgeon Lieutenant, "on entry" ..	5 0
after 3 years	5 9
Surgeon Lieut.-Comdr., "on promotion"	6 6
after 3 years	7 0
Surgeon Commander, "on promotion"	8 0
after 3 years	9 6
after 6 years	10 0
Surgeon Captain, "on promotion" ..	11 3
after 3 years	11 6."

(N. 21/5135.)

292.

CORRECTION TO NAVY ORDER.

With reference to Navy Order No. 239/1921, relative to stock sizes of Uniforms for Classes I. and III., the report referred to in paragraph 5, line 1, should be rendered on 31st December, and not 31st July, as stated.

(S. 21/1672.)

293.

PAYMENT OF ALLOWANCE FOR THE PERFORMANCE OF HIGHER DUTIES—PERMANENT CIVIL OFFICERS (OFFICE STAFF).

1. The following decisions respecting the payment of allowances for the performance of higher duties to Permanent Civil Officers (Office Staff) appointed by Order in Council, *i.e.*, Draughtsmen, Naval Staff Clerks, &c., are to be observed as from 1st April, 1921, except where the provisions of this Order are not in agreement with Arbitration Court awards or decisions of the Commonwealth Public Service Arbitrator, when these latter will apply—

NAVAL STAFF CLERKS.

2. Where a Naval Staff Clerk has performed the duties of a position of a higher class or grade than that in which he is classified for 78 full working days continuously or for 78 full working days in the preceding twelve months, he may be granted, on the approval of the General.

Secretary, except as provided hereunder, during the period for whi he continues to perform the duties of such higher position, payment addition to salary at a rate equal to the difference between his sala and the minimum salary of the class or grade of the higher positio provided that payments under this order to any officer acting in position classified in the Administrative Division, or in Class II or above of the Clerical Divison, shall be made only on the appro of the Naval Board.

3. Careful supervision must be exercised so as to obviate the r tention of officers on higher class duties for longer than is actual required by the exigencies of the Department.

4. It is not considered desirable that the question of granting a allowance for the performance of higher duties should wait until t officer has ceased to carry out such work, or until an application submitted by him. In any case where an officer is directed to take h higher work a record should be kept showing the name of the offic engaged on the higher work, the nature of the work, the period duri which the officer was engaged, and the date upon which he w authorized to take up the higher duties, and immediately the offic becomes eligible for the allowance the matter should be submitt for approval.

Computation of period.

5. In calculating the period necessary to be served in the high position before allowance is claimable, only the actual time during whi the officer performs the higher duty should be considered, provided th where an officer is engaged on higher duties immediately preceding a succeeding a public holiday or holidays, he may be considered for a purposes as if he were performing the higher duties on the holiday also provided that where an officer is granted leave of absence to enab him to fulfil the course of training prescribed by the Defence Act, t period of such absence may be counted as time on duty.

6. Where an officer performed higher duties prior to enlistment an again performs higher duties after resumption of duty in the Depar ment, the period of absence on active service should not be taken in account when determining the period he must serve before becomi eligible for allowance.

7. The period fixed during which higher duties are to be carri out before allowance is payable may be disregarded in the followin circumstances, and payment made from the date upon which the per formance of the higher duties is commenced:—

(i) Where the officer at date of enlistment was in receipt of th allowance and upon resumption of duty carries out duties of higher classification than his own position.

(ii) Where it can be stated by the Officer-in-Charge that ha the officer not enlisted he would have been engaged upo higher duties for at least the prescribed period durin the twelve months preceding his commencement of th higher duties.

(iii) Where an officer of the 5th Class is required to act as an Accounts Officer under the Treasury Regulations.

Cases covered by this decision will require the approval of the Governor-General before payment can be made, and should be submitted for the concurrence of the Minister.

Suspension of Allowance.

8. An officer who is in receipt of an allowance for the performance higher duties shall have his allowance suspended during any period cessation of performance of the higher duties except as provided hereder:—

Where an officer in receipt of the allowance has performed the higher duties for twelve months continuously and is granted sick leave for a period not exceeding two weeks in any twelve months, he is to receive the allowance whilst on sick leave, provided that on returning from leave he again takes up the higher duties; also provided that any absence, except on recreation leave, emergency leave, or leave granted to an officer under Commonwealth Public Service Regulation 88 to enable him to fulfil the course of training prescribed by the Defence Act, during the period of twelve months from the date of taking up the higher duties should not be counted in arriving at the date on which the officer becomes eligible for sick leave of absence at the higher rate. Where pay is allowed under Commonwealth Public Service Regulation 88 it shall include any allowance granted an officer for performing higher duties, so that an officer receiving such an allowance who is absent on military duty and whose pay from the Defence Department is less than his civil pay, will be entitled to receive the difference between the Defence Department rate and his salary from this Department plus allowance.

Continuity of Employment in higher position.

9. Except as provided in paragraph 8 of this Order, the absence of officer on leave constitutes a break in the continuity of his employnt in the higher position, and if he resumes duty in such position ter the absence, his eligibility for an allowance for performing higher ties shall depend upon the completion of the requisite time in broken riods in the higher position during the preceding twelve months.

Allowance to be treated as salary.

10. For the purpose of computing travelling allowance, district owance, over-time payment, basic wage and child endowment owance, holiday payment, and Sunday payment, the allowance paid performing higher duties may be treated as salary. Such allowances ould be charged to the Salaries Vote.

Performance of duties of two or more higher positions in succession.

11. Where an officer is required to perform in succession the duties two or more higher positions, such as Clerk, 5th Class, acting as erk, 4th Class, for 50 days and then as Clerk, 3rd Class for 29 days, is eligible for the allowance on the basis of the position occupied after mpleting 78 working days. Should he, during the twelve months sucding the relinquishment of such higher duties, relieve in other higher sitions, the allowance should be paid on the basis of the position porarily occupied from the date of commencement of such higher ties. No allowance should, of course, be paid to any officer who not performed higher duties for the prescribed period within the ceding twelve months.

Officer in receipt of allowance for performance of higher duties at date of award to be paid allowance without having to serve the prescribed period.

12. An officer acting in a higher position than that in which he is ssified and receiving an allowance at the date of an award of the bitration Court or the Commonwealth Public Service Arbitrator ming into operation, should be paid allowance, without being required serve the prescribed period under the award, until he ceases to act the higher position.

Increased allowance.

13. An officer performing duties in a higher class is entitled to receive the salary prescribed for the second subdivision of that class after he has performed such duties for a period of two years, irrespective of the date from which payment of the higher duties allowance commenced. Thus an officer in Class V. required to act in a Class IV position as from say, 1st January, 1919, becomes entitled to the second subdivision salary (£245) as from 1st January, 1921, and the allowance paid should be increased as from that date. It should be observed that the provision as to two years operates only in respect of periods of two years which expire subsequent to 1st October, 1919.

Absence from duty to be excluded in computing period of two years.

14. In computing the period of two years required to be served in the higher position before the officer becomes eligible for the increased allowance, all absences from duty should be excluded except those on public holidays, those due to compliance with the provisions of the Defence Act in regard to military training, emergency leave, and recreation leave. Sick leave, up to two weeks in any twelve months should also be counted as time on duty in the higher position, provided that the officer acted in the higher position for twelve months before being granted sick leave.

Professional Officers.

15. The provisions of paragraphs 1 to 12 inclusive shall apply equally to officers of the Professional Division, except that the period of 78 full working days specified in paragraph 2 shall be 26 full working days. After the period of 26 full working days has elapsed, a professional officer shall be paid at a rate not lower than the minimum prescribed for officers in the higher positions as if he had been promoted as at that date and with increments on the basis of actual service in the higher position. The payment of increments under the award in the case of the Professional Officers' Association to an officer performing duties classified in a higher class than his own can only be made after the expiration of a period of twelve months from the date of operation of the award, provided he had been in receipt of an allowance prior to the award. If, however, an officer commenced to act in a higher position subsequent to the award, the increment would accrue after the completion of thirteen months' service in the higher position. This will necessitate accurate records being kept of all temporary service in higher classified positions, whether continuous or broken, in order that the period for payment of increments may be calculated.

Typists.

16. Clause 15 of the Typists Award provides that where an officer is called upon to fill, temporarily, a higher position than that in which he is classified, he is to be paid, after one calendar month (continuous or broken), *i.e.*, 26 full working days, the minimum salary of the higher position.

The provisions of paragraphs 1 to 12 inclusive of this Order shall apply equally to Typists except as herein specified.

By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
1st August, 1921.

The following Order, having been approved, is hereby promulgated for information and guidance, and necessary action.

By command of the Naval Board,

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

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C 5249.

REGULATIONS AND INSTRUCTIONS FOR THE AUXILIARY SERVICES OF THE PERMANENT NAVAL FORCES.

The Naval Board have had under consideration the Regulations and Instructions for the Auxiliary Services of the Permanent Naval Forces.

2. The following instructions are approved, to come into operation as from 1st July, 1921, except where otherwise stated therein. All Navy Orders relating to the Auxiliary Services issued prior to 1st January, 1921, and Articles 22, 23, 33, 34, and 330 of Consolidated Navy Orders 1911-1920 are hereby cancelled.

3. The necessary amendments to the Naval Forces Regulations (Statutory Rule No. 1 of 1921) will be promulgated in due course.

REGULATIONS AND INSTRUCTIONS

FOR THE

AUXILIARY SERVICES

OF THE

PERMANENT NAVAL FORCES.

1921.

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PART I.—GENERAL.

1. Auxiliary Services.—The Auxiliary Services of the Permanent Naval Forces consist of—

(*a*) The Royal Australian Naval Reserve Staff.
(*b*) Employees attached to the Royal Australian Naval Reserve Staff.
(*c*) Members appointed for other special service on shore.

2. Status of the Auxiliary Services.—(1) In the presence of Officers on the Active List of the Royal Navy, and Officers on the List of the Permanent Naval Forces (Seagoing), Officers of and above the relative rank of Lieutenant in the Auxiliary Services will be entitled, in matters of ceremony, to the rank and seniority they hold in the Auxiliary Services; but, in their relations with the Seagoing Force, such Officers shall exercise executive command by virtue only of the rank and seniority they last held on the Seagoing List.

(2) Commissioned Officers from Warrant rank and Warrant Officers of the Auxiliary Services, if qualified for Warrant Rank in accordance with the conditions approved for the Seagoing Force, will rank with Officers of corresponding rank and seniority in the Seagoing Force. Those Officers not so qualified will rank and exercise executive command by virtue only of the rank and seniority they last held on the Seagoing List.

(3) Petty Officers and men of the Auxiliary Services will rank with Petty Officers and men of corresponding rating in the Seagoing Force, and take executive command by virtue only of the rating and seniority last held in the Seagoing Force.

3. Appointment to Auxiliary Services.—(1) Appointments to the Auxiliary Services will be subject to such conditions and qualifications as may be prescribed by the Naval Board from time to time, and will, as far as possible, be made from persons of long service in the Seagoing Force.

(2) All appointments and engagements will be subject to recommendation, vacancies existing, provision on the Appropriation, and the approval of the Naval Board.

4. Rank and Seniority on Appointment.—Officers and men will be appointed to the Auxiliary Services in the rank or rating and at the seniority last held by them in the Permanent Naval Forces (Seagoing), except as provided in clauses 34, 47, 52, 53, and 54 as regards Petty Officers and men.

5. Medical Examination.—No Officer or man will be accepted for appointment or re-engagement in the Auxiliary Services unless he is certified as fit for service in the Auxiliary Services by a Naval Medical Officer. Officers and men who may be physically unfit for Seagoing Service will be eligible for the Auxiliary Services provided that the degree of their unfitness is not incompatible with service on shore.

6. Officers of the Seagoing Service Lent to the Auxiliary Services.—Officers of the Seagoing Force may, from time to time, hold appointments in the Auxiliary Services; but these appointments will be of a temporary nature, and such Officers will be considered as always eligible for Seagoing appointments so long as they remain on the Seagoing List.

7. Transfer of Officers from Seagoing to Auxiliary List.—Officers on the Seagoing List of the Permanent Naval Forces, who are permanently appointed to the Auxiliary Services, will be transferred to the Auxiliary List as from the date of such appointment.

8. Promotion of Officers.—(1) The promotion of Officers of and above the rank or relative rank of Lieutenant in the Auxiliary Services will not be dependent upon their possessing the qualifications laid down for the Seagoing Force, but will be subject to such conditions as may be approved by the Naval Board from time to time.

(2) The promotion of Warrant Officers to Commissioned Rank and subsequent promotion to the rank of Lieutenant will be governed by the Regulations laid down for the Seagoing Force, provided that the period of sea service as Warrant Officer, required in the case of Officers on the Active List, will not be regarded as a necessary qualification for the promotion of a Warrant Officer to Commissioned Rank on the Auxiliary List.

9. Half-Pay List.—(1) An Officer of the Auxiliary Services may, at the discretion of the Naval Board, be placed on the Half-Pay List at any time when his services cannot be fully employed in the Auxiliary Services, or when the Naval Board considers that, for any reason, he should not be employed on the Auxiliary List of the Permanent Naval Forces. Time on half pay will not count for promotion except when the latter depends upon seniority.

(2) An Officer who has been on the Half-Pay List for a period of six consecutive months may, if not then re-employed, be placed on the Retired List of the Permanent Naval Forces.

(3) An Officer who has been on the Half-Pay List for twelve consecutive months will be placed on the Retired List from the date following that on which the twelve months' half-pay time is completed.

10. Retirement.—(1) Officers of the Auxiliary Services will, except as provided in sub-clause (2), be placed on the Retired List of the Permanent Naval Forces on attaining the ages set forth below:—

Rank or Relative Rank.	Retiring Age.
Captain	62
Commander, Engineer Commander, and Surgeon Commander	57
Paymaster Commander	60
Lieutenant-Commander	55
Lieutenant	52
Officers promoted from Warrant Rank and Warrant Officers	60

(2). The Governor-General may, nevertheless, on the recommendation of the Naval Board, require any Officer who otherwise should retire as above, to continue, notwithstanding his age, to perform his duty for a period not exceeding two years beyond the age laid down for retirement.

11. Removals.—The Governor-General, in accordance with the provisions of the Naval Defence Act, may, at any time and for any reason, dispense with the services of any Officer or man of the Auxiliary Services.

12. Dismissals.—Officers are liable to be dismissed from the Auxiliary Services, or compulsorily retired at any time, for misconduct or inefficiency.

13. Voluntary Retirement.—Voluntary retirement of Officers, subject to the approval of the Naval Board, or resignation under the conditions of Section 13 of the Naval Defence Act, may be allowed, at any time. In all cases, Officers must enclose their commissions or warrants with letters tendering resignation.

14. Ratings Lent from the Seagoing Service.—Chief Petty Officers and Petty Officers may be lent from time to time from the Permanent Naval Forces (Seagoing), as Instructors on the R.A.N.R. Staff, for periods not exceeding two years.

15. Engagements of Ratings and Employees.—(1) Except as provided in sub-clause (2), no person will be appointed to the Auxiliary Services who is under the age of thirty-five years, or of character below V.G.

(2) Persons who have been on Active Service in time of war may be engaged in the Auxiliary Services prior to attaining the age of thirty-five years, if otherwise eligible.

(3) The period of engagement in the Auxiliary Services will generally be five years. Subject to recommendation and vacancies existing, re-engagement may be permitted for successive periods of five years, the final engagement being subject to the conditions governing compulsory retirement as set forth in this Order.

16. Qualifications for Appointment and Procedure as Regards Application.—(1) Applications for engagement in the Auxiliary Services may be made by ratings of the Permanent Naval Forces (Seagoing) when within six months of completing their engagement.

(2) Only leading rates or above will be eligible for engagements on the R.A.N.R. Staff. Applicants for appointment on the Instructional Staff must be qualified in a branch of the Naval Service, *i.e.*, Wireless Telegraphy, Signals, Torpedo, Gunnery, or Engineering, and must be recommended by their Commanding Officer as being fit to perform the duties of Instructor in one of these branches. Before taking up their appointment they may be required to undergo a short course of instruction in a R.A.N. Training School.

(3) Applications for engagement in the Auxiliary Services are to be made through the Commanding Officer, who will forward them to the Navy Office with his recommendation as to the applicant's suitability for service in the Auxiliary Services generally, or on the R.A.N.R. Staff in particular.

(4) The names of suitable applicants will be entered on a roster kept by the D.N.R.M., and appointments to vacancies will be made from this roster as, and when, required.

(5) Selection for appointment as Chief Petty Officer Storekeeper on the R.A.N.R. Staff will as far as possible be made from Applicants who have clerical or storekeeping experience in the Permanent Naval Forces (Seagoing).

17. Retirement of Ratings and Employees.—(1) The ages for retirement from the Instructional Staff of the R.A.N.R. and for final retirement of ratings and employees from the Auxiliary Services are set forth in clauses 36, 39, 49, and 52 of this Order.

(2) In exceptional cases the Naval Board, on the recommendation of the D.N.R.M., may approve of the retention for a period not exceeding two years of any person who is due to retire. All such recommendations to the Naval Board must be accompanied by a report as to the exceptional circumstances and of medical fitness.

(3) No application is to be recommended to the Naval Board if there is on the roster a suitable applicant qualified to fill the position in question, who has completed twelve years' service or more in the Permanent Naval Forces (Seagoing).

(4) No application is to be made for a longer period than one year at a time.

18. Eligibility for R.A.F.R.—Members of the Auxiliary Services will not be eligible for enrolment in the Royal Australian Fleet Reserve whilst they continue to serve as members of the Permanent Naval Forces.

19. Auxiliary Service Officers Sitting on Courts Martial.—(1) Officers of the Auxiliary Services are eligible to sit on Courts Martial only by virtue of the rank they last held in the Seagoing Force, and their seniority in that rank. They are not eligible to sit unless they and the ship on whose books they are borne are present at the place where the Court Martial is held.

(2) District Naval Officers will not be summoned to sit on Courts Martial unless specially directed by the Naval Board.

20. Discipline.—(1) All persons belonging or lent to the Auxiliary Services are to be borne on the books of one of H.M.A. Ships for purposes of discipline, and will be subject to the provisions of the Naval Discipline Act as applied by the Naval Defence Act and the *Naval Discipline (Dominion Naval Forces) Act* 1911.

(2) While appointed for service on shore, persons serving in the Districts of Queensland and New South Wales are to be borne on the books of H.M.A.S. *Penguin;* persons serving in other Districts are to be borne on the books of H.M.A.S. *Cerberus.*

(3) The regulations with regard to discipline prescribed in the Naval Forces Regulations are applicable to the Auxiliary Services.

(4) In matters relating to discipline the District Naval Officer will be considered as the Commanding Officer of all members of the Naval Auxiliary Forces serving within his District, whether they are in receipt of seagoing or consolidated rates of pay. The Sub-District Naval Officer will have the status of the Commanding Officer of a tender in respect of members of the Auxiliary Forces serving under his orders.

21. Punishments.—All members of the Auxiliary Services below the rank of Warrant Officer are liable to the punishments authorized by the King's Regulations and Admiralty Instructions, as modified by the Naval Forces Regulations. Punishment by fine as prescribed in the Naval Defence Act shall be limited to the sum of £5 by a District Naval Officer, or £2 by a Sub-District Naval Officer of or above the rank of Lieutenant.

22. Leave on Transfer from Seagoing to Auxiliary Services.—(1) Whenever possible recreation leave due is to be taken by persons about to be appointed to the Auxiliary Services before transfer to shore employment is effected.

(2) In exceptional cases where the exigencies of the Service do not permit of leave due being taken prior to taking up their shore appointment, Officers and men may, with the approval of the Naval Board and subject to vacancies on the Appropriation existing, continue to be borne on the books of one of H.M.A. ships, on seagoing rates of pay and allowances, until the expiration of the period of leave due. The Officer or man will, however, take up duty immediately in his shore appointment, and will subsequently be granted the leave carried forward at consolidated rates of pay only.

23. Records.—A record of every Officer and man serving in the Auxiliary Services will be kept in the Navy Office.

24. Medical Attendance.—(1) Members of the Auxiliary Services will be entitled to medical attendance and treatment (including drugs, dressings, and hospital treatment) in accordance with the Regulations applicable to the Permanent Naval Forces (Seagoing), as prescribed in the Naval Financial Regulations.

(2) This Regulation will be subject to review after twelve months' experience of its operation, viz., on 1st July, 1922.

PART II.—ORGANIZATION OF THE R.A.N.R. STAFF.

25. R.A.N.R. Staff.—The R.A.N.R. Staff will consist of Commissioned Officers, Warrant Officers, Chief Petty Officers, Petty Officers, and equivalent ratings, who will be employed in the various Districts and Sub-Districts for administrative and instructional purposes.

26. Responsibilities of D.N.R.M.—(1) The Director of Naval Reserves and Naval Reserve Mobilization will, subject to the exceptions detailed in sub-clause (2), be responsible to the Naval Board for—

(i) The administration of all matters in respect of—
- (*a*) The R.A.N.R. Staff and employees attached thereto;
- (*b*) The Citizen Naval Forces;
- (*c*) Ratings and workmen employed in the Auxiliary Services, otherwise than on, or attached to, the R.A.N.R. Staff;
- (*d*) Recruiting for the Permanent Naval Forces.

(ii) (*a*) The rendering of proposals and necessary data in connexion with the Auxiliary Services for the preparation of the Annual Estimates and Expenditure, and
- (*b*) Economy in expenditure generally, and more particularly as regards stores, supplies, travelling, and incidental expenses.

(2) The D.N.R.M. will, however, hold no responsibility in respect of—
- (*a*) Detailed financial matters which are vested by Regulations in the Director of Navy Accounts or Certifying Officer;
- (*b*) Detailed matters affecting the accounting for stores, which are vested in the various Directors concerned;
- (*c*) The duties of District Naval Officers and Sub-District Naval Officers, in so far as these relate to matters unconnected with the Reserves or recruiting; such duties are detailed in clauses 31 (*a*) and 32 (2); and
- (*d*) The Duties of ratings and workmen who are appointed to the Auxiliary Services otherwise than on, or attached to, the R.A.N.R. Staff.

27. District Organization.—(1) The Royal Australian Naval Reserve will be organized in Districts; these Districts will be subdivided into Sub-Districts as follows:—

District.	Sub-Districts.
Queensland	Thursday Island Townsville Brisbane
New South Wales	Newcastle Sydney
Victoria	Port Melbourne Williamstown Geelong
South Australia	Birkenhead
Western Australia	Fremantle Albany
Tasmania	Hobart Launceston

(2) The above Districts and Sub-Districts may be added to or reorganized as may be approved by the Naval Board.

28. District Command.—Each Naval District will be commanded by a District Naval Officer who will be a Commissioned Officer of the Military Branch.

29. Sub-District Command.—Each Naval Sub-District will be commanded by a Sub-District Naval Officer, who will be either a Commissioned Officer or a Warrant Officer of the Military Branch.

30. Status of D.N.O.—(1) The position of District Naval Officer will be considered as constituting a definite and separate command at the port where he has his office.

(2) In the absence of any Officer of the Permanent Naval Forces (Seagoing) who is senior to him, under Clause 2 of this Order, and holds an official appointment in the port, or is in command of one or more of H.M.A. Ships or Naval Establishments, whether permanently or temporarily stationed in the port, the District Naval Officer will hold the status of "Senior Naval Officer."

(3) A District Naval Officer will, in no way, be responsible for, or otherwise concerned with, the duties or movements of H.M.A. Ships, except as laid down by the Naval Board from time to time.

(4) The District Naval Officer, if in the position of Senior Naval Officer, is to confine himself to a general supervision, and is not to interfere with the internal economy of Ships and Establishments not specially included in his command.

(5) A District Naval Officer will fly a pendant at his Head-Quarters, and when proceeding afloat in the execution of his duties will fly a pendant in accordance with the authorized procedure. When two or more of H.M. Ships or H.M.A. Ships are present at the port at which he has his office, the D.N.O. shall, if Senior Officer within the terms of clause 2 of this Order, fly the Senior Naval Officer's Pendant.

31. Duties of D.N.O.—Subject to the instructions which may be issued by the Naval Board from time to time, the duties of a District Naval Officer will include:—

(*a*) Those for which he is responsible direct to the Naval Board, viz.:—
- (i) Duties as local naval representative of the Naval Board. When in the position of Senior Naval Officer, a District Naval Officer will make, receive, or return calls, whether made by Officers of the R.N. or R.A.N., or by Foreign Commanding Officers, who may have occasion to visit the port in their respective vessels. In such cases, he will carry out the authorized procedure in matters of ceremony or international intercourse.
- (ii) Duties as Naval Transport Officer.
- (iii) Naval Intelligence.
- (iv) Care and maintenance of stores, ships, craft, and buildings (other than those directly connected with the training of the Reserves) which may be placed under his orders.
- (v) Organization and preparation in time of peace of all the Auxiliary Services approved by the Naval Board to be established in time of war or emergency.
- (vi) Co-operation with the local Military Authorities in so far as his duties under this sub-section come into touch with Military organization and procedure.

In the case of New South Wales, the Commodore Superintendent, Garden Island, is by the terms of his appointment also Senior Naval Officer of the coast of New South Wales. The District Naval Officer, New South Wales, is, therefore, responsible to the Commodore Superintendent for the duties detailed in sub-clauses (i), (iv.), (v) and (vi); he will not carry out the duties detailed in sub-clauses (ii) and (iii) unless specially directed to do so by the Naval Board.

(*b*) Those for which he is responsible to the D.N.R.M.:—

(i) Administration of the R.A.N.R. Staff, and persons attached thereto, within his District.

(ii) Enrolment and training of the Reserves within his District.

(iii) All matters in connexion with the mobilization of the Reserves within his District.

(iv) Recruiting for the Permanent Naval Forces.

(v) Responsibility for the care and maintenance of all buildings, boats, and craft within his District which are utilized in connexion with the training of the Reserves.

(vi) The exercise of due economy by "persons incurring expense" in connexion with the purchase and expenditure of Naval stores and supplies, travelling, incidentals, and expenditure generally.

(vii) The preparation of proposals and data required with regard to his District in connexion with the preparation of the Estimates.

32. Duties of Sub-D.N.O.'s.—(1) The position of Sub-District Naval Officer will be considered as constituting a definite and separate command.

(2) Where the port at which he has his office is other than one at which there is also the office of the District Naval Officer, he will be responsible to the D.N.O. for the duties laid down in clause 31, sub-clause (*a*).

(3) Subject to instructions which may be issued by the Naval Board from time to time, the duties of a Sub-District Naval Officer will include, in addition to those referred to in sub-clause (2)—

(*a*) Responsibility to the District Naval Officer for the administration of the R.A.N.R. Staff and persons attached thereto within his Sub-District.

(*b*) Responsibility to the District Naval Officer for the administration and training of the Reserves within his Sub-District, and for the execution of the Regulations and Instructions laid down for the Reserves.

(*c*) Responsibility for the execution of all orders issued to him by the District Naval Officer in connexion with the mobilization of the Reserves within his Sub-District.

(*d*) Responsibility to the District Naval Officer for the care and maintenance of all buildings, stores, boats, and craft within his Sub-District which may be placed under his charge.

(*e*) Responsibility to the District Naval Officer for the recruiting for the Permanent Naval Forces within his Sub-District.

(*f*) Responsibility for the execution within his Sub-District of all orders and instructions issued to him by the District Naval Officer.

(*g*) Responsibility to the District Naval Officer for the exercise of due economy within his Sub-District in connexion with expenditure generally, and more particularly as regards stores, supplies, travelling, and incidentals.

PART III.—CONDITIONS OF SERVICE IN THE R.A.N.R. STAFF.

33. **Personnel of the R.A.N.R. Staff.**—(1) The *personnel* of the R.A.N.R. Staff will comprise the Officers and ratings serving thereon at the date of this Order, and will, in future, be obtained from:—

(*a*) Officers lent from the Permanent Naval Forces (Seagoing) for periods not exceeding three years.

(*b*) Officers appointed to the R.A.N.R. Staff on being permanently transferred to the Auxiliary List from the Active List of the Permanent Naval Forces (Seagoing).

(*c*) Chief Petty Officers and Petty Officers lent from the Permanent Naval Forces (Seagoing) as Instructors for periods not exceeding two years.

(*d*) Chief Petty Officers and Petty Officers, entered for a period of five years on discharge from the Permanent Naval Forces (Seagoing), who will be eligible for re-engagement for further periods of five years each, up to the age of retirement as laid down in clauses 36 to 40.

(2) The *personnel* of the Royal Australian Naval Reserve Staff will be divided into two branches as follows:—

Military Branch.	Non-Military Branch.
Captain.	Warrant Officer.
Commander.	Chief Petty Officer Storekeeper.
Lieutenant-Commander.	Chief Armourer.
Lieutenant.	Ordnance Artificer
Commissioned Instructor.	
Warrant Instructor.	
Chief Petty Officer Instructor.	
Regulating Chief Petty Officer.	
Petty Officer Instructor.	
Regulating Petty Officer.	

34. **Rank and Seniority on Appointment.**—Officers and men will be appointed to the R.A.N.R. Staff, as provided in clause 33, in the rank and rating or relative rating respectively and at the seniority last held by them in the Permanent Naval Forces (Seagoing), provided, however, that Petty Officer ratings with four years' seniority, or more, will be appointed to the R.A.N.R. Staff as Chief Petty Officers at the minimum salary.

35. **Promotion.**—(1) The regulations governing the promotion of Officers of the R.A.N.R. Staff are as laid down in clause 8 of this Order.

(2) Chief Petty Officers of the R.A.N.R. Staff will be eligible for promotion to the rank of Warrant Officer if they have at least two years' service in the rating of Chief Petty Officer or Petty Officer in a seagoing ship, and have passed the Educational and Seamanship examination for Warrant Rank as laid down for the Seagoing Forces.

(3) A Petty Officer on the R.A.N.R. Staff in receipt of consolidated rates of pay, may, subject to a vacancy existing and provision being made in the Appropriation, be promoted to Chief Petty Officer on completing four years' combined Seagoing and Shore Service in the rating of Petty Officer.

(4) Petty Officers of over four years' seniority, lent from the Permanent Naval Forces (Seagoing) in accordance with clause 33, sub-clause (1) (*c*), will be promoted only under the conditions governing promotions in the Permanent Naval Forces (Seagoing).

36. **Retirement from the Instructional Staff.**—C.P.O. and P.O. Instructors on the R.A.N.R. Staff will be compulsorily retired on attaining the age of 50 years, but may be re-engaged in another capacity in accordance with clause 38 of this Order, provided that C.P.O. and P.O. Instructors serving on the R.A.N.R. Staff prior to 1st August, 1921, may, on reaching 50 years of age, be required to complete their existing engagements, and will then be compulsorily transferred from the Instructional Staff under clause 38 (1) of this Order.

37. **Special Retention on Instructional Staff.**—(1) Notwithstanding anything to the contrary contained in clause 36, the Naval Board may require a C.P.O. or P.O. Instructor to continue to serve as an Instructor until such time as the exigencies of the service permit of his retirement from the Instructional Staff.

(2) This clause will not confer or imply any right on any individual to continued employment on the Instructional Staff beyond the period of his engagement.

38. **Re-engagement as Regulating C.P.O. or Employee.**—(1) C.P.O. and P.O. Instructors serving on the R.A.N.R. Staff prior to 1st August, 1921, who are retired from the Instructional Staff and re-engaged in accordance with the provisions of clause 36, will be detailed for Regulating duties or alternatively, if they so elect, as employees attached to the R.A.N.R. Staff (*vide* Part IV. of this Order), subject to final retirement as laid down in clauses 39 and 49 of this Order.

(2) C.P.O. and P.O. Instructors appointed to the R.A.N.R. Staff subsequent to 1st August, 1921, will, on retirement from the Instructional Staff, be eligible for re-engagement for Regulating duties or as employees attached to the Staff, provided vacancies exist.

39. **Final Retirement of Ratings other than Instructors.**—(1) Ratings of the R.A.N.R. Staff, other than C.P.O. and P.O. Instructors, will be compulsorily retired on attaining the age of 55 years, provided that—

(*a*) Ratings who were serving in the Permanent Naval Forces prior to 1st July, 1905, will be compulsorily retired on attaining the age of 60 years.

(*b*) Ratings who were appointed to the Permanent Naval Forces between 1st July, 1905, and 30th June, 1918, inclusive, will be compulsorily retired on attaining the age of 57 years.

(2) Retention of ratings beyond the compulsory retiring age for a limited period, in exceptional cases, is provided for under clause 17 of this Order.

40. **Re-qualification.**—Warrant Officers and Instructors of the R.A.N.R. Staff may, every three years, be required to go through a re-qualifying course in one of H.M.A. Ships or Training Schools.

41. **Pay and Allowances.**—The conditions with regard to pay and allowances for members of the R.A.N.R. Staff are as set forth in Part VII. of this Order.

42. Liability for Transfer—Officers.—All Officers on the R.A.N.R. Staff will be appointed to a position in a District for a period of not more than three years, except in the case of Townsville and Thursday Island, to which Sub-Districts an Officer's appointment will be for a period not exceeding two years. These periods are, however, entirely dependent on the exigencies of the Service and the pleasure of the Naval Board.

43. Liability for Transfer—Men.—(1) Ratings will be engaged for service on the R.A.N.R. Staff anywhere within the Commonwealth, but will be appointed to a specific District. They will not subsequently, within the period of their engagement, be transferred to any other District unless in very exceptional circumstances, and then only with the approval of the Naval Board.

(2) Subject to the exigencies of the Service, ratings may, however, be permitted to transfer to a vacancy in another District, or in another Sub-District within their District at their own expense.

(3) On re-engagement ratings on the Instructional Staff will be liable to be transferred to another District. Ratings other than Instructors will, on re-engagement, normally be retained in the Sub-District in which they were formerly serving.

(4) No ratings will, however, be retained at Thursday Island or Townsville for a longer period than two years, unless they volunteer for further service in either Sub-District.

PART IV.—CONDITIONS OF SERVICE OF EMPLOYEES ATTACHED TO THE R.A.N.R. STAFF.

44. Appointment of Employees.—Certain duties require to be performed in Offices and Drill Rooms in each District. Such positions will be filled by employees attached to the R.A.N.R. Staff, who will, subject to Naval Board approval and necessary provision in the Appropriation, be appointed from former ratings of the Permanent Naval Forces (Seagoing) and the Royal Australian Naval Reserve Staff. When suitable applicants are not forthcoming in sufficient numbers from these sources, persons who have served in other Naval Forces will be eligible for appointment.

45. Engagement.—The terms of engagement will be as laid down for the Auxiliary Services in clause 15.

46. Title and Duties.—Employees attached to the R.A.N.R. Staff will be termed General Workmen. They may be detailed for any of the following duties in a R.A.N.R. Establishment:—

Labourers,
Sentries,
Messengers,
Boatmen,
Storemen,
Caretakers, and
Telephone Attendants.

47. Grading of Employees.—(1) General Workmen on engagement will be appointed to the corresponding grade, as set forth in the following table, according to the substantive rating last held in the Permanent Naval Forces (Seagoing) or on the R.A.N.R. Staff, as the case may be:—

Substantive Rating Last Held.	Corresponding Grade of General Workmen.
Chief Petty Officer, Acting C.P.O., Petty Officer, Acting P.O., or equivalent ratings	II.
Leading Seaman, Acting Leading Seaman, or equivalent ratings	III.
Able Seaman or equivalent ratings	IV.

(2) Persons engaged as General Workmen, who are not ex-members of the Permanent Naval Forces, will be appointed to Grade IV. Persons under 21 years of age who have been engaged prior to the date of this Order, are classified under Grade V., and will be compulsorily discharged on attaining the age of 21 years.

48. Liability for Transfer.—(1) General Workmen will be engaged for employment anywhere within the Commonwealth, but will be appointed to the Staff of a District Naval Officer or Sub-District Naval Officer. They will not subsequently be transferred to any other Sub-District unless in very exceptional circumstances, and then only with the approval of the Naval Board.

(2) General Workmen may, subject to the exigencies of the Service, be permitted to transfer to a vacancy in another Sub-District at their own expense.

(3) No General Workman will, however, be retained at Thursday Island or Townsville for a longer period than two years, unless he volunteers for further service in either Sub-District. The periodical relief of General Workmen stationed at Thursday Island or Townsville will be effected by exchanges within the Queensland District only; consequently General Workmen appointed to the Queeensland District will be liable to periodical transfer within that District.

49. Retirement.—Employees attached to the R.A.N.R. Staff (*i.e.*, General Workmen) will be compulsorily retired on attaining the ages set forth below:—

	Years.
(*a*) Employees who were serving in the Permanent Naval Forces prior to the 1st July, 1905	60
(*b*) Employees who were engaged in the Permanent Naval Forces between 1st July, 1905, and 30th June, 1918, both dates inclusive	57
(*c*) Employees who were engaged in the Permanent Naval Forces subsequent to 30th June, 1918	55
(*d*) Employees engaged in the Permanent Naval Forces on or after 1st August, 1921	55

PART V.—MEMBERS OF THE AUXILIARY SERVICES OTHER THAN THOSE SERVING ON OR ATTACHED TO THE R.A.N.R. STAFF.

50.—Appointments.—(1) Members and former members of the Permanent Naval Forces may be appointed to the Auxiliary Services for special duty on shore, otherwise than on, or attached to, the R.A.N.R. Staff.

(2) Persons so appointed may be engaged and re-engaged for general duty in the Auxiliary Services, or for permanent employment in a specific position as may be required.

51. Officers.—Officers referred to in Part V. of this Order will be appointed by the Naval Board, and will be responsible, with regard to the conduct of their duties, to the Naval Member or Officer in charge of the Department or Establishment under whose orders they are serving.

(2) The conditions with regard to Status, Discipline, Promotion, Half-pay and Retirement of the Officers referred to in this clause are as set forth in Part I. of this Order.

52. Men.—(1) Certain persons will be appointed as ratings in the Auxiliary Services to fill such positions in the Administration as may be approved by the Naval Board from time to time. These persons will be engaged and re-engaged under conditions with regard to entry and retirement, similar to those set forth in this Order for ratings on the R.A.N.R. Staff other than Instructors, provided that such engagements or re-engagements may be, with Board approval, for employment in specific appointments only.

(2) Other persons appointed to the Auxiliary Services for miscellaneous duties otherwise than on or attached to the R.A.N.R. Staff will be engaged and re-engaged as employees under conditions similar to those set forth in Part IV. of this Order for employees attached to the R.A.N.R. Staff, provided that such engagements or re-engagements may be for employment in specific appointments.

(3) The D.N.R.M. will be responsible for the arrangements for entry, statistics, and records in respect of persons engaged or re-engaged under this clause. Such persons will, during their service, be subject to—

(*a*) The District Naval Officer of the District wherein they are serving, or such other authority as the Naval Board may direct, as regards discipline;

(*b*) The Officer-in-Charge of the Establishment or Department in which they are employed as regards the conduct of their duties.

53. Senior Messengers.—(1) Appointments to the position of Senior Messenger will be made from time to time, with the approval of the Naval Board, subject to vacancies existing and provision being made in the Appropriation.

(2) Senior Messengers will be selected from former members of the Permanent Naval Forces (Seagoing) of the rating or relative rating of Chief Petty Officer and members of the R.A.N.R. Staff not below the rating or relative rating of Chief Petty Officer.

54. Other Employees.—Other employees engaged for duty as Caretakers of Establishments or Craft, Messengers (other than Senior Messengers), Navy Office Sentries, or in any other position which may be approved by the Naval Board from time to time, will be known generally as Workmen. They will be selected from candidates having previous service in the Permanent Naval Forces (Seagoing), of a rating or relative rating not lower than that of Able Seaman. They will be graded for pay in the Auxiliary Services according to the substantive rating last held in the Permanent Naval Forces (Seagoing), in accordance with the table set forth in clause 47 of this Order.

PART VI.—UNIFORM AND CLOTHING.

55. Officers in General and Ratings on the R.A.N.R. Staff.—The uniform to be worn by Commissioned and Warrant Officers of the Auxiliary Services and all ratings on the R.A.N.R. Staff, will be the same as that worn by equivalent ranks and ratings of the Permanent Naval Forces (Seagoing).

(2) Officers are required to provide themselves with articles of uniform as set forth in clause 61.

56. General Workmen.—(1) The standard uniform to be worn by General Workmen, Grades II. to V. inclusive, when on duty, will be Class III. uniform, with horn buttons, and without any badge of distinction whatever. The cap badge will be of pattern No. 52.

(2) The articles of uniform required to be maintained by General Workmen will be as set forth in clause 61.

57. Senior Messengers.—The standard uniform to be worn by Senior Messengers, when on duty, will be Class I. uniform, with an Anchor of the approved pattern worn on each lapel of the collar of the jacket. The cap badge will be of pattern No. 48. No other distinctive badges are to be worn.

(2) The articles of uniform required to be maintained by a Senior Messenger will be as set forth in clause 61.

58. Other Employees.—The standard uniform to be worn by employees in the Auxiliary Services, other than General Workmen attached to the R.A.N.R. Staff, Senior Messengers, Navy Office Sentries, and ratings specially appointed under clause 52 (1) of this Order, when on duty, will be Class III. uniform, with horn buttons, and without any badge of distinction whatever. The cap badge will be of pattern No. 52.

(2) The articles of uniform required to be maintained by such employees will be as set forth in clause 61.

(3) Navy Office Sentries will be required to wear, when on duty, Class II. uniform, with the badges to which they are entitled in respect of their Seagoing Service. The articles of uniform required to be maintained by these Sentries will be as set forth in clause 61.

(4) Ratings appointed to the Auxiliary Services under clause 52 (1) of this Order will be subject to the same regulations as regards uniform as members of the R.A.N.R. Staff.

59. Ribands, Medals, and Decorations.—Members of the Auxiliary Services will be permitted to wear on their uniform the ribands of medals and decorations which they have earned by Service. Medals and decorations may be worn on appropriate occasions.

60. Uniform Gratuities.—Uniform Gratuities will be payable as laid down in clauses 75 and 76.

61. Uniform to be Maintained.—(1) Officers and Men of the Auxiliary Services will be required to maintain certain articles of uniform, as set forth below:—

(*a*) Lieutenants and above—

Uniform as laid down in the Uniform Regulations for Officers of the Permanent Naval Forces (Seagoing).

(*b*) Commissioned Officers (below the rank of Lieutenant) and Warrant Officers—

Frock coat.
Epaulettes (not worn by Warrant Officers).
Cocked hat.
Monkey jacket.
Blue cloth trousers.
Cap, cap badge, and white cap cover.
Sword and sword knot.
Undress sword belt.
White tunic.
White trousers.
White helmet.
White uniform shoes.
Black uniform boots.
Leggings, black leather.
Greatcoat, blue cloth.

(*c*) C.P.O.'s (Class I. Uniform)—

1 double-breasted jacket, diagonal serge.
1 single-breasted jacket, No. 3 serge.
3 tunics, drill.
1 pair trousers, diagonal serge.
1 pair trousers, No. 3 serge.
3 pairs trousers, drill.
1 cap, cap badge, and white cap cover.
1 helmet (when required only).
2 white shirts.
4 white collars.
2 check shirts.
2 check collars.
1 black necktie.
1 pair black uniform boots (heavy or light pattern).
1 overcoat (optional).

(*d*) Senior Messengers (Class I. Uniform)—

1 double-breasted jacket, diagonal serge.
1 pair trousers, diagonal serge.
1 cap, cap badge, and white cap cover.
2 white shirts.
4 white collars.
1 black silk necktie.
1 pair black uniform boots (heavy or light pattern).
1 overcoat, C.P.O.'s pattern (optional).

(*e*) Petty Officers under four years' seniority and Navy Office Sentries (Class II. Uniform)—

2 serge jumpers, without cuffs.
2 pairs serge trousers.
2 duck uniform jumpers.
2 duck working jumpers.
3 pairs duck trousers.
2 blue jean collars.
1 cap.
1 helmet (when required only).

2 cap ribbons.
2 black silk handkerchiefs.
2 flannel vests.
1 jersey.
1 knife with spike.
2 knife lanyards.
1 pair black uniform boots (heavy or light pattern).
1 overcoat, Seamen's pattern (optional).

(*f*) General Workmen, Workmen and ratings dressed in Class III. Uniform—

1 double-breasted jacket, diagonal serge.
2 tunics, drill.
1 pair trousers, diagonal serge.
2 pairs trousers, drill.
2 bluette overall jackets } If required by nature
2 pairs bluette overall trousers } of employment.
1 cap, cap badge, and white cap cover.
2 check shirts.
2 check collars.
2 white shirts.
4 white collars.
1 black necktie.
1 pair black uniform boots (heavy or light pattern).
1 overcoat, Seamen's pattern (optional).

(2) Oilskin coats, sou'westers, and brown flax leggings will be issued on loan to ratings and employees when necessary.

62. Issue of Clothing.—Members of the Auxiliary Services may take up annually from stock, on repayment, materials and articles of uniform clothing within the following limits. If desired all, or part of the items indicated may be taken up monthly:—

(*a*) Officers and Chief Petty Officers—

7 yards blue cloth or diagonal serge (Officers only).
7 yards serge, diagonal, or No. 3 (C.P.O.'s only).
12 yards drill.
12 yards flannel.
2 caps and cap badges.
4 cap covers.
2 pairs black uniform boots (heavy or light pattern).
4 shirts, white or check.
6 collars, white or check.
4 pairs drawers, cotton.
2 neckties, black silk.
6 pairs socks.
1 overcoat.
1 helmet.
1 waterproof coat.

(*b*) Petty Officers under four years' seniority and others dressed in Class II. uniform—

7 yards serge, No. 3.
12 yards duck.

12 yards flannel.
2 caps.
2 collars, blue jean.
2 handkerchiefs, black silk.
1 helmet.
4 cap ribbons.
2 pairs black uniform boots (heavy or light pattern).
4 pairs drawers, cotton.
6 pairs socks.
1 overcoat, Seamen's pattern.
1 waterproof coat.
1 jersey.
1 knife with spike.
4 knife lanyards.

(*c*) General Workmen, Workmen and ratings dressed in Class III. Uniform—

7 yards diagonal serge.
12 yards drill.
12 yards flannel.
2 caps and cap badges.
4 cap covers.
2 pairs black uniform boots (heavy or light pattern).
4 pairs drawers, cotton.
6 pairs socks.
4 shirts, white or check.
6 collars, white or check.
2 black silk neckties.
1 overcoat, Seamen's pattern.
1 waterproof coat.
2 bluette overall jackets } or material in lieu.
2 pairs bluette overall trousers }

(2) Buttons and gold lace for Officers, and buttons and badges for ratings will be issued on repayment as required.

(3) No articles other than those shown above may be taken up from Government stocks by members of the Auxiliary Services. "Made-up" garments may, however, be taken up in lieu of materials; but the estimated quantity of material in the "made-up" articles is to be deducted from the quantity of such material allowed annually.

(4) The annual allowance of uniform allowed to be taken up is intended to cover the period from 1st July in each year to the 30th June in the following year. A complete account of all articles so taken up is to be kept for each member, and in no case are the quantities drawn to be allowed to exceed those laid down above except in such special circumstances as may be approved by the Naval Board.

(5) All payments for uniform and uniform material are to be credited as laid down in the Naval Financial Regulations.

(6) The method of issuing and accounting for uniform and material is laid down in section X. of the Regulations and Instructions for the Royal Australian Naval Reserve.

PART VII.—PAY AND ALLOWANCES.

63. Officers on the Seagoing List.—Officers on the Seagoing List of the Permanent Naval Forces lent to the Auxiliary Services will receive pay and allowances as prescribed for their corresponding ranks in the Permanent Naval Forces (Seagoing).

64. Officers on the Auxiliary List.—(1) Officers on the Auxiliary List of the Permanent Naval Forces will be paid at consolidated rates of pay and allowances, as hereinafter set forth, on and from the date of transfer to the Auxiliary List.

65. Seagoing Rates of Pay—When Payable in Auxiliary Services.—(1) Officers and men of the Auxiliary Services detailed for service, or undergoing training, in one of H.M.A. Ships or R.A.N. Training Schools, will receive pay and allowances at the rates prescribed for their corresponding ranks and ratings in the Permanent Naval Forces (Seagoing), Deferred Pay being paid with Active Pay. In such cases members of the Auxiliary Services are to be temporarily transferred to the books of the Ship or Establishment concerned for purposes of pay and allowances.

(2) Service on consolidated rates of pay will not count towards the service required to qualify for increments in sea-going rates of pay.

66. Men of the Auxiliary Services.—Ratings and employees engaged and re-engaged for periods of five years' service in the Auxiliary Services will receive consolidated rates of pay and allowances, as set forth in this Order, on and from the date of their entry in the Auxiliary Services.

67. Ratings Lent from the Seagoing Forces.—Chief Petty Officers and Petty Officers lent from the Permanent Naval Forces (Seagoing) for service on the R.A.N.R. Staff will continue to receive sea-going rates of pay and allowances, as prescribed in the Naval Financial Regulations.

68. Pay Accounts of Persons Receiving Seagoing Rates of Pay.—Persons serving in the Auxiliary Services, who are in receipt of sea-going rates of pay and allowances, will be borne for pay purposes on the books of H.M.A.S. *Cerberus* if detailed for duty in Victoria, South Australia, Western Australia, or Tasmania, and on the books of H.M.A.S. *Penguin* when detailed for duty in New South Wales or Queensland.

69. Rates of Pay.—(1) The following consolidated rates of pay, inclusive of all allowances (except travelling and other allowances specially provided) will apply to

(*a*) Officers on the Auxiliary List of the Permanent Naval Forces; and

(*b*) all other persons appointed for permanent duty in the Auxiliary Services of the Permanent Naval Forces:—

Rank or Relative Rank or Rating.	Annual Salary.			Remarks.
	Minimum.	Annual Increment.	Maximum.	
	£	£	£	
Captain	700	25	775	
Commander	625	25	675	
Lieut.-Commander	525	15	600	
Lieutenant	425	15	500	
Commissioned Officer from Warrant Rank	340	15	400	
Warrant Officer	264	12	312	
Chief Petty Officer	210	12*	240	* Final increment, £6 only
Petty Officer	186	6	204	

EMPLOYEES.

Position.	Grade.	Annual Salary.			Remarks.
		Minimum.	Annual Increment.	Maximum.	
		£	£	£	
Senior Messengers ..	I.	186	6	210	
General Workmen and Workmen ..	II.	186	6	204	
	III.	174	6	180	
	IV.	168	..	..	
	V.	..	..	..	Rates according to age in accordance with Commonwealth Public Service Scale.

(2) The commencing rate of pay on appointment to the Auxiliary Services will be determined according to the rank or rating and the seniority last held in the Permanent Naval Forces (Seagoing).

(3) On appointment to the Auxiliary Services, General Workmen and Workmen will be graded in accordance with clause 47 of this Order, and will receive the salary of their grade as set forth above. Salary within a grade will be determined by the seniority in rating last held in the Permanent Naval Forces (Seagoing), provided that former Chief Petty Officers will be appointed at the maximum salary of Grade II.

(4) General Workmen and Workmen will be advanced to the next higher Grade, up to and including Grade II., on completion of one year's service on the maximum salary of a Grade.

(5) The rates of pay set forth in the preceding sub-clauses are inclusive of maintenance of uniform, except as set forth in clauses 67 and 68 of this Order.

70. Navy Office Sentries.—Sentries appointed for duty at the Navy Office will receive, in addition to the salary of their respective grades, an annual allowance in the nature of pay to bring the total annual salary of each sentry to the minimum rate for Grade II. in the foregoing

scale. The amount of such allowance will be reduced in each case by the amount of any increment granted, and will cease to be payable on promotion to Grade II.

71. Increments.—All increments will be subject to such conditions as may be approved by the Naval Board, and to the necessary provision in the Appropriation.

Increments will be payable as from the date they actually fall due, such date being subject to the provisions of clause 4 of this Order.

"Acting" time served in a rank or rating will not count for purposes of increments of pay.

72. High Cost of Living Allowance.—(1) In addition to salary, a High Cost of Living Allowance will be paid at the following rates to members of the Auxiliary Services of and below the rank of Warrant Officer, who are in receipt of consolidated rates of pay not exceeding £334 per annum, subject to the conditions set forth hereunder:—

	Rate per Week.
(*a*) For wife or, in lieu, for one adult dependant ..	10s. 0d.
(*b*) For daughter over the age of 16 years keeping house for a member who is a widower, provided such daughter is wholly and solely dependant upon the member	10s. 0d.
(*c*) For each child under 16 years of age or each additional adult dependant	3s. 6d.

provided that in the case of a widower with children under the age of 16 years who maintains his own home and employs a paid housekeeper or a person other than a daughter or sister to act in that capacity, the allowance for an adult dependant, under sub-paragraph (*a*), will be payable in respect of the eldest dependent child under 16 years of age in lieu of the Children's Allowance under sub-paragraph (*c*).

(2) Payment of the High Cost of Living Allowance will be approved subject to the following conditions:—

(i) *Maximum inclusive Salary.*—The total salary, inclusive of High Cost of Living Allowance payable, must not exceed £334 per annum. Where the annual salary plus the High Cost of Living Allowance would exceed £334 per annum, the High Cost of Living Allowance is to be reduced so that the total amount payable will not exceed £334 per annum.

(ii) *To Married Members.*—For a wife, provided that the member is maintaining her, and that no legal or mutual separation exists.

(iii) *To Married Members and Widowers with Children*—

(*a*) for each child (including step-children) under the age of 16 years, provided that the child is not contributing to its own support and is wholly and solely dependent upon the member.

(*b*) For each adopted child under 16 years of age, provided that the Deed of Adoption or other satisfactory evidence of adoption is sighted, and that

the child is not contributing to its own support, and is wholly and solely dependent on the member. In such cases, the member must not have received or be in receipt of any payment in respect of such adoption.

(*c*) For parents (including step-parents) and for brothers and sisters under 16 years of age, provided that they are wholly and solely dependent on the member and are not in receipt of any income whatsoever, including War, Old-age, or Invalid Pension.

(*d*) For sister keeping house for a member who is a widower with children dependent upon him, provided such sister is wholly and solely dependent on the member.

(iv) *To Single Members and Widowers without Children*—

(*a*) for parents (including step-parents) and for brothers and sisters under 16 years of age, provided that they are wholly and solely dependent on the member and are not in receipt of any income whatsoever, including War, Old-age, or Invalid Pension.

(*b*) For each adopted child under 16 years of age, provided that the Deed of Adoption or other satisfactory evidence of adoption is sighted, and that the child is not contributing to its own support and is wholly and solely dependent on the member. In such cases the member must not have received or be in receipt of any payment in respect of such adoption.

(v) Payment of High Cost of Living Allowance will be entirely subject to the pleasure of the Naval Board who may withhold the whole or part of this allowance in any case when considered desirable.

(3) Adult single employees not eligible for the High Cost of Living Allowance will, if entitled, receive an allowance to bring their total pay to £174 per annum, under the same conditions as prescribed for adult single officers in the Commonwealth Public Service.

73. Half Pay.—(1) Officers of the Auxiliary Services placed on the Half-Pay List will receive pay at the rate of one-half of the consolidated rate of pay they were entitled to at the date immediately prior to their being placed on the Half-Pay List.

(2) Time on the Half-Pay List will count as qualifying service for purposes of furlough, but will not count for increments in full or half pay.

(3) Officers will cease to be entitled to half-pay as from the date of being placed on the Retired List of the Permanent Naval Forces.

74. Gratuity and Allowance for Good Conduct Medal.—Chief Petty Officers, Petty Officers and other ratings whose combined service in the Permanent Naval Forces (Sea-going) and on the R.A.N.R. Staff entitles them to the award of the R.A.N. Long Service and Good Conduct Medal

may be paid the gratuity of £20 and the allowance of £1 per annum, subject to the conditions laid down in the Naval Financial Regulations in connexion with the payment of gratuity and allowance for Good Conduct Medal in the case of ratings of the Permanent Naval Forces (Sea-going).

75. Uniform Gratuities on First Appointment.—(1) On first appointment to the Auxiliary Services, direct from the shore, and after the expiration of six calendar months from discharge or resignation from the Permanent Naval Forces (Seagoing) or other Naval Forces, the following uniform gratuities will be payable:—

Position on Appointment.	Amount of Gratuity.
Warrant Officers	£40
Chief Petty Officers and employees dressed in Class I. uniform, except Senior Messengers	£19
Senior Messengers	£8
Petty Officers and Navy Office Sentries dressed in Class II. uniform	£13
General Workmen and all employees dressed in Class III. uniform	£15

(2) Persons appointed to the Auxiliary Services within six months of their resignation or discharge from the Permanent Naval Forces (Sea-going) or other Naval Forces will be granted uniform gratuities in accordance with the scale set forth in sub-clause (1), subject to deduction therefrom of the value of the necessary articles of uniform in their possession at the date of first appointment.

(3) Persons permanently transferred to the Auxiliary Services direct from the Permanent Naval Forces (Sea-going) will not normally be eligible for uniform gratuities set forth herein; but, when such transfer involves a change in class of uniform, the District Naval Officer or Commanding Officer may approve of the payment of uniform gratuities not exceeding the maximum rates laid down in the scale shown in clause 76, sub-clause (1) of this Order.

(4) Uniform Gratuities set forth in sub-clause (1) will not be payable again on re-engagement in the Auxiliary Services.

76. Uniform Gratuities on Promotion Subsequent to Entry.—(1) The following gratuities will be payable to members of the Auxiliary Services who are promoted subsequent to entry:—

Position on Appointment.	Amount of Gratuity.
Lieutenant	£25
Commissioned Officer from Warrant Rank	Cost of epaulettes and necessary alterations in distinctive lace only for compulsory kit
Warrant Officer	£25
C.P.O. promoted from P.O. of less than 4 years' seniority	£15
C.P.O. promoted from P.O. of over 4 years' seniority	Supply of necessary badges and buttons, for alterations to compulsory kit only, at Government expense

(2) Persons lent from the Permanent Naval Forces (Seagoing) and in receipt of sea-going rates of pay will be entitled to Uniform Gratuities and Kit Up-keep Allowance as prescribed for their relative ranks or ratings in the Naval Financial Regulations.

77. Transfers.—(1) When the transfer of a member of the Auxiliary Services, not borne on Ship's books for pay purposes, is effected, a statement in duplicate and in the following form is to be completed, signed by the Certifying Officer, and transmitted to the District, Ship, or Establishment to which the member is transferred:—

Certifying Officer at

Establishment or Office

Date

The undermentioned { Officer / rating } is being transferred to the books of and details of his accounts are as follows:—

Full name	
Present Rank or Rating and Seniority	Official No. (if any)
Rank or Rating and Seniority in the Sea-going Force	
Details of Pay and Allowances ..	
Date to which paid	
Details of any advances made (Reference to adjustment to be inserted by Certifying Officer to whose books transferred).	
Sick leave already taken in current triennial period which commenced on 19	
Recreation Leave due for leave year ending 31st January, 19 . (If any accumulated leave due, full details and authority for same are to be stated.)	
Amount of Uniform and Material taken up on repayment for the current financial year.	

Signature

Certifying Officer.

Approved.

Signature

Rank

District Naval Officer.

Date 19 .....

(2) One copy of the above statement duly certified and signed is

(*a*) to be attached, at the District or in the Ship to which transferred, to the voucher on which first payment is made; or

(*b*) to accompany the Ship's ledger into Office, as the case may be.

(3) When the transfer of a member of the Auxiliary Services who is borne for pay purposes on the books of one of H.M.A. Ships or Establishments is effected, Form A.S. 45 is to be completed and forwarded in accordance with the Naval Account Regulations.

(4) Payment on account of pay will, in the case of transfers from one District to another, be made up to the last fortnightly pay period, and not necessarily to the date of transfer. When the transfer is made to the books of one of H.M.A. Ships or Training Establishments, the member's pay account is to be adjusted to the actual date of transfer.

(5) The account for rail, steamer, or other fares for the member transferred must be rendered to and approved for payment at the Office, Ship, or Establishment from which the Warrant for such service was issued; but the member's claim for travelling allowance and reimbursement of expenses incurred consequent upon transfer will be dealt with by the Office, Ship or Establishment to which such member is transferred.

(6) Allowances in respect of transfer and removal of furniture are payable in accordance with the provisions of Naval Financial Regulation 77.

(7) Officers and Men in receipt of seagoing rates of pay will not, in any circumstances, be eligible for transfer, removal, or travelling expenses other than as prescribed for the Permanent Naval Forces (Seagoing) in the Naval Financial Regulations.

78. Rations.—(1) Members of the Auxiliary Services will not be eligible for issue of rations in kind or payment in lieu except as hereinafter set forth.

(2) Members of, and employees attached to the R.A.N.R. Staff employed in camps of training or engaged in time of war or emergency on continuous or other duty which necessitates their absence overnight from their usual place of residence, will be entitled to rations in kind in accordance with the rate and scale approved for members of the Permanent Naval Forces (Seagoing).

(3) Meal Allowance, as set forth in clause 80, will not be payable concurrently with Travelling Allowance, or when rations in kind are issued.

79. Luncheon Allowance when Attending Military Instructional Courses.—Members of the Royal Australian Naval Reserve Staff detailed to attend Military Courses of Training away from their head-quarters in city or suburban areas, and required to obtain their mid-day meal away from their usual place of residence, may be paid a luncheon allowance not exceeding 1s. 6d. per diem for each whole-day attendance.

80. Meal Allowance in Time of War or Emergency.—(1) Members of the Auxiliary Services will not be entitled to any allowance in lieu of rations when employed on duty ashore, except when engaged in time of war or emergency on continuous or other duty which necessitates absence from their usual place of residence overnight, and then only under the following conditions:—

(*a*) That no arrangements for victualling exist at the locality.

(*b*) That no arrangements can be made to enable the member to return to his place of residence for meals.

(*c*) That expenditure additional to the member's ordinary expenditure has been incurred as the direct result of his inability to obtain, at his place of residence, the meals usually taken thereat.

(*d*) That the claim for payment is supported by a certificate signed by the District Naval Officer that the conditions governing payment, as prescribed in this sub-clause, have been complied with.

(2) The amount payable in respect of meals obtained under the foregoing conditions shall be the actual amount necessarily expended, provided that payment for meals shall not exceed the following amounts:—

Rank or Rating.	Meal.		
	Morning.	Mid-day.	Evening.
	s. d.	*s. d.*	*s. d.*
Commissioned Officers	2 6	2 6	3 0
Warrant and Subordinate Officers ...	2 0	2 0	2 6
Chief Petty Officers and Others	1 6	1 6	2 0

(3) Meal Allowance shall not be allowable for the first meal partaken away from the usual place of residence of the member after the time of commencement of daily duty, nor for any meal immediately preceding cessation of duty when the member concerned ceases duty at, or before, the following hours:—

Meal.	Hour.
Morning	7.30 a.m.
Mid-day	1.30 p.m.
Evening	6.30 p.m.

81. Naval Financial Regulations.—Regulations on the following subjects, relating to the Auxiliary Services, are at present contained in the Naval Financial Regulations:—

(*a*) Compensation for injuries .. Regulations 71 to 73.
(*b*) Travelling Allowances and Expenses, Meal Allowance for journeys under 6 hours, Transfer and Removal Expenses, &c. Regulations 75 to 82.
(*c*) Leave of absence on grounds of illness .. .. .. Regulations 98 to 107.
(*d*) Furlough .. .. .. Regulations 108 to 110.

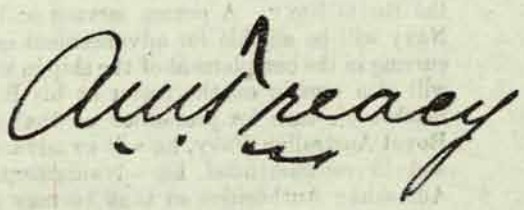
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
2nd August, 1921.

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

By Command of the Naval Board,



The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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C.11611.

295. (Not issued.)

296.

R.N. RATINGS ON LOAN—ADVANCEMENT.

The Admiralty have had under review the question of the advancement of R.N. ratings serving in the Royal Australian Navy, and have approved of the terms of the agreement signed by ratings on loan being amended as follows :—

6. ADVANCEMENT.

(i) During loan the conditions of advancement will be the same as in the Royal Navy. A person serving on loan to the Royal Australian Navy will be eligible for advancement in the event of a vacancy occurring in the complement of the ship in which he is serving. His name will also remain on the roster at his R.N. Port Division, and if he reaches his turn for promotion on that roster during his loan to the Royal Australian Navy, he will be advanced, provided he is qualified and is recommended, his advancement being duly notified to the Australian Authorities so that he may receive the higher pay, &c. of his new rating. (The higher pay is not, however, payable in cases where Admiralty promotion involves immediate return to the Royal Navy.)

(ii) Ratings advanced to the relative rank of Leading Seaman or below, in a vacancy in the complement of an Australian ship, will be allowed to retain the higher rating on reversion to the Royal Navy, provided they are qualified in all respects for such rating, and that the advancement is one which the Captain is authorized to make under Appendix XV., Part I., King's Regulations.

Ratings similarly advanced to the Petty Officer or higher grade will only retain the rating on return to the Royal Navy subject to the approval of the Commodore of their Home Depôt, and provided they are fully qualified under Admiralty Regulations.

(iii) Any local rating conferred on a man in the Australian Service, (*i.e.*, otherwise than in the case of a rating advanced to the relative rank of Leading Seaman or below in a vacancy in the complement or of any rating advanced on Port Division roster) will be noted in the "Special Recommendations, &c." column on page 2 of his Service Certificate, but he will revert in all respects to his substantive R.N. rating on his return to the Imperial Service.

(P.21/9763.)

(This Order will be reprinted for posting on Notice Boards.)

297.

EDUCATIONAL TEST, PART I.—8th JUNE, 1921—RESULTS.

The following ratings passed the Educational Test, Part I., held on the 8th June, 1921 :—

Name.	Rating.	O.N.	Where Serving.
Gilsman, J.	A.B.	5868	*Australia*
McCormick, H. J.	A.B.	6405	,,
Bartlett, S. E.	A.B.	6082	,,
Hardy, W. I.	Sig.	3072	,,
Porter, L. G.	Ldg. Tel.	3508	*Cerberus*
Avery, J.	Boy 1	11604	*Brisbane*
Brench, G. C.	Ord. Smn.	10404	,,
Kinder, H. J.	A.B.	6504	,,
Fowler, A. R.	Ldg. Tel.	3600	,,
Smith, H. R.	A.B.	6353	,,
Corten, C. L.	A/Ldg. Sto.	1436	,,
Wills, J.	Stoker	12209	*Platypus*
Clark, C. W.	A.B.	9402	,,
Burnap, F.	Stoker	9400	,,
Denning, E. F.	A.B.	9601	*Stalwart*
Madell, H.	A.B.	9874	*Anzac*
Greatbatch, J. T.	A.B.	10048	*Stalwart*
Strike, R. A.	Stoker	6749	*Sydney*
Macquarie, L. R.	Stoker	6750	,,
Goulding, C. V.	P.O.	1534	,,
Garrett, H. B.	Ldg. Smn.	4396	,,
Milford, T.	A.B.	1531	,,
Ross, J.	A.B.	5353	,,
Savill, R. K.	A.B.	2940	,,
Burrows, E. L. T.	Boy 1	11705	,,
Macmillan, M. D. F.	Ord. Smn. 2	11936	,,
Palmer, K. A. G.	Ord. Smn. 2	12036	,,
Davies, H. E. W.	Boy 1	12039	,,
Sly, A.	Boy 1	12171	,,
Tassell, J. C.	Ord. Smn. 2	12236	,,
Holmes, D. A.	Ord. Smn. 2	11713	,,
Davis, E.	Boy 1	12031	,,
Staff, R. L.	Boy 1	12344	,,
Stanley, M.	Boy 1	11181	,,
Green, E. A.	Ord. Smn. 2	11321	,,
Davie, A. C.	Boy 1	11716	,,
Ford, J. W.	Boy 1	12034	,,
Lewis, S.	Ord. Smn. 2	12397	,,
Henshaw, R. C.	Ord. Smn. 2	11134	,,
Smith, R. W. G.	Boy 1	12355	,,
Fahy, P. H.	Boy 1	12363	,,
Martin, D. W.	Boy 1	12486	,,
Edwards, F. L.	Boy 1	12487	,,
Ward, G. A. J.	Boy 1	12604	,,

2. The necessary notation is to be made on the Service Certificates of these ratings.

(21/6505.)

(This Order will be reprinted for posting on Notice Boards.)

298.

SPECIAL RESERVE OF ENGINEER OFFICERS, R.N.—TRAINING IN H.M.A. SHIPS AND ESTABLISHMENTS.

Arrangements have been made for Engineer Officers of the Special Reserve R.N. to undergo training in H.M.A. Ships and Training Establishments, and instructions in respect thereof are contained in Admiralty Monthly Order No. 257/1921.

When these Engineer Officers are appointed for training to H.M.A. Ships and Training Establishments, procedure as set out in the Admiralty Monthly Order quoted is to be strictly adhered to.

2. Attention is drawn to the instructions set forth in the Admiralty Monthly Order in respect of Pay and Allowances of Officers resident in Australia, particularly as regards their pay during periods of leave and sickness.

3. Engineer Officers of the Special Reserve R.N. undergoing training in H.M.A. Ships and Training Establishments are to be borne on a special list of the Ship's ledger for pay at the rates set forth in Admiralty Monthly Order No. 257/1921. Victualling Allowance is, however, to be paid at the rate and under the conditions prescribed in the Financial Regulations (Sea-going) for members of the Permanent Naval Forces (Sea-going). The total sum expended in respect of these Officers, including pay, victualling, travelling, and all other allowances, will be recoverable from the Admiralty.

4. Amounts credited in respect of pay and allowances to Officers undergoing training in H.M.A. Ships and Training Establishments are to be paid in the usual manner, and charged in the Pay Certificate (Form A.S.17) against the Pay Vote. To enable recovery to be effected from the Admiralty, an extract, in duplicate, from the Ship's ledger showing in detail the account of each Officer undergoing training should be forwarded into office as an enclosure to the ledger.

5. If any officer is unable to complete his training on account of being sick or in hospital, a full medical report of the case, together with advice whether the Officer is being retained on pay, should immediately be furnished to Navy Office.

6. Claims for travelling expenses incurred in joining H.M.A. Ships and Training Establishments are to be dealt with in accordance with the conditions governing such payments as set forth in Admiralty Monthly Order No. 257/1921. Travelling allowances will, however, be payable at the rates and (where not otherwise inconsistent with this Order) under the conditions prescribed in the Financial Regulations (Sea-going) for corresponding ranks in the Permanent Naval Forces (Sea-going). The account for travelling expenses is to be charged to " Trust Fund—Admiralty Account."

7. When joining H.M.A. Ships to undergo training, Officers of the Special Reserve of Engineer Officers R.N. should be informed that they will have no claim on Commonwealth Funds in respect of compensation for injuries received while performing their periodical training in H.M.A. Ships. This liability is undertaken by the Admiralty.

8. Applications for Retaining Fees due under Admiralty Monthly Orders Nos. 5/1920, and 257/1921, should be forwarded to the Secretary, Navy Office, Melbourne. On receipt of Finance Authority for payment of training fees, this claim should be prepared on Form A.S.22A or N.A.4, as the case may be, and charged against " Trust Fund—Admiralty Account."

(20/4420.)

299.

RANKS AND RATINGS PROCEEDING TO WESTERN AUSTRALIA ON LEAVE.

With reference to Navy Order No. 228/1921, promulgating the procedure to be followed when ranks and ratings are proceeding to Western Australia from Eastern States for leave, the Naval Board have now decided that all arrangements for the return passage of Officers and Men from Western Australia to Eastern States by rail as well as steamer should be left to the District Naval Officer, Fremantle.

2. Clause (*d*), paragraph (1) of the Navy Order quoted above is amended accordingly. (21/4556.)

300.

ELIGIBILITY OF DISCHARGED NAVAL RATINGS FOR ENGINE-DRIVERS' CERTIFICATES.

The Naval Board for some time past have been in communication with the Premiers of the various States of the Commonwealth on the subject of the recognition of Service qualifications held by Engine-room ratings who, on being discharged to the shore, desire to qualify for Engine-drivers' and Boiler Attendants' Certificates.

2. The following proposals were made to the various State Governments :—

(*a*) A man holding the rating of Acting Leading Stoker or Stoker, and producing a Certificate of Service with character and ability assessed as " V.G." and " Superior " respectively, and being in possession of an Auxiliary Watch Certificate, to be considered as qualified—

(i) for a 3rd Class Engine-driver's Certificate, and to sit for a 2nd Class Certificate, or for a Certificate as Boiler Attendant, under the Shops and Factories Act ; and

(ii) to sit for a 3rd Class Engine-driver's Certificate (Class (*a*)) under the Marine Act.

(*b*) A man holding the rating of Stoker Petty Officer or Leading Stoker, producing a certificate of Service with character and ability assessed as " V.G." and " Satisfactory " respectively, and being in possession of a certificate that he has passed through a three months' Mechanical Training Course, to be considered as qualified for—

(i) A Boiler Attendant's Certificate ;

(ii) A 2nd Class Engine-driver's Certificate, and to sit for a 1st Class Certificate under Shops and Factories Act ; and

(iii) A 3rd Class (Class (*a*)) Engine-driver's Certificate, and to sit for a 3rd Class Certificate Class (*b*) or (*c*) under the Marine Act.

(*c*) A man holding the rating of Chief Stoker, and producing a Certificate of Service with character and ability assessed as " V.G." and " Satisfactory " respectively should be considered as qualified for—

(i) A Boiler Attendant's Certificate and a 1st Class Engine-driver's Certificate under the Shops and Factories Act (Victoria) ;

(ii) a 3rd Class Engine-drivers' Certificate Class (*a*), (*b*), or (*c*) under the Marine Act (Victoria).

3. The following replies were received, and are promulgated for general information :—

Victoria.—The Board of Examiners for Engine-drivers were unable to approve of the suggestion at (*c*) above, viz., that a man holding the rating of Chief Stoker and producing a Certificate of Service with character and ability assessed as "V.G." and "Satisfactory" respectively, should be qualified for a Boiler Attendant's Certificate, and a 1st Class Engine-driver's Certificate under the Shops and Factories Act (Victoria).

The following concessions were, however, approved by the Board of Examiners :—

(*a*) A man holding the rating of Acting Leading Stoker or Stoker, and producing a Certificate of Service with character and ability assessed as "Very Good" and "Superior" respectively, and being in possession of an Auxiliary Watch Certificate, to be considered as qualified for—

A 3rd Class Certificate, and to sit for a 2nd Class Certificate or for a certificate as Boiler Attendant.

(*b*) A man holding the rating of Stoker Petty Officer, Leading Stoker, or *Chief Stoker* producing a certificate with character and ability assessed as "Very Good" and "Satisfactory" respectively, and being in possession of a certificate that he has passed through a three months' mechanical training course, and an *Auxiliary Watch Certificate*, to be considered as qualified for—

(i) A certificate as Boiler Attendant ;

(ii) a 2nd Class Certificate, and to sit for a 1st Class Certificate under the Shops and Factories Act.

New South Wales.—The reply received indicates that before 1st, 2nd, and 3rd Class Engine-drivers' Certificates, under the *Scaffolding and Lifts Act* 1912, can be granted, a candidate must pass a practical test prescribed by the Act.

With regard to the issue of Certificates of Registration under the *Mines Inspection Act* 1901, the Minister for Mines has approved, having regard to the experience in connexion with boilers and machinery obtained by Naval Engine-room ratings, of the following concessions being granted :—

(*a*) That a man holding the rating of Acting Leading Stoker or Stoker, and producing a Certificate of Service with character and ability assessed as "Very Good" and "Superior" respectively, and having had at least twelve months' experience in such positions, be allowed to attend examination for an ordinary Engine-driver's Certificate of Competency.

(*b*) That a man holding a higher grade of rating than mentioned above, and producing a Certificate of Service with character and ability assessed as "Very Good" and "Satisfactory" respectively, be granted a similar privilege as is extended to the holder of a Marine Engineer's Certificate, viz., that he be allowed to qualify for an ordinary Engine-driver's Certificate of Competency by examination, which shall be wholly *viva voce*, and held at some time convenient to applicant, and upon payment of a fee of 5s.

Western Australia.—In Western Australia the following regulations are in force for the granting of Certificates to Steam Engine-drivers :—

(*a*) An applicant holding a Stoker's Certificate showing at least twelve months' experience, and providing conduct has been satisfactory, would be entitled to sit for examination for a 3rd Class Certificate.

(*b*) An applicant holding a Marine Engineer's Certificate, and providing conduct has been satisfactory, would be entitled to sit for examination for a 2nd Class Certificate.

It is pointed out that Boiler Attendants are not certificated in Western Australia, therefore a Discharged Naval rating, with or without a Stoker's Certificate, could take charge of a boiler or boilers without having to comply with any conditions in regard to such employment.

Tasmania.—The communication received from the Premier of Tasmania advises that the qualifications of Discharged Naval ratings have always been recognised in connexion with the examinations for land Engine-drivers and port Engineers' Certificates.

It is clear from this reply that this State is not prepared to concede anything in the matter of granting Engine-drivers' Certificates unless a candidate first passes the examination prescribed.

South Australia.—The South Australian authorities advise that they are prepared to afford recognition to Discharged Naval ratings in the matter of Engine-drivers' Certificates only to the following extent :—

The class marked (*b*) (in paragraph 2 of this Order) may take the examination for Boiler Attendant without further experience.

The class marked (*b*) may secure a Certificate as Boiler Attendant without examination, or may take the examination for 3rd Class Engine-driver.

The class marked (*c*) may secure a Certificate as a 3rd Class Engine-driver, or may take examination for 2nd Class Engine-driver, without further service.

Queensland.—The *Inspection of Machinery Act* 1915 provides that persons who serve in a rating not lower than Stoker are entitled to present themselves for examination for a 3rd Class Certificate as Engine-driver. On the other hand, such persons are entitled to present themselves for examination for a 3rd Class Marine Engineer's Certificate. The holder of a 3rd Class Marine Engineer's Certificate can be granted a 2nd Class Engline-driver's Certificate.

4. The Board understand that at the Inter-State Conference held in December, 1919, an Engine-drivers Bill was prepared, which aimed at uniformity in regard to the granting of Engine-drivers' Certificates in all States of the Commonwealth. Finality has not yet been reached in the matter, but the reply received from the New South Wales authorities indicates that it is proposed to introduce next session an Engine-drivers' Certificate Bill, governing the granting of certificates in New South Wales, and it is promised that when this Bill becomes law, consideration will be given to the question of drafting regulations in conformity with the suggestions put forward by the Navy Office, in order to permit of the recognition of the qualifications of Discharged Naval ratings.

(20/10485.)

(This Order will be reprinted for posting on Notice Boards.)

301.

KIT UPKEEP ALLOWANCES.

As some misunderstanding appears to exist on the subject, the attention of all concerned is directed to Admiralty Monthly Order No. 1314/1920 and Navy Order No. 11/1921, which lay down that the Uniform of Petty Officers of four years' service as such is Class III. The rate of Kit Upkeep Allowance payable to these Petty Officers is therefore that prescribed for Class III., viz., 1s. 3d. per day.

2. The rate payable to Officers' Stewards and Cooks, 1st Class, irrespective of length of service as such, is also that for Class III., viz., 1s. 3d. per day.

(S.20/2026.)

302.

INTER-STATE AND OVERSEA SHIPMENTS OF NAVAL, VICTUALLING, MEDICAL, AND ORDNANCE STORES TO THE NAVAL DEPOTS AT FLINDERS AND SWAN ISLAND, OSBORNE HOUSE, GEELONG, AND H.M.A. SHIPS AT VICTORIAN PORTS.

With reference to paragraph 2 of Navy Order No. 212/1921, it is not now desired that one copy of Yard Supply Notes be forwarded to the Director of Naval Stores. Full particulars of consignments should be furnished on the " extra copy " of Bill of Lading.

(S.21/2264.)

303.

AMMUNITION EXPENDITURE—RETURNS.

The Quarterly ammunition expenditure returns are to be rendered by H.M.A. Ships, &c., in future as laid down in Admiralty C.M.O. No. 1081/1920.

2. The returns are to be rendered in duplicate, one copy being forwarded to the Secretary, Navy Office, Melbourne, and the other to the Deputy Armament Supply Officer, Spectacle Island, Sydney.

3. Article 218 of the Consolidated Navy Orders 1911–1920 and Navy Order No. 278/1921 are hereby cancelled.

(N.21/15087.)

304.

DUPLICATE RAILWAY WARRANTS NOT NOW REQUIRED.

Advice having been received from the Victorian Railway Department that instances still occur where warrants are issued in duplicate for Inter-State journeys, attention is directed to Navy Order No. 280/1920, the provisions of which are embodied in paragraph 18 of Appendix II. to Consolidated Navy Orders 1911–1920, directing that the issue of warrants *in duplicate for Inter-State journeys* is not now required.

2. This matter is important for the reason that the completion of a duplicate warrant may now result in a second ticket being issued by the Railway authorities, with the resultant double charge against the Department. Officers who issue warrants will be held responsible for any such additional charges.

(21/7225.)

305.

AMENDMENTS OF FINANCIAL REGULATIONS (SEA-GOING).

The following amendments of Financial Regulations (Sea-going) are approved with effect as from 1st June, 1921 :—

1. Article 6, clause (12)—Lodging Allowance—Annual Rate.—Omit the words " Payment of Lodging Allowance at the annual rate shall not cease when an officer proceeds on recreation leave " in the second paragraph, and insert in their stead the following :—

" Payment of Lodging Allowance at the annual rate shall continue to be paid when an officer proceeds on recreation leave, or on sick leave, provided the officer is not accommodated in hospital.

Payment of Lodging Allowance at the annual rate shall also continue to be paid—

(*a*) For the first seven days whilst an officer is accommodated in hospital,

and

(*b*) For the first seven days only when temporarily absent from head-quarters and travelling allowance is drawn under the conditions prescribed in Article 16, clause (7) ;

provided, always, that the lodgings are retained and paid for during the period."

2. Article 16, clause (7), is omitted, and the following inserted in its stead :—

" (7) Travelling Allowance shall not be payable concurrently with Lodging Allowance or allowance in lieu of rations, or when quarters are provided at place of duty, except that officers in receipt of the annual rate of Lodging Allowance may, when absent from head-quarters on duty, draw such allowance concurrently with Travelling Allowance for a period not exceeding seven days provided lodgings are retained and paid for during the period." (21/4662.)

3. Article 19 is amended as from 1st March, 1921, by omitting clause (2) as amended by Navy Order No. 216/1921, and inserting in its stead new clause to read as follows :—

" (2) When travelling, by rail, from Port Augusta to Perth, or *vice versâ*, Chief Petty Officers may be granted first-class accommodation and sleeping berths on both the Transcontinental and State Railways, and first-class meal tickets on the Transcontinental Railway.

Chief Petty Officers travelling by rail on Inter-State journeys may be granted first-class accommodation between Capital cities only. This concession shall not include sleeping-berth accommodation for such journeys, and shall not apply to any subsidiary Intra-State travelling involved. For example, for a Chief Petty Officer travelling by rail from Flinders Naval Depôt to R.A.N. College, three warrants should be issued, as follows :—

(i) Crib Point to Melbourne	..	Second class ;
(ii) Melbourne to Sydney	..	First class (no sleeping berth) ; and
(iii) Sydney to Nowra ..	..	Second class."

(21/7904.)

306.

PERMANENT CIVILIAN OFFICERS (OFFICE STAFF)—PREVIOUS TEMPORARY SERVICE AND SICK LEAVE.

It has been decided that where a permanent civilian officer (Office Staff) has had previous temporary service in either the Navy or Defence Departments, or in the Commonwealth Public Service, such temporary service is to count together with permanent service for the purpose of arriving at the rate of pay at which sick leave may be granted under Commonwealth Public Service Regulations 77 and 78, provided that the temporary service is *continuous* with permanent service, and that the officer in his previous temporary employment in the Navy or Defence Departments was engaged on duties usually regarded as of a civil character.

2. It should be clearly understood that where there is a break of one day or more between the temporary and permanent service, the period of temporary service is not to be included.

(18/4422.)

307.

FURLOUGH—CONDITIONS AND FORM OF APPLICATION.

1. The conditions governing grant of furlough, as set forth in Naval Financial Regulation 108 and Financial Regulations (Sea-going) Articles 45-47, have been amended as follows, as from 1st December, 1919 :—

(i) A person who has completed at least twenty years' continuous service may be granted one and a half months' furlough on full pay or three months' on half-pay in respect of each completed five years of continuous service—not more than twelve months' furlough to be granted at any one time, and not more than twelve months' furlough on full salary or its equivalent to be granted during such person's career.

(ii) A person retiring from the Service who is eligible for furlough in accordance with paragraph (i) may be paid a sum equivalent to the amount of salary he would have received during furlough if granted to him immediately prior to retirement.

(iii) Upon the death of any person who at the date of his death was eligible for furlough, his dependants may be paid a sum equivalent to the amount of salary which he would have been granted had he retired immediately prior to the date of his death.

(iv) Except upon retirement of a person on account of having attained the prescribed age for compulsory retirement, recreation leave shall not be granted in respect of the year in which furlough commences, and if it has been granted prior to furlough commencing, it shall be regarded as part of the furlough, but the total amount of recreation leave so withheld during such person's service shall not exceed the period of recreation leave for one year allowed by the Regulations.

(v) The official conduct record is to be taken into consideration in determining whether the whole or any portion of furlough or salary in lieu thereof may be granted.

2. Pending the proclamation of the necessary amending Act, giving effect to the above amendments, no furlough (leave of absence) additional to what may be granted under the present Regulations will be approved, and no applications for such additional furlough should be forwarded in the case of persons who are not retiring from the Service. Where retirement takes place at the termination of furlough, however, the full benefits of the amended conditions may be applied for.

3. Action will be taken in Navy Office in respect of further payments due to persons who have retired since 30th November, 1919, or to their dependants.

4. Applications for furlough or gratuity in lieu are in future to be rendered in the attached *pro formâ* " A " not later than three months before furlough is desired or retirement is due, and must be accompanied by a statutory declaration by the applicant as per *pro formâ* " B " or " C ". The information furnished, as required by forms " A," " B," and " C " must be complete in every case, and the forms when being forwarded into office should bear a recommendation signed by the Commanding Officer or Officer-in-Charge, as the case may be, and in the case of ratings of the Permanent Naval Forces, be accompanied by a true copy of the applicant's Certificate of Service.

5. Where a person on completion of twenty (20) years' permanent service applies for furlough, and will be eligible by age to return to duty on expiration of such furlough, while every endeavour will be made to meet the wishes of the applicant, the granting of furlough will be subject to the exigencies of the Department. In forwarding such application, the Officer-in-Charge should state whether the applicant's duties can be performed by other members of the Staff without additional assistance.

6. In cases where, on the death of a person, payment of a gratuity in lieu of furlough accrued to date of death is desired, a formal application should be made by the widow or other dependants, and should be accompanied by a statutory declaration as per *pro formâ* " D " giving particulars of the extent, &c., of the dependence.

Where there are dependants other than the applicant, the written consent of each—except in the case of children of tender years—is to be obtained to payment being made to the applicant. Such documents are to be duly witnessed, and attached to the statutory declaration in *pro formâ* " D " forwarded with the application.

7. In case of members with less than twenty (20) years' service who resign or are discharged from the Service, it should be noted that members *who had not attained the prescribed age for retirement on or prior to discharge* are not entitled to the graduated scale of leave provided in Regulations, which is applicable only in cases where the member has reached the age for retirement.

Special cases, *e.g.*, death of a member, or retirement or discharge on account of medical unfitness due entirely to active service, may, however, be submitted for consideration, similar procedure being followed to that outlined in paras. 4, 5, and 6 above. Each such case will be dealt with on its merits, and before payment is made will be thoroughly investigated with a view to ascertaining who are the dependants (if any), to what extent they were dependent, and their financial circumstances. This evidence should be embodied in a statutory declaration. As these cases are not covered by Regulations, any approval will be purely discretionary.

(21/6279.)

Pro Formâ " A."

APPLICATION FOR FURLOUGH OR EXTENDED LEAVE ON PAY.

I hereby apply for furlough (or extended leave) which may be due to me under Naval Financial Regulations, in respect of my period of service.

Signature of Applicant.....

Date.....

Particulars to be furnished by Commanding Officer or Officer-in-Charge.

1. Name.....
2. Rank, Rating, or Position.....
3. Official Number (if any).....
4. Where serving.....
5. Rate of Pay.....
   (In full detail for Sea-going Forces.)
6. Statement of Service—
   (*a*) Date and place of commencement of continuous permanent service under State or Commonwealth. Date.....
   Place .....
   (*b*) Date of ceasing duty.....
   (or proposed date of commencement of furlough.)
   (*c*) Reason for retirement.....
   (*d*) Total continuous permanent service in State and/or Commonwealth (*i.e.*), between (*a*) and (*b*) .....
7. Is there any record in your office of furlough or extended leave having previously been granted ?.....
   If applied for, but not granted, state reasons for same not being granted.
   (Should application have previously been made in any other District, details are to be stated here).
8. If furlough, &c., now applied for is in respect of second (or portion to date of retirement) period of twenty (20) years' service, state date of commencement and period of previous furlough taken.....
9. (Where applicant has reached retiring age)—What Recreation Leave is due.....
   .....
10. (Where applicant will return to duty after furlough)—What Recreation or Annual Leave has already been taken for present calendar year ?.....
    (If full period of leave has not yet been taken, further leave is not to be granted before decision upon application for furlough is communicated.)
11. Recommendation of Commanding Officer or Officer-in-Charge.....
12. Can applicant's duties be performed by other members of Staff in his absence without a relief ? .....

(Signed).....
Commanding Officer or Officer-in-Charge.

Date.....

Pro Formâ " B."

STATUTORY DECLARATION.

(By persons employed in H.M.A. Naval Establishments and Offices, entitled to furlough or extended leave on full pay.)

I, ...Rank, Rating, or Position.....of

H.M.A. Naval Establishment at..... Naval Staff Office

do solemnly and sincerely declare—

That.....months' furlough in respect of my first period of twenty (20) years' continuous permanent service was previously granted and commenced on.....19.....

or

That I have not previously been granted any furlough in respect of my first period of twenty (20) years' continuous permanent service,

or

That .....months' furlough in respect of my first period of twenty (20) years' continuous permanent service was previously granted in 19....., but was not then availed of for the following reasons :—

.....
.....
.....

And I make this solemn declaration by virtue of the *Statutory Declarations Act* 1911 conscientiously believing the statements contained therein to be true and correct in every particular.

Signed.....

Date.....

Declared at.....
on.....day of.....19.....

Before me
.....
* *Commissioner for Declarations,
or
Justice of the Peace in the State
of.....

* Strike out which one does not apply.

Pro Formâ " C."

STATUTORY DECLARATION.

(By person serving in one of H.M.A. Ships, entitled to furlough or extended leave on full pay.)

I,..... Rank or Rating ..... of H.M.A.S. " ..... " do solemnly and sincerely declare—

That.....months' furlough in respect of my first period of twenty (20) years' continuous permanent service was previously granted and commenced on.....19.....

or

That I have not previously been granted any furlough in respect of my first period of twenty (20) years' continuous permanent service,

or

That.....months' furlough in respect of my first period of twenty (20) years' continuous permanent service was previously granted in 19....., but was not then availed of for the following reasons :—

.....
.....
.....

And I make this solemn declaration conscientiously believing the same to be true and correct in every particular, the truth of which I am answerable for under Section 45 of the *Naval Discipline Act* 1866.

Signed.....

Declared at.....
this.....day of.....19.....

Before me (Full name.....Rank.....),
Commanding His Majesty's Australian Ship "....."

Signature.....

Pro Formâ " D."

STATUTORY DECLARATION.

(By Widow or other Adult Dependant.)

In the matter of Gratuity in lieu of furlough or extended leave on full pay of—
Rank or Rating.....
Name in full .....
lately employed in H.M.A.S. " "
at H.M.A. Naval Establishment.....
at Naval Staff Office.....
who died at.....on.....19....
I,.....(fill in full name)
of.....do solemnly and sincerely declare that the answers made by me to the following questions are true in substance and fact :—

1. What relation are you to deceased ?.....
2. (*a*) Was the deceased member married ?.....
(*b*) If so, is his wife still alive ?.....
and
(*c*) Are there any children born of the marriage ?.....

	Name of child.	Age.	Extent of dependency on deceased.
3. State names in full of children living, and give their respective ages			

4. To what extent were you dependent upon the deceased member for support each week ? .....
5. (*a*) Was the deceased member granted furlough in respect of his last 20 years' continuous permanent service ?.....
(*b*) If so, for what period and for what date did such furlough commence ?—
.....
*6. (*a*) Is the deceased member's father alive ?.....
(*b*) If so, what is his full name and address ?.....
(*c*) Is the deceased member's mother alive ?.....
(*d*) If so, what is her full name and address ?.....

	Name.	Relationship.	Age.	Address.	Extent of dependency on deceased.
*7. Did the deceased member leave any brothers, sisters, or any dependants surviving him ? If so, give all their names and addresses ..					

Signature.....

Declared at.....the.....day of.....19....., before me.

Signature.....

Here insert title of person before whom Declaration is made.

.....
Commissioner for Declarations, or Justice of the Peace in the State of.....

NOTE.—Children above tender years should furnish their written consent to payment being made to the widow or other dependant. Similar action is necessary, with the exception of age, in respect of dependants other than children.

* 6 and 7 need not be completed if deceased left a widow.

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
9th August, 1921.

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

By command of the Naval Board,

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

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308.

HIGHER EDUCATIONAL TEST.—RESULTS.

The following are the results obtained by R.A.N. Ratings who sat for the Higher Educational Test Examinations, held in April, 1920, October, 1920, and May, 1921:—

April, 1920.

Name and Official Number.	Rating or Rank.	General Knowledge.	English History.	Geography.	Navigation I.	Navigation II.	Navigation III.	Practical Mathematics.	Mechanics.	Magnetism and Electricity.	Result of Examination.
		100	100	100	100	100	100	100	100	100	
George F. Bloy, 5778 ..	A.B. ..	36	..	29	..	..	..	..	..	..	
Alexander Williams, 6436	Ord. Sea.	38	14	..	12	..	..	4	..	..	
Volda W. Lock, 5320 ..	A.B. ..	65	..	49	26	..	..	16	..	..	
Robert M. East, 5764 ..	„ ..	54	37	46	..	..	..	2	..	..	
Harold A. Smith, 5408 ..	Ldg. Sea.	60	..	..	20	..	..	26	1	48	
Archibald G. F. Hay, 6289	Boy, 1st Cl.	50	..	47	..	..	..	2	..	..	
Norman J. Mitchell, 6467	Ord. Sea.	35	..	35	16	..	..	25	0	..	
Frank J. Myers, 6434 ..	Ord. Sea., 2nd Cl.	..	..	..	..	..	..	24	..	..	
Harold W. Smith, 1022 ..	Ch. Wtr.	65	87	30	..	..	..	..	..	..	Q.W.R.
October, 1920.											
Frank J. Myers, 6434 ..	Ord. Sea.	59	55	50	..	..	..	21	..	..	Q.W.R.
George A. Ashton, 6414 ..	A.B. ..	11	..	37	41	..	..	40	..	29	
Frederick Brilliant, 11154	Armourer	57	28	49	..	..	..	24	..	..	
Arthur W. Doyle, 5954 ..	A.B. ..	3	..	42	27	..	..	13	..	..	
Thomas Mullins, 1606 ..	Ch. S.B.S.	65	64	59	..	..	..	..	..	..	Q.W.R.
Alister W. Dickson, 5701 ..	A.B. ..	43	18	36	..	..	..	..	..	..	
Harry W. Butler, 1130 ..	P.O. ..	62	..	42	28	..	..	29	..	..	
David C. Smith, 12208 ..	Sto., 2nd Cl.	56	30	50	..	..	..	29	..	..	
Patrick M. O'Connell, 3044	M.A.A. ..	54	59	55	..	..	..	..	..	..	Q.W.R.
William C. Trail, 1781 ..	P.O. ..	67	60	62	47	..	..	41	..	..	Q.W.R.
May, 1921.											
Frank J. Myers, 6434 ..	A.B. ..	56	..	..	79	..	..	39	..	..	
George A. Ashton, 6414 ..	„ ..	..	..	..	76	59	..	..	..	..	
William C. Trail, 1781 ..	P.O. ..	66	..	..	90	83	82	39	..	..	
John S. Burns, 1706 ..	Yeo. Sigs.	75	..	77	87	..	..	..	..	..	Q.W.R.
Guy R. G. Anderson, 3879	Ldg. Sea.	57	30	61	..			..	..	..	
Raymond E. Murphy, 1783	P.O. ..	68	..	67	62	..	..	..	..	..	
Cecil R. Welch, 7062 ..	M.A.A. ..	..	15	50	..	..	..	..	..	..	
Arthur Gabriel, 2261 ..	a/ P.O. Tel.	70	..	..	..	..	..	..	..	..	
Robert S. Hutchins, 3043	P.O. ..	44	..	..	..	..	..	..	..	..	
Leslie Nicol, 11520 ..	Ch. E.R.A.	59	56	61	..	..	..	..	..	..	
William J. Hurst, 10271 ..	P.O. ..	48	61	63	40	56	27	..	..	..	
Andrew M. Hudson, 3294	„ ..	55	27	55	16	42	..	..	..	..	
Clement Meredith, 1865 ..	„ ..	48	45	68	38	41	..	..	..	..	
John J. Wills, 2078 ..	1st Wtr. ..	87	..	80	..	..	..	..	..	..	Q.W.R.

Q.W.R.—Passed Educational Test for rank of Warrant Officer.

2. The following ratings have qualified for Higher Educational Certificates, 2nd class:—

Petty Officer William C. Trail, O.N. 1781.
Able Seaman Frank J. Myers, O.N. 6434.

(20/11554.)

(This Order will be reprinted for posting on Notice-boards.)

309.

ELIGIBILITY OF OFFICERS AND MEN FOR ENROLMENT ON COMMONWEALTH AND STATE ELECTORAL ROLLS.

The Naval Board have been in communication with the Commonwealth and the various State Electoral Authorities on the subject of the enrolment of Officers and Men on the Commonwealth and State Electoral Rolls.

2. Enrolment on the Commonwealth rolls is compulsory, and failure to enroll is an offence punishable by law. Enrolment on State rolls is optional.

3. The Commonwealth law requires:—

(i) That each Officer and Man serving in the Royal Australian Navy, who has a *bonâ fide* place of living on shore in an Electoral Division in Australia, should enroll on the Commonwealth roll for the Subdivision of the Division in which his place of living is situated.

(ii) That each Officer and Man serving in the Royal Australian Navy, who has no *bonâ fide* place of living on shore in an Electoral Division in Australia, should enroll for the Subdivision of the Division (as set forth in Clause 5 of this Order) appropriate to the Home Port of the ship in which, for the time being, he is serving; and if any such Officer or Man subsequently establishes a *bonâ fide* place of living on shore, he should, after a lapse of one month, transfer his enrolment to the Subdivision of the Division in which his place of living ashore is situated.

4. Officers and Men serving at the Royal Australian Naval College, and whose places of living are situated in the Federal Territory, are not eligible for enrolment on the Commonwealth or State rolls.

5. The following statement shows the Home Ports to which the seagoing ships of H.M.A. Fleet have been allotted, and the Divisions and Subdivisions in which Officers and Men serving therein, who have no *bonâ fide* place of living on shore, should enroll:—

Name of Ship.	Home Port.	Commonwealth Rolls.		State Rolls.	
		Division.	Subdivision.	District.	Division.
Australia ..	Melbourne	Flinders ..	Cowes ..	Mornington	Flinders
Melbourne ..	„	„ ..	„ ..	„	„
Encounter ..	„	„ ..	„ ..	„	„
Cerberus (Tender)	„	„ ..	„ ..	„	„
Anzac	„	„ ..	„ ..	„	„
Swordsman ..	„	„ ..	„ ..	„	„
Tasmania ..	„	„ ..	„ ..	„	„
Huon	„	Corio ..	Geelong ..	Barwon ..	Lara
Yarra	„	Flinders ..	Cowes ..	Mornington	Flinders
Parramatta ..	„	„ ..	„ ..	„	„
Warrego	„	„ ..	„ ..	„	„
Platypus ..	„	Corio ..	Geelong ..	Barwon ..	Lara
Submarines—					
J1, J2, J3 ..	„	„ ..	„ ..	„ ..	„
J4, J5, J7 ..	„	„ ..	„ ..	„ ..	„

HOME PORTS, ETC.—*continued.*

Name of Ship.	Home Port.	Commonwealth Rolls.		State Rolls.	
		Division.	Subdivision.	District.	Division.
Sydney	Sydney ..	E. Sydney	King ..	Sydney ..	Harbor
Brisbane ..	„ ..	„	„ ..	„ ..	„
Adelaide ..	„ ..	„	„ ..	„ ..	„
Tattoo	„ ..	„	„ ..	„ ..	„
Success	„ ..	„	„ ..	„ ..	„
Stalwart ..	„ ..	„	„ ..	„ ..	„
Swan	„ ..	„	„ ..	„ ..	„
Torrens	„ ..	„	„ ..	„ ..	„
Marguerite ..	„ ..	„	„ ..	„ ..	„
Mallow	„ ..	„	„ ..	„ ..	„
Geranium ..	„ ..	„	„ ..	„ ..	„
Franklin ..	„ ..	„	„ ..	„ ..	„

6. Commanding Officers of ships are requested to inform accordingly all Officers and Men serving under their command, and advise them that they should take immediate steps to secure their enrolment on Commonwealth rolls if they have not already done so.

7. On an Officer or Man, who has no *bonâ fide* place of living on shore, being transferred to a ship or establishment belonging to a Home Port other than that for which he is previously enrolled, he is required, after the lapse of one month, unless his transfer is of a purely temporary nature, to re-enroll for the Subdivision of the Division appropriate to the Ship to which he is transferred.

8. With a view to assisting Officers and Men, who have no place of living on shore, in the matter of their enrolment, the Commanding Officer of each Ship or Establishment should arrange with the Commonwealth and State Electoral Authorities at Sydney and Melbourne for supplies of Electoral Forms to be furnished for completion and return.

(20/7722.)

(This Order will be reprinted for posting on Notice-boards.)

310.

LEAVE HISTORY SHEETS.—NOTATIONS ON.

It has come to the notice of the Naval Board that sufficient care has not been exercised in the past to insure the accuracy of notations on the Conduct Sheets of ratings as to the amount of leave due for the current leave year, or as regards the amount of Foreign Service Leave due on transfer from one Ship or Establishment to another.

2. It has been decided that the present instructions regarding Leave Notations should be cancelled, and the instructions contained in the succeeding paragraphs of this Order substituted.

3. In future a Long Leave Book is to be kept in each Ship or Establishment by the Ship's Police, and the names of ratings should be arranged therein according to their numbers on the Ship's books. This book is being printed for general use in the Royal Australian Navy, and will be supplied to Ships and Establishments when available.

The Long Leave Book is to be written up to date as leave is taken. Travelling Leave is to be noted separately from actual leave.

The Long Leave Book is to be checked with the ledger after each of the three leave periods during the year, and the responsible member of the Ship's Office Staff is to place his initials in the book when the checking has been completed. The Accountant Officer will be responsible that this check is carried out.

4. It has been decided to introduce as an A.S. Form, a Leave History Sheet. Supplies of this form will be forwarded to all Ships and Establishments in due course, without demand, by the Naval Store Officer.

5. At the end of each Leave year, or on the transfer of a rating from one Ship or Establishment to another, the Master-at-Arms is to total separately in the Long Leave Book the amounts of Travelling Leave and actual Leave taken by each rating during the current Leave year, initial in the column provided and pass the Long Leave Book into the Ship's Office to be checked and initialed there also. The Long Leave Book is then to be sent to the Captain's Office for the necessary notations to be made on the Leave History Sheet.

6. Attention is drawn to the fact that up to the 31st December, 1919, the Leave year terminated on 31st December in each year. The ensuing Leave year extended from 1st January, 1920, to 31st January, 1921. Each subsequent Leave year will terminate on 31st January.

7. In the event of a rating for any reason not proceeding on leave during one or other of the usual Leave periods, a notation is to be made in the Long Leave Book in the columns allotted to such period, stating the decision of the Commanding Officer as to whether the leave not taken is to be regarded as (*a*) forfeited, or (*b*) deferred by permission. As a rule, leave not taken on account of rating at the time having been undergoing a sentence of imprisonment, detention, or through being in hospital as a result of his own misconduct or neglect, should be regarded as forfeited.

As far as possible all leave due in respect of a Leave year should be taken within that year. It will, however, be within the discretion of the Commanding Officer to permit of a limited amount of leave being carried over from one Leave year to another, where a rating is unable to enjoy his leave owing to the exigencies of the Service, and also in the cases of ratings whose homes are situated in Queensland and Western Australia, and who, in accordance with Navy Order No. 270/1920 are permitted to take their leave once a year if desired.

On the transfer from one Ship or Establishment to another of a rating who has been permitted to defer leave, the number of days' leave so deferred should be shown in the column provided on the Leave History Sheet. It will not be necessary to note on the Leave History Sheet the fact of leave having been forfeited, observing that, if on joining a new Ship or Establishment, a rating's Leave History Sheet shows the amount of leave taken up to date during the current year to be less than the amount due for such period, it is to be assumed that the balance of leave has been forfeited.

8. Attention is drawn to the difference in the amount of leave granted to (*a*) ratings serving in Sea-going Ships; and (*b*) those serving in Harbour Ships or Establishments, viz., 42 days and 35 days per annum respectively. A rating transferred from a Sea-going Ship to a Harbour Ship or Establishment during the year should be credited with leave at the rate of 3½ days for each completed month of service in the Sea-going Ship. Similarly a rating transferred from a Harbour Ship or Establishment should be credited with three days for each completed month of service in the Harbour Ship or Establishment. Any fraction remaining after the calculation has been made should be dropped.

9. Ratings lent from the Royal Navy and ratings recruited in the United Kingdom are permitted to defer 15 days' leave for each completed period of 6 months' service, 2 days per month being allowed for shorter periods, and to take such deferred leave as Foreign Service Leave on their return to the United Kingdom. Except as provided in paragraph 11, any leave taken in excess of leave which can be taken locally by these ratings, without affecting Foreign Service Leave (viz., 12 days for Sea-going Service, and 5 days for Harbour Service) is to be deducted from accumulated leave.

10. Ratings serving at the R.A.N. College are allowed, in addition to the 35 days per annum Harbour Service Leave, an additional 14 days' leave every year, provided the exigencies of the Service permit. R.N. ratings entered in the United Kingdom may take this additional leave locally without affecting accumulated leave, *i.e.*, such ratings may be granted 19 (5 plus 14) days' leave per annum without any deduction being made from Foreign Service Leave allowed to accumulate. If any portion of this additional leave allowed at the R.A.N. College is not granted during the Leave year, it will lapse; no addition in this respect will be made to leave allowed to accumulate.

11. At the end of each Leave year or on an Active Service rating being returned to the United Kingdom for discharge, or to the Royal Navy for reversion, the Ship in which the rating is borne at the end of the Leave year, or prior to transfer to *Cerberus* is to calculate, from the various leave notations appearing on the rating's Leave History Sheet, the "number of days' Foreign Service Leave due," and make a notation accordingly on the Leave History Sheet. This notation should be initialed by the rating concerned, as an indication that he is aware of the amount of leave due and accepts the accuracy of the notation.

Care is to be taken in *Cerberus* that the Leave History Sheet of every rating returned to the United Kingdom for discharge to the shore, or for reversion to the Royal Navy, bears a notation, duly initialed, showing the amount of Foreign Service Leave due.

12. Should the necessary information regarding leave taken by a R.N. rating or rating recruited in the United Kingdom throughout the whole of his service in the R.A.N. be not available in the Ship or Establishment in which serving, the Commanding Officer of such Ship or Establishment should forward to Navy Office the Leave History Sheet of the rating concerned, in order that same may be brought up to date from Office records.

13. Article 312 of the Consolidated Navy Orders 1911-1920 is hereby cancelled.

(P.21/9656.)

(This Order will be reprinted for posting on Notice-boards.)

311.

FURLOUGH, OR GRATUITY IN LIEU.—NOTATION TO BE MADE ON SERVICE CERTIFICATES.

When furlough is granted to a rating of the R.A.N. under Financial Regulations (Sea-going), Articles 45-53, a notation of the period of furlough, and date from which such furlough takes effect, is to be made on page 2 of his Certificate of Service in the space for notations of "Meritorious Service," &c.

2. In cases where Gratuity in lieu of furlough is paid on retirement the entry should show the amount of Gratuity granted, and the voucher number and Cash Account in which payment is made.

3. The above is a reprint of Navy Order No. 67/1920.

(20/1635.)

312.

RE-ORGANIZATION OF THE ORDNANCE BRANCH.

It has been decided to introduce in the R.A.N. Ordnance Branch titles similar to those used in the Admiralty Naval Ordnance Branch, and the Officers named below will, as from 1st July, 1921, be known by the titles stated:—

Assistant Inspector of Naval Ordnance—

Lieutenant-Commander James Creber, Retired (Acting).

(An Officer is now in England undergoing Courses with a view to permanent appointment to the above position).

Naval Armament Supply Depôt, Sydney.

Deputy Armament Supply Officer—

Lieutenant John Hayes, R.A.N.

Assistant Armament Supply Officer—

Mr. William M. Hine.

2. The above positions will, in due course, be graded as "Civilian" and not "Naval" appointments.

(C.21/17254.)

313.

"SEAMANSHIP MANUAL," VOLUMES I. AND II.

Each seaman rating recruited for the R.A.N. is to be supplied gratuitously with a copy of Volume I., *Seamanship Manual*. This book is to be supplied to each man or boy recruited for the Seaman Class when he is first kitted up, and is to be considered as part of his kit, and is to be produced by him whenever his kit is mustered.

2. Copies of Volume I., *Seamanship Manual*, may be sold at 3s. 6d. per copy to replace losses. The value of the book is to be charged against pay in "Other Charges" column of ship's ledger.

3. *Seamanship Manual*, Vol. II., may be purchased from Accountant Officers of H.M.A. Ships by Officers, Petty Officers, or Men desirous of obtaining same, at 3s. 6d. per copy, and the amount charged against pay of the rank or rating on the ledger in "Other Charges" column.

4. The above prices are subject to revision from time to time.

5. Navy Orders Nos. 12/1913, 93/1913, and 148/1913 are hereby cancelled.

(S.21/2889.)

(This Order will be reprinted for posting on Notice-boards.)

314.

"STEAM MANUAL," "STOKERS' MANUAL."

It has been approved to supply "personal" copies of the *Steam Manual* and *Stokers' Manual* to Officers, Petty Officers and Men of the Royal Australian Navy in the same way as obtains in the Royal Navy, *i.e.*:—

Steam Manual—
Engineer Officers (on first entry).
Engine-room Artificers (on first entry).
Mechanicians (on being so rated).

Stokers' Manual—
Stokers, 2nd class (on being so rated).

2. The attention of every Officer, Petty Officer, or Man to whom one of these books is issued is to be drawn to the special instructions issued with the books.

3. The above is a reprint of Navy Order No. 76/1913, which is hereby cancelled.

(S.21/2889.)

(This Order will be reprinted for posting on Notice-boards.)

315.

PRAYER BOOKS FOR USE IN THE R.A.N.

The establishment of the Protestant Prayer Book has been laid down at 75 per cent. of the total number of Officers and Men allowed in the complement. Shore Establishments and Training Establishments may demand additional supplies as required.

2. Further supplies will be in charge of the Naval Store Officer, Sydney, on whom demands should be made to complete to establishment. These books are to be taken on charge in Books of Reference account by the Accountant Officer of the Ship or Establishment to which the supply has been made.

3. A supply of Testaments and Prayer Books for use of Roman Catholics in the Royal Australian Navy is available for issue to H.M.A. Ships. Demands for the number required are to be made on the Naval Store Officer, Sydney.

4. Navy Orders Nos. 24 and 25/1913 are hereby cancelled.

(S.21/2889.)

316.

SUPPLIES OF SAND AT SYDNEY.

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

2. The above is a reprint of Navy Order No. 21/1916, which is hereby cancelled.

(S.21/2889.)

317.

TYPEWRITERS.—SUPPLY OF.

Typewriters are to be obtained from the Commonwealth Stores Supply and Tender Board.

2. Machines for all Naval Establishments and H.M.A. Ships are to be demanded from the Naval Store Officer, Sydney, who will requisition supplies from the Stores Supply and Tender Board.

3. Machines for Navy Office and Branches will be obtained by the Director of Naval Stores.

4. In special circumstances where the hire of typewriters is necessary, such hire may be arranged through the representative of the Commonwealth Stores Supply and Tender Board in the State is concerned. The District Naval Officers at Brisbane, Birkenhead, Hobart, and Fremantle will arrange for hire of machines in their respective States. The Director of Naval Stores will arrange for machines required on hire by the Department in Victoria, and the Naval Store Officer, Sydney, will make the necessary arrangements in New South Wales.

5. Article 99 of the Consolidated Navy Orders 1911-1920 is hereby cancelled.

(S.21/2889.)

318.

FORM S. 231.—STOWAGE CAPACITY AND EXPENDITURE OF FUEL AND WATER.

With reference to Navy Order No. 234/1921, completed Forms S. 231—"Stowage Capacity and Expenditure of Fuel and Water"—are to be forwarded to the Rear-Admiral Commanding, H.M. Australian Fleet, or the Commodore Superintendent and Senior Naval Officer, Sydney, by H.M.A. Ships under their orders respectively, for examination in accordance with last note on form, and subsequent transmission to Navy Office.

2. Completed Forms in respect of Ships under the orders of the Naval Board should be forwarded direct to Navy Office.

(S.21/1575.)

319.

PAYMENTS TO OFFICERS AND MEN IN TENDERS WHEN ABSENT FROM PARENT SHIP.

The following amendments are to be made to Navy Order No. 133/1921 on the above subject:—

1. Insert at end of paragraph 1 (*b*) the following:—

"Where it is not possible for the Commanding Officer to attend personally to obtain the cash, the Officer applying for same must produce the written authorization of the Commanding Officer,

which should also show reason for his non-attendance. This authorization is to be attached to the voucher on which the advance is made."

2. Omit the words from "The latter Officer" in line 5 to the end of sub-paragraph (*d*) of paragraph 1 and insert in their stead the following:—

"The latter Officer will note the receipt of Form A.S. 5 on the advance account signed by the Commanding Officer of the Tender, and also particulars of any amount returned, and forward the Form A.S. 5 without delay to the Director of Navy Accounts."

"In exceptional cases, where the Tender does not remain in Port a sufficient length of time to enable payment to be completed and documents returned to the Accountant Officer advancing the cash, the following procedure should be adopted:—

(i) Accountant Officer supplying the cash to forward Form A.S.5 to the Tender's Parent ship immediately.

(ii) Commanding Officer of the Tender to advise the Accountant Officer of Parent Ship by telegraph regarding the advance, and to take the first opportunity of returning completed pay documents and any balance of cash outstanding *direct to the Accountant Officer of the Parent Ship.*

(iii) The Accountant Officer of the Parent Ship may sign the receipt note on Form A.S.5 on receipt of telegraphic advice from the Commanding Officer of the Tender regarding the advance."

(A.21/19913.)

320.

SIGNAL LETTERS OF BRITISH SHIPS.

The following Commercial Code Signals have been appropriated to the undermentioned British ships:—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Registered Tonnage.	Owners.
		Interim Supplement 21/9.			
11.7.21	T.Q.C.D.	*Morna* ..	Sydney, 131569	Sail, 21 ..	Alex. MacCormack, Macquarie-street, Sydney
		Interim Supplement 21/10.			
12.7.21	Q.T.W.N.	*Erriba* ..	Hobart, 151543	Steam, 1919	Commonwealth of Australia

(21/4816.)

321.

TELEGRAPHIC ADDRESSES.

The following postal and telegraphic addresses of Sub-District Naval Officers are promulgated for information:—

Sub-District Naval Officer, Naval Staff Office, Williamstown, Victoria—Naval Office, Williamstown.

Sub-District Naval Officer, Naval Staff Office, Geelong, Victoria—Naval Office, Geelong.

Sub-District Naval Officer, Naval Staff Office, Newcastle, N.S.W.—Naval Office, Newcastle.

Sub-District Naval Officer, Naval Staff Office, Townsville, Queensland—Naval Office, Townsville.

Sub-District Naval Officer, Naval Staff Office, Thursday Island—Naval Office, Thursday Island.

Sub-District Naval Officer, Naval Staff Office, Albany, Western Australia—Naval Office, Albany.

Sub-District Naval Officer, Naval Staff Office, Launceston, Tasmania—Naval Office, Launceston.

2. A notation referring to this Order should be made in Appendix 1 of the Consolidated Navy Orders 1911-1920.

(C.21/17267.)

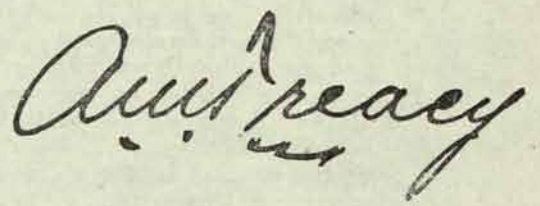
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
16th August, 1921.

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

By Command of the Naval Board,



The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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329.	Civil Staff Committee—Members of.
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C.12427.

322.

FIREARMS AND PROHIBITED ARTICLES SEIZED UNDER WAR PRECAUTIONS REGULATIONS.

The question of the disposal of firearms and other prohibited articles, seized by Naval Officers under the provisions of the War Precautions Regulations, has been under consideration, and the following action is hereby authorized:—

(*a*) Return to the owners thereof who are British subjects, naturalized British subjects, or aliens who were not enemy, all firearms, ammunition, cameras, electrical plant, or other articles seized under the powers of the War Precautions Regulations.

(*b*) In cases where the owners are enemy subjects, whether repatriated, deceased, released from internment, or otherwise, the articles in question should be handed to the Commonwealth Public Trustee for any necessary action.

(*c*) Any articles of minor and personal nature, such as seamen's books or discharges, personal correspondence, diaries, &c., belonging to ex-enemy aliens who have left the Commonwealth may be handed to the Consul representing such enemy countries.

(N.21/15090.)

323.

REPATRIATION HOSPITALS—CASES OF INFECTIOUS AND/OR CONTAGIOUS DISEASES NOT TO BE SENT.

No case of an infectious and/or contagious disease is to be sent to any Repatriation hospital for treatment.

(P.21/10038.)

324.

TRAVELLING ALLOWANCE FOR JOURNEYS ON THE TRANSCONTINENTAL RAILWAY.—R.A.N. AUXILIARY SERVICES AND PERSONS ON CONSOLIDATED RATES OF PAY.

In respect of persons travelling on duty on the Transcontinental Railway, and entitled to travelling allowance in accordance with the provisions of Naval Financial Regulation 75, sub-regulation (9), the practice is to be followed of paying the prescribed one-quarter rate of travelling allowance from the actual time of departure of the train from Port Augusta or Kalgoorlie until the actual time of its arrival at Kalgoorlie or Port Augusta respectively. For the remainder of the time occupied on the train journey, the full rate of travelling allowance is payable.

(21/8631.)

325.

H.M.A. SHIPS—REFITS AND MAINTENANCE OF.

The instructions contained in Article 120, Consolidated Navy Orders, 1911-1920, section II, clause 10, are in future to be followed when T.B.D.'s proceed into dockyard hands for refit.

(C.21/17476.)

326.

MANUFACTURE OF ARTICLES FOR PRIVATE PURPOSES.

The following direction is promulgated for general information and guidance:—

(*a*) All alterations and additions to fittings and furniture of official residences should, except in very exceptional circumstances, be obtained by requisition on the Department of Works and Railways.

(*b*) Where, in exceptional circumstances, approval is given for fittings or other articles required for official residences, offices, &c., to be made at Naval Establishments, the requisition must be made out in the approved manner, labour and material being charged up for the work, and the article is to be taken on charge in the Store accounts of the ship or establishment. No variation of this rule is to be allowed.

(*c*) The making of any article in any of H.M.A. ships or Naval Establishments for any person (except under the conditions described above) is absolutely prohibited.

(*d*) All *private* sales of obsolete and excess Government stores are, in future, to be strictly prohibited. Such stores must invariably be disposed of by *public* auction.

2. A schedule of the work carried out in Naval Establishments under the authority of this Navy Order should be prepared and submitted monthly to the Naval Board.

3. Navy Order No. 190/1921 is hereby cancelled.

(S.21/2397.)

327.

AMENDMENT OF NAVAL FINANCIAL REGULATIONS.—ROYAL AUSTRALIAN NAVAL COLLEGE STAFF.—MEDICAL ATTENDANCE.

The following amendment of the Naval Financial Regulations is approved:—

AMENDMENT.

Regulation 89 is amended, as from 1st December, 1920, as follows:—

(*a*) By omitting sub-regulation (1) and inserting in its stead a new sub-regulation, to read as follows:—

"*Medical Attendance* (1). Civilian masters and employees permanently or temporarily employed at the Royal Australian Naval College, their wives and families, also the wives and families of members of the Permanent Naval Forces (Sea-going) detailed for duty at the Royal Australian Naval College, may be granted medical attendance at the College, free of charge, by the Surgeon appointed for duty.

The concession of free medical attendance for wives and families is conditional upon the work being carried out by the Surgeon appointed for official duty at the College and subject to no extra cost being incurred by the Department.

The cost of medical attendance for confinements shall not be allowed."

(*b*) by adding the words "and the wives and families of members of the Permanent Naval Forces (Sea-going) detailed for duty at the Royal Australian Naval College" immediately after the words "Civilian masters and employees their wives and families" in the first and second lines of sub-regulation (2).

(19/6978.)

328.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—COMMAND MONEY AND ENTERTAINING ALLOWANCE.

The following amendment of Financial Regulations (Sea-going) is approved:—

Article 7 is amended, as from 1st June, 1921,

(*a*) by omitting from clause (27A) the words:—

"Command Money shall be paid in accordance with Article 1402, King's Regulations and Admiralty Instructions. Entertaining Allowance shall be paid only on actually assuming Command, and to cease on giving up Command."

(*b*) by adding new clause (27B) to read as follows:—

"(27B) Command Money, wherever provided for in this Article, shall be paid under the conditions set forth in Article 1402 of the King's Regulations and Admiralty Instructions.

Entertaining Allowance, wherever provided for in this Article, shall be payable as from date of actually assuming Command and shall cease to be credited as from date of giving up Command."

(21/5870.)

329.

CIVIL STAFF COMMITTEE—MEMBERS OF.

With reference to Navy Order No. 240/1921, regarding the formation of the Civil Staff Committee, it is notified for general information that the original Committee was constituted of the following members:—

Paymaster Captain A. M. Treacy, O.B.E., R.A.N.—President.
Mr. F. J. B. Hayes—Industrial Officer.

Professional Members—
Mr. F. Nicoll—Ship Construction Branch.
Mr. C. M. Woodhouse—Hydrographic Branch.

Clerical Members—
Mr. R. A. Ball, representing Secretary's Branch.
Mr. R. Anthony, representing Accounts Branch.
Mr. T. H. Cook, representing other Branches.

Mr. T. J. Hawkins, Secretary's Branch, acts as Secretary to the Committee.

In accordance with the provisions of paragraph 2 of Navy Order No. 240/1921, Messrs. Woodhouse and Ball retired on 30th June, 1921, and Messrs. W. R. Rodgers (Engine Construction Branch) and T. C. C. Fleming (representing Secretary's Branch) were appointed in their stead. (C.21/17389.)

330.

PAYMENT OF ALLOWANCE FOR THE PERFORMANCE OF HIGHER DUTIES—PERMANENT CIVIL OFFICERS (OFFICE STAFF).

Navy Order No. 293/1921 is amended as under:—

Sub-paragraph (iii) of paragraph 7 is cancelled and the following substituted:—

"Where an Officer of the 5th Class is required to act in a 4th Class position as an Accounts Officer under the Treasury Regulations."

(19/8436.)

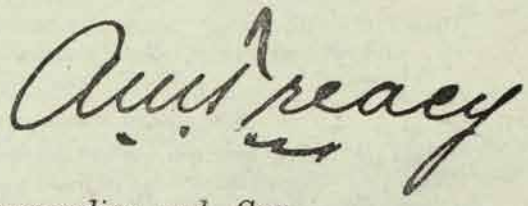
By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
23rd August, 1921.

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

By command of the Naval Board,



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

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331.

CLASSIFICATION OF SHIPS IN COMMISSION AND OUT OF COMMISSION.

The following is the nomenclature adopted for the various categories under which ships "in commission" or "in reserve" will be classified :—

Ships in Commission.

Class "A."—The term "in full commission" is reserved for ships which carry full complements in time of peace.

Class "B."—The term "in active commission" is applied to ships carrying reduced or special complements, which, in time of peace, are able to go to sea, but would require their complements changed or completed in case of war or emergency.

Class "C."—The term "in reserve commission" is applied to ships with reduced crews which are insufficient to enable them to proceed to sea.

Ships not in Commission.

Class "D."—Vessels which can be made ready for sea in 48 hours.
Class "E."—Vessels which can be made ready for sea in fourteen days.
Class "F."—Vessels which can be made ready for sea in two months.

2. Article 11 of the Consolidated Navy Orders 1911–1920 is hereby cancelled.

(13/5268.)

332.

BRITISH WAR AND VICTORY MEDALS—AWARD OF, TO R.N. PERSONNEL.

Attention is drawn to Admiralty Fleet Order No. 1852/1921, relative to the award of British War and Victory Medals to R.N. *personnel*.

2. Applications on behalf of Officers and Men concerned, who are now serving in the Royal Australian Navy, should be forwarded to the *Navy Office, Melbourne*, for transmission to the Accountant-General of the Navy.

(P.21/10379.)

333.

CHARGE OF ELECTRICAL EQUIPMENT AT FLINDERS NAVAL DEPOT, WESTERNPORT.

It has been decided that Naval Officers, Petty Officers, and men shall be employed in charge of the electrical equipment at Flinders Naval Depôt, Westernport, and provision has been made on the complement of the Depôt for the following :—

1 Warrant Electrician (part time).
2 Electrical Artificers.
1 Torpedo Gunner's Mate.
4 Leading Torpedomen.
6 Seamen Torpedomen (including 4 Switchboard Watchkeepers).
2 Seamen Torpedomen (temporarily).

2. In order to insure the proper care and maintenance of this installation, the following rules are to be observed in regard to the *personnel* for charge of the equipment :—

(*a*) The Warrant Electrician and the two Electrical Artificers to be retained for that duty for at least two years, and no two of these shall be relieved within three months of each other.
(*b*) The Torpedo Gunner's Mate and L.T.O.'s to be retained for at least one year, and no two to be relieved at the same time.
(*c*) In regard to the Seamen Torpedomen, it is desirable that they should not be frequently changed, but no special limitation need be laid down in their case. (21/4740.)

334.

ADMISSION OF PATIENTS TO NAVAL WARD, PRINCE OF WALES HOSPITAL, RANDWICK, NEW SOUTH WALES.

A Naval Ward has been opened at the Prince of Wales Hospital, Randwick, Sydney, and patients from H.M.A. Ships and Establishments in Sydney may be discharged to this ward.

2. Every patient sent to this hospital must be accompanied by a sick voucher, which is to show the correct list of kit forwarded with the patient.

3. A statement of the case, on Form A.M. 188, is also to be sent for the information of the Medical Officers of the hospital. (P.21/9735.)

335.

NAVAL PATIENTS IN No. 11 AUSTRALIAN GENERAL HOSPITAL, CAULFIELD.

With reference to Navy Order No. 289/1921, the charges for treatment which will be made by the Military Authorities in connexion with Naval patients in No. 11 Australian General Hospital, Caulfield, during the months of May and June, 1921, are—

May	..	..	..	10s. per diem.
June	..	..	..	11s. 5d. per diem.

(20/9488.)

336.

SUPPLY OF NAVIGATIONAL INSTRUMENTS, ETC., TO JUNIOR OFFICERS, R.A.N.

The following regulations have been approved, and are to be applied forthwith to all Junior Officers of the Royal Australian Navy, who have been in the past, or who will be in the future, supplied with the articles mentioned, on leaving the Royal Australian Naval College :—

Regulation 19.

Add new clause (2)—

"On leaving the Royal Australian Naval College each Cadet-Midshipman will be supplied, on loan, with the following articles :—

1 Dirk and Belt.
1 Pair Binoculars—prism.
1 Telescope.
1 Sextant.

On the Officers being rated Acting Sub-Lieutenant, or on discharge from the Service, the dirk and belt are to be returned to the Commanding Officer, R.A.N. College.

The other articles are to be returned to the Commanding Officer, R.A.N. College, in the following events :—

(*a*) On the discharge from the Service of an Officer before attaining the rank of Lieutenant ;

(*b*) On finally qualifying for specialization in Engineering.

On promotion to the rank of Lieutenant, these articles will become the personal property of the Officer.

In the event of loss or damage, these articles are to be replaced at the Officer's own expense unless it is proved that the loss or damage was caused by circumstances beyond the Officer's control.

The instruments are to be inspected quarterly by the Commanding Officer of the ship in which Junior Officers are serving, who is to satisfy himself that they are in good condition.

2. The Naval College Regulations will be amended accordingly.

(21/2989.)

337.

TRAINING OF RATINGS—SECONDARY DIRECTOR LAYERS—ABOLITION OF.

Attention is drawn to Admiralty Fleet Order No. 1766/1921 regarding the abolition of the rating of S.D.L., and the amalgamation of this rating with that of Light Director Layer.

2. The term " S.D.L." should be deleted from paragraph 4 of Navy Order No. 258/1921.

(P.21/10207.)

338.

BISCUIT PACKAGES, ETC.

It has been reported that considerable condemnations of Biscuits (20-lb. tins) arise through the unnecessary rough handling of the crates in which biscuits are supplied to H.M.A. ships, the tins frequently becoming perforated or so damaged that they do not remain airtight, involving considerable losses.

2. Special precautions are therefore to be taken in handling and stowage of biscuit crates in all ships, in order that such losses may be avoided. Until required for use the tins should not be removed from the crates unless absolutely necessary for purposes of stowage.

3. In order that the Victualling Store Officer may take the necessary action to arrange for consumption and avoid losses, where circumstances permit ships are to cause stocks of biscuits to be returned to the Victualling Yard and replaced after having been on board for a maximum period of two years.

4. Attention is also drawn to the necessity for care in handling all other cased provisions liable to damage. Frequent losses now occur which appear to be due to thoughtlessness or neglect, and special care is to be taken to avoid losses for these reasons.

5. In the case of " returns " to the Royal Edward Victualling Yard, the Victualling Store Officer has been directed to bring to the notice of the Naval Board instances where it is evident that the stores have been damaged through neglect, want of proper stowage, or rough handling ; also where it is evident that provisions, especially tinned goods, have been kept in the ship too long.

(S.21/2961.)

339.

ADVANCES OF CASH BY ACCOUNTANT OFFICERS.

The following advances have been approved in respect of H.M.A. ships :—

(*a*) *Advances to Messes on Formation.*—Upon the first formation of a ward-room and gun-room mess of a sea-going ship, the Accountant Officer, with the prior approval of the Commanding Officer, may make an advance of a sum not exceeding £3 10s. for each member, from the public money in his charge, to every such mess. In the case of supernumeraries, the sum advanced shall not exceed the proportion due for the time they will probably remain in the ship.

These advances shall be made on voucher duly receipted by the president of the mess and charged to " Trust Fund—Uniform Clothing and Necessaries (Naval) Account."

(*b*) *Advances on formation of Canteens under the " Ordinary Service System."*—Upon the first formation of a canteen under the " Ordinary Service System," the Naval Board may approve of an advance being made by the Accountant Officer from public moneys to enable the Canteen Committee to lay in their first stocks, subject to a written undertaking being given by the Canteen Committee to refund the amount advanced within a total period not ordinarily exceeding six months.

Such advances shall be made on voucher duly receipted by both the President and the Secretary of the Committee and charged to " Trust Fund—Uniform Clothing and Necessaries (Naval) Account."

(*c*) *Adjustment of Advances on formation of Messes and of Canteens under the " Ordinary Service System."*—Unless otherwise approved by the Naval Board, the Accountant Officer shall, within six months from the date of making an advance under the provisions of clause (*a*) or (*b*) above, recover the full amount by equal monthly instalments—

(i) from the respective messes, but not from the individual officers of the messes ; or

(ii) from the proceeds of the canteen, but not from the individual members of the Canteen Committee,

as the case may be.

Monthly repayments shall be brought to account as a credit to "Trust Fund—Uniform Clothing and Necessaries (Naval) Account," the necessary details being shown in the Monthly Cash Account, thus :—

"Monthly Instalment of Advance made to.....on.....

Amount of Advance ..	.. £ : :	
Amount previously recovered	.. £ : :	
Amount now recovered	.. ..	£ : :
Balance still outstanding	.. £ : :	"

(*d*) *Advances for Sick Mess Fund.*—The Accountant Officer shall advance to the Medical Officer, on first commissioning of the ship, or on his joining, such sum of money as the latter officer may consider necessary to provide for extra fresh diet, washing and other small occasional expenses on behalf of the sick.

This advance shall not appear as a credit entry in the Cash Account, but the approved requisition attached to the Medical Officer's receipt on form A.S. 22 shall be kept in the public money chest and accepted by the Commanding Officer or by the deputed officers, when inspecting the balance of public money on hand, as in lieu of a corresponding amount of public money.

At the end of each quarter or earlier, if the advance is nearly exhausted, the Medical Officer will render to the Commanding Officer a detailed statement of the payments made, to be accompanied by receipts or sub-vouchers for all amounts expended in excess of five shillings. Upon the approval of the Commanding Officer, the Accountant Officer shall then pay to the Medical Officer a sum equal to the amount actually accounted for, so as to have in the Medical Officer's hands the amount originally advanced. On being superseded, on the ship being paid off, or in the case of the death of the Medical Officer, the unexpended balance of this public money shall be returned to the Accountant Officer with the accounts and vouchers for the intervening period since the accounts were last rendered. (N.21/8403.)

2. Advances of cash are not permitted to be made to any persons unless the advance is authorized by Regulations or by special approval received from Navy Office. Money so authorized is not to be advanced in any case except on a voucher duly signed by the Commanding Officer.

3. All unadjusted advances are open vouchers and, as such, should be included in "Statement of Balance of Public Money transferred to next account" on the front page of form A.S. 29.

4. A certified statement in the form hereunder is, in future, to be furnished in support of the "Statement of Balance of Public Money transferred to next Account." Such certificate should include all open vouchers held by the Accountant Officer at the date of compiling the Monthly Cash Account, and be forwarded into office as an enclosure to form A.S. 29—Monthly Cash Account.

PRO FORMA CERTIFIED STATEMENT.

Enclosure to Cash Account of H.M.A.S.....month of.....

For period ended.....19.....

Certificate of Open Vouchers.

I hereby certify that the details of Open Vouchers included in the "Balance of Public Money transferred to next a/c." on Form A.S. 29 for the above period are as follow :—

Date of Voucher.	Total Amount. £	s.	d.	Rank or Rating and Name of Person to Whom Payment is made.	Particulars of and Reasons for Advance.	Authority under which made.*

* NOTE.—K.R. and A.I. do not constitute authority for financial matters unless specially authorized by Naval Board, *vide* Regulation 7 of the Naval Forces Regulations.

Examined—

....

Paymaster Lieutenant. Signature and Rank of Accountant Officer.

Date.....

(N.21/6899.)

340.

TORPEDO COXSWAINS—GRANT OF ACTING CHIEF PETTY OFFICER RATING—REPORT.

Petty Officers performing the duties of Torpedo Coxswain in Leaders and Destroyers in full commission with a complement of 90 and above, may with effect from 1st July, 1921, be given the local rating of Acting Chief Petty Officer, if fit. Time spent in the "Acting" rating in such circumstances will not count as C.P.O. time for increase of pay in the higher rating. On ceasing to perform the duties of the "Acting" rating, men will revert to the rating of Petty Officer unless in the meantime they have been advanced to Chief Petty Officer. It should be clearly understood that Petty Officers are not to be sent to large Destroyers as Coxswains, if Chief Petty Officers are available.

2. Petty Officers of less than four years' seniority who are acting as Torpedo Coxswains, and are so rated, will be required to wear Chief Petty Officer's uniform, and may be credited with the outfit gratuity payable on change of uniform authorized by Navy Order 124 of 1921, and Kit Upkeep Allowance at Class I. rates while they hold the "Acting" rate.

3. No further gratuity, however, will be payable on advancement to Acting Chief Petty Officer or Chief Petty Officer in the ordinary course, after reversion to Petty Officer or on completion of four years' service in the latter rating.

4. Petty Officers "over 4 years" who have already received an Outfit Gratuity on attaining four years' seniority as Petty Officer will not be entitled to any further gratuity on being rated A/C.P.O.

5. It is important that the above conditions should be clearly explained to the men concerned.

6. The Acting rating is to be shown on the Service Certificates of the men affected in the "Special Recommendations" column, page 2, with inclusive dates, thus:—"rated Acting Chief Petty Officer (Torpedo Coxswain), 1st March, 1918—30th June, 1918" the proper (Lower) rating being shown continuously in the rating column in the body of the certificate. On Ship's Ledgers the rating will be shown thus:—"Petty Officer (Acting Chief Petty Officer, Torpedo Coxswain)." Advancements or reversions in rating are to be reported weekly to the Director of Navy Accounts. When men cease to perform the duties of the higher rating and are discharged to another ship, the Transfer Lists are to be indorsed as follows:—"To revert to substantive rating of Petty Officer."

7. A note is to be accordingly inserted in the complements of all Leaders and Destroyers in full commission which carry a complement of 90 and above to the effect that the Coxswain, if not already a C.P.O., is to hold the Acting rating of C.P.O. whilst performing the duties of Coxswain.

(20/10109.)

341.

DEDUCTIONS FROM BI-MONTHLY PAYMENTS IN RESPECT OF CLOTHING CHARGES.

There is reason to believe that diversity of procedure exists in the Fleet in regard to the deduction made from bi-monthly payments in respect of clothing charges.

2. The attention of Accountant Officers is drawn to Article 11, Clause (2), of the Financial Regulations (Seagoing), in which it is provided that bi-monthly payments on account are to be made on the basis of 15 days' Pay and Allowances (excluding Deferred Pay) less half the allotment in force, and less any odd pence, deduction being made from bi-monthly payments on account of clothing issued. The Allowances to be taken into account in assessing the bi-monthly payments should include Kit Upkeep Allowance.

(S.21/1563.)

342.

OIL FUEL COMPARTMENTS—PRECAUTION WHEN WORKING IN.

In view of the difficulty which is sometimes experienced in carrying out the instructions contained in Article No. 494, Paragraph 4 of Steam Manual, the following regulation is promulgated in order that work in Oil Fuel compartments of H.M.A. Ships may be carried out without flooding compartments with water as prescribed in the Steam Manual:—

(A) H.M.A. Ships having defects to oil fuel compartments or about to undergo periodical survey of Plates and Frames are to arrive at their refitting port with as little oil fuel as possible on board.

(B) Compartments are to be pumped as dry as possible by the use of the residue pump.

(C) When alongside Dockyard, the doors of Oil Fuel compartments to be repaired are to be removed and a hose admitting air under pressure is to be placed at the bottom of the tanks. A safety lamp is to be used to test the atmosphere inside the tank before entering. An Engineer Officer is to be present during this operation, and is to enter the tank and satisfy himself that it is free from gas before permitting men to enter.

(D) All electric wandering leads and connexions are to be examined before being used in an Oil Fuel compartment, and no naked lights are to be used.

343.

RENDERING OF RETURN A.S. 162—MONTHLY RETURN OF NUMBERS BORNE, VACANCIES, AND SUPERNUMERARIES.

In future the above Return should be prepared in original only, and forwarded to the Secretary of the Navy Office, Melbourne. After certain particulars have been extracted in the Navy Office, the Return will be transmitted to the Commanding Officer, Flinders Naval Depôt, Westernport.

2. Article No. 337 of the Consolidated Navy Orders 1911–1920 is hereby cancelled.

(20/2635.)

344.

COMMUNICATIONS TO AND FROM NAVY OFFICE—D.N.R.M. AND DISTRICT NAVAL OFFICERS.

The following amendments to Article 110 of the Consolidated Navy Orders 1911–1920 have been approved, and are promulgated for general information:—

Clause 4, delete "Director of Naval Reserves and Naval Reserve Mobilization."

Insert new Clause 4A as follows:—

"4A.—District Naval Officers shall address to the D.N.R.M. all communications concerning the following matters which are under his control:—

(*a*) Administration of—

The R.A.N.R. Staff.
Employees attached to the R.A.N.R. Staff.
Members of the Auxiliary Services not serving on or attached to the R.A.N.R. Staff.

(*b*) Enrolment, training and mobilization of Reserve Forces.
(*c*) Recruiting.
(*d*) Care and maintenance of all buildings, boats and craft utilized in connexion with training of the Reserves."

(N.21/15141.)

345.

TEMPORARY FEMALE TYPISTS—LEAVE.

It has been decided that, as from 1st July, 1921, Temporary Female Typists shall be eligible for 18 days' recreation leave and 6 days' sick leave on completion of each twelve months' service.

(C.21/17161.)

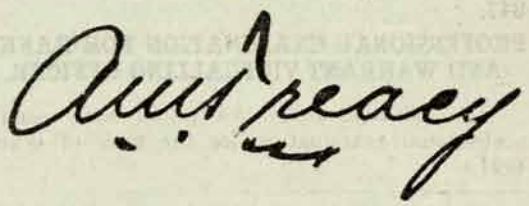
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.
C.12918.—2

Commonwealth Navy Orders

Navy Office, Melbourne,
29th August, 1921.

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

By command of the Naval Board,



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

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C.13347.

346.

R.A.N.R. OFFICERS—CONTINUATION OF SERVICE AFTER REACHING AGE OF 26 YEARS.

Officers of the Royal Australian Naval Reserve, who are under the age of 26 years, will, on reaching that age, cease to be liable for training under the compulsory clauses of the Defence Act.

2. Such Officers may, however, continue service and hold commissions in the Royal Australian Naval Reserve beyond the age of 26 years, provided that they volunteer to do so.

3. The appointments of all Royal Australian Naval Reserve Officers who, when they reach the age of 26 years, do not wish to volunteer to continue service will be terminated, and they should be directed to return to Navy Office their commissions for cancellation. (21/8802.)

347.

PROFESSIONAL EXAMINATION FOR RANK OF WARRANT WRITER AND WARRANT VICTUALLING OFFICER, JULY, 1921—RESULTS.

The following Royal Australian Navy candidate was successful in the professional examination for the rank of Warrant Writer, held in July, 1921 :—

Name.	Rating.	O.N.	Where Serving.
Irving, L. C.	A/Chief Writer	1477	*Cerberus*

2. No Royal Australian Navy candidates were successful in the professional examination for the rank of Warrant Victualling Officer.

3. One Royal Navy candidate sat for the examination for Warrant Victualling Officer, and the worked papers of this candidate have been forwarded to the Admiralty for marking, and results will appear in Admiralty Weekly Orders in due course. (21/5771.)

348.

MEDALS—WEARING.

Attention is drawn to Admiralty Fleet Order No. 1867/1921, on the subject of the wearing of Medals and Ribbons by Petty Officers and men.

2. Article 279 of the Consolidated Navy Orders 1911–1920 is cancelled.

(P.21/10226.)

349.

SUPPLY OF TOOLS TO R.N. RATINGS SERVING IN THE R.A.N.

Supply of tools in accordance with the provisions of Navy Order No. 213/1920 will be made to all R.N. ratings serving in R.A.N.

2. Issue of tools will not be made to R.A.N. or R.N. torpedo ratings who are within six months of the completion of their engagement.

(N.21/9283.)

350.

SUPPLY OF TOOLS IN H.M.A. SHIPS.

With reference to Navy Order No. 213/1920, the Naval Board have decided to allow the undermentioned additional tools to H.M.A. Ships *Australia, Melbourne, Sydney, Brisbane, and Adelaide*, for the use of Ordnance Artificers, Armourers, and Shipwrights :—

Description of Items.	Allowance to Each Ship.				
	Australia.	*Melbourne.*	*Sydney.*	*Brisbane.*	*Adelaide.*
For Ordnance Artificers and Armourers.					
Spring dividers, 8-in.	1 pair	1 pair	1 pair	1 pair	1 pair
Micrometer callipers, 9-in. blade	1 No.	..	..	..	..
„ „ 6-in. blade	..	1 No.	1 No.	1 No.	1 No.
Surface plate, 12 in. x 12 in.	1 No.	..	..	..	..
„ „ 12 in. x 8 in.	..	1 No.	1 No.	1 No.	1 No.
Scribing block, (Starrett 57B)	1 No.	1 „	1 „	1 „	1 „
Parallel V-blocks, 3-in.	1 set	1 set	1 set	1 set	1 set
Spring callipers, Starrett No. 74, 5-in.	1 No.	..	..	..	..
„ „ „ No. 75, 8-in.	1 „	1 No.	1 No.	1 No.	1 No.
Feeler gauge, (Starrett 172A)	..	1 „	1 „	1 „	1 „
Whitworth thread gauge	1 No.	1 „	1 „	1 „	1 „
Screw-cutting or chasing tools—					
4 to 7 threads	..	4 „	4 „	4 „	4 „
8 to 11 threads	..	4 „	4 „	4 „	4 „
12 to 40 threads	..	18 „	18 „	18 „	18 „
Knurling set, complete, with 6 No. wheels	..	1 „	1 „	1 „	1 „
Steel squares—					
4-in blades	1 No.	1 „	1 „	1 „	1 „
6-in. blade	1 „	1 „	1 „	1 „	1 „
8-in. blade	1 „	1 „	1 „	1 „	1 „
Armstrong's drop-head lathe tool-holders to take $\frac{5}{16}$-in. high-speed steel	2 „	2 „	2 „	2 „	2 „
Steel Protractor set (combination set, Starrett)	1 set	1 set	1 set	1 set	1 set
Centre drills	5 No.	5 No.	5 No.	5 No.	5 No.
Small parallel shank drills	..	1 set	1 set	1 set	1 set
High-speed tool steel, self-hardening, $\frac{5}{16}$-in.	6 feet	6 feet	6 feet	6 feet	6 feet
For Shipwrights.					
Joiner's cramp, to take 4 feet	1 No.	1 No.	1 No.	1 No.	1 No.
Universal moulding plane	1 „	1 „	1 „	1 „	1 „

2. The tools for Ordnance Artificers and Armourers are to be added to the Gunner's Naval Store Establishment, and those for Shipwrights to the Carpenter's Naval Store Establishment, and ship's copy of warrant noted accordingly.

3. Demands for supply of these articles are to be forwarded to the Naval Store Officer, Garden Island, Sydney.

(N/D.S. 20/10372.)

351.

PROVISIONS TO BE OBTAINED FROM ROYAL EDWARD VICTUALLING YARD BY H.M.A. SHIPS AND ESTABLISHMENTS IN VICTORIA.

Unless special approval to the contrary is given, on and after 1st October next supplies of the items of Provisions enumerated in Navy Order No. 158/1921 (with the exception of biscuits, flour, sugar, unsweetened condensed milk and chocolate) for H.M.A. ships *Australia* and *Platypus* (when stationed in Victorian waters), also Osborne House and Flinders Naval Depôt, are to be obtained direct from Royal Edward Victualling Yard.

2. Where contracts exist in Victoria for supplies to the Victualling Yard, the Victualling Store Officer will take the necessary action to arrange supplies direct from such contractors.

3. Every opportunity for free freight in H.M.A. Ships or Fleet Auxiliaries is to be availed of by the Victualling Store Officer when complying with demands, and, where possible, Ships and Establishments are to regulate demands with this object in view.

(S. 21/2561.)

352.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—RECOVERY OF VALUE OF FREE KIT OF MEN DISCHARGED.

The following amendments to the Financial Regulations (Sea-going) are approved, with effect as from 1st July, 1921 :—

Article 6 is amended—

(1) By adding the words " entered prior to 1st July, 1921," after the word " men " in the first line of clause (4).

(2) By adding immediately after clause (4) a new clause to read as follows :—

" (4A) In the case of new entrants who join on and after 1st July, 1921, discharged within two years of entry at own request, a charge will, if deferred pay is granted, be made against deferred pay of £1 10s. per month in the case of Ratings Classes I. and III., and of £1 5s. per month in the case of Ratings Class II., for each full month of the unexpired portion of two years. A similar charge is to be made in all cases of discharge within two years where deferred pay is not forfeited, except that in the case of men invalided no charge is to be made. In the case of ratings discharged within two years of entry, other than by invaliding, being in debt or having insufficient credit of deferred pay to cover the charge referred to in the foregoing, the kit, or portion thereof, is to be recovered and sold, except such as is necessary to meet immediate requirements. Any balance received for sale of kit is to be paid to the rating.

In the event of the amount of deferred pay and the sum realized from the sale of kit being insufficient to meet the charge to be recovered in accordance with the foregoing no deduction is to be made from active pay on that account."

(21/2584.)

353.

MEDICAL HISTORY SHEETS.

The attention of all Medical Officers is called to King's Regulations and Admiralty Instructions, Volume II., Article 1310, with special reference to the mustering of Medical History Sheets.

A notification of the results of the muster is to be made in the quarterly Nosological Return.

(P.21/10469.)

354.

SALUTING PORTS.

Consolidated Navy Order No. 43 is amended as follows :—

Delete " Fort Gellibrand, Williamstown " and substitute " Queenscliff Fort." (*Vide* Statutory Rules 1921, No. 133.)

(21/15205.)

355.

SIGNAL LETTERS OF BRITISH SHIPS—INTERIM SUPP. 21/11.

The following Commercial Code Signal has been appropriated to the undermentioned British ship :—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Net Registered Tonnage.	Owners.
8.8.21	T.Q.C.F.	*Belbowrie*..	Sydney, 131489	Steam ; 97	Kirton and Earnshaw Ltd., 63 Pitt-st., Sydney

(21/4816.)

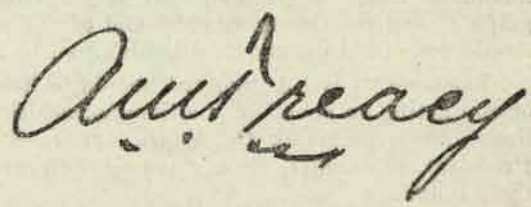
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne

Commonwealth Navy Orders.

Navy Office, Melbourne,
6th September, 1921.

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

By Command of the Naval Board,



The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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C.13727.

356.

AID TO CIVIL POWER.

1. The following instructions as regards aid to civil power in Australia are to be observed by the Royal Australian Navy.

2. It has been decided that no member of the Naval Forces, without previous authority having been obtained from the Naval Board, shall be ordered or required to do any work, or to act in the place of civilians who have refused to work because of an industrial dispute, except where the Senior Naval Officer is satisfied that lives would be lost or endangered, or irreparable damage done to the community or to property of great National importance, before the directions of the Naval Board could be received.

3. Only such work as is requested, in writing, by the Civil Authority should be done, in pursuance of the instructions contained in paragraph 2, and the Officer in command of the party engaged in the work should act in aid of, and in subordination to the Civil Authority.

The term "Civil Authority" should be held to apply to a responsible official acting on behalf of the Commonwealth Government, or the State Government, including the Police, the Lord Mayor or a Mayor, the President of a Shire, or any person duly authorized to act on his or their behalf.

4. The Senior Naval Officer should inform the Naval Board, by the speediest means of communication available, of all action taken by him, and of the consequences of such action.

5. Where it appears that the members of the Naval Forces engaged on work, in pursuance of paragraph 2 of this Order, are in danger of being subjected to forcible interference, the Senior Naval Officer should request the Civil Authority to furnish Civil protection, and if that protection is not considered sufficient, an additional party, or parties, may be ordered to protect the working party.

6. The Protecting Party, or parties, should comply strictly with Article 479 of the King's Regulations and Admiralty Instructions.

7. Nothing in this Navy Order should be taken as authority for the calling out or utilization of the Citizen Naval Forces in connexion with an industrial dispute.

(21/0348.)

357.

MEDICAL SURVEYS ON RANKS AND RATINGS AT SYDNEY.

Medical Surveys on Officers and Ratings at Sydney are to be held in future at the Naval Wing, Prince of Wales Hospital, Randwick.

2. H.M.A. Ships and Establishments in Sydney are to be informed by signal of the dates on which surveys will be held.

(P. 21/10416.)

358.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).

The following amendments of Financial Regulations (Sea-going) are approved with effect as from 15th June, 1921:—

AMENDMENTS.

Article 6 is amended as follows:—

1. Clause (16) is re-numbered (17).

2. Insert new clause (16) to read as follows:—

"*Table Money.*

(16). (1) The Officer appointed to command H.M.A. Fleet shall be entitled to Table Allowance at such rate as may be approved by the Minister, on the recommendation of the Naval Board, not exceeding £6 15s. per diem.

(2) Payment of Table Allowance to the above Officer shall be subject to the conditions (where such can be applied) prescribed in King's Regulations and Admiralty Instructions for payment of such allowance in the Royal Navy." (A. 21/20078.)

359.

CIVIL STAFF COMMITTEE—APPOINTMENT.

With reference to Navy Orders 240/1921 and 329/1921, it is notified for general information that Mr. D. Spencer, Ship Construction Branch, has been appointed to the Civil Staff Committee as a representative of the Professional Division, *vice* Mr. F. Nicoll, transferred to Sydney.

(C. 21/17389.)

360.

PAYMENT OF HIGHER DUTIES ALLOWANCE—PERMANENT CIVIL OFFICERS (OFFICE STAFF).

Navy Order 293/1921 is amended as follows:—

After paragraph 9 insert the following new paragraph:—

Payment of overtime and for duty on Sundays or holidays.

"9A. Where an Officer has been granted an allowance for the performance of higher duties from a date prior to that on which he actually receives payment, payment for overtime and for duty on Sundays or holidays for the period prior to actual payment of the allowance should be made on the basis of salary plus allowance, *i.e.*, an Officer should be allowed to claim the difference between the amount paid to him and the amount he would have received had he been in receipt of the allowance when the service was rendered. Conversely, in cases where an Officer is paid overtime during a period which is later covered by a higher duty allowance raising his remuneration above £400 per annum, such Officer should be required to refund the overtime paid in respect of that period.

The provisions of this paragraph shall operate from 1st July, 1921, and no claims for adjustment should be made by or refunds of overtime required of Officers in respect of any period prior to that date."

(C. 21/17105.)

361.

RESPONSIBILITY OF D.N.O.'S AND S.D.N.O.'S FOR MAINTENANCE OF COMMUNICATIONS BETWEEN SHIPS AND SHORE.

In the absence of H.M.A. Ships, D.N.O.'s and S.D.N.O.'s are to assume responsibility for answering V/S and S/T signals made by H.M., H.M.A., and H.M.N.Z. Ships entering their respective ports.

2. For the maintenance of communication between the visiting Ships and the shore when L/T facilities do not exist, Commanding Officers of visiting Ships are to supply the necessary signal ratings and equipment. D.N.O.'s and S.D.N.O.'s are to render every assistance.

(21/7592.)

362.

MAILS: INSUFFICIENT POSTAGE.

With reference to Consolidated Navy Orders Article 105, advice has been received from the Postmaster-General's Department that considerable difficulty has been experienced in obtaining payment of amounts due on insufficiently prepaid letters. Attention is, therefore, drawn to the instructions contained in this Article, which should be strictly observed.

With regard to paragraph 4, all charges collected by Accountant Officers should be remitted, in future, to the Deputy Postmaster-General, Melbourne, as early as practicable after receipt of the mail, and not quarterly as stated in the Navy Order.

2. Paragraph 4, line 7, of Article 105, is amended by deleting the word "quarterly" and inserting in its stead "as early as practicable."

(21/4701.)

363.

PUBLIC HOLIDAYS.

Paragraph 2 of Navy Order 244/1921 is amended as follows:—

Under heading "Western Australia" delete the words "Proclamation Day" and insert in lieu the words "Labour Day (2nd May)".

(C. 21/17655.)

364.

DISTRICT NAVAL OFFICER, HOBART—ADDRESS OF.

It is notified for information that the office of the District Naval Officer, Tasmania, has been removed from Customs House to Cathedral Chambers, Murray-street, Hobart.

(C. 21/17284.)

By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
13th September, 1921.

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

By command of the Naval Board,

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

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C.14074.

365.

OFFICIAL TERMINATION OF WAR.

The following copy of Proclamation by His Excellency the Governor-General, dated 31st August, 1921, is promulgated for information and guidance:—

"WHEREAS it is, by section 2 of the *Termination of the Present War (Definition) Act* 1919, enacted that the Governor-General may, by Proclamation, declare what date shall be deemed to be the date of the termination of the present war:

And whereas peace has been made with Germany, Austria, Bulgaria, and Hungary, but has not yet been made with Turkey:

Now therefore I, George Edward John Mowbray, Earl of Stradbroke, duly appointed and acting as the Deputy of the Governor-General in accordance with the provisions of the Constitution (acting with the advice of the Federal Executive Council), do hereby declare that, subject to the proviso hereinafter stated, the thirty-first day of August, One thousand nine hundred and twenty-one, at the hour of midnight reckoned according to the Greenwich standard time, shall be deemed to be the date of the termination of the present war:

Provided that, until the ratifications of the Treaty of Peace with Turkey are exchanged or deposited, nothing in this Proclamation shall affect the relations between His Majesty the King and Turkey."

(21/0480.)

366.

DISPOSITION OF H.M.A. SHIPS.—POSTING ON NOTICE-BOARD.

A copy of the "Disposition of Warships" showing the present disposition and approved future movements of H.M.A. Ships will be forwarded to all H.M.A. Ships weekly on Mondays, and is to be posted on the Ship's Company Notice-board for the information of the Ship's Company.

(21/15182.)

367.

PROMOTION OF ACTING SUB-LIEUTENANTS.

In order that the seniority of Officers of the Royal Australian Navy may be fixed as far as possible in relation to their contemporaries in the Royal Navy, it has been approved for the seniority of the undermentioned Officers to be as stated against their names instead of as provided

for in Articles 267 and 268, King's Regulations and Admiralty Instructions:—

Name.	Time gained on leaving R.A.N. College.	Date of Seniority as Sub-Lieutenant.
N. P. Morgan	3	15.1.21
F. T. Rorke	3	"
C. G. Little	3	"
E. C. Wackett	3	"
A. D. Cairns	3	"
H. S. Chesterman	3	"
V. E. Kennedy	3	"
W. H. S. Rands	3	"
H. J. Barling	2½	30.1.21
J. R. Miller	2	15.2.21
J. H. Walker	2	"
J. Abbott	2	"
F. Townsend	1½	28.2.21
J. E. Hewitt	1½	"
S. T. M. Gower	1½	"
D. J. H. Clarke	1	15.3.21
A. S. Rosenthal	½	30.3.21
R. M. Rowlands	½	"
R. B. A. Hunt	½	"
G. A. Hall	½	"
G. G. Carter	½	"
F. C. Hodgson	Nil	15.4.21
B. S. Hore	Nil	"
D. P. Wines	Nil	"
R. R. Dowling	Nil	"
E. F. Selk	Nil	"
C. R. Childers	Nil	"

(20/1435.)

368.

HOSPITAL TREATMENT AT SYDNEY.

The following procedure is to be adopted in regard to Hospital treatment of Naval Patients in Sydney:—

(*a*) All cases requiring Hospital treatment, other than Venereal and Infectious cases, are to be sent to the Naval Ward, Prince of Wales Hospital, Randwick, if there is accommodation thereat.

(*b*) Venereal cases are to be sent to Garden Island Sick Quarters and Infectious cases to a Hospital for Infectious Diseases.

(*c*) In every case a Sick Voucher and Form A.M. 188 must be sent to the Hospital.

(*d*) Before a case is sent to Hospital a signal should be made through Garden Island to the Senior Medical Officer, Naval Ward, stating the nature of the case, and asking whether accommodation is available.

(*e*) Should there be no accommodation available at the Naval Ward, Randwick, arrangements are to be made for admission of the cases to the Civil Hospitals recognised by the Naval Board (P.21/10663.)

369.

DENTAL FITNESS OF RECRUITS FOR ENTRY TO THE ROYAL AUSTRALIAN NAVY.

The instructions for Medical Examination of Recruits for the Royal Australian Navy are to be amended in so far as they relate to Dental fitness.

2. The following directions are to be observed:—

The minimum number of sound teeth for Dental fitness on entry is:—

Three (3) occluding incisors, *i.e.*, six (6) incisors in all.
Two (2) occluding pre-molars, *i.e.*, four (4) pre-molars in all.
Two (2) occluding molars, *i.e.*, four (4) molars in all,
totalling fourteen sound teeth.

No credit is to be given for third molars, and no Recruit is to be supplied with dentures at Service expense to make him fit for entry.

3. When possible, Recruits are to be submitted to a Surgeon Lieutenant (D) for examination of teeth, and special care is to be taken in dealing with boys for entry. (P.21/9805.)

370.

ABBREVIATED TITLES.

The following abbreviated titles have been adopted and may be used in the *text* of official communications within the Royal Australian Navy and Australian Naval Establishments:—

R.A.C.A.F.—The Rear Admiral Commanding, H.M. Australian Fleet.
C.S.G.I.—The Commodore Superintendent and Senior Naval Officer, Sydney.
C.S.T.—The Captain Superintendent of Training.
D.N.R.M.—The Director of Naval Reserves and Naval Reserve Mobilization.
D.N.O. (Victoria, &c.).—The District Naval Officer (Victoria, &c.).
S.D.N.O. (Port Melbourne, &c.).—The Sub-District Naval Officer (Port Melbourne, &c).

2. Care is to be taken that these abbreviations are not used in communications to other Departments or to persons not in the Naval Service. (C.21/17679.)

371.

ADMIRALTY HOUSE.

In view of the transfer of the control of Admiralty House to the Prime Minister's Department, the following amendments to Consolidated Navy Orders are made:—

(1) Cancel Article 49, para. (2), sub-para. (1).
(2) Cancel Article 340, sub-paras. (1) and (4).
(3) Omit Article 340, sub-para. (2), and insert the following in its stead:—

"(2) Guard and Cook to be supplied by H.M.A.S. *Cerberus*. All ratings must be reliable men with 'V.G.' character."

(N.21/15146.)
(N.21/15143.)

By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
20th September, 1921.

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

By Command of the Naval Board,

The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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389.	Amendment of Financial Regulations (Sea-going)—Alteration in Nomenclature of Certain Ratings.

C.14500.

372.

H.M.A.S. "FRANKLIN"—COMMISSIONING.

H.M.A.S. *Franklin* (Tender) will commission at Sydney on Wednesday, 21st September, 1921, for service as Tender to the Royal Australian Naval College. Mr. Thomas L. Dix, Commissioned Gunner, R.N., has been appointed in command.

2. The following programme has been approved:—

21st September—Commission.
23rd „ —Trials.
26th „ —Dock.
28th „ —Leave Sydney for Jervis Bay.

(N.21/8980.)

373.

DRESSING SHIP ON EMPIRE DAY.

Reference Article 40, Consolidated Navy Orders 1911-1920, Empire Day, 24th May, is to be added to the list of days on which H.M.A. Ships will dress with flags over-all.

2. No salute is to be fired on this day.

(21/15268.)

374.

JAPANESE—SYLLABUS OF PRELIMINARY EXAMINATION.

With reference to Admiralty Monthly Order No. 569/1921, promulgating syllabus of the preliminary examination in Japanese, which Officers studying the language in their own time are required to pass before proceeding to Japan to continue their studies, it is notified that a limited number of the Notes, &c., referred to in paragraph 2 of the Order quoted, are available, in Navy Office for issue on application.

(21/7332.)

375.

ROYAL AUSTRALIAN NAVAL VOLUNTEER RESERVE.

His Majesty the King has been graciously pleased to approve of the prefix "Royal" being added to the title of the Force hitherto known as the "Australian Naval Volunteer Reserve." This Force will, in future, be known as the "Royal Australian Naval Volunteer Reserve."

2. Instructions have been issued for enrolment in the Royal Australian Naval Volunteer Reserve to be commenced forthwith.

(P.21/9619.)

376.

FUNERALS OF EX-MEMBERS OF THE NAVAL FORCES.

It has been decided that at the funerals of Officers on the Retired List, of Pensioners who possessed War Medals or Good Conduct Medals, of Officers and Men who have been invalided from the Service during the late War, and of Naval Veterans who served in the Naval Forces of the Empire at a period not less than 35 years prior to the date of

their decease, a Gun Carriage and a Bugler to sound "The Last Post" may be lent, together with Bearer Parties and Men to draw the Gun Carriage.

This privilege, however, is only granted provided there is no interference with Service duties, and no expense to the Department is incurred, and also that the services of the ratings concerned are entirely voluntary.

2. When a Gun Carriage and Naval party attend these funerals, it is desirable that an Officer should also attend.

3. Similar regulations have been made by the Department of Defence in respect of Army Veterans.

(P.21/10558.)

377.

TIME EXPIRED RATINGS.

When their engagements expire, ratings are immediately to be called upon to state whether or not they are desirous of re-engaging for a further period of service in the R.A.N. Should they not be desirous of re-engaging for a further period, steps are to be taken to effect their discharge to the shore at the earliest possible moment.

2. The attention of all Commanding Officers is drawn to the necessity for strict compliance with the above instruction.

(P.21/10317.)

378.

ENROLMENT OF OFFICERS AND MEN ON COMMONWEALTH AND STATE ELECTORAL ROLLS.

With reference to Navy Order No. 309/1921, para. 3(ii), Officers and Men serving in Ships, whose Home Port is Sydney, should enrol on State Rolls for "The Harbour" Division of the Electoral District of Sydney.

2. The necessary amendment should be made to paragraph 5, column 6, Navy Order No. 309/1921.

(20/7722.)

379.

DUTIES OF DENTAL OFFICERS.

Attention is drawn to Admiralty Monthly Order No. 3177/1920 promulgating new Articles 1331*a* to 1331*p* K.R. and A.I., regarding the duties of Dental Officers. The provisions of these Regulations have been adopted in the R.A.N. with the exception of Articles 1331*k*, 1331*o* and 1331*p*, which are not applicable to the R.A.N.

2. With regard to Article 1331*k* of these Regulations, as Dental History Sheets are in use in the R.A.N., instead of the Dental Cards in the R.N., the following instruction regarding Dental History Sheets has been approved, and is promulgated for general information:—

> "A Dental History Sheet is to be issued for each man or boy on entry. This is to be retained by the Dental Officer only so long as the patient is receiving treatment, and all treatment performed is to be recorded thereon. On completion of Dental treatment or

on removal of the rating the Dental History Sheet is immediately to be sent to the Senior Medical Officer so that it may be forwarded with his Medical History Sheet to the Ship or Establishment to which the rating proceeds. On discharge or death of a rating the Dental History Sheet is to accompany the Medical History Sheet to the office of the Director of Naval Medical Services.

(P.21/10632.)

380.

REFITS: ESTIMATES FOR DEFECTS, ALTERATIONS, ADDITIONS, ETC.

The following amendment is made to Consolidated Navy Orders Article 120:—

Part V. is cancelled, and the following new Part V. is inserted:—

V. Refits—Estimates for Defects, Alterations, Additions, &c.

(I.) The following financial procedure is to be observed when forwarding Defect Lists into office:—

(*a*) An approximate estimate of the total cost of the proposed work is to be made.

(*b*) Notation is to be made on the Defect List by the Certifying Officer whether funds are or are not available *locally* to the amount of the approximate estimate.

(II.) The following procedure is to be observed when work is completed:—

(*a*) A detailed list of expenditure is to be prepared showing the amount of the actual expenditure as compared with the approximate estimate, and the Certifying Officer at Garden Island is to take the following action:—

(i) If cost exceeds the estimate, to certify that funds to the additional amount are or are not available at that Establishment.

(ii) If cost is less than the estimate to note the reduction.

(*b*) The expenditure statement is then to be forwarded to the Naval Board for information; and, if the expenditure exceeds the estimate, covering approval and Finance Authority Number sought for the excess expenditure.

(III.) It should be clearly understood that the strictest economy is to be observed in regard to all defects.

(F.67/2/12.)

381.

PAYMENT OF DEFERRED PAY TO OFFICERS AND MEN OF THE ROYAL AUSTRALIAN NAVY.

Applications for advances on account of Deferred Pay standing to the credit of ranks and ratings of the Royal Australian Navy are, from time to time, received at Navy Office.

2. In connexion with this matter, the Naval Board desire it known that Deferred Pay is not to be considered as available at any time to

supplement Active Pay, and that it is their policy to adhere strictly to the conditions governing payment as laid down in Financial Regulations (Sea-going), Article 12, clauses 3 and 4. Applications for Deferred Pay should not therefore be forwarded by Commanding Officers except such as are in accordance with the provisions of clause 3 (*b*), (*c*), (*d*) and (*e*), and clause 4(*a*), (*b*), and (*d*), of Article 12 of Financial Regulations (Sea-going).

3. With regard to Article 12, clause 4 (*c*), it is notified for general information that this clause was inserted with the object of providing the Naval Board with the necessary authority, should exceptional circumstances warrant such a course, to relax the conditions laid down in clause 3 (*a*), and not for the purpose of enabling payment of Deferred Pay to be made before members become eligible under Regulations.

(21/20170.)

382.

PRIZE MONEY AND WAR GRATUITY—PAYMENT OF.

Returns should be forwarded to Navy Office forthwith by all Ships and Establishments, showing names of Officers, Petty Officers and Men who have not yet received their Prize Money for War Gratuity.

2. Blank Returns are required.

(A.21/20012.)

383.

SUBSTITUTION OF CARBON ARC LAMPS FOR POINTOLITE LAMPS FOR DARK GROUND ILLUMINATION.

In future any demands for Pointolite Lamps will be met by the issue of a small Carbon Arc Lamp.

2. The Pointolite Lamps at present in use are to be retained until found unserviceable when an Arc Lamp for Dark Ground Illumination is to be demanded.

3. The Arc Lamps have been constructed for use with the Pointolite Resistances at present in use. The Senior Medical Officer, Garden Island, will supply carbon for these lamps on demand.

(S.21/1548.)

384.

CONDEMNATION OF PROVISIONS SUPPLIED UNDER WARRANTY.

The contracts for the undermentioned provisions provide for the replacement by contractors of all quantities that may be condemned in H.M.A. Ships and Establishments within the period shown against each item, from date of delivery to Royal Edward Victualling Yard, Sydney:—

Preserved Meat	2 years.
Jams, assorted	2 years.
Unsweetened Condensed Milk ..	2 years.
Preserved Fruits	12 Months.
Pickles	12 months.
Sauce, Tomato	6 months.
„ Worcester	6 months.

2. The date on which the warranty expires will be inserted on the Store Issue Notes as hitherto, and quarterly certificates approved by the Commanding Officer showing quantities condemned during the period of the warranty are to be rendered to the Victualling Store Officer, Sydney, in order that necessary steps may be taken to raise a claim against the contractor.

3. The first return should be rendered to cover condemnations during quarter ending 30th September, 1921. In the event of no condemnations taking place during any one quarter, a "Nil" return is to be furnished.

4. Article 298 of Consolidated Navy Orders 1911-1920 is hereby cancelled.

(21/2066.)

385.

BLACK LEATHER GAITERS—INCLUSION IN OPTIONAL KIT OF ALL RATINGS.

Black Leather Gaiters, as approved in Admiralty Monthly Order No. 717/1921, will be included in the optional kit of all ratings for wear on leave only, except for Victualling Ratings and Officers' Stewards and Cooks, who may wear them on duty ashore in wet weather.

2. Stocks of the Gaiters will be provided for issue on repayment in the usual way, and a further Navy Order—giving the issuing price—will be promulgated as soon as supplies are available. Pending the issue of this Navy Order no demands for the articles should be made on the Victualling Yard.

(20/10082.)

386.

JAMS IN 5-LB. TINS FOR GENERAL MESS USE.

Supplies of Jams in 5-lb. tins of the under-mentioned varieties are now available at the Royal Edward Victualling Yard:—

Plum Apricot Black Currant Raspberry and Apple Gooseberry Blackberry Peach	In cases containing 40 lbs.

2. This Jam has been specially obtained for use in the galleys of H.M.A. Ships in General Mess, each case containing jam of the one kind.

3. Accountant Officers of H.M.A. Ships concerned are requested to demand these specially cased jams for Galley purposes.

(S.21/2534.)

387.

NAVAL ACCOUNT REGULATION 111 AND NAVAL FINANCIAL REGULATION 115—AUTHORITIES TO SELL OR WRITE OFF CHARGE STORES.

The attention of all Officers concerned is directed to Naval Account Regulation 111 setting out the authority to sell, or write off charge, condemned unfit, damaged, or deficient Stores, and to Naval Financial Regulation 115 (1) specifying the authority to sell other Stores.

2. In order that Government Stores may not be sold without the required authority having been obtained and to enable a complete check to be exercised, all authorities issued by the Naval Board to Naval Establishments and Offices in future will be given a Sales Authority No. before issue from Navy Office. This number should be quoted in all returns and statements on which the sales are reported. In the event of such a number not being quoted in Navy Office communication, it should be immediately applied for.

3. When requesting authority to sell Stores, full details should be given, as well as information whether same have been offered to other Departments of the Service, or to other Commonwealth Departments. The proposed method of sale, *e.g.*, Auction, Tender, or to another Government Department, and the estimated proceeds, should also be reported.

(S.21/2449.)

388.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—ALLOWANCE TO CAPTAIN'S CLERK.

The following amendment of Financial Regulations (Sea-going), is approved:—

Article 9 is amended by omitting clause (38) and inserting in its stead new clause (38) to read as follows:—

(38). Writer.

(*a*) To Senior Writer when no Accountant Officer is borne.—Rate per diem—1s.

(*b*) To Writer when actually employed in the dual capacity of Captain's Clerk and in the Ship's Office. (Payable only when the Officer in Command is of the rank of Captain.) Rate per diem—1s.

These allowances (*a*) and (*b*) are not payable concurrently.

(18/2880.)

389.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—ALTERATION IN NOMENCLATURE OF CERTAIN RATINGS.

The following amendments of the Financial Regulations (Sea-going) are approved:—

Amendments.

(1) Omit wherever appearing throughout the Regulations the words "Commissioned Warrant Officer," "Chief Sick Berth Steward," "2nd Sick Berth Steward," "Chief Ship's Cook," "Ship's Cook," and insert in their stead respectively the words, "Commissioned Officer from Warrant Rank," "Sick Berth Chief Petty Officer," "Sick Berth Petty Officer," "Leading Sick Berth Attendant," "Chief Petty Officer Cook" and "Petty Officer Cook."

(2) Article 14 is amended by omitting the words "Ship's Stewards" appearing in the fourth line of clause (12), and inserting in their stead the words "Victualling ratings."

(21/7240.)

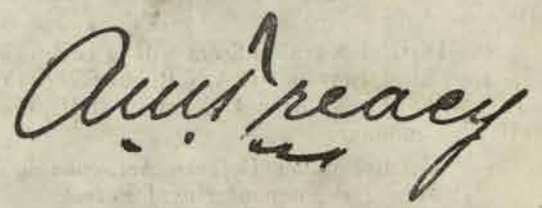
By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
27th September, 1921.

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

By command of the Naval Board,



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

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C.14849.

390.

T. B. DESTROYERS TO BE PAID OFF.

H.M.A. Ships *Success, Tattoo,* and *Tasmania* are to pay off into Reserve at Sydney on the 6th October, 1921.

(N21/15290.)

391.

UNIVERSAL TRAINEES—ACTION ON JOINING OR DISCHARGE FROM PERMANENT NAVAL FORCES.

When a person liable for training under Section 125 of the Defence Act is enrolled as a member of the Permanent Naval Forces, such person will be granted an exemption under Section 138 (*d*) of the Defence Act.

Sub-District Naval Officers will in each case record the exemption in the Record of Service (R.A.N.R. 2 or 2 (*a*)) and in the Record Book (R.A.N.R. 5) and Area Officers in A.M. Forms M.7 and M.8 in the following manner:—

"Exempt under Defence Act, Section 138 (*d*).
"Joined Permanent Naval Forces.
"(Date)

(Signature of Authorized Officer)."

2. In the case of enrolment of a Universal Trainee in the Royal Australian Navy, the Final Entering Officer should enter upon Recruiting Form A.R. 7 the name of H.M.A. Ship or Establishment to which such Recruit is drafted after final entry.

3. The Officer raising such recruit should, on receipt of Recruiting Form A.R. 7 inform the Sub-District Naval Officer or Area Officer concerned of the final disposal of the Universal Trainee so recruited, in order to allow of the exemption set out in paragraph 1 of this Order being recorded, and to ensure the correct disposal of both Naval and Military Records of Service, Transfer and Registration Papers.

4. The Naval and Military *Records of Service* (R.A.N.R. 2 and 2 (*a*) or A.M. Form M.8) together with the Registration Papers are in the case of a boy rating to be sent to the Commanding Officer, H.M.A.S. *Tingira,* and in the case of any other rating to the Commanding Officer, Flinders Naval Depôt, Westernport. The Record Book after completion of entries should be returned to the recruit.

5. The Naval and Military *Records of Service* (R.A.N.R. 2 and 2 (*a*) or A.M. Forms M.8) of each Trainee will be retained with his Service Certificate until he reaches the age of 26 years, when they are to be handed over to the individual for retention as his personal property.

6. In the event of any person being discharged from the Permanent Naval Forces while still liable for training (*i.e.,* while under the age of 26 years) his Commanding Officer is responsible that the District Naval Officer of the District, in which the person concerned proposes to reside, is notified of the date and reason of such discharge.

The Record of Service and Registration Papers, together with the postal address of the person discharged are to accompany the notification of discharge.

In the case of a rating entered prior to the issue of the revised Naval and Military *Records of Service* (R.A.N.R. 2 and 2 (*a*) and A.M. Form M.8) the previous edition of the *Records of Service* Book should be forwarded in lieu of these forms.

7. On receipt of notification of the discharge of a person still liable for training, the District Naval Officer will inform the Sub-District Naval Officer or Area Officer concerned of the date and reason for discharge. The original exemption under Section 138 (*d*) of the Defence Act will then be withdrawn, and record of the fact should be made by the Sub-District Naval Officer or Area Officer concerned in the Record of Service and Record Book in the following manner:—

"Exemption withdrawn.
"Discharged from the Permanent Naval Forces.
(Date).

(Signature of Authorized Officer.)"

8. In the case of a rating discharged from one of H.M.A. Ships or Establishments who is liable for Compulsory Training under Part XII. of the Defence Act, and for whom no Naval or Military Records of Service have been received, the Commanding Officer is to furnish the following information to the District Naval Officer concerned:—

(*a*) The shore address of the ex-rating concerned.
(*b*) The date of discharge from the R.A.N.
(*c*) The date of birth.

9. In the case of a rating sentenced to imprisonment who, on expiration of his sentence is to be discharged to the shore, the following additional information is to be furnished:—

(*a*) The offence for which the rating is undergoing imprisonment.
(*b*) The date of expiry of the sentence.

10. Navy Order No. 285/1921 is hereby cancelled.

(P21/10795.)

392.

COUNTING OF TIME FOR INCREASES OF PAY AFTER THREE AND SIX YEARS MAN'S TIME.

Attention is drawn to consolidated Navy Orders 1911-1920, Article 266, regarding the adoption in the Royal Australian Navy, as far as such are applicable, of the instructions contained in Admiralty Monthly Order 2748 of 1919.

It is noticed that the instructions referred to therein have not been carried out in some of His Majesty's Australian Ships, thereby necessitating considerable trouble in adjusting accounts of men who have been undercredited. Accounts of all ratings now serving who are affected by Admiralty Monthly Order quoted should be checked and steps taken to effect necessary adjustments.

The date of commencement of man's time should, in future, be shown in red ink in ledger, and on Transfer Lists.

393.

EXAMINATION OF SECOND WRITERS FOR FIRST WRITER.

With reference to Section 52 (F) of Appendix 15, Part I., of the King's Regulations, the Naval Board have approved of 2nd Writers being allowed to sit for examination for 1st Writer at any time.

2. The stipulation contained in the Regulation quoted, to the effect that candidates must be within 6 months of completing the necessary qualifying time, will not, therefore, in future, apply to the R.A.N.

(P21/10309.)

394.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—TRAINING ALLOWANCES.

The following amendment of Financial Regulations (Sea-going) has been approved with effect as from 1st March, 1921:—

Amendment.

Article 9 is amended by re-numbering Clause 56—Training Allowances—(promulgated in Navy Order 150 of 1921) to read 58.

(N.21/8778.)

395.

INSTRUCTIONS REGARDING PAYMENT, AND AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING) IN RESPECT OF STORE ALLOWANCES.

The following instructions regarding the payment of Store Allowances for charge of Warrant Officer's Stores from 1st July, 1919, are promulgated for general information.

Only Officers below the rank of Commander are eligible for payment and no Officer may be paid for more than three descriptions of stores.

I. Classification of Ships.

The following is the classification of the undermentioned H.M.A. Ships:—

Class A.—H.M.A. Ships of and over 9,000 *tons.*
H.M.A.S. *Australia.*

Class B.—H.M.A. Ships of 4,000 *and under* 9,000 *tons.*
H.M.A.S. *Adelaide.*
H.M.A.S. *Brisbane.*
H.M.A.S. *Encounter.*
H.M.A.S. *Melbourne.*
H.M.A.S. *Sydney.*

Class C.—H.M.A. Ships under 4,000 *tons.*
H.M.A.S. *Pioneer.*
H.M.A.S. *Platypus.*
H.M.A.S. *Tingira.*
H.M.A.S. *Penguin.*

The foregoing classification is applicable to the following types of ships:—

Battle Cruisers, Light Cruisers, Submarine Depôt Ship, Boys' Training Ship; and also Depôt and Receiving Ship *Penguin.*

II. Shore Establishments.

R.A.N. College.
Osborne House, Geelong.
Flinders Naval Depôt.

In cases where Naval Board approval has been given to payment of special rates as provided for Shore Establishments in Clause 8 hereunder, payment of those rates is to be continued pending issue of further instructions.

III. Definition of Description of Stores.

The descriptions of Stores for which separate allowances are payable are:—

1. Gunner's Naval Stores.
2. Gunner's Naval Ordnance Stores.
3. Boatswain's Stores.
4. Shipwright's Stores.

In vessels in which a (T.) Commissioned or Warrant Officer is allowed by authorized complement a separate allowance is payable for the following descriptions of Stores in addition to those referred to above. In other vessels such Stores are to be considered as part of the Gunner's Stores, and no extra allowance is payable in respect of them.

5. Naval Torpedo Stores.
6. Naval Ordnance, Torpedo, Mining and Whitehead Stores combined.

IV. Charge of Same Description of Stores in More Than One Ship.

As a general rule only one allowance will be paid for charge of the same description of Stores in two or more ships, but special cases will be dealt with on their merits on application being made to the Naval Board.

V. Retention of Old Rates of Store Allowance.

In cases where the introduction of the undermentioned new rates of Store Allowances would involve reduction of total emoluments, the Officer may retain his old rates of Store Allowance in conjunction with the old Scale of Full Pay and other allowances under conditions of Article 4 (7) of the Naval Financial Regulations (Sea-going). In all other cases the revised rates provided hereunder are applicable, and adjustment to those rates must be made as from 1st July, 1919.

VI. Adjustment of Officers' Accounts.

Any necessary particulars for adjustment of Officers' accounts under this order are to be obtained, where possible, by reference to the ships in which the Officers were previously serving. In other cases reference may be made to the Director of Navy Accounts.

Note.—Where the Stores in any of the vessels mentioned in Sub-clause (*f*) hereunder are in charge of Officers or Warrant Officers of the Military Branch, or ratings, they are to be transferred to the Engineer Officer as soon as possible; or in the case of vessels of that class where no Engineer Officer is borne, such Officer as the Commanding Officer may direct.

All payments of Store Allowances in vessels other than those in sea-going commission are to be supported by a note on the ledger that the vessels are fully stored.

Consequent on the above, the following amendment of the Financial Regulations (Sea-going) is approved with effect as from 1st July, 1919:—

Article 8 is amended as from 1st July, 1919, by omitting Clause 8 Store Allowances—and by inserting new clause to read as follows:—

8. *Store Allowances.*

(*a*) Ships in Sea-going commission—

	Rate per diem. s.	d.
For charge of one description of Warrant Officer's Stores—		
Ships in Class A	1	0
Ships in Class B	0	9
Ships in Class C	0	6
For charge of each description of Stores, for which separate accounts are rendered, not exceeding two, other than the first ..	0	6

(*b*) Ships in harbor commission.
Ships in reserve commission.
Ships out of commission.
Allowances at half the rates detailed at (*a*) above are payable so long as the vessels are fully stored.

(*c*) Vessels under construction.
Allowances are payable at half the rates detailed at (*a*) above for a period of 90 days immediately prior to commissioning.

(*d*) H.M.A. Flotilla Leader *Anzac*.
H.M.A.T.B. Destroyers (all classes).
When in seagoing commission.

(i) Warrant Officer's Naval Stores Allowance to Engineer Officer for charge of all descriptions (combined)	1	0
(ii) Gunner's Naval Ordnance Stores. Allowance to Commissioned Gunner or Gunner	0	6
(iii) Naval Ordnance Torpedo Stores, Mining Stores, Whitehead Torpedo Stores (combined). Allowance to Commissioned Gunner T. or Gunner T. ..	0	6

	Rate per diem. s.	d.	
(*e*) When not in Sea-going commission but fully stored.			
(i) Warrant Officer's Naval Stores. Allowance to Engineer Officer for charge of all descriptions in a vessel or group of vessels ..	0	6	
(ii) Gunner's Naval Ordnance Stores. Allowance to Commissioned Gunner or Gunner—for group ..	0	3	
(iii) Naval Ordnance Torpedo Stores, Mining Stores, Whitehead Torpedo Stores (combined). Allowance to Commissioned Gunner T. or Gunner T.—for group.	0	3	
(*f*) Sloops, also, when acting as Destroyer Depôt Ships, and Surveying Ships, &c. H.M.A.S. *Geranium*. H.M.A.S. *Marguerite*. H.M.A.S. *Mallow*. H.M.A.S. *Cerberus* (T.) H.M.A.S. *Franklin*.			
When in Sea-going commission. Allowance to Engineer Officer for combined charges of all descriptions of Warrant Officer's Stores ..	1	0	
When not in Sea-going commission but fully stored. Allowance to Engineer Officer for charge of all descriptions of Warrant Officer's Stores	0	6	
(*g*) Shore Establishments. An amount decided by the Naval Board from time to time, and within the limits of	0	6—1	0*
For charge of each description of Stores, not exceeding two, other than the first	0	6	
(*h*) Allowance to any Officer in charge of Accountant Officers' Stores and accounts in the absence of Accounting Officer	1	0—2	6*
(*i*) Cases not provided for above.			

The rates of Store Allowances payable in respect of Ships or Establishments not included in the foregoing categories shall be as approved by the Naval Board. (S.21/1859.)

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* At discretion of Naval Board.

396.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—HARD LYING MONEY.

The following amendment of the Financial Regulations (Sea-going) is approved:—

Article 9 is amended as from 1st March, 1921, by adding new clause (29A), as follows:—

(29A). *Hard Lying Money.*

	Rate per diem. s.	d.
Whilst actually living on board. Sloops in commission.		
(*a*) Provided vessels are completed to full complement	0	3
(*b*) If employed on surveying work from date of arrival on survey ground to date of departure therefrom whether with reduced crew or not ..	0	6

(N.21/5823.)

397.

CHARGES FOR HOSPITAL TREATMENT OF NAVAL PATIENTS IN RED CROSS INSTITUTIONS.

With reference to Navy Order, No. 23/1919, the following charges will be made by the Australian Red Cross Society for treatment of Naval Patients in Red Cross Institutions which have been added to the list of approved Hospitals for treatment of Naval Patients:—

Convalescent Homes.—

Moss Vale—up to a maximum of 7s. per diem.

Nerve Homes.—

"Russell Lea"—up to a maximum of 9s. per diem.

Sanatoria.—

"Bodington" (Wentworth Falls)—up to a maximum of 10s. 9d. per diem.

"Lady Davidson" (Turramurra)—up to a maximum of 10s. 9d. per diem.

"Woodville" (Randwick)—up to a maximum of 13s. per diem.

2. The above charges are to be accepted as from the 1st May, 1921.

3. The list and scale of charges accompanying Navy Order No. 23/1919 should be amended accordingly.

(N.21/5894.)

398.

QUARTERLY RETURN A.S. 507—RATINGS QUALIFIED AND RECOMMENDED FOR ADVANCEMENT.

The attention of Commanding Officers is drawn to the necessity for care in the preparation of the Quarterly Return (Form A.S. 507) of ratings qualified and recommended for Advancement.

2. The Board have approved of the general principle that, until further notice, ratings qualified (except by Service) and recommended for Advancement will be considered for promotion to Acting Higher Rating, without regard to their length of service, provided vacancies in fleet numbers exist. It is therefore important that there should be no delay in informing the Drafting Office when a rating is qualified and recommended for Advancement.

3. The instructions on the back of the Form (A.S.507) should be noted and observed.

4. If the name of a rating recommended on the previous Return is intentionally omitted, the reason for such omission should be stated. If such an omission is not explained in this manner, the Drafting Officer should take up the question forthwith, with the Ship in which the rating concerned is serving, with a view to ascertaining whether the omission of his name was intentional or otherwise.

5. Duplicates of Passing Certificates are to be sent in without delay, and where Passing Certificates are not prepared, special notification is to be forwarded to the Depôt.

(P.21/10290.)

399.

OFFICIAL MEMORANDUM—PRICES OF SEAMEN'S CLOTHING, ETC.,—ADDENDA.

The following articles are to be added to "Official Memorandum—Prices of Seamen's Clothing, &c.", with effect from 1st October, 1921:—

	£	s.	d.
Aprons, Cooks', each	0	5	3
Bathing Costumes, each	0	4	8
Bathing V's, each	0	2	1
Gloves, white cotton, for Officers' Stewards, pair ..	0	2	0
Haversacks, canvas, for Submarines, each ..	0	11	10
Submarine Clothing—			
Drawers, woollen, pair	0	9	9
Frocks, woollen, each	0	10	8
Stockings, waterboot, pair	0	7	0
Suits, acid resisting, each	1	11	9
Tunics, with blue facings for Officers' Stewards, each	1	2	0

(S.21/3142.)

(This Order will be reprinted for posting on Notice Boards.)

400.

COALING OF H.M.A. SHIPS—SUPPLY OF LABOUR.

Wherever possible all labour is to be provided by H.M.A. Ships on all occasions of coaling. When coaling from hulks or colliers, however, winchmen should be provided by suppliers. If for any reason this procedure cannot be followed, special Naval Board approval must be obtained to the departure. Full reasons should accompany any requests to employ outside labour other than winchmen.

Navy Order No. 84/1921 is hereby cancelled.

(S.21/1455.)

401.

UTILISATION OF TRADING BALANCE RESULTING FROM THE WORKING OF THE NAVAL SIDE OF THE NAVY AND ARMY CANTEEN BOARD DURING THE WAR.

With reference to Navy Order No. 287/1921, the sum of £500, being the share of the R.A.N. *personnel* in the Trading Balance resulting from the working of the Naval side of the Navy and Army Canteen Board during the War, has now been received from the Admiralty for distribution to R.A.N. Ships and Establishments.

2. The Board have approved of the allocation of this money being made as follows:—

	£
H.M.A.S. *Australia*	72
H.M.A.S. *Brisbane*	36
H.M.A.S. *Sydney*	36
H.M.A.S. *Melbourne*	36
H.M.A.S. *Tingira*	29
H.M.A.S. *Platypus*	55
H.M.A.S. *Cerberus* (Flinders Naval Depôt and *Cerberus* (T.)	114
H.M.A.S. *Penguin*	43
H.M.A.S. *Anzac*	8
H.M.A.S. *Swordsman*	8
H.M.A.S. *Success*	8
H.M.A.S. *Stalwart*	8
H.M.A.S. *Tattoo*	8
H.M.A.S. *Tasmania*	8
H.M.A.S. *Marguerite*	8
H.M.A.S. *Geranium*	8
Royal Australian Naval College	15
	£500

3. It is pointed out that none of the Ships and Establishments named above, and few of the Men, have any direct claim to this money, and the sum allocated should not be spent on, or absorbed in the individual Ships or Establishments. The money should be devoted to certain specified Funds, Charity, Hospital, &c. In this connexion, attention is drawn to paragraph 5 of Navy Order No. 287/1921, bringing under notice the need for the augmentation of the Fund now open for the provision of a Naval Hostel at Melbourne.

4. The Account should be made out in the name of the Accountant Officer, as Honorary Treasurer of the Fund, and charged to Trust Fund—Other Trust Moneys—Finance Authority No. 619 being quoted.

5. A report should be furnished to the Naval Board in due course as to the purposes to which this money has been devoted.

(21/6158.)

(*This Order will be reprinted for posting on Notice Boards.*)

402.

HOLIDAY PAY AND OVERTIME PAY FOR WORK ON HOLIDAYS.

The following conditions are to govern payment of holiday pay and overtime pay on holidays to persons to whom the conditions of Commonwealth Public Service Regulations are applied:—

(i) A full day's pay is payable for time equal to that ordinarily worked on a week day (other than the weekly half holiday).

(ii) When less than a full day is worked, payment shall be made for the time actually worked only, provided that no payment shall be less than one half-day's pay.

(iii) Where time in excess of an ordinary day's work is worked, overtime shall be payable at rate of double time on the conditions governing payment of same on ordinary days.

(iv) Holiday pay shall be computed at an hourly rate as prescribed in Treasury Regulation No. 52 (*a*) (2), provided that when the number of hours worked on a holiday exceeds an ordinary day's work but does not exceed the number of hours to be worked before overtime is payable, payment shall be made for the number of hours in an ordinary day's work (*e.g.*, a permanent clerical officer working eight hours *before ceasing* and not returning after tea, would receive $6\frac{3}{4}$ hours' pay only—as on an ordinary day).

(N.B.—Treasury pay table 22 does not apply, and payment should be made in accordance with table No. 1, *i.e.*, extra pay at ordinary rate.)

(v) For overtime on holidays, payment is to be made at double rates, in accordance with formula—

$$\frac{\text{Annual Salary}}{52} \div 44 \times 2 = \text{hourly rate at double time.}$$

vide Treasury pay table No. 21.

(19/10202.)

403.

CORRIGENDUM.

Navy Order No. 382/1921 is amended by omitting the word "for" in the last line of paragraph (1) and inserting in its stead the word "or".

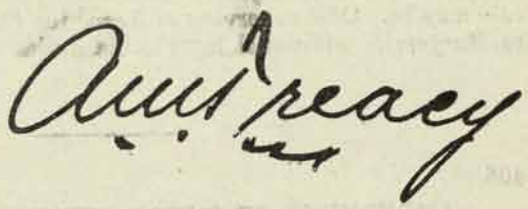
By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
4th October, 1921.

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

By command of the Naval Board,



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

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C.15343.

404.

PAYING OFF AND RECOMMISSIONING OF H.M.A. SHIPS "MARGUERITE," "ANZAC," AND "STALWART."

H.M.A. Ships *Anzac, Stalwart,* and *Marguerite* are to be paid off on the 5th October.

2. These Ships are to be re-commissioned on 6th October for further service under the orders of the Rear-Admiral Commanding H.M.A. Fleet, as follows:—

H.M.A.S. *Marguerite*	..	.. As Parent Ship.
H.M.A.S. *Anzac*	..	.. As tenders to *Marguerite.*
H.M.A.S. *Stalwart*	..	..

3. All officers (except those appointed elsewhere by personal appointment) serving in these Ships on 5th October are re-appointed to *Marguerite,* or to *Marguerite* additional for *Anzac* or *Stalwart,* as the case may be. Officers serving in *Anzac* for Flotilla duties are appointed to *Marguerite* additional for Flotilla duties.

(21/15291.)

405.

AMENDMENT OF NAVAL FINANCIAL REGULATIONS (SEA-GOING).

MACHINERY ALLOWANCE TO ENGINEER OFFICERS OF H.M.A. NAVAL YARDS—ABOLITION.

The following amendment of Naval Financial Regulations (Sea-going) has been approved, with effect as from 1st July, 1921:—

AMENDMENT.

Article 7 is amended by omitting Clause 33—"Machinery Allowance to Engineer Officers of H.M.A. Naval Yards".

(F.29/7/123.)

406.

RATES AND CONDITIONS OF PAYMENT OF MACHINERY AND SENIOR ENGINEER'S ALLOWANCES FOR RATINGS—ABOLITION OF CHARGE PAY.

The following instructions should be observed in connexion with the payment of Machinery and Senior Engineer's Allowances provided in Financial Regulations (Sea-going) 9 (22) for ratings:—

(*a*) Machinery Allowance is not payable in respect of boats forming part of the equipment of H.M.A. Ships or in respect of vessels maintained in reserve.

(*b*) Chief E.R.A.'s, E.R.A.'s, and Mechanicians who are in receipt of Charge Pay or Senior Allowance at the rates and under the conditions in force prior to 1st October, 1921,

may continue to draw those allowances at the old rates and under the old conditions until superseded, when the new rates of Machinery and Senior Engineer's Allowances introduced with effect from 1st October, 1921, are to be credited. In vessels recommissioning after 1st October, 1921, E.R.A.'s and Mechanicians are to be considered as filling fresh appointments, notwithstanding that they may be re-drafted to the same ship; payment of Senior Allowance is therefore inadmissible in such cases where an Engineer Commander is not borne.

(*c*) Payment of Machinery and Senior Engineer's Allowances may be continued during ordinary leave. The allowances are not, however, to be continued in the case of a rating discharged to hospital, but are to be paid to the individual actually performing the duty in his absence. In the case of an E.R.A. or Mechanician taking over charge of Senior Engineer's duties from an officer in receipt of Machinery or Senior Allowance on the latter's discharge to hospital, the rating may draw the appropriate allowance at the rates herein laid down.

(*d*) The question of the conditions of payment of Machinery and Senior Engineer's Allowances in vessels undergoing refit is under consideration, and pending instructions, payment is not to be made in these cases, except in the circumstances indicated in paragraph (*b*) above.

(*e*) *Submarines in Reserve.*—Application for Machinery or Senior Allowance in respect of submarines should be made to the Naval Board.

2. With reference to the above, Article 9 of the Financial Regulations (Sea-going) is amended as from 1st October, 1921, by omitting clause 22, and inserting, in its stead, new clauses to read as follows:—

22. Machinery Allowance—Payable under the conditions laid down in Navy Orders—

	Per diem. s.	d.
(*a*) To Chief E.R.A.'s, E.R.A.'s, and Mechanicians when in charge of the machinery of H.M.A. Ships or Vessels in full or Reserve Commission, except Submarines in Reserve Commission	1	0
(*b*) To Engine Room ratings (other than E.R.A.'s and Mechanicians) when placed in charge of the machinery of small craft (whether steam or motor driven), the indicated horse-power or brake horse-power of which exceeds 100	0	6
22 (*a*) Senior Engineer's Allowance—		
Chief E.R.A.'s, E.R.A.'s, and Mechanicians performing the duties of Senior Engineer in ships in full or Reserve Commission allowed an Engineer Commander	1	0

(P.21/9973.)

407.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).

MARRIED AND DEPENDANT ALLOWANCES FOR MEMBERS OF AUXILIARY SERVICES WHEN SERVING WITH SEA-GOING FORCES.

The following amendments of Financial Regulations (Sea-going) have been approved with effect as from 1st July, 1921: —

AMENDMENTS.

Article 6 is amended—

(1) by adding new sub-clause (4A) at the end of sub-clause (4) of clause (13)—Married Allowance—to read as follows:—

"(4A) When members of the R.A.N. Auxiliary Services are serving or undergoing training for a limited period in H.M.A. Ships and are in receipt of Sea-going rates of pay and allowances, as prescribed in Articles 4 and 5, clauses (11) and (7) respectively, the declaration of an allotment shall be at the discretion of the Commanding Officer. Should an allotment not be declared, the member concerned must make a statutory declaration before the Commanding Officer—

(*a*) that the member is maintaining his wife and children, stating the name and date of birth of each child;

and

(*b*) that such children are not contributing towards their own support."

(2) by adding new paragraph at the end of sub-clause (1) of clause (14)—Dependant Allowance—to read as follows:—

"When members of the R.A.N. Auxiliary Services are serving or undergoing training for a limited period in H.M.A. Ships and are in receipt of Sea-going rates of pay and allowances as prescribed in Articles 4 and 5, clauses (11) and (7) respectively, the declaration of an allotment shall be at the discretion of the Commanding Officer.

(A.21/20152.)

408.

AMENDMENT OF AUXILIARY SERVICE REGULATIONS AND INSTRUCTIONS.

The following amendment of the R.A.N. Auxiliary Service Regulations and Instructions (Navy Order 294 of 1921) is approved, with effect as from 1st July, 1921:—

AMENDMENT.

Article 69 is amended by omitting, from the scale of pay for employees in clause I (*b*), the rates of pay for Senior Messengers—Grade I.—set forth therein and inserting the following in their stead:—

Position.	Grade.	Annual Salary.			Remarks.
		Minimum.	Annual Increment.	Maximum.	
		£	£	£	
Senior Messengers ..	I.	186	6*	222	* Final increment, £12

(N.19/2252.)

409.

HIGHER EDUCATIONAL TEST EXAMINATION AND EDUCATIONAL TEST FOR THE RANK OF WARRANT OFFICER.

The provisions of Admiralty Monthly Orders Nos. 4015/1918 and 4016/1918—Higher Educational Test Examination and Educational Test for the rank of Warrant Officer—have been adopted in the R.A.N.

2. Returns showing names, ranks or ratings and official numbers of candidates desirous of sitting for the above examination should be forwarded to the Navy Office half-yearly by all Ships and Establishments. Returns for R.N. candidates should be transmitted so as to reach the Navy Office on 1st January and 1st July in each year, and for R.A.N. candidates on the 1st March and 1st September in each year. Blank Returns are required.

3. Commencing with the examination following that to be held in October, 1921, all Examination Papers for R.A.N. candidates will be set and marked by the R.A.N. College.

Examination Papers for R.N. candidates will be obtained from the Admiralty.

4. On the conclusion of each Examination the worked papers of R.N. and R.A.N. candidates should be forwarded, under sealed cover, as follows:—

R.A.N. candidates—To the Commanding Officer, R.A.N. College, for marking and transmission of results to Navy Office.

R.N. candidates—To Navy Office, for transmission to the Admiralty for marking.

5. Paragraph 2 of Article 198 of Consolidated Navy Orders 1911-1920 is hereby cancelled.

(P.21/10868.)

(*Re-printed for Notice Boards.*)

410.

WAR MEDALS—OFFICERS AND MEN CLAIMING AWARD IN RESPECT OF MILITARY SERVICE—RETURN.

A nominal list is to be rendered, by all Ships and Establishments, of officers and men who claim to be entitled to War Medals on account of Military Service, prior to entry into the R.A.N.

2. The following particulars are to be furnished:—

(*a*) Name in full.
(*b*) Present rank or rating.
(*c*) Military Force in which qualifying service is claimed.
(*d*) Unit or corps. Regimental numbers.
(*e*) Rank at time of discharge from Military.
(*f*) Date of discharge from Military.
(*g*) Medals claimed.

3. Blank Returns are required, and the names of officers and men who have already been awarded medals in respect of Military Service should be included.

(P.21/10980.)

(*Re-printed for Notice Boards.*)

411.

STEAMER PASSAGES.

A form of warrant has been adopted for use in H.M.A. Naval Establishments and Naval Offices when ordering steamer passages chargeable against the Department. Application for books (each containing twenty-five warrants) should be made to the Director of Navy Accounts.

Owing to the small number of cases where steamer passages are ordered by H.M.A. Ships, steamer warrant books will not be supplied thereto, but a railway warrant form is to be altered and used when necessary.

(N.20/6131.)

412.

REVISION AND ADOPTION OF A.S. FORMS AND DISTRIBUTION OF NEW BOOKS OF REFERENCE.

The following forms have been revised, and supply will be made by the Naval Store Officer, Sydney, without demand. Present stocks of the forms are to be regarded as obsolete:—

A.S.184—Return of Numbers Borne.

(N.20/8427.)

A.S.1303—Return of Men Recommended to Qualify for Higher Non-Substantive Rating.

(S.21/2814.)

2. The undermentioned forms have been revised and will be supplied, on demand, by the Naval Store Officer, Sydney, on exhaustion of present stocks of these forms:—

A.S.340 } (Outside)—List of Defects, Fighting and Sea-going Effi-
A.D.275 } ciency.

(S.21/1982.)

A.S.340 } (Inside)—List of Defects, Fighting and Sea-going Effi-
A.D.275 } ciency.

(S.21/1982.)

A.S.340*b* }
A.D.275*b* } (Outside)—List of Repairs Required.

(S.21/1982.)

A.S.340*b* }
A.D.275*b* } (Inside)—List of Repairs Required.

(S.21/1982.)

3. The undermentioned form has been adopted as an A.S. form for use in the R.A.N. Supply will be made by the Naval Store Officer, Sydney, without demand. Supply of this form will be made to each Ship and Establishment according to the numbers borne, plus 5 per cent. as spare copies:—

A.S.539y—Leave History Sheet.

(21/7733.)

4. The undermentioned new Book of Reference has been received from the Admiralty and issued as follows:—

Technical Notes on Direction Finding Wireless Telegraphy, 1921.

Rear-Admiral Commanding, H.M.A. Fleet	1 No.
Commanding Officer, H.M.A.S. *Australia*	5 „
Commanding Officer, H.M.A.S. *Brisbane*	3 „
Commanding Officer, H.M.A.S. *Melbourne*	2 „
Commanding Officer, H.M.A.S. *Sydney*	3 „
Captain (S)	5 „
Commander (D)	2 „
Commanding Officer, H.M.S. *Fantome*	2 „
Naval Store Officer, Garden Island, Sydney	1 „
Wireless Telegraphy and Signal School, Flinders Naval Depôt	14 „
Navy Office	1 „

(S.21/3424.)

413.

SHIPS' LIBRARIES—REPORTS.

Reports are to be forwarded from all Ships and Establishments as to—

(*a*) Present condition of Ship's Library generally.
(*b*) Total number of books in Library, indicating the number which are suitable for further use, and the number which it is recommended be replaced. Names of books recommended to be replaced to be stated.
(*c*) The number of books which can be conveniently carried for Ship's Library on board.

2. The above reports are to be forwarded to reach the Secretary of the Navy Office not later than 31st October, 1921.

(S.21/2716.)

414.

SIGNAL LETTERS OF BRITISH SHIPS.

The following Commercial Code Signal has been appropriated to the undermentioned British ship:—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Net Registered Tonnage.	Owners.
14.9.21	T.H.R.N.	*Bethanga* ..	Melbourne, 132467	Steam; Schr; 1846	Commonwealth Government

(21/4816.)

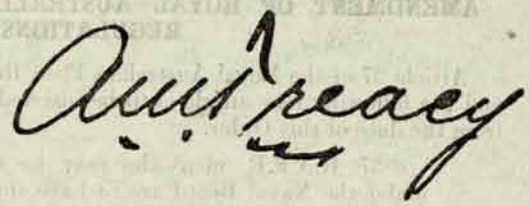
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
11th October, 1921.

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

By Command of the Naval Board,



The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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C.15583.

415.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

Navy Order No. 184/1921 is amended as follows :—

(*a*) H.M.A. Ships *Success*, *Tasmania*, and *Tattoo* to be shown under the orders of Commodore Superintendent, Garden Island, Sydney, as from 6th October, 1921. (21/15290.)

(*b*) H.M.A.S. *Franklin* to be shown under R.A.N. College as from 21st September, 1921. (21/8980.)

416.

AMENDMENT OF ROYAL AUSTRALIAN FLEET RESERVE REGULATIONS.

Article 37 of the Royal Australian Fleet Reserve Regulations is repealed, and the following new article is to be inserted in its stead, to take effect as from the date of this Order.

"37. R.A.F.R. men who may be serving in any Establishment under the Naval Board are to have special leave granted to them to attend training, and every facility is to be given to enable eligible men serving in Naval Establishments to join the Royal Australian Fleet Reserve.

(2) Leave granted may, at the option of the member, be deducted from his annual or accumulated leave, and in respect of the period so deducted shall be granted on full pay; otherwise, leave shall be granted without pay unless the amount of pay which the member would have received if he had been on duty exceeds the amount of pay and allowances, excluding pay for Sundays and holidays, received by him as a member of the Royal Australian Fleet Reserve, when he shall be paid the difference."

2. The attention of R.A.F.R. ratings now serving in H.M.A. Naval Establishments should be drawn to the above instruction, and they should be informed that the conditions specified will apply in respect of all leave granted to attend drill on and after the date of this order.

3. All leave granted to R.A.F.R. men to attend drill, prior to the date of this order, should be regarded as special leave on full pay. (20/3057.)

(Reprinted for Notice Boards.)

417.

THOMAS GERALD GRICE SCHOLARSHIP.

The attention of Commanding Officers and all concerned is drawn to Article 342 of the Consolidated Navy Orders 1911-1920 regarding the Thomas Gerald Grice Scholarship.

2. The dates of the examination in 1921 are Tuesday, 8th November, and Wednesday, 9th November.

(20/2271.)

418.

SUPPLY OF PISTOLS TO H.M.A. SHIPS FOR AIMING PRACTICE.

When the present stock of .22″ Pistols, semi-automatic, Webley and Scott, with 7½″ barrels, is exhausted at the R.A. Naval Armament Depôt, Sydney, Pistols, Webley, with 6″ barrels (firing service ammunition), will be issued to H.M.A. ships in lieu.

(N.21/15253.)

419.

SCHEDULE OF CONTRACT PRICES FOR FRESH PROVISIONS.

The following are the contract prices for supplies of Fresh Provisions to H.M.A. Ships at Sydney, Melbourne, Westernport and Geelong, during period commencing 1st October, 1921 :—

(S.21/3644.)

BREAD.

Period, 1st October, 1921, to 31st March, 1922.

Item.	Sydney.		Melbourne.		Geelong.	
	Delivered on Board Vessels.	Price per 100 lbs.	Delivered on Board Vessels.	Price per 100 lbs.	Delivered on Board Vessels.	Price per 100 lbs.
		s. d.		*s. d.*		*s. d.*
Bread ..	(*a*) Lying alongside any wharf at Sydney	21 9	(*a*) Lying alongside any wharf at Melbourne	23 0	At Moorabool-street Pier	20 6
	(*b*) In Stream	22 9	(*b*) At anchor away from wharf in Hobson's Bay	25 1		
	(*c*) Lying alongside Garden or Cockatoo Islands	22 9				
	(*d*) Lying in dock at Cockatoo Island					
Prices based on Flour at	£20 12s. 6d. per ton.		£21 per ton		£21 per ton	
Name and address of Contractor	Gartrell White Ltd., 458 King-street, Sydney		G. Borer and Co., 116 Princess-street, Port Melbourne		W. Marshall, 150 Malop-street, Geelong	

NOTE.—Contract Rates are subject to an increase or decrease of 9d. per 100 lbs. for every £1 (or proportionately for less than £1) per ton rise or fall in the price of flour.

DAIRY PRODUCE.

Period, 1st October to 31st December, 1921.

Item.	Sydney.	Melbourne.	*Westernport.	†Geelong.
Bacon, best, mild (sides, 40–50 lbs.) (Including wrappers or covers)	1s. 5d. lb.	1s. 4d. lb.	1s. 4d. lb.	1s. 5d. lb.
Brand	"Pioneer" North Coast	"Dandenong"	"Dandenong"	Foggit Jones
Butter, in prints ..	Wholesale price, plus 1¾d. lb.	1s. 6d. lb.	1s. 6d. lb.	Market rates plus 1d. lb.
Brand	"Calliope"	G.N.C.	G.N.C.	"Geelong"
Butter boxes, extra ..	..	..	..	1s. each
Cheese, semi-matured, large	1s. 1d. lb.	1s. 3d. lb. (loaf size)	1s. 3d. lb. (loaf size)	11d. lb.
Brand	G.H.G. Seven Oaks			
Cheese, choice, matured, mellow, large	1s. 1d. lb.	1s. 3d. lb. (loaf size)	1s. 3d. lb. (loaf size)	11d. lb.
Cheese, new, loaf size ..	..	11d. lb.	11d. lb.	..
Eggs, new laid, fair average size	1s. 9d. doz.	1s. 2d. doz.	1s. 2d. doz.	1s. 3d. doz.
Extra for egg cases if not returned in good order	..	..	..	3s. each
			* Delivery F.O.R., Melbourne	† Delivered at Moorabool-st. Pier
Name and address of Contractor	Downton & Dyer Ltd., 145 George-street, Sydney	Gippsland & Northern Co-operative Company, 494 Flinders-lane, Melbourne		Bailey Bros., 512 Flinders-street, Melbourne

FISH.

Period, 1st October, 1921, to 31st March, 1922.

Item.	*Westernport.		Geelong.
	Fresh.	Frozen.	
Bream	9d.lb.	8d. lb.	7d. per lb. Delivered to Ships or Launches at Moorabool-street Pier, Geelong
Flathead	9d. ,,	8d. ,,	
Mullett	7d. ,,	7d. ,,	
Trout	7d. ,,	6d. ,,	
Schnapper	10d. ,,	9d. ,,	
Salmon	7d. ,,	6d. ,,	
Murray Cod	9d. ,,	9d. ,,	
Murray Perch	8d. ,,	8d. ,,	
Smoked Blue Cod	1s. 3d. ,,		
Smoked Murray Cod	1s. 0d. ,,		
Smoked Murray Perch	1s. 0d. ,,		
	* Delivery F.O.R., Melbourne		
Name and address of Contractor ..	D. Hyland and Sons, Ltd., Queen's Bridge, Melbourne		Queenscliff and Geelong Fishing Co., Moorabool-street, Geelong

FLOUR.

Period, 1st October to 31st December, 1922.

Item.	Westernport.	Geelong.
Flour, best quality, made from latest season's wheat, and such as shall be approved by the proper officers	£20 5s. per 2,000 lbs. less 1 per cent. Delivered F.O.R., Melbourne, in lots of approximately 10 tons	£20 15s. per 2,000 lbs. less 1 per cent. Delivered to vessels at Moorabool-street Pier
Name and address of Contractor	W. C. Thomas and Sons, Ltd., 19 Queen-street, Melbourne	W. C. Thomas and Sons, Ltd., 19 Queen-street, Melbourne

FRESH MILK.

Period, 1st October, 1921, to 31st March, 1922.

Item.	Sydney.		Melbourne.
Fresh Milk.			
Delivered to vessel lying—			Delivered on board ships in Hobson's Bay
(*a*) Alongside any wharf at Sydney	2s. 4d. per gallon	..	1s. 6d. per gallon
(*b*) In Stream	..	2s. 8d. per gallon	..
(*c*) Alongside Garden or Cockatoo Island	..	2s. 8d. per gallon	..
(*d*) In dock at Cockatoo Island	..	2s. 8d. per gallon	
(*e*) To H.A.M.S. *Tingira* ..	2s. 2d. per gallon		
Name and address of Contractor	New South Wales Fresh Food and Ice Co., 25 Hanbury-street, Sydney	Allan Ferguson and Co., Circular Quay, Sydney	Thos. Arblaster, 65 Graham-street, Albert Park

MEAT.

Period, 1st October, 1921, to 31st March, 1922.

Item.	Sydney.		Melbourne.	†Westernport.	‡Geelong.
	Fresh and Frozen.		Fresh and Frozen.	Fresh and Frozen.	Fresh only.
Beef, fores } Carcases to be cut in	1¾d. lb.	..	4d. lb. { Sides 5½d.	4d. lb. { Sides 5½d.	2¾d. lb.
Beef, hinds } eight pieces	4¾d. lb.	..	6½d. lb. lb.	6½d. lb.	3½d. lb.
Beef, ribs, boned and rolled	5½d. lb.	..	7d. lb.	7d. lb.	6d. lb.
*Beef, topsides, to be cut clear of aitch bone	5½d. lb.	..	7½d. lb.	7½d. lb.	6d. lb.
*Beef, thick flanks ..	5½d. lb.	..	7½d. lb.	7½d. lb.	6d. lb.
Beef, corned, briskets ..	2½d. lb.	..	4½d. lb.	4½d. lb.	2d. lb.
Beef, corned, rounds ..	5½d. lb.	..	7½d. lb.	7½d. lb.	6d. lb.
Veal	4d. lb.	..	4½d. lb.	4½d. lb.	3½d. lb.
Mutton, carcases ..	3½d. lb.	..	4½d. lb.	4½d lb.	4d. lb.
Mutton, chops ..	5½d. lb.	..	6½d. lb.	6½d. lb.	5½d. lb.
Lamb, carcases ..	6d. lb.	..	6d. lb.	6d. lb.	4d. lb.
Pork, sides	1s. 2d. lb.	..	1s. 2d. lb.	1s. 2d.	10d. lb.
Pork, corned ..	1s. lb.	..	1s. 2d. lb.	1s. 2d. lb.	10d. lb.
Sausages, pork ..	8d. lb.	..	8d. lb.	8d. lb.	6d. lb.
Sausages, mixed meat ..	6d. lb.	..	5d. lb.	5d. lb.	4d. lb.
Sausages, Belgian ..	..	6d. lb.	8d. lb.	8d. lb.	4d. lb.
Fresh Suet, beef kidney	4½d. lb.	..	6d. lb.	6d. lb.	2½d. lb.
Brawn	..	7d. lb.	10d. lb.	10d. lb.	4d. lb.
Hearts, ox, to average 3 lbs. each	6d. each	..	3d. lb.	3d. lb.	6d. each
Kidneys, ox	7d. each	..	9d. lb.	9d. lb.	6d. each
Kidneys, sheep's ..	1s. doz.	..	1s. 6d. doz.	1s. 6d. doz.	1s. doz.
Sheep's Fry	3s. doz.	..	4s. doz.	4s. doz.	3s. doz.
Soup Meat	2½d. lb.	..	2d. lb.	2d. lb.	1½d. lb.
Tripe, ox, cooked ..	5½d. lb.	..	6d. lb.	6d. lb.	3½d. lb.
Rabbits	..	1s. pair	1s. 4½d. pr.	1s. 4½d. pr.	2s. pr.
Dripping	..	..	..	6d. lb.	4d. lb.
Margarine, cooking ..	..	..	..	..	10d. lb.
Ice	2s. 6d. cwt.	..	2s. 3d. cwt.	2s. 3d. cwt.	2s. 9d. cwt.
Name and address of Contractor	T. Playfair Ltd., Argyle-street, Sydney	Downton & Dyer Ltd., 145 George-street, Sydney	F. Watkins Pty. Ltd, 184 Bourke-street, Melbourne.		M. E. Fraser, Melbourne road, North Geelong

*When supplies of topsides are ordered a quantity of thick flanks, not less than one half the total weight of topsides will also be ordered.

†Delivery F.O.R., Melbourne.

‡Delivered at Moorabool-street Pier.

VEGETABLES.

Period, 1st October, 1921, to 31st March, 1922.

Item.	Sydney.	Melbourne.	*Westernport.	† Geelong.
Potatoes, Carmens or other kind of equal quality } In bags	7s. 6d. cental	9s. 6d. cental	9s. cwt.	7s. 6d. cwt.
} In cases	8s. 9d. cental	11s. 6d. cental	..	..
Cabbages, free from outside leaves and stalks, and to weigh not less than 3 lbs. each	1½d. lb.	2½d. lb.	2½d. lb.	8s. doz.
Cauliflowers, fresh, newly-cut plants, sound and free from disease, average weight 3 lbs. each	1½d. lb.	2½d. lb.	2½d. lb.	8s. doz.
Mixed Vegetables, free from all tops	1¾d. lb.	13s. cental	13s. 1d. cwt.	1s. 9d. doz. bunches
Marrows	8s. cental	7s. cental	7s. cwt.	5s. cwt.
Pumpkins	7s. cental	7s. 6d. cental	8s. cwt.	8s. cwt.
Onions { In bags	6s. 6d. cental	7s. cental	7s. cwt.	5s. 6d. cwt.
{ In cases ..	7s. 9d. cental	9s. cental	..	..
Swedes, free from all tops..	8s. cental	8s. 6d. cental	9s. cwt.	7s. cwt.
Salads, assorted	2s. doz. bunches	2s. doz. bunches	..	2s. 6d. doz. bunches
Beans	..	..	3d. lb.	2d. lb.
Beetroot	..	..	2d. lb.	..
Peas	..	..	3d. lb.	2d. lb.
Celery	..	..	3s. 6d. doz. bunches	..
Lettuce	..	..	2s. doz.	..
Mint	..	..	1s. doz.	..
Cucumber	..	..	2s. 6d. doz.	..
Parsley	..	..	1s. doz.	..
Radish	..	..	1s. 6d. doz.	..
Rhubarb	..	..	1s. 6d. doz.	..
Spring onions	..	..	1s. 6d. doz.	..
Tomatoes	..	..	4d. lb.	3d. lb.
Mixed herbs	..	..	1s. doz. bunches	.. ..
Apples, cooking	..	..	9s. case	3d. lb.
Apples, eating	..	..	9s. case	4d. lb.
Bananas	..	..	1s. 6d. doz.	1s. 6d. doz.
Lemons	..	..	1s. 3d. doz.	1s. 3d. doz.
Oranges	..	..	14s. case	1s. 6d. doz.
Pineapples	..	..	15s. doz.	1s. 3d. each
Plums, cooking	..	..	2d. lb.	1½d. lb.
Plums, eating	..	..	3d. lb.	1½d. lb.
Pears, cooking and desert ..	..	..	9s. case	3d. lb.
Peaches	..	..	12s. case	3d. lb.
Apricots	..	..	9s. case	2d. lb.
Extra for bags	3d. each	6d. each	6d. each	Nil
Name and address of Contractor	J. T. Collis, Quay-street, Sydney	Bailey Bros., 512 Flinders-street, Melbourne		Reid and Ritchie, 77 Malop-st., Geelong

* Delivery F.O.R., Melbourne. † Delivered at Moorabool-street Pier.

420. OFFICERS' UNIFORM—ISSUING PRICES.

The articles of Officers' Uniform, ordered from England to meet the demands received in accordance with Consolidated Navy Orders, Article 288, have now been received, and will be distributed from Royal Edward Victualling Yard, without demand, to the Ships and Establishments in which the Officers concerned are now serving.

2. The following Issuing Prices have been approved :—

	£	s.	d.	
Epaulettes	11	3	6	per pair
Epaulette Cases	0	17	0	each
Scales (Sub-Lieutenant)	6	8	0	per pair
Swords and Scabbards	5	3	6	per set
,, ,, Cloth Cases for	0	6	6	each
Sword Belt, Full Dress (Commander)	5	11	9	,,
,, ,, (Lieutenant)	4	5	6	,,
,, Undress	1	2	4	,,
Sword Knots	1	7	3	,,
Bullion for Cocked Hat (Commander)	1	7	3	per set
,, ,, (Commissioned Officer from Warrant rank ..	0	13	8	,,
Cocked Hat (Commander) in case	6	7	0	each
,, (Lieutenant) in case	5	15	0	,,
,, (Warrant Officer) in case	4	19	3	,,
Cap with Badge	1	4	6	,,
Helmet	1	4	6	,,

(S.21/1261.)

(Reprinted for posting on Officers' Notice Boards.)

421.
SURPLUS STORES IN R.A.N.R. DISTRICTS TO BE RETURNED TO SYDNEY.

Considerable accumulation of stores, surplus to the authorized establishment, are now in R.A.N.R. Districts awaiting return to the Deputy Armament Supply Officer and the Naval and Victualling Store Officers at Sydney as freight becomes available in H.M.A. Ships.

2. The shipment of these stores to Sydney is to be effected as early as possible, and when requests are received from District or Sub-District Naval Officers for the conveyance of the stores, Commanding Officers of H.M.A. Ships are to offer, as far as possible, every facility for shipment.

(S.21/3460.)

422.
SIGNAL LETTERS OF BRITISH SHIPS—INTERIM SUPPLEMENT 21/13.

The following Commercial Code Signal has been appropriated to the undermentioned British ship :—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official No.	Sail or Steam, Rig, and Net Registered Tonnage.	Owner.
24.9.21	T.Q.C.G.	*Omana* ..	Sydney, 136413	Steam ; schooner ; 1519	The Omana Steamship Pty. Co. Ltd., 32 Jamieson - street, Sydney

(N.21/4816.)

By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
18th October, 1921.

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

By command of the Naval Board,

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

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C.16012.

423.

REPORTING OF NOON POSITIONS.

The following routine in regard to the reporting of Noon positions of H.M.A. Ships has been approved:—

1. As a peace time routine, and unless otherwise ordered by the Naval Board, the Rear-Admiral Commanding or Senior Officer of a Squadron at sea is to make his Noon position, course, and speed, by W/T to the Navy Office, Melbourne.

2. H.M.A. Ships and Fleet Auxiliaries at sea operating as detached Ships are to make their Noon position, course, and speed, to Navy Office, Melbourne.

3. The above, however, does not apply in the case when the voyage is of twelve hours or less duration.

4. These position messages should be sent through naval W/T stations when in W/T touch, otherwise they are to be sent through the nearest coastal Radio Station of the Postmaster-General's Department.

5. Position messages are generally to be transmitted in plain language unless the Rear-Admiral Commanding H.M.A. Fleet, Senior Officer, or Commanding Officer of a detached Ship, considers that the nature of the operations of the Fleet, or Ship are such as to render it desirable to transmit the messages in cypher or code.

6. H.M.A.F.A's *Biloela* and *Kurumba* are to address the position messages provided for above to the Commodore Superintendent, Garden Island, as well as to the Navy Office.

7. Reports of the Noon positions by W/T are to be discontinued after warning of the imminence of war has been received by H.M.A. Ships, and may be discontinued at any time when, in the opinion of the Senior Officer present, or Commanding Officer, the situation is such as to make communication by W/T undesirable.

In the above circumstances, special instructions as to any reports which may be required will be issued by the Naval Board.

424.

EMERGENCY LIST OF OFFICERS.

The Naval Board have decided to establish an Emergency List of Officers who have resigned their Commissions in the Royal Australian Navy. The following instructions regarding the Emergency List of Officers are promulgated for general information:—

EMERGENCY LIST OF OFFICERS.

Section I.—General.

(1) *Establishment of Emergency List.*—In order that the State may not lose altogether the advantages which it has a right to expect in return for the expenses incurred in the training of Officers, a list of Officers eligible for employment in an emergency has been established, and the Naval Board expect that all Officers who are permitted to resign their Commissions on the Active List of the Royal Australian Navy for private reasons, should enroll

their names on this List. Officers enrolled on the Emergency List are allowed to retain their Commissions, and to wear the uniform of their rank at the time of resignation.

(2) *Service in War or Emergency.*—Officers on the Emergency List will be liable to be called up for Service in time of War or Emergency.

(3) *Voluntary Employment.*—Officers on the Emergency List may be voluntarily employed in peace time, during manœuvres or when required to fill vacancies in the Establishment of the Naval Forces; appointments for such voluntary employment will in every case be subject to vacancies existing, provision in the appropriation, and the approval of the Naval Board.

(4) *Instructional Courses in Peace Time.*—Officers selected to fill specific appointments to be taken up in time of War or Emergency, will undergo such instruction as may be considered necessary to fit them for the duties they will be called upon to perform. Appointments for Instructional Courses will be subject to provision in the appropriation, and approval of the Naval Board.

(5) *Navy List.*—Ex-Officers, who are placed on the Emergency List, will be shown as such in the Navy List.

(6) *Withdrawal from Emergency List.*—Any Officer who withdraws his name from the Emergency List before reaching the age of fifty-five years will be required to resign his Commission.

(7) *Engineer Officers.*—Engineer Officers placed on the List will be selected from ex-Officers whose profession continues to be connected with Mechanical Engineering. The nature of their employment since the date on which they resigned their Commission should be stated by candidates when volunteering. If selected, such Officers should state in their Annual Report, rendered on the 1st January in each year, in accordance with clause 11 of this Order, the nature of their present employment.

(8) *Medical Officers.*—Similarly, only those Medical Officers will be selected who continue to practise their profession. The nature of their present work as medical men should be stated by candidates when volunteering, and annually thereafter if selected.

(9) *Promotion.*—(1) Officers on the Emergency List will not be eligible for promotion when not employed, except as provided in sub-clauses (*a*) and (*b*)—

(*a*) Sub-Lieutenants will be eligible for promotion on the Emergency List to the rank of Lieutenant after attaining three years' seniority.

(*b*) Sub-Lieutenants promoted to Lieutenant on attaining three years' seniority, in accordance with sub-clause (*a*), will be eligible for the rank of Lieutenant-Commander on attaining eight years' seniority as Lieutenant, provided they have completed two years' service after being "called out," including previous service as Sub-Lieutenant.

(2) Officers called from the Emergency List into Active Service during War or Emergency, may be dealt with, as regards promotion, under the Regulations which are in force at the time for Officers of the same class on the Active List.

(3) In special cases Officers may be promoted at the discretion of the Naval Board, irrespective of the Regulations governing the promotion of Officers on the Active List.

(10) *Absence from Commonwealth.*—Before Officers on the Emergency List enter into any engagement under, or on behalf of Foreign Governments, or accept any form of employment which may take them away from the Commonwealth, thus rendering them unavailable for service in H.M. Australian Fleet at short notice, they must first obtain the approval of the Naval Board. Before leaving the Commonwealth at any time, Officers must obtain the approval of the Naval Board.

(11) *Annual Reports.*—Officers are required to write annually, until they are fifty-five years of age, on the 1st January, to the Secretary, Navy Office, Melbourne, stating whether they are still fit to serve. On reaching the age of fifty-five, Officers are required to report themselves annually, between the 1st January and 31st March, by letter, to the Secretary, Navy Office; otherwise their names will be removed from the Navy List. They are to report at once any change in their address.

(12) *Form to be Completed on Enrolment.*—Gentlemen whose names are placed upon the Emergency List as volunteers to serve in case of emergency, will be required to fill up and return a form which will be sent to them for that purpose.

SECTION II.—PAY AND ALLOWANCES.

(13) *Pay when not Employed.*—Officers whose names are enrolled on the Emergency List will not receive pay when not employed.

(14) *Pay when Called up for Active Service.*—If called up for Active Service, Officers on this List will receive Pay and Allowances at the rates prescribed for Officers of corresponding rank in the Permanent Naval Forces (Sea-going), Deferred Pay being paid with Active Pay, provided that—

(*a*) Officers promoted after they have been placed on the Emergency List will receive the full pay of the higher rank.

(*b*) Officers not so promoted will receive the rate of pay of Officers of the Permanent Sea-going Forces of corresponding rank.

(*c*) In no case will unemployed time on the Emergency List count towards increments in full pay governed by seniority.

(15) *Pay while Voluntarily Employed.*—Emergency Officers voluntarily re-employed in peace time, during manœuvres or in vacancies, as provided for in paragraph 3, will receive Pay and Allowances at the rate prescribed for Officers of their corresponding rank and seniority in the Permanent Naval Forces (Sea-going), provided that—

(*a*) Unemployed time on the Emergency List will not count towards increments in pay; and

(*b*) Deferred Pay will only be credited in respect of service during War or Emergency.

(16) *Outfit Gratuities.*—When called up for Active Service, an Officer will receive an Outfit Gratuity of £30, in accordance with the Regulations governing the payment of Uniform Gratuities to Officers appointed to the R.A.N. for temporary service.

(17) *Compensation for Injuries.*—Officers who may receive hurts or wounds on Active Service in the Royal Australian Navy, and the widows and children of Officers who may be killed while so serving, or die of injury received on Active Service, will be eligible for the award of compensation or pension as if the Officers had been on the Active List of the Permanent Naval Forces (Sea-going).

(18) *Equipment Allowances.*—Equipment Allowances for Officers voluntarily re-employed will be granted at the following rates, provided that no Officer will receive any such allowance if less than three years have elapsed between the date of his resignation from the Active List and the date of his re-employment, and that no allowance will be repeated to the same Officer within a period of five years:—

	£	*s.*	*d.*
To Officers below the rank of Lieutenant	9	0	0
To Lieutenant-Commanders, Lieutenants, and Officers of corresponding rank	12	10	0
To Captains, Commanders, and Officers of corresponding rank or above	14	10	0

(19) *Conditions while undergoing Instructional Courses.*—Officers called upon to undergo Courses of Instructions under clause 4 of this Order, will attend under the following conditions:—

(*a*) Their pay will be as provided in clause 15 for Officers voluntarily employed in peace time.

(*b*) Travelling expenses to and from the place where the Instructional Courses are held will be allowed on commencement and termination of the Course.

(*c*) Plain clothes may be worn, and no allowance for outfit will be given.

(*d*) Accommodation, when available, will be provided, or, if not available, Lodging Allowance in accordance with Financial Regulations (Sea-going) will be paid.

(*e*) They will be victualled in the appropriate Officers' Messes, or, if no Mess is available, Ration Allowance in accordance with Financial Regulations (Sea-going) will be paid.

425.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).—SCALE OF LODGING AND TRAVELLING ALLOWANCES.

The following amendment of Financial Regulations (Sea-going) is approved:—

Article 4 is amended, as from 1st October, 1921, by omitting the following words from the end of the sub-paragraph prescribing rates of pay for "Chaplain Branch" in clause 2:—

"For the purposes of Lodging and Travelling Allowances, Chaplains shall receive the Lieutenant rate, Chaplains of eight

years' seniority the Lieutenant-Commander rate, and Chaplains of sixteen years' seniority the Commander rate of such allowances."

and inserting in its stead the following:—

"For the purposes of Lodging and Travelling Allowances, the rates shall be—

Chaplains under four years' seniority, the rate as prescribed for a Lieutenant.

Chaplains of four years' seniority, the rate as prescribed for a Lieutenant-Commander.

Chaplains of eight years' seniority, the rate as prescribed for a Commander; and

Chaplains of fifteen years' seniority, the rate as prescribed for a Captain.

Article 16 is amended, as from 1st October, 1921, by inserting additional note to clause (1) thereof to read as follows:—

"For relative rates for Chaplains, see final sub-paragraph in Chaplain Branch in clause 2 of Article 4."

(A.21/19963.)

426.

PAYMENTS TO OFFICERS AND MEN IN TENDERS WHEN ABSENT FROM PARENT SHIP.

The following procedure is to be adopted when a tender is absent from the parent Ship and it is desired to make payment to the crew:—

(*a*) When tenders are within postal touch, Forms A.S.8z (Bi-monthly Pay List), A.S.12 (Coin List), and A.S.17B (Payments to Officers in Tenders), are to be prepared by the Accountant Officer and forwarded to the Accountant Officer of the Ship or Establishment by whom payment is to be made. The pay list is to be made out in duplicate, containing the following particulars:—

List and Number on books of Parent Ship.
Name.
Rank or Rating.
Official Number.
Amount of Advance Payable.

The pages of the Pay List are to be numbered, the words "and final" being added after the number of the last sheet used.

In the case of tenders which proceed out of postal touch with their Parent Ships, Emergency Pay Lists, Coin Lists, and Certificates of Payment sufficient for the number of payments likely to be necessary during such absence, are to be supplied to the Commanding Officer.

(*b*) The Accountant Officer to whom the documents have been forwarded, or the Accountant Officer of any Ship or Establishment to whom the Commanding Officer applies with Emergency Pay List and Coin List, will advance the requisite cash, as shown in the Coin List and Officers'

Payment Form, to the Commanding Officer of the Tender, obtaining his signature on Form A.S.22A or N.A.4 for the advance, which should be made out as set out in paragraph 4.

Where it is not possible for the Commanding Officer to attend personally to obtain the cash, the Officer applying for same must produce the written authorization of the Commanding Officer, which should also show reason for his non-attendance. This authorization is to be attached to the voucher on which the advance is made.

(*c*) Payment will be made as follows:—

In tenders commanded by an Officer of the rank of Lieutenant or above, payment is to be made by an Officer delegated by the Commanding Officer. The Commanding Officer is to witness the payment and investigate any complaints as required by Naval Account Regulation 27 (4), and is to countersign the Certificate of Payment.

In other tenders commanded by an Officer, payment is to be made by the Commanding Officer, the men's receipts being obtained on the Pay List.

Should an occasion arise when a tender is not commanded by an Officer, payment is to be made by the Accountant Officer of the Ship supplying the cash, the men's signatures being obtained on the Pay List.

Amounts unpaid are to be crossed out of the Pay List and the alterations initialed by the paying officer. Details showing the names of the men concerned and the amounts unpaid will also be entered on the back of Form A.S.12 (Coin List) and the certificate of payment completed. Completed forms, together with cash unpaid, are to be returned immediately to the Accountant Officer who supplied the cash. This Officer will, after examination, forward the completed forms, together with Form A.S.5 in duplicate, for the net amount advanced, to the Accountant Officer of the parent Ship. The certificates at the foot only of A.S.5 are to be certified, the certificate on one copy being headed "Supply Note," and signed (the wording being altered to "Supplied this..... to the Accountant Officer..... the sum of, &c.), and the other copy utilized as a "Receipt Note," *vide* paragraph (*d*). The duplicate Pay List, on which, in no circumstances, receipts should be obtained, will be retained by the Officer actually making the payment, or in the case of payment by an Officer of the tender, by the Commanding Officer.

(*d*) On receipt of completed Forms A.S.8z, A.S.12, and A.S.17B, the Accountant Officer of the parent Ship will sign the receipt note at the foot of Form A.S.5 referred to at (*c*), and return same to the Accountant Officer who supplied the cash. The latter Officer will note the receipt of Form A.S.5 on the advance account signed by the Commanding Officer of the tender, and also particulars of any amount

returned, and forward the Form A.S.5 without delay to the Director of Navy Accounts.

In exceptional cases, where the tender does not remain in port a sufficient length of time to enable payment to be completed and documents returned to the Accountant Officer advancing the cash, the following procedure should be adopted:—

(i) Accountant Officer supplying the cash to forward Form A.S.5 to the tender's parent Ship immediately.

(ii) Commanding Officer of the tender to advise the Accountant Officer of parent Ship by telegraph regarding the advance, and to take the first opportunity of returning completed pay documents, and any balance of cash outstanding *direct to the Accountant Officer of the parent Ship.*

(iii) The Accountant Officer of the parent Ship may sign the receipt note on Form A.S.5 on receipt of telegraphic advice from the Commanding Officer of the tender regarding the advance.

The Accountant Officer of the parent Ship will make the necessary charges against the men's accounts in the "Payments" column of the ledger.

(*e*) When forms have been returned, a certificate of payment on Form A.S.17A, covering payments made in tenders, is to be completed by the Accountant Officer of the parent Ship, and Forms A.S.12 attached thereto. The amount of the various Coin Lists and Officers' Payment Forms should be detailed at the back of Form A.S.17A, the total being the amount shown in the certificate as payments in tenders. Forms A.S.8z and 17B are to be retained in the parent Ship.

(*f*) In cases where amounts have been issued to tenders and completed forms have not been returned when the certificate on Form A.S.17A is completed, the total amount issued and unaccounted for should be included in the certificate as a charge to the Pay Vote. When all outstanding Forms A.S.17B and A.S.12 have come to hand, a supplementary certificate on Form A.S.17A, accompanied by Form A.S.12, is to be forwarded into Office, covering amounts which had been shown on the original certificate as "Issued for payment (but in respect of which accounts had not been received)". Should any cash be returned subsequently from the tenders, the amount returned is to be taken on charge, an entry being made on the debit side of the Cash Account under heading "Repayment to Credit of Expenditure, Division 81/1—Pay," and a reference given to the Pay Certificate in which the amount was included.

2. The following entries will be necessary in Cash Accounts:—

(*a*) By the Accountant Officer of the parent Ship: —

(i) On the Debit side, under heading "Naval Appropriation Suspense Account," the net amount advanced to the Commanding Officers of

tenders, in accordance with clauses (*b*) and (*c*) of paragraph 1 above, is to be taken on charge, the entry being, "Cash supplied by H.M.A.S. ....."

(ii) On the Credit side, the total amount as shown on Form A.S.17A, is to be entered as a charge to the Pay Vote.

(iii) On the Debit side, under heading, "Repayments to Credit of Expenditure, Division 81/1—Pay," amounts referred to in clause (*f*) of paragraph 1 above.

(*b*) By the Accountant Officer of the Ship or Establishment supplying the cash:—

(i) On the Credit side, at end of the Abstract, after all other expenditure has been totalled, the amount transferred is to be entered under the heading of "Naval Appropriation Suspense Account," the entry being "Cash supplied to H.M.A.S. ....."

(ii) On the Debit side, cash returned in accordance with clause (*c*) of paragraph 1 above, under the heading "Naval Appropriation Suspense Account," the entry being "Cash returned from H.M.A.S....."

3. Cash for payments as above may be obtained from the following sources:—

(i) An Accountant Officer of a Ship, when sufficient cash is available in the Public Chest.

(ii) In the absence of a Ship, the following Establishments:—

(*a*) Sydney.—Accountant, H.M.A. Naval Establishments, Garden Island.

(*b*) Melbourne.—Certifying Officer, Navy Office.

(*c*) Jervis Bay.—Accountant Officer, R.A.N. College.

(*d*) Brisbane, Hobart, Adelaide, Fremantle } District Naval Officer.

4. In Naval Staff Offices and Establishments, to enable a cheque to be drawn for the required amount, a Form N.A.4 is to be prepared in the name of the Commanding Officer for an "Advance to Pay Officers and Men of H.M.A.S....., amount to be transferred to Accountant Officer, H.M.A.S....." This voucher will be charged to "Naval Appropriation Suspense Account," and the Form A.S.5 referred to in clause (*d*), paragraph 1, above, will be attached thereto.

In H.M.A. Ships, similar procedure will be followed, the Form used being A.S.22A.

5. Forms.—A supply of Forms A.S.8z, 12, 17A, and 17B, will be made to the Commanding Officer, H.M.A.S. *Platypus*, and the Commander (D), without demand.

6. Navy Orders 133 and 319 of 1921 are hereby cancelled.

(P.21/9967.)

427.

ACCOUNTING FOR KNEADING, MINCING, AND SAUSAGE-MAKING, ETC., MACHINES IN H.M.A. SHIPS.

It has been ascertained that certain power-driven machines, such as kneading, mincing, and sausage-making machines, are not on charge in H.M.A. Ships in which they are fitted. Such machines are to be taken on charge in the Engineer Officer's list of fixtures, and any electrical fittings, such as motors, &c., appertaining to the machines, are to be taken on charge in Torpedo Warrant Officer's Lists of Fixtures. Commanding Officers of H.M.A. Ships are to cause this action to be taken and necessary vouchers prepared on Form S.197 (D.526), in triplicate, and forwarded to the Commodore Superintendent, Garden Island, Sydney. Full details of the machines, including manufacturer's name, &c., should be shown on vouchers.

2. Any other machines in H.M.A. Ships, which up to the present have not been taken on charge, are to be taken on charge, and the Commodore Superintendent, Sydney, similarly advised.

(S.21/3691.)

428.

SETTLEMENT OF CONTRACTORS' CLAIMS FOR PROVISIONS SUPPLIED.

The attention of Commanding Officers is drawn to the necessity for arranging early settlement of contractors' claims for provisions supplied to Ships and Establishments. When quoting for contracts or supplies, contractors base their prices in anticipation of prompt settlement in the usual Service manner, and, unless strict attention is paid to this matter, the inevitable result will arise in arranging new contracts, &c., that due allowance in the price quoted will be made to cover probable delays in settlement.

2. It is, therefore, the direction of the Naval Board that the following general rules are to apply in regard to payment of such accounts:—

(i) When supplies of fresh provisions are made under a contract, or after obtaining quotations in the usual manner, claims are to be settled monthly as soon after the end of the month concerned as possible, provided the receiving Ship is still at the port.

(ii) If the receiving Ship is leaving the port, and is not likely to return before the end of the current month, settlement must, wherever possible, be effected prior to or immediately after Ship's departure.

(iii) Provisions, other than fresh provisions, which are supplied only at irregular intervals, are to be paid for as soon after each supply as possible. In the case of such supplies made not under an existing contract, it is desirable to stipulate this condition so that the prices quoted will allow for prompt settlement.

3. Where claims exceed £20, the receiving Ship is to take the necessary action to insure such claims are promptly forwarded for settlement, as laid down in Navy Order 290/1921.

4. Numerous complaints have recently been made by contractors regarding the delay which frequently arises in payment of their claims, and it is desired that every precaution be taken to prevent further complaints of this nature.

(S.21/2670.)

429

CORRIGENDA.

Navy Order No. 389/1921 is amended by inserting immediately after the words "Chief Sick Berth Steward" in the second line, the words "Sick Berth Steward".

2. Navy Order No. 376/1921 is amended by omitting the word "of" after "Empire" in the fifth line, and inserting in lieu the word "at".

By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
18th October, 1921.

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

By Command of the Naval Board,

The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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No.	Subject.
430	Welfare Committee 1921. Board Decisions.

C.15889.

WELFARE COMMITTEE, 1921.

The Naval Board have received a number of requests submitted by selected representatives of the Petty Officers and Men of the Royal Australian Navy, together with the reports and recommendations thereon by the Welfare Committee.

2. The requests relating to Pay and Allowances have further been considered and reported upon by the Pay Committee sitting at the Navy Office.

3. A list of the requests submitted, together with Board decision in each case, is promulgated hereunder for general information.

4. In the case of certain requests, the Board are unable as yet to come to a decision, on account of further information being required, or the necessity for consulting other Departments. In these cases, decisions will be promulgated later as they are reached.

5. The Board desire again to draw the attention of Petty Officers and Men to the fact that the Royal Navy and Royal Australian Navy are, under agreement, organized as far as possible on uniform lines, with the intention that the *personnel* of the two Forces shall be interchangeable. In these circumstances, it is absolutely essential that the two Services should maintain practical uniformity in such matters as the dress, qualifications, and status of similar Ratings. The whole of the requests submitted are, however, being forwarded to the Admiralty for their information and consideration in relation to the Empire Naval Forces as a whole.

6. This Navy Order may be taken as authority for carrying into effect Board decisions as signified herein, except in so far as increases in pay and allowances, or other expenditure are involved, for which separate authority will be required.

LOWER DECK WELFARE COMMITTEE 1921.

Request.	*Decision.*
Promotion.	
1. That the names of men who pass for higher rating be communicated to the Drafting Office immediately	Approved. A Navy Order has been issued drawing the attention of Commanding Officers to the necessity for this
2. That efficient ratings be not retained in their own ships to their own detriment, as is now the case, but that they be allowed to undergo courses at the various schools when courses are started	Approved in principle. The difficulty lies in the provision of reliefs to enable men, who are desirous of and recommended for qualifying for higher rating, to be called into the Depôt for the purpose. By setting apart a period of the year for individual training as distinct from Fleet training, during which period it should be possible for ratings to be spared without relief to go through the qualifying courses, it is hoped to reduce delays of the nature complained of to a minimum

Request.	*Decision.*
3. That ratings be advanced to the Acting rating of a higher rating if they are passed and recommended, and vacancies exist, although they may not have the qualifying time in. (That Article 8 of the 1st Lower Deck Welfare Committee be adhered to in its entirety)	Approved. The policy adopted by the Board as notified in connexion with request No. 8 of the Welfare Committee 1919 is being followed until further notice, subject to certain recognised restrictions, *e.g.*, that 3rd Writers and Victualling Assistants are not eligible for Acting higher rating until they have 2½ years man's time (Request No. 12). It should also be noted that in the case of the sea service required for promotion of a Leading Seaman to Petty Officer, such service is regarded as a necessary qualification and cannot be waived The attention of Commanding Officers has been drawn to the fact that the names of ratings qualified (except as regards service) and recommended for advancement should be reported on form A.S. 507 At the present date (18th October, 1921) there are no ratings on the Depôt rosters qualified (otherwise than by service) and recommended, who are waiting advancement
4. That as far as possible for future engagements, no ratings be taken from the R.N., who will come to the top of their respective rosters during the period of their engagement in the R.A.N.	It is not considered practicable to put this proposal into effect; but the Board have made arrangements which will, it is anticipated, obviate in future any block in the promotion of R.A.N. Petty Officers being caused by ratings lent from the R.N.
5. That Men who have passed professionally but not educationally be given the Acting rate for a period not exceeding six months, as provided in A.M.O. 3526/20	Approved. A.M.O. 3526/20 was made applicable to the R.A.N. by Navy Order No. 74/19. This arrangement applies only to Leading Seamen rated in the past, prior to obtaining the educational qualifications. In future every Able Seaman will be required to qualify in the Educational Test, Part I., before being promoted to Leading Seaman
6. That all Stokers be given coal experience and be rated 1st Class Stoker and be qualified in auxiliary machinery before being drafted to Destroyers, and Stokers without these qualifications already in Destroyers be immediately granted facilities for obtaining same	It is not the policy to draft 2nd Class Stokers to T.B.D.'s, and no such ratings are, at the present date (18th October, 1921), serving in these vessels Stokers, 1st Class, should be able to qualify in Auxiliary Machinery while serving in a Destroyer, and Officers responsible should see that necessary facilities are afforded for doing so. So far as possible, however, only Stokers possessing Auxiliary Watchkeeping Certificates will be drafted to T.B.D.'s.
7. That advancement to Chief Petty Officer rating be automatic after six years' service as Petty Officer	Not approved. It is considered that the retention of the Roster System, with adequate provision for accelerated advancement on account of special ability, is essential
8. That the examination for Chief Yeoman of Signals be abolished	Not approved. A standard of qualification equal to that in the R.N. must be maintained

Request.	*Decision.*
9. No Shipwrights with less than three years' Sea time shall be eligible for promotion	Not approved. The adoption of this request would inflict hardship on some ratings who, through no fault of their own, and on account of the requirements of the Service, might be much longer than others in getting in their sea time. Care is taken, however, that all junior Shipwright Ratings are given experience at sea as early as possible
10. That promotion be introduced into Sick Berth Staff; three, six, and nine years if passed and recommended	Not approved. A similar request was considered by the Naval Board in 1920, when it was decided that the introduction of automatic promotion in the Sick Berth Staff is undesirable. Ratings, if qualified in all respects other than service and recommended, will be promoted to acting higher rating, provided vacancies exist
11. That the rating of Chief Engine-room Artificer, 2nd Class, be abolished. Chief E.R.A.'s to be rated 1st Class after twelve months acting, if recommended	Not approved. Pending the abolition in the R.N. of the rating of Chief E.R.A. (2nd Class), Chief E.A. (2nd Class), and other similar ratings, these ratings must be retained in the R.A.N.
12. That the present measure of rating 3rd Writers and Victualling Assistants Acting 2nd Writers and Acting Leading Victualling Assistants be withdrawn, and that 3rd Writers and Victualling Assistants be advanced to Acting Leading Rate regardless of time, provided they are recommended and vacancies exist, and in the case of Victualling Ratings that they have passed	The Naval Board do not approve of promotion of 3rd Writers or Victualling Assistants to Acting 2nd Writers or Acting Leading Victualling Assistant until they have at least 2½ years' service in their confirmed rating
13. That Article 73 of Navy Order 254/20 be followed in all cases, having in view recent non-approvals for difference of pay, refused on the ground of the interchangeability of 2nd and 3rd Writers	As a general rule, wherever a junior rating is borne in lieu of a higher, and real and definite responsibilities are involved, payment of the difference of pay will be approved on application, accompanied by the Commanding Officer's recommendation. The Drafting Officer in such cases will adjust the complement at the earliest possible date
14. That the present temporary scheme of rating certain Boy Writers and Victualling Boys at the age of 17½ years be made a permanent institution for such boys as pass a qualifying accelerated promotion examination in professional work	Approved. A quarterly examination will be held in future, and boys who qualify and are recommended by their Commanding Officers will be eligible for accelerated advancement at the age of 17½
15. That the question of instituting a Mate scheme for the Accountant Branch be again favorably considered	The Board approve of the introduction of the rank of Mate (A). In view, however, of the limited requirements of Accountant Officers and the claims of the senior ratings and Warrant Officers to promotion, the number of promotions to Mate (A.) must be extremely limited
16. 2nd Writers to be allowed to sit for 1st Writers' examination at any time	Approved

Request.	*Decision.*
17. Qualifying service for Chief Writer to be reduced from four years as 1st Writer to three years	Not approved. So long as the present system of automatic promotion in the Writer Branch is retained, the existing periods of service required for promotion must be maintained
18. That certain qualifying service be fixed to qualify for Chief Officers' Steward and Cook. Promotion to Chief rate to be by roster as in case of other ratings	Approved. Promotion to Officers' Chief Steward and Cook will, in future, be made by roster on the same principle as governs the promotion of Chief Petty Officers (Seamen class). A minimum of one year's service as Officers' Steward, 1st Class, or Officers' Cook, 1st Class, will be required for promotion, as in the case of Ships' Cooks
Accommodation.	
19. That where Civilians are employed in Naval establishments separate accommodation be provided for them	Approved in principle. Separate accommodation will be provided in all such cases, as soon as practicable
20. That where possible a gravity tank should be fitted to serve each bathroom, and that in future construction better washing and bathing accommodation should be arranged	Approved in principle. This request will be complied with as far as possible in new construction
21. Doors with locks to be fitted to Mess shelves	Not approved. It is the intention that, as soon as facilities permit, Mess shelves in other than Petty Officers' and Chief Petty Officers' Messes shall be abolished, all food and mess utensils being stowed in a general pantry
22. Extra accommodation for stowage of bread to be allowed in lieu of bread barges now obsolete	In the case of new Ships, consideration will be given to the fitting of cupboards for bread. The expense of substituting cupboards for existing bread barges in ships now in commission is not considered to be justified
23. That living rooms in shore Establishments be more comfortably furnished, and that lockers be provided for stowage of personal and mess property	Approved in principle
24. That an adequate hot water service be ensured in all Stokers' bathrooms	Approved in principle. The Board are prepared to consider any recommendations put forward for the improvement of the hot water service in Stokers' bathrooms
25. That clothes lockers be removed from bathrooms and placed in convenient positions where practicable	Consideration is being given to this request, but considerable difficulty is anticipated in finding alternative positions for these clothes lockers
26. (*a*) That chairs be supplied to Petty Officers' Messes in Shore Establishments; and that (*b*) chairs or upholstered forms be supplied to Petty Officers' Messes in ships	(*a*) Approved, to be supplied when practicable. (*b*) Not approved
27. That red tablecloths be allowed on Establishment for Petty Officers' Messes, as supplied to C.P.O. Messes.	Approved
28. That all Watchkeepers, where practicable, mess in a separate mess	Approved where practicable. This is a matter for internal arrangement in individual Ships and Establishments

Request.	*Decision.*
29. Paint shops to be better ventilated	Approved in principle. Recommendations for carrying this request into effect, where necessary and practicable, will receive consideration
30. (*a*) That a circular saw be installed, and (*b*) electric drilling machine be provided for Light Cruisers	(*a*) *Melbourne* and *Sydney* are each provided with a portable saw bench. *Brisbane* and *Adelaide* will be similarly supplied. Under these circumstances a circular saw is not considered to be necessary (*b*) *Sydney* and *Brisbane* each have three portable electric drilling machines, *Melbourne* has only two. *Melbourne* and *Adelaide* will be brought into line with the other light cruisers in this respect
31. (*a*) A separate sleeping flat for Engine Room Artificers to be provided on large ships, with bunks and bedding provided; (*b*) a laundry to be provided, with the necessary staff and all washing to be paid for by the rating himself	It is not practicable to provide bunks and bedding and separate sleeping quarters for Engine Room Artificers, or laundries, in any of the Ships now in commission in the Royal Australian Navy or building
32. All ships to be fitted with a pantry to Mess	It is the policy, where practicable, to provide a General Pantry in ships with a General Mess. A General Pantry is being arranged for in H.M.A.S. *Adelaide*. The provision of pantries for individual messes in any but new ships is not practicable without encroaching unduly on the comfort of other messes
33. (*a*) A changing room (for changing from dirty clothes before entering bathroom) be provided. In addition to bowls, a couple of long baths to be fitted where possible; (*b*) Increased allowance of soap and cleaning gear for mess	(*a*) The provision of changing rooms, where space permits, is considered very desirable, and will be dealt with in due course. The supply of long baths is not approved (*b*) The present allowance of soap and cleaning gear is being reviewed
34. Cooks to be allowed closed or boxed-in messes	The Board approve of the provision of boxed-in Messes for all Petty Officers. Messes whose occupants are employed on duties which involve their standing off during ordinary working hours, subject to space being available
35. That all Officers' Stewards and Cooks, 1st Class, have a box mess, the same as other Petty Officers	Approved where practicable. See reply to Request No. 34
36. That lockers be provided for all Ratings	In *Melbourne* and *Sydney* iron lockers have been provided for C.P.O.'s and P.O.'s; provision has also been made for a lock-up compartment for each other Rating. Similar provision will be made in *Brisbane* and *Adelaide*
Messing and Canteen Arrangements.	
37. That Messing Allowance be raised to 3s. per diem, and that the fixed issuing prices of provisions remain as at present	The Messing Allowance and fixed issuing prices will, in the ordinary course, be subject to review at the end of the present year, when consideration will be given to this request
38. It is proposed that a Food Committee be appointed from the Lower Deck of each Ship and Establishment	This is a matter of internal economy, and for the Commanding Officer in each case to decide

Request.	*Decision.*
39. That Repayment Messes be again made optional for C.P.O.'s and P.O.'s in sea-going ships, and in Harbor Establishments be optional for all ratings	Not approved. The Naval Board, after very careful consideration of this question, are convinced that the interests of all concerned will best be served by making it compulsory in all ships and establishments for all Ships' Company Messes to join the General Mess. The only exceptions will be made in the case of Submarines and T.B.D.'s, and, pending the provision of necessary facilities, in certain Shore Establishments
40. That where general mess is in force a balance-sheet showing money spent be posted on the Notice Board giving details of expenditure monthly	Approved for the information contained in Form A.S. 73 to be posted monthly
41. That Wet Canteens be established in all Shore Establishments on lines similar to that of Flinders Naval Depôt	Under consideration
42. That small teapots be issued to messes as well as the ordinary tea urn for convenience of Watchkeepers and part of watch on board when in harbour	Approved
43. That Engine-room Ratings on going on watch (Middle and Morning), whether at sea or in harbour, be supplied with an issue of cocoa at 12 midnight and 4 a.m. respectively	Article No. 297, Clause 4, Consolidated Navy Orders, gives authority for the issue of an extra cocoa ration at the discretion of the Commanding Officer
Uniform and Clothing.	
44. That two blankets per man be allowed, ratings at present in possession of one to be issued with another	Not approved. Provision is made in the Kit Upkeep Allowance for the upkeep of bedding, including the purchase of a second blanket
45. That all Petty Officers be dressed in Class III. rig irrespective of seniority	Not approved. Uniform Regulations must be adhered to
46. That arm badges of rating and Good Conduct Badges be abolished for Petty Officers, and that a small non-substantive rating badge be worn on each arm in the case of Petty Officers and on the collar in the case of Chief Petty Officers	Not approved. Uniform Regulations must be adhered to
47. That steps be taken to ensure an adequate supply of cloth, serge, and other materials in ship's and establishments	Approved. Considerable difficulty has been encountered in obtaining the necessary supplies from the Commonwealth Woollen Mills, where all serge and flannel for the R.A.N. is at present manufactured. Negotiations are proceedings as to the possibility of increasing the output to meet Naval requirements
48. That Navy Order No. 70/1921 be amended to read—"one waterproof coat to all ratings whether they joined before or after 1st February, 1921"	Not approved
49. That the provisions of Admiralty Monthly Order No. 554/21 may be adopted in the Royal Australian Navy	Approved. A complete schedule of the compulsory and optional Kits applicable to the R.A.N. will be issued very shortly, in which waterproofs and gloves for Chief Petty Officers and certain other ratings will be shown as included in the optional Kit. A supply of these articles will be made available as soon as practicable

Request.	*Decision.*
50. With reference to Navy Order No. 124/21, that Petty Officers with four years' service as such, be granted £1 gratuity on promotion to Chief Petty Officer, to cover expense of altering uniform and to bring the gratuity in para. (*b*) in line with that in para (*a*)	Not approved
51. That all ratings on joining their first sea-going Ship shall be completely kitted up	Approved. The attention of those concerned has been called to the necessity for fully kitting up Ratings before they are drafted to their first sea-going Ship
52. That a suit length of diagonal serge be supplied to all Ratings on taking their discharge, free of charge	Not approved
53. That pyjamas be made available in Paymasters' Slops	Approved. Pyjamas will be stocked when supplies are available
54. That acid resisting suits be supplied to surface craft for use of Ratings employed on Secondary Batteries, as supplied in Royal Navy and in Submarines	Approved. Arrangements are being made for the issue of suits on loan, as required
55. That Plumbers be issued with india-rubber gloves for use when working on W.C.'s that are used by V.D. patients	Approved
56. A distinguishing Cap Badge for E.R.A.'s. A purple ring to be worn on the arm	Not approved
57. That the distinguishing Badge for Dental Mechanics be D (within a circle) instead of the Geneva Cross	Approved
58. That all ratings below Petty Officer be dressed alike	Not approved. Uniform Regulations must be adhered to
59. That all Stoker ratings be granted, free issue, one pair of boots, one pair of fear-noughts and two flannels per annum	Not approved. The amount of Kit Up-keep Allowance is calculated to cover the annual up-keep of these articles
60. That same concession be granted to Officer's Cooks as regards free issue of boots as applies to Ship's Cooks	Not Approved
Deferred Pay.	
61. That Deferred Pay scheme for R.N. ratings lent to R.A.N. be revised, *i.e.*, when in first period to draw full pay if there is no intention of re-engaging for pension	Not approved. The Admiralty have reiterated their decision on this matter on numerous occasions So long as a R.N. Rating is on loan to the R.A.N., the Admiralty insist on Pension contribution being charged. If the Rating declares his intention of not re-engaging for Pension, and is permitted by the Admiralty to transfer to the R.A.N., no charge for Pension liability is made by the Admiralty subsequent to the date of transfer It is considered most unlikely that the Admiralty would reconsider the decision already given
62. That Deferred Pay be increased 50 per cent. on present rates	Not approved. The existing rates of deferred pay for ratings are considered adequate. They moreover compare favorably, on an actuarial basis, with Admiralty pensions.

Request.	*Decision.*
Terms of Engagement.	
63. That Pensioners be not allowed to continue to serve in the R.A.N.	Approved in principle. It has for some time past been the policy of the Board to discontinue the employment of pensioners, where their retention blocks promotion of R.A.N. Ratings, as soon as qualified R.A.N. Ratings (not pensioners) are available. In one or two exceptional cases it has been found necessary for the present to retain Pensioners, possessing special qualifications, despite the fact that they block promotion; but it is the intention to dispense with these as soon as adequate arrangements for doing so can be made
64. That Ratings whose engagements have expired be compelled to either re-engage immediately or take their discharge	Approved. This procedure should have been followed in every case. A Navy Order has been issued calling attention to the matter
65. That no V.C.P.O. or V.P.O. be engaged from R.N. while there are R.A.N. Ratings passed and recommended for same	Approved in principle. As soon as R.A.N. Ratings, qualified and recommended for the higher Ratings, are available in sufficient numbers, the practice of obtaining Victualling Petty Officers on loan from the R.N. will be discontinued
Pay and Allowances.	
66. That allowance in lieu of rations when on leave be increased to 5s. per diem	Not approved
67. That Double Bottom Pay be increased from 9d. to 1s. 6d. per eight hours	Not approved
68. That Pensions be paid to the wives or dependents of totally incapacitated ratings or widows of dependents of ratings killed (provided the injury or death was caused on duty or was attributable to the Service) and that Article 33, Financial Regulations, be cancelled	Under consideration
69. That the allowance for each child be increased to 1s. per diem	Not approved
70. That allotments be paid twice monthly	The Board fully appreciate the desirability of payment of allotments twice monthly, and are considering arrangements for complying with this request, as from 1st July, 1922
71. That Badge Pay be increased to 6d. per diem for each Badge	Recommendations of the Pay Committee on this subject are under consideration
72. That Dependent Allowance be paid in respect of Dependents residing outside the Commonwealth	Not approved
73. That a rise of 33⅓ per cent. on old rates of pay be credited, the present flat rate to be abolished. To include boys in *Tingira*	Not approved
74. That Yeomen of Stores or other ratings responsible to Storekeeping Officers for care of any description of stores be paid a minimum of 6d. per day	Not approved

Request.	*Decision.*
75. That a scheme for payment of a pension to ratings after 18 years' service be formulated. It is proposed that ratings after 12 years' service (or at expiration of engagement if shorter) be allowed to draw deferred pay as at present, but if desirous of completing time for pension they must forfeit deferred pay. Ratings who take deferred pay and go outside to be permitted to re-engage for pension within a certain period, say six months, and to refund amount of deferred pay drawn by instalments	The recommendations of the Pay Committee with regard to this request are under consideration
76. That ways and means be found of giving boys progressive pay if No. 73 is not approved for boys in *Tingira*	The recommendations of the Pay Committee with regard to this request are under consideration.
77. That Dependent Allowance be increased 50 per cent	Not approved
78. That the £20 Medal Gratuity be paid to all ratings who have had the required V.G. service, and that ratings be allowed to qualify for Medal and Gratuity on R.A.N. time solely	Not approved
79. With reference to Article 9, Section 25 (*c*), of F. and A. Regulations, request that this tropical pay be paid when ship is in harbour whenever steam is raised for auxiliary purposes, in view of the fact that greater heat is experienced when auxiliary machinery is working under these conditions, owing to the fact that there is not the same draught	Under consideration
80. That immediate steps be taken to pay Prize Money and Gratuity to all ratings who have not already received it	A Navy Order has been issued calling for lists of ratings who have not yet been paid Prize Money and Gratuity, in order that each case may be investigated and payment expedited
81. That tropical pay be paid to Torpedomen and E.A's. when employed in engine-room department	Under consideration
82. That confined space pay be paid to all Stokers working in boiler drums	Not approved
83. That tropical pay be paid at Captain's discretion to Wireless Operators according to position of office	Not approved
84. That V.D. pay be granted to all Sick Berth ratings serving in ships, on the same lines as Westernport and Garden Island	Not approved
85. That ratings in instructional establishments serving as Instructors be paid for services rendered in that capacity	Not approved.
86. That the pay of Signal and Telegraphist ratings be brought up to that of A.B., L.T.O., by means of progressive pay system, and that the pay of higher ratings be temporarily as follows :—Ldg. Sig. or Tel. to equal Ldg. Sea., L.T.O., Yeo. of Sigs., or P.O. Tel. to equal P.O., T.G.M., Ch. Yeo. or Ch. P.O. to equal C.P.O., T.G.M., pending the result of R.N. Conference now being held on Telegraphist and Signalmen's conditions	Under consideration

Request.	*Decision.*
87. That the pay of higher non-substantive ratings be as under :— Gunners' Mates .. 2s. 6d. p.d. Torpedo Gunners' Mates .. .. 2s. 6d. p.d. Ldg. Torpedomen .. 1s. 6d. p.d. Gunlayers (1st Class) 1s. 6d. p.d. Gunlayers (2nd Class) 1s. p.d.	Not approved
88. That Petty Officers be paid in full for their non-substantive ratings	Not approved
89. Request that a greater increase of pay on promotion to higher rating be made in order to encourage men to qualify for higher ratings	Not approved
90. That, in view of the high standard of efficiency required of them in their many duties, a revision of the pay of Ship's Police be subjected to the consideration of the Naval Board	Approved. The pay of Ship's Police will be advanced by 6d. per day throughout, with effect from 1st January, 1922, thus maintaining the same relative position as regards other Branches as exists in the R.N.
91. Submarine pay be increased to 4s. per day irrespective of rating	Not approved
92. Retaining fee to be paid in Submarine ratings on return to the General Service as proposed in the R.N. This not to apply to ratings who are returned to the General Service on account of unsuitability of character or physical disability	Under consideration
93. That non-substantive pay of S.T. and S.G. be increased from 4d. to 6d. per day	Not approved
94. That an allowance of 6d. per day be paid to ratings doing duty as Captain of Heads	Approved, with effect from 1st January, 1922
95. Submarine request : That Victualling Allowance be increased to 4s. per day as from time of leaving harbour or parent ship	Not approved
96. That Mechanicians on obtaining Watchkeeping Certificate to be paid 1s. per diem, similar to E.R.A's.	Under consideration
97. That instructional pay be allowed to all E.R.A. Instructors, 1s. 6d. per day when employed in Instructional Establishments	Not approved
98. That Writer Ratings performing duty as Captain's Clerk in ships other than Capital Ships be paid 9d. per diem	Not approved
99. That all submarine ratings be paid submarine pay when taking passage to and from United Kingdom	Not approved. Submarine pay, while on passage, is only payable if taking passage in a submarine
100. Tool Money to be allowed to Shipwrights, Joiners, and Plumbers 1s. per day, and a list of tools to be drawn up	Not approved
101. That compensation at present market value be paid for tools lost in bulk through no neglect of owner	Approved in principle. Compensation for loss of tools is payable in accordance with Article 1559 of the King's Regulations

Request.	*Decision.*
102. Navy Order No. 179/1921 *re* specialist allowance, requires all ratings to be qualified since January, 1919. This order had penalized all ratings who have specially qualified in subjects just previous to that. The Regulation in vogue before this order was to the effect that most specially qualified ratings had to requalify every three years. Suggested that these ratings be allowed to continue as specially qualified until the expiry of their three years which would entitle them to payment under the new order	Not approved. Any ratings who qualified prior to January, 1919, will, however, be permitted to requalify on application.
103. That all ships carrying X-Ray Apparatus be allowed a rating qualified in X-Ray operating. Such rating to receive X-Ray allowance	Not approved. The X-Ray outfit is under the control of, and should only be used under the supervision of, the Medical Officer. Approval has been given for X-Ray Allowances to be paid to qualified ratings in the Flagship, Garden Island, and Flinders Naval Depôt, on account of the amount of work involved; it is not considered that sufficient work arises in other Ships or Establishments to justify the allowance
104. Whereas Bandsmen joining the service do so as trained musicians, they are still on unskilled rates of pay with no possibility of promotion. As promotion in the ordinary sense it is impossible, and as it is difficult for any but single men to live comfortably on the present pay, we respectfully request that, in view of the highly skilled nature of the work—the question of granting to Bandsmen a higher rate of pay (a higher rating if necessary) receive the careful consideration of the Welfare Committee. We suggest that the knowledge and skill required of Bandsmen should entitle them to pay and status which would compare favorably with other skilled branches of the Navy, say for instance, E.R.A. or E.A.	Under consideration
105. That Cook Ratings performing instructional duties in Instructional Establishments be paid instructional pay as in the R.N.	Under consideration
106. That the Chief Cook in charge of Depôt be paid 1s. per day charge pay, as in ships	Not approved
107. That the pay of Stoker Petty Officers on being granted Stokehold Certificate be made the same as— S.P.O. = P.O. Gunner's Mate Ch. S.P.O. = C.P.O. Gunner's Mate	Not approved. In order, however, that the difference of pay between the Seaman and Stoker Branches should be consistently maintained, the Board approve of the pay of Stoker Petty Officers being advanced from 9s. 4d. to 9s. 6d. per day with consequential additions as regards incremental pay. This advance will take effect from 1st January, 1922
108. That all Officer's Cook Ratings be paid the same as Ships' Cooks	Not approved

Request.	*Decision.*
Miscellaneous.	
109. That one month's notice be given before convening future Welfare Committees, and that the Lower Deck Witnesses or Representatives be elected by the Lower Deck	Approved. Notice has already been given that the next Welfare Committee will be held about April next year, when the usual Welfare procedure for the election of Lower Deck Representatives will be followed
110. That, as the State Railway Authorities will grant no Railway Concessions, 50 per cent. of all railway journeys taken on leave be paid by Navy and 50 per cent. by each rating, the present concessions to remain in force	Under consideration. In view of the expense involved, however, it is in any case impossible to make provision for this during the current financial year
111. That the cost of booking seats when ratings are travelling by rail on duty (where numbers are not sufficient to allow of carriages being reserved) be recovered from the Department	Not approved
112. Proposed that free or assisted passages be granted to R.N. ratings lent, who marry in Australia, and who, through no fault of their own, have to return to the R.N.	This request cannot be granted. There is no question of fault at issue; except in special cases, all R.N. ratings must revert to the Royal Navy
113. That all questions which the Naval Board desire to refer to the Admiralty on questions arising from Welfare Committee, be first put before the Australian Federal Cabinet with a view of their arriving at a decision	This is a matter of general policy which does not come within the scope of the Welfare Committee
114. That all ratings be granted 42 days' leave per annum, irrespective of where serving.	Approved, with effect from the commencement of the next leave year, viz., from 1st February, 1922
115. That all papers of R.A.N. ratings in any subject of Higher Educational Test be marked in Australia	Approved. This procedure will be carried out in future
116. That information regarding matters still pending from previous Welfare Committees be expedited	Approved. A Navy Order is being issued notifying the present position in regard to all outstanding requests
117. That no civilian be employed in any position that could be filled by service ratings, as it blocks promotion	Approved in principle. There are certain positions in Naval Establishments and Head-Quarters which must of necessity be filled by persons permanently appointed, and not liable to periodical relief. It is the policy for the future that such positions should be filled by Auxiliary Service ratings who have seen long service in the Seagoing Force and not by civilians
118. That free Medical attendance be given to wives and families of members of the R.A.N. on similar lines to that of the R.G.A.	The provision of free Medical attendance to wives and families of members of the Naval Forces in general cannot be entertained
119. That much greater attention be paid to the character of recruits	All possible steps are taken to avoid the entry in the R.A.N. of undesirable characters.
120. That the movements of all ships be posted on each ship's notice board monthly	Approved. A statement giving the actual disposition of H.M.A. Ships and their approved future movements will be forwarded from Navy Office weekly on Mondays to all H.M.A. Ships. A copy of this statement is posted on the Ship's Company Notice Board

Request.	*Decision.*
121. That no rating be kept in a harbour establishment longer than two years	Approved as a general rule; but in the case of certain ratings this procedure is impracticable. It may occur from time to time that certain ratings possessing special qualifications must necessarily be retained in shore appointments beyond the normal period of two years
122. That Boxing Instructors be drawn from service ratings, not from outside sources	Not approved
123. That the Naval Board pay the travelling expenses of ratings' wives and families, as is done by other Commonwealth Departments	Not approved. This proposal is quite impracticable, on the ground of expense
124. That ratings wishing to take the Higher Educational Test be granted more facilities to take the 40 days' school course, and to be excused from other duties	Additional facilities for educational advancement while serving at sea have recently been provided. Further efforts are being made to arrange, prior to the Higher Educational Tests for 1922, for courses in Depôt for candidates who qualify in a preliminary examination and are recommended by their Commanding Officers
125. That all time in the service (that is, boys' time) count for badges	Not approved. A man is not penalized through misconduct during his boy's time, and it is not considered desirable that such time should count for badges
126. That there be no difference between C.P.O. and P.O. over four years *re* clothing allowance, all to receive the hither rate	No increase in the allowance for Petty Officers over four years can be approved at present; this request will be taken into consideration when the next revision of Kit Upkeep Allowance and Clothing Issue Prices is made
127. With reference to Navy Order 198/21, paragraph 2, many cases have been brought forward in which men have not been drafted to ships of their own Home Port. Requested that complements of ships may be revised as far as practicable according to this order	Approved so far as drafting requirements permit. It is, however, practically impossible, in view of the small number of ships at present in commission, to comply with this request in its entirety
128. All Officers' Cooks on joining should not be sent to a sea-going ship until they have had twelve months' training in Depôt and have been found qualified	Officers' Cooks, on first entry, are required to undergo the same course of instruction as Ships' Cooks, with the exception of bread-making, for which has been substituted instruction in the special dishes required for Officers' Messes. It is considered that six months' training prior to being drafted to sea should be adequate
129. That Victualling Assistants be allowed to sit for Victualling Petty Officers' examination at any time after 12 months.	Not approved. See also reply to Request No. 12
130. That Petty Officers be granted 2nd class passages by sea and 1st class railway accommodation (including sleeping berths) on transcontinental lines, when travelling on duty	Not approved

Request.	*Decision.*
131. That candidates for E.R.A. and other artisan branches be compelled to produce their indentures or other proof that they have served an apprenticeship for at least five years	The Naval Board is in sympathy with the request, which will be complied with, subject to the required number of Candidates, so qualified, being forthcoming.
132. That no Chief or E.R.A. actually unfit for sea should be allowed to remain in a shore establishment for a longer period than other ratings who are fit for sea service (two years)	Approved. This principle is followed in the case of all ratings
133. That steps be taken to institute, as soon as possible, a tuition course in Shorthand for Writer Ratings	Approved. Arrangements have been made for the institution of a Shorthand Course.
134. That a Sick Berth Chief Petty Officer be carried on all Light Cruisers, making complement three instead of two as at present	Not approved
135. No reserve Sick Berth Rating to hold a position that could be filled by an active Service Rating	Approved. No R.A.N.R. Ratings will be employed in positions in H.M.A. Ships or Establishments which can be filled by available R.A.N. Ratings
136. That a special certificate be introduced for members of the Sick Berth Staff, stating that the holder has completed a certain number of years' training (three years suggested) and is a fully qualified male nurse. Any special qualifications, such as X-Ray, be added. This Certificate would be of great benefit when the man left the Navy in obtaining employment in civil life	Approved. Certificates will be issued by the Director of Naval Medical Services to Sick Berth Ratings who are about to be discharged from the Service. Applications for such certificates should be made to Navy Office as occasions arise
137. That a position of Instructional Sick Berth Petty Officers be created (on the lines adopted in Haslar Hospital) to help the Instructing Surgeon in instructional duties in Depôt	Approved in principle. As soon as the resources of the R.A.N. admit, a Sick Berth Petty Officer will be added to the complement of Flinders Naval Depôt, for instructional duties
138. Request that A.M.O. 1944, of 31st May, 1919, which excuses Bandsmen from ordinary duties of a ship, may be adopted in the R.A.N.	Approved. A Navy Order giving effect to A.M.O. 1944/19 is being issued
139. That there be a separate rating of Baker	Not approved. It is considered essential that all Cooks should be qualified in bread-making and capable in an emergency of performing these duties. A record will, however, be maintained in the Depôt, of the qualifications of individual Cook Ratings as regards bread-making, with a view to insuring that only thoroughly competent ratings, qualified in bakery duties, shall be appropriated to positions in which they will be called upon to carry out these duties.
140. That Naval Board be requested to arrange for samples of flour to be tested, *vide* Article 10, clause 7, Finance Regulations, under ordinary service conditions	Approved. Steps have been taken to insure adequate tests being made in future as regards the suitability of flour supplied for bread-making purposes

Request.	*Decision.*
141. All Artisans joining the service as Plumbers, Joiners, Blacksmiths and Painters to be rated the same as Ship wrights, E.R.A., O.A., and E.A. We consider ourselves all tradesmen; we consider that one branch of the ship's craftsmen is just as important as the other and we desire that all Artisan Ratings should be on the same footing as regards pay and privileges	Not approved
142. Suggested that all paint be mixed on shore as at Flinders Naval Depôt	Approved
143. All artisans for the R.A.N. to be examined by the R.A.N. At present in Sydney, civilians at Garden Island do this work and the result is very unsatisfactory. It is considered that they should be examined by the Heads of the Departments concerned	The routine work of Trade Tests of candidates for entry in E.R.A. and Artisan Ratings at Garden Island is carried out under the supervision of the Foremen of the Yard, who are civilians. The Test Job is set by a R.A.N. Officer and the final award of marks, a pass or otherwise, is made by the same officer, who also interviews the candidates. Candidates examined at Flinders Naval Depôt are dealt with entirely by R.A.N. *personnel*. It is not proposed to alter this procedure
144. That all Painters come under the heading of the Double Bottom Extra Pay Party	Not approved. Endeavours will be made to improve the ventilation in Paint Rooms where necessary and practicable. See also Requests Nos. 29 and 142
145. That the name of Shipwrights' Branch be changed to "Construction Branch" and the Head of Department be of Commissioned Rank. To embrace all Ratings at present in Shipwrights' Branch, *i.e.*, Joiners, Blacksmiths, Plumbers, &c., and shall all be rated as C.P.O.'s and known as Construction Artificers	Not approved. The Board are of opinion that the term "Construction Branch" is unsuitable, and it is not considered that the Head of the Department should necessarily be of higher rank than Warrant Officer. See also Request No. 141.
146. That the idea of employing Ship's Cook to wash up mess gear be abolished and a rating as Scullery man be introduced into the Service	Not approved. Where a General Scullery is provided, the work of the Scullery will be carried out by junior Cook Ratings. It should be arranged that such Ratings should not be employed continuously on Scullery duties, but should take this duty in turn for short periods of two to three months at a time
147. That no Stoker Ratings other than Stokers be accepted from the Royal Navy provided there are sufficient R.A.N. Ratings passed and recommended for the higher positions	Approved. This is the present policy of the Naval Board
148. That if Regulations exist *re* Stokers changing round in their duties periodically, they be enforced	Approved in principle. Instructions on the subject will be issued
149. That first class accommodation be allowed for C.P.O.'s while travelling on duty, interstate or otherwise	Approved

Request.	*Decision.*
150. "A" is a Rating serving "Harbour Service" when War broke out. Volunteered for sea. The Naval Board disapproved and informed all Ratings "They were doing their bit as much in Harbour service as similar Ratings in sea-going ships." "A" was drafted to sea in 1917 and receives Gratuity from that only, being about £60 "B" is a Rating serving "Sea Service" when War broke out. Drafted to "Harbour Service" in 1915 and stayed there until cessation of hostilities. Receives a Gratuity from date of declaration of War, about £134 "C" is a Rating serving "Sea Service" on declaration of War, discharged to shore invalided three days after declaration, received full amount, £134 5s. "D" is a Rating serving "Harbour Service" on declaration of War. Drafted to sea in 1919, three days after Peace was signed. Received Gratuity of £9 4s. "E" is Rating serving "Sea Service." Was drafted to Harbour Service a day before War was declared. Drafted to Sea Service seven days after Peace was signed. Receives Gratuity of £9 4s. The above are a few examples of the extremes. Suggest the 1s. per day Harbour Ships be paid to all Naval Ratings.	It is recognised that certain anomalies exist in the War Gratuity Act, which was a measure framed to meet both Naval and Military conditions. The Board regret that the provisions of the Act bear hardly in certain cases, but consider that there is no prospect whatever of obtaining, now, any amendment of the Act
151. That immediate steps be taken to pay Prize Money and Gratuity to all Ratings who have not already received it	See Request No. 80
151A. Request that a sufficient number of Stewards be entered to serve for Chief and Petty Officers' Messes instead of detailing Seamen and Stoker Ratings for these duties. Request the Naval Board reconsider the decision on Request No. 26, Welfare Committee for 1920, *re* entering Stewards for Chief Petty and Officers' Messes	Not approved
T.B.D.'s—Special Requests.	
152. That better arrangements be made on all Destroyers for bathing accommodation	The possibilities of improving existing arrangements will be considered
153. That secondary lighting be provided in all "S" Class Destroyers, as fitted in H.M.A.S. *Anzac*, and more light fittings be provided on mess decks	The provision of secondary lighting in these Destroyers is impracticable. The desirability of fitting additional lights on the mess decks will be considered
154. That men suffering from Venereal Disease be entirely isolated	Approved. Instructions have already been issued regarding the isolation of cases of Venereal Disease. Such cases should be discharged from Destroyers for treatment in Hospital, Sick Quarters, or Parent Ship, at the earliest opportunity
155. That washed clothes on Destroyers be allowed to hang up until dry	This is a matter for Commanding Officers and the Senior Officer present
156. That each Destroyer carry its own spare hammocks, lashings and clews for renewing and changing purposes	Approved in principle. This is the ordinary procedure and a matter for arrangement by the Commanding Officer

Request.	*Decision.*
157. That cushions be provided in all Messes for lockers and backboards	It is not considered practicable to carry out this request in Destroyers. It is recognised that the same standard of comfort as obtains in larger vessels cannot be maintained. Extra pay to compensate for this is provided for T.B.D.'s
158. That office accommodation be provided for Torpedo Coxswain's clerical duties	Approved, if practicable
159. That Engineers in Destroyers be entitled to a Stoker Rating as Writer, and that same Writer be recognised and paid as such and be borne for the purpose	Not approved. It is not considered that the amount of clerical work involved justifies the addition of an Engineer's Writer to the complement of a T.B.D.
160. That Divers in Destroyers be afforded facilities for monthly practice, as laid down in Monthly Circular	Arrangements have been made that Divers previously serving in Destroyers should be relieved and drafted to Ships where facilities for monthly practice exist
161. That a watch coat be kept in Ship for each individual Watchkeeper and Signalman	Not approved. It is considered that the present establishment of watch coats is adequate
162. That Torpedomen be provided with acid-resisting suits and buckets for mixing acids	Approved. Suits will be made available for issue on loan as required
163. That efficient tools for Torpedo Ratings be issued	It is understood that the establishment of tools for Torpedo Ratings as recently laid down should meet requirements. Further inquiries as to the adequacy of this establishment are being made
164. That tropical pay be paid to Torpedomen and E.A.'s when employed in Engine Room Department	Under consideration
165. That a big improvement be made in Seamen's Heads	This is a matter for Commanding Officers to investigate and adjust, making any special recommendations deemed necessary
166. That more sea boots and oilskins be provided on loan	Not approved. The existing establishment of sea boots and oilskins has recently been reviewed and reported upon as adequate
167. That an allowance of boxing gloves and other sporting gear in *Anzac* be increased to allow sufficient for all Destroyers	Under consideration
168. That heavy white sweaters be provided to Ratings in Destroyers as in Submarines	Not approved. The conditions which justify the issue of these articles of clothing in Submarines do not prevail in the Destroyer Service
169. That the Standard Meat Ration while in harbour be reduced and extras substituted	The Board, having decided to defer the introduction of General Messing in T.B.D.'s (" S " Class), the whole question of standard ration and money allowance in the R.A.N. is being closely examined. This request will receive careful consideration
170. That a percentage of Ratings in Seamen and Stoker Messes be put on repayment and the remainder on Standard Rations as in Petty Officers' Messes	Under consideration

Request.	*Decision.*
Chief E.R.A.'s and E.R.A.'s—Entry and Advancement.	
171. That all E.R.A.'s rank as Warrant Officers and be styled Assistant Engineers on joining and that advancement be as follows :— Engineer, 4th Class, after one year and passing a qualifying examination Engineer, 3rd Class, after three years' service Engineer, 2nd Class, after six years' service Engineer, 1st Class, after six years' service	Not approved
172. That all Specialist or Administration Engineers be selected by a Board of Trade Examination, Civil Service Examination, or by a University Diploma	This matter is not within the scope of the Welfare Committee
173. That something definite be laid down in order to enable the E.R.A. to attend classes of instruction to enable him to obtain the necessary knowledge to pass for Mate (E). The course to include —Oil Fuel, Turbine, and Internal Combustion	In obtaining candidates for Mate (E), difficulty is found to arise more with regard to the educational qualifications than as regards those of a professional nature. The Board are endeavouring in the first place to provide facilities for educational improvement, to enable E.R.A.'s desirous of advancement to pass the Higher Educational Test. Arrangements for the institution of Oil Fuel, Turbine, and Internal Combustion Engine Courses are under consideration

P.21/10199.

(Additional copies of this Order will be issued for distribution amongst Petty Officers and Men.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
25th October, 1921.

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

By command of the Naval Board,

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

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436.	Amendment of Financial Regulations (Sea-going)—Funeral Expenses.

C.16339.

431.
GUARD RAIL WIRES IN H.M.A. TORPEDO BOAT DESTROYERS.

When the safety of Torpedo Boat Destroyers' guard rail wires is considered doubtful, Defect Lists should be forwarded to Garden Island requesting that a certain number of guard rails be tested.

If the break is below two tons or the fracture unsatisfactory, guard rail wires will be renewed.

(C.21/17452.)

432.
HIGHER EDUCATIONAL TEST EXAMINATION.

With reference to Navy Order No. 409/1921, owing to the late despatch of examination papers from the United Kingdom, the Higher Educational Test examination due to commence on 18th October, 1921, is postponed until the end of November, 1921. The exact date will be notified by signal later.

2. In view of the postponement of this examination, it has been decided to commence forthwith the new procedure mentioned in paragraph 3 of Navy Order No. 409/1921, of locally setting and marking papers for the R.A.N.

3. Attention is drawn to paragraph 4 of Navy Order No. 409/1921, regarding the disposal of the worked papers on the conclusion of each examination.

(P.21/10868.)

(Reprinted for Notice Boards.)

433.
ROYAL NAVY RATINGS ON LOAN—ADVANCEMENT.

With reference to Navy Order No. 296/1921, the Admiralty have again had under consideration the question of the advancement of R.N. ratings, while on loan to the R.A.N., and have decided to revert generally to the conditions of advancement obtaining prior to the modifications mentioned in the Navy Order quoted above.

2. The revised conditions of advancement of R.N. ratings on loan are as set out in Admiralty Fleet Order No. 2690/1921.

3. Navy Order No. 296/1921 is hereby cancelled.

(P.21/9763.)

(Reprinted for Notice Boards.)

434.
AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—TRAVELLING ON LEAVE AFTER RECALL.

The following amendment of Financial Regulations (Sea-going) has been approved with effect as from 1st October, 1921:—

Amendment.

Article 21—Government Fares—is amended by adding new paragraph at the end of clause (3), to read as follows:—

"Railway Warrants issued under the provisions of this clause must, in every instance, be either signed by the Captain or the Senior Executive Officer or indorsed by either of these Officers 'approved,' thus certifying to the correctness of the issue."

(110/4/199.)

435.
SERVICE BAGGAGE: EXCESS LUGGAGE CHARGES.

With reference to the issue of warrants for the carriage of service baggage, it frequently occurs that the weight of luggage charged for on Railway Warrants is in excess of the quantity allowed to be carried at Departmental expense, under Article 22 of the Financial Regulations (Sea-going).

2. A great deal of additional work is entailed in the Department in recovering from those concerned charges on the luggage carried in excess of the weight allowed. In some cases owing to the length of time elapsing before the railway claim is received the rating concerned has reverted to the Royal Navy, or has been discharged to Shore, and the greatest difficulty in effecting recovery has, in consequence, been experienced.

3. In future, excess Railway Warrants issued to an individual should be stamped "Available for.....cwts only," the weight stated being the maximum amount allowed under the abovementioned Regulation for his particular rank or rating. Any quantity in excess of this amount must be paid for by the person travelling when the luggage is booked.

4. In the case of Naval Drafts, the total baggage would not ordinarily exceed the total luggage allowance as per scale. Authority is therefore given in the case of Drafts to the total service baggage being carried at Government expense.

(21/7052.)

(Reprinted for Notice Boards.)

436.
AMENDMENT TO FINANCIAL REGULATIONS (SEA-GOING)—FUNERAL EXPENSES.

The following amendment to the Financial Regulations (Sea-going) has been approved, as on and from 1st June, 1921:—

After Article 91, insert new Article 92 to read as follows:—

"92.—Funerals (1).—An expenditure not exceeding ten pounds (£10) may be authorized by Commanding Officers for funerals of members of the Permanent Naval Forces (Sea-going) who are buried on shore.

(2) Where it is proved to the satisfaction of the Naval Board that the actual necessary expenses incurred on the burial were in excess of ten pounds, the Naval Board may approve payment of such further sum as may be considered reasonable.

(3) Where the burial is undertaken by relatives, the Naval Board may approve of reimbursement of funeral expenses incurred. The sum approved, however, shall not exceed the cost which would have been incurred had the funeral been carried out by the Department, and shall be subject to deduction of cost of the coffin and other expenses which may have been incurred by the Navy Department prior to removal of the body.

(4) Should the death of a member of the Permanent Naval Forces (Sea-going) occur at a distance from his home, the relatives are to be acquainted with the fact immediately, and if they so desire, they may have the body conveyed, at their own expense, from the place of death to the deceased's home for burial; or may be issued with two second class railway warrants at Government expense, to enable the nearest relative and one other to proceed to and return home from, the Naval funeral. The granting of free railway warrants shall be subject to the following conditions:—

(*a*) that death was not due to the deceased's own misconduct;

(*b*) that the journey between the place of interment and the home of the relatives of the deceased desiring to attend the funeral, will occupy not more than 24 hours.

(5) When a member of the Permanent Naval Forces (Sea-going) dies at a port other than Melbourne or Sydney, quotations for the funeral are, whenever possible, to be obtained after consultation with the District Naval Officer or Sub-District Naval Officer, if any, stationed at the port. The lowest quotation, based on the approved specifications, is to be accepted, and the quotations received are to be stated in body of the voucher on which payment is made.

At Sydney and Melbourne arrangements are to be made with the Contractors through the Commodore Superintendent and Senior Naval Officer, Sydney, and the Navy Contracts Branch, Navy Office, respectively."

(N.21/6986.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
2nd November, 1921.

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

By Command of the Naval Board,

The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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C.16663.

437.

SECRETARY, DEPARTMENT OF THE NAVY.

It is notified for information that Geo. L. Macandie, Esq., C.B.E., Secretary, Department of the Navy, resumed duty on Monday, 10th October, 1921.

(C.21/17595.)

438.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—RATES OF SUBMARINE PAY PAYABLE TO OFFICERS AND MEN.

The following amendments of the Financial Regulations (Sea-going) are approved:—

Article 8 is amended, as from 1st July, 1921, by omitting clause (2) and by inserting in its stead new clause (2), to read as follows:—

(2) Submarine Pay—payable under the conditions prescribed by the Naval Board—

	Rate per diem. s.	d.
(*a*) Officers of the actual or relative rank of Sub-Lieutenant, Mate, Commissioned Officer from Warrant Rank, Warrant Officer and Midshipman—		
(i) For service in Submarine	2	0
(ii) When actually at sea in Submarines but not appointed for this duty—for each day at sea	2	0
(iii) Officers appointed to Depôt Ships for duty with Submarines	1	6
(*b*) Officers above the actual or relative rank of Sub-Lieutenant, but below Captain—		
(i) For service in Submarine	4	0
(ii) When actually at sea in Submarines but not appointed for this duty—for each day at sea	4	0
(iii) Officers appointed to Depôt Ships for duty with Submarines	2	6

(Note.—This allowance to cover all periodical embarkation in Submarines.)

Article 9 is amended as from 1st July, 1921, by omitting clause (30) and by inserting in its stead new clause (30) to read as follows:—

(30) Submarine Pay—payable under the conditions prescribed by the Naval Board—

	Rate per diem. s.	d.
Chief Petty Officers	3	0
Petty Officers and Leading Seamen	2	6
Able Seamen and equivalent ratings	2	0
Ordinary Seamen	1	6
Boys	0	9

(20/6610.)

439.

SUBMARINE PAY—CONDITIONS OF PAYMENT.

The following are the conditions governing payment of Submarine Pay:—

The officers referred to in sub-clause (*a*) (i), sub-clauses (*b*) (i) and (*b*) (iii), of Article 8, Financial Regulations (Sea-going) will receive Submarine Pay continuously from date of taking up an appointment in the Submarine Service to date of finally ceasing duty in the appointment including periods of leave, subject, in cases of sickness, to the provisions in paragraphs 2 and 3 below.

2. In cases of sickness—

(*a*) If the sickness is directly attributable to conditions peculiar to the Submarine Service, Submarine Pay is to continue so long as the Officer or rating remains on full pay up to a maximum period of 91 days irrespective of return to duty. In such cases payment is to be supported by a Medical Officer's certificate, to be attached to the ledger or forwarded into office with pay documents. This provision applies to all Officers in receipt of Submarine Pay, whether continuously or for actual days at sea.

(*b*) For ordinary illness Submarine Pay is to continue to ratings, and in the case of Officers referred to in paragraph 1 above, up to a maximum period of 30 days, irrespective of return to duty. Officers who receive Submarine Pay for actual days at sea only are not entitled to this benefit.

(*c*) When sickness is due to causes within the control of the persons concerned payment is to be suspended from date of falling sick.

(*d*) Whenever doubt exists as to the nature and cause of an illness, or as to the extent to which it is attributable to the Service, the case is to be referred to the Naval Board for decision.

3. Submarine Pay is not payable to—

(*a*) Officers and Men on Foreign Service Leave, nor to Officers and Men on accumulated leave prior to vacating appointment.

(*b*) Officers and Men awaiting passage in a Depôt, other than a Submarine Depôt.

(*c*) Officers and Men on passage, other than in a Submarine, whether to take up duty in a Submarine or on leaving to take up another appointment.

(*d*) Boys in receipt of the difference between the pay of their own and a higher rating who may retain the difference or Submarine Pay at their option. Both allowances are, however, not to be paid concurrently.

4. Submarine ratings may continue to receive Submarine Pay whilst qualifying or re-qualifying in non-substantive ratings necessary to the Submarine Service, provided the men return to Submarines on completion of the requisite courses. The allowance may similarly be continued to ratings undergoing a course for, and during the Educational Test, Part III.

5. Submarine Pay is attachable for the purpose of mulets, but it is not liable to deductions when in the 2nd Class for conduct.

6. Submarine Pay is payable to spare crews whilst borne for service in Submarines from the date of appointment, but not prior to commissioning.

7. The allowances at the appropriate rates are also payable to Officers who do not come within the province of sub-clause (*a*) (iii), Article 8, of the Financial Regulations (Sea-going), and to ratings of Submarine Depôt Ships as also to Officers and ratings under training for any days upon which they are actually required to be at sea in Submarines, but not otherwise. The allowance is not payable to Officers above the rank of Commander, unless in command of a Submarine.

8. Submarine Pay may not be withheld as a punishment for misconduct; it may, however, be stopped, in the case of ratings, at the discretion of a Commanding Officer of a Flotilla in cases of inefficiency resulting from misconduct on shore or on board, or want of diligence. Such stoppage should not exceed 30 days in all; it should not be entered in the records of punishment, but a reference is to be made in the remarks column of the ledger, *e.g.*, "20 days' Submarine Allowance stopped for inefficiency (want of diligence)".

9. In cases of doubt respecting the issue of Submarine Pay, reference is to be made to the Naval Board.

10. The rate of Submarine Pay at present provided for Chief Petty Officers, viz.:—3s. per diem, will be reduced to 2s. 6d. per diem with effect from 1st January, 1922. This allowance has already been reduced to 2s. 6d. per diem in the Royal Navy.

(20/6610.)

440.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—MARRIED ALLOWANCE.

With reference to Article 6, clauses 13 and 14 of the Financial Regulations (Sea-going), it has been decided that the annual renewal, on 31st March, of applications for payment of *Married Allowance* is to be discontinued. Applications for payment of *Dependant Allowance* should, however, continue to be renewed annually on 31st March as heretofore.

2. Consequent on the above, the following amendment of the Financial Regulations (Sea-going) is approved as from 1st July, 1921:—

Article 6 is amended—

(1) by omitting sub-clause (16) of clause 13, and inserting the following in its stead:—

"(16) The Naval Board may require renewal of applications at any time. When applications are renewed particulars should be compared with the applications attached to the men's certificates, and any irregularities looked into and reported. Attention should be drawn to all cases where it is considered incorrect rates of Married Allowance are being credited or wrong declarations have been made."

(A.21/19991.)

441.

EDUCATIONAL TEST FOR ACCELERATED ADVANCEMENT TO MAN'S RATING, 13th SEPTEMBER, 1921—RESULTS.

The following ratings passed the Educational Test for accelerated advancement to man's rating, held on the 13th September, 1921:—

Name.	O.N.	Where Serving.
Apthorp, J. V.	12,242	*Cerberus*
Foley, C. M.	12,075	*Cerberus*
Fowler, D. H.	12,041	*Cerberus*
Roberts, A.	12,051	*Cerberus*
McMillan, M. D.	11,936	*Australia*
Jamieson, Albert E.	12,071	*Australia*
Ricardo, J. R.	11,643	*Sydney*
Bailey, G.	11,140	*Sydney*
Blanch, L. A.	11,940	*Brisbane*

2. The necessary notation is to be made on the Service Certificates of these ratings.

(21/9518.)

(This Order will be reprinted for posting on Notice Boards.)

442.

EDUCATIONAL TEST, PART I., 6th SEPTEMBER, 1921—RESULTS.

The following ratings passed the Educational Test, Part I., held on the 6th September, 1921:—

Name.	Rating.	O.N.	Where Serving.
Haynes, G.	Plumber	4,036	*Cerberus*
Beard, N. G.	Ord. Sig.	6,912	*Cerberus*
Cairns, D. J.	Ord. Sig.	6,805	*Cerberus*
Smith, D. N.	Sig.	6,104	*Cerberus*
Cole, C.	Ord. Sig.	9,034	*Cerberus*
Cushing, S. S.	Ord. Sig.	6,238	*Cerberus*
Arthur, L. S.	Boy I.	6,922	*Australia*
Roberts, B. P.	A.B.	10,398	*Australia*
Jago, A. C.	A.B.	3,140	*Australia*
Jordon, D. R.	A.B.	6,189	*Australia*
Gillard, H. F.	Stoker II.	13,039	*Australia*
Fennell, H. G.	Stoker	11,245	*Australia*
Sibun, J. C. L.	Stoker	11,219	*Australia*
Nightingale, W. C.	Sig.	9,744	*Australia*
Parker, J. W.	A.B.	4,729	*Franklin*
Preston, J. N.	Stoker	11,087	*Platypus*
Hamilton, S. K.	A.B.	4,572	*Platypus*
Jarman, C. E.	A.B.	10,165	*Tattoo*
Smith, L.	A.B.	3,498	*Success*

EDUCATIONAL TEST, PART I., 6TH SEPTEMBER, 1921—RESULTS.—*continued.*

Name.	Rating.	O.N.	Where Serving.
Pay, A. S.	A.B.	9,890	*Tattoo*
Clarke, F. G. W.	A.B.	10,085	*Tattoo*
Thors, P. A.	Sig.	5,827	*Success*
Kemp, C. B.	A.B.	10,001	*Success*
Noonan, N.	A.B.	10,025	*Tasmania*
Hibberd, F. H.	A.B.	9,688	*Success*
Armitage, J.	P.O.	5,131	*Tingira*
Smith, J.	Ldg. Seaman	0,653	*Success*
Callaby, R. R. R.	A.B.	10,174	*Success*
Froome, B.	A.B.	10,056	*Success*
Clarke, A. E.	A.B.	6,505	*Anzac*
Monoghan, W. D.	A.B.	10,144	*Anzac*
Prichard, W.	A.B.	6,696	*Anzac*
Bounds, E. S.	A.B.	6,438	*Anzac*
Smith, H. D.	A.B.	6,396	*Anzac*
Ross, A. D.	A.B.	6,061	*Anzac*
Curtiss, J.	A.B.	9,655	*Anzac*
Braban, G. H.	A.B.	6,664	*Anzac*
Grigg, W. P.	A.B.	10,125	*Anzac*
McHaffie, E. H.	A.B.	6,420	*Anzac*
Cheater, W. T.	A/P.O.	7,999	*Anzac*
Dix, N.	A.B.	6,678	*Anzac*
Jones, W. C.	Stoker	11,796	*Stalwart*
Mahood, M. E. St. J.	Stoker	11,767	*Stalwart*
Haskell, F. J. R.	A.B.	9,701	*Stalwart*
Miller, W. G.	A/Ldg. Stoker	8,592	*Stalwart*
Henwood, W.	Stoker	9,926	*Stalwart*
Hardie, S. R.	A.B.	6,456	*Stalwart*
Dacombe, S. C.	Ldg. Stoker	10,230	*Stalwart*
Wade, J.	A.B.	9,929	*Stalwart*
Buck, R. C.	Ldg. Seaman	10,220	*Marguerite*
Stead, C.	Sig.	3,497	*Marguerite*
Wolsey, R.	A.B.	8,545	*Geranium*
McGuire, J.	A.B.	9,946	*Geranium*
Hunt, T. G.	A.B.	11,470	*Geranium*
Lawler, J. T.	Ldg. Stoker	10,312	*Sydney*
Alphred, C. B.	Ldg. Stoker	6,764	*Sydney*
Goodman, J.	Stoker	12,282	*Sydney*
Whitbread, W.	Stoker	5,478	*Sydney*
Crane, W.	A.B.	10,294	*Sydney*
Hatter, H.	A.B.	9,675	*Sydney*
Bushell, A. J.	A.B.	5,107	*Sydney*
O'Donovan, J.	A.B.	10,297	*Sydney*
Pelling, A. R. G.	A.B.	1,730	*Sydney*
Everitt, A. J.	A.B.	10,315	*Sydney*
Stone, R. L.	Ord. Seaman	11,937	*Sydney*
Alger, R. H.	Boy I.	12,444	*Sydney*
Cooke, W. H.	Boy I.	12,606	*Sydney*
Pearce, C. C.	A.B.	6,296	*Brisbane*
Blanch, L. A.	Ord. Tel. II.	11,940	*Brisbane*
Ryan, J. W.	Ldg. Tel.	3,293	*Brisbane*
Stratton, D. V.	A.B.	6,038	*Brisbane*
Thornton, G. H.	Stoker	11,558	*Brisbane*
Kupsch, E. A.	Stoker	11,678	*Brisbane*

2. The necessary notation is to be made on the Service Certificates of these ratings.

(P.21/10049.)

(This Order will be reprinted for posting on Notice Boards.)

443.

ACTING RANGETAKERS, 3rd CLASS.

Attention is drawn to Admiralty Fleet Order No. 2519/1921, relative to the training of Acting Rangetakers, 3rd Class.

2. The recommendations required by paragraph 4 of that Order are to be made on the Monthly Return of Men recommended to qualify for Non-substantive ratings, rendered to the Captain Superintendent of Training, Flinders Naval Depôt, Westernport.

3. The numbers of Acting Rangetakers, 3rd Class, recommended by each ship should approximate (within eleven months from the date the A.F.O. quoted was received) to the total number of confirmed Rangetakers borne.

(P.21/10962.)

444.

REGULATIONS AND INSTRUCTIONS FOR THE AUXILIARY SERVICES.

(Navy Order 294 of 1921.)

The following amendment of the Regulations and Instructions for the Auxiliary Services (N.O. 294 of 1921) has been approved with effect as from 1st September, 1921:—

Amendment.

Insert new Article 79A, to read as follows:—

"79A. Tea Money.—Chief Petty Officer and Petty Officer ratings on the R.A.N. Reserve Staff in receipt of consolidated rates of pay and employees attached to the R.A.N. Reserve Staff, who, after performing continuous duty during the day, are required to remain on duty after 6.30 p.m. and such attendance necessitates their obtaining their evening meal away from their usual place of residence, may be granted the actual amount necessarily expended on such meal provided that the maximum sum allowable, in each instance, shall not exceed Two shillings."

(A.21/20185.)

445.

ROYAL AUSTRALIAN FLEET RESERVE.

Ratings whose age on discharge from the Royal Australian Navy is less than 25 years on the 1st day of January of the year in which their discharge takes place, and who are liable for Compulsory Training under the Defence Act, will not, in future, be eligible for enrolment in the Royal Australian Fleet Reserve.

2. Section 138 provides that persons who have served on War Service may be exempted from the prescribed training for such period and under such conditions as are prescribed. Under this section it has

been prescribed that the following persons who served on War Service in connexion with the War 1914-1919 shall be exempt from the performance of any further training under Part XII. of the Act:—

(*a*) Persons who embarked and passed outside the Heads on their way to Active Service prior to the date of the Armistice; and

(*b*) Persons who served within the Commonwealth for a period of not less than four months prior to the date of the Armistice.

Naval Service in a Sea-going Ship between 4th August, 1914, and 11th November, 1918, will be regarded as carrying exemption under (*a*).

3. Naval Service on shore in Australia, in Naval Establishments or elsewhere, for a period of not less than four months between the same dates, carries exemption under (*b*).

(P.21/9877.)

446.

ROCKETS AND LIGHTS.

H.M.A. Ships are to return to the R.A. Naval Armament Depôt, Spectacle Island, Sydney, all natures of Rockets and Lights on board, which are five years of age and over, with the exception of:—

Rockets, sound, ½-lb.
Rockets, signal, 1-lb. service and ½-lb. service.

2. Detonators of Rockets, sound, ½-lb., are, however, to be returned to store on becoming five years of age.

(N.21/15399.)

447.

CARTAGE OF LUGGAGE BETWEEN SPENCER-STREET AND FLINDERS-STREET RAILWAY STATIONS, MELBOURNE.

Claims have recently been received for cab hire, cartage and porterage of luggage, between Flinders-street and Spencer-street Railway Stations, Melbourne, from Officers and men transferred to and from Flinders Naval Depôt.

The attention of all concerned is directed to Naval Financial Regulations (Sea-going), Article 17, clause 2, and Article 20, clause 7, dealing with such items.

As there is both train and tram communication between these two railway stations, reimbursement will not be made of any expenditure on cab hire or cartage of luggage in respect of individuals or parties of six or under.

Where parties of over six are travelling together, the senior rating may be authorized to arrange with a carrier for cartage of luggage, receipt being obtained for the total amount paid. Reimbursement of amount paid will be made to the senior rating only, and not to individuals. Receipt should show the number of seamen's bags, hammocks, chests, &c., and the names of the ratings should be shown on the claim for reimbursement.

(*Re-printed for Notice Boards.*)

448.

ASSISTANCE TO CIVIL POLICE.

Attention is directed to the fact that it is the duty of Officers, Petty Officers, and men to render every possible assistance to the Civil Police in cases where the police are engaged on investigations into the loss of Public Stores or similar matters.

2. Should it be considered necessary to incur any expenditure of Naval Funds or Stores in connexion with such investigations, *e.g.*, supply of rations to police conducting the investigation, fuel for steamboats made available to the police, &c., Commanding Officers should anticipate approval of the Naval Board if there is insufficient time to obtain prior approval, reporting the circumstances, and the amount expended, subsequently in order that covering approval may be issued.

(N.21/15446.)

449.

SICK LEAVE.

Article 315 of Consolidated Navy Orders is cancelled, and the following is inserted in lieu:—

Sick Leave—Temporary Employees (Office Staff).

It is notified for general information that the number of single day's sick leave which may be granted, without production of a medical certificate, to those temporary employees (Office Staff) who are eligible for the grant of sick leave, shall not exceed three in any twelve months' service.

(20/459.)

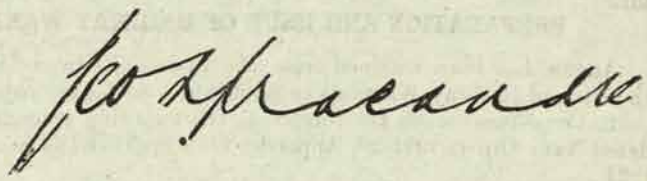
By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
8th November, 1921.

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

By command of the Naval Board,



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

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453.	Ready-made Uniforms for Class II. Ratings.

C.17020.

450.

TRAINING OF TORPEDO COXSWAINS.

Volunteers are required from R.A.N. Chief Petty Officers and Petty Officers to undergo a Course of Training to qualify for the non-substantive rating of Torpedo Coxswain. Six volunteers are required.

2. Candidates should not hold a non-substantive rating higher than S.T. or S.G., and as they will be required to pass an eyesight test, a preliminary test is to be conducted in the Ship or Establishment in which the candidate is serving.

3. Names of volunteers for this Course, accompanied by Service Certificates, should be forwarded direct to the Captain Superintendent of Training, Flinders Naval Depôt. Blank Returns are required.

(21/9658.)

(*Reprinted for Notice Boards.*)

451.

PREPARATION AND ISSUE OF RAILWAY WARRANTS.

Advice has been received from the various Railway Departments that the issue of Railway Warrants in duplicate is no longer required.

2. Consequent upon the foregoing, the following amendment to Consolidated Navy Orders 1911-20, Appendix II. is approved as from 1st November, 1921 :—

"Appendix II. is amended by omitting the whole of Clause 18 and inserting in its stead the following :—

Special Instructions in regard to Issue of Railway Warrants.

18. *Journey.*	*Warrants to be issued.*
(*a*) Beyond the limit of one State (see also (*c*) for journeys commencing in South Australia).	Two separate warrants, one for forward, and one for return journey. The original of each warrant to be completed and issued to the person travelling.
(*b*) Within a State (exclusive of South Australia)	The original portion of the warrant is to be issued to the person travelling. If return tickets are obtainable only one warrant is necessary.
(*c*) South Australia ..	For all journeys commencing in South Australia a special form of warrant, obtainable from Navy Office, or District Naval Officer, Birkenhead, is to be used. The original of warrant to be issued to the person travelling. 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 is to be issued.

Duplicate Warrants are to be cancelled and remain folded in the Warrant book. When current Warrant Book is exhausted issue will be made from new supply in office which contain original warrants and counterfoils only.

(F.110/1/140.)

452.

ARTICLES OF CLOTHING DUE ON DEMANDS ON ROYAL EDWARD VICTUALLING YARD, SYDNEY.

Accountant Officers of H.M.A. Ships and Establishments when demanding Clothing from Royal Edward Victualling Yard, Sydney, are to include on the demand all dues outstanding on previous demand, if still required. The dues on the previous demand will then be cancelled at the Victualling Yard, and the fresh demand will represent the present-day requirements of the Ship or Establishment.

(S.21/3947.)

453.

READY-MADE UNIFORMS FOR CLASS II. RATINGS.

As considerable stocks of Ready-made Uniforms for Class II. ratings, in a large range of sizes, are maintained at Royal Edward Victualling Yard, Sydney, it has been decided that Class II. ratings may attend at the Victualling Yard to be fitted with Uniforms in the same manner as recently approved for Classes I. and III.—*Vide* Navy Order No. 239/1921.

2. These uniforms will be issued to ratings who may require them on production of an order signed by the Accountant Officer of H.M.A. Ship in which they are serving. Personal attendance at the Victualling Yard is essential in the first instance in order that a good fitting may be arranged, but if ratings will carefully note the particulars of the size when first fitted out, future requirements could be supplied direct to Ships, thus avoiding the necessity for visiting the Victualling Yard for subsequent orders.

3. The issuing prices of these garments will be as shown from time to time in the Issuing Price List of Seamen's Clothing, &c.

4. Under no circumstances is payment to be made by ratings at the Victualling Yard. Issue Vouchers will be forwarded to the Ship concerned for any garments taken up, which are then to be charged against the ratings concerned on the Ship's ledger in the usual manner.

5. Small stocks of Ready-made Uniforms may also be maintained on board H.M.A. Ships, but such stock should as a general rule be confined to the following sizes :—

Jumpers, Serge and Duck.

Size	2	5	8	11	
Length	23	24	25	26	inches
Width at bottom ..	20	20	20	20	inches

Trousers, Serge.

Size	1	6	7	8	10	11	14	
Waist	30	32	32	32	32	34	34	inches
Length (inside seam) ..	28	29	30	31	33	30	33	inches

Note.—Duck Trousers are made ½ inch more in waist and leg measurements to allow for shrinkage.

(S.21/1533.)

(*Reprinted for Notice Boards.*)

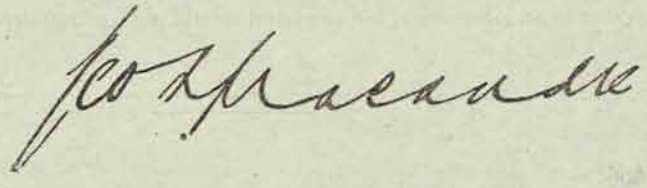
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
15th November, 1921.

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

By command of the Naval Board,



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

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463.	Corrigendum.

C.17332

454.

FLAG OF GERMAN MERCHANT SHIPS.

With reference to paragraph 9 of Admiralty Fleet Order No. 2599 of 1921, it has been notified that it will be permissible for German Merchant Ships to fly the old or the new German Merchant Flag at will up to 1st January, 1922.

(N. 21/15131.)

455.

BANDSMEN—DUTIES AFLOAT.

Bandsmen serving afloat are to be excused from the ordinary duties of the ship, but they are to be stationed at quarters and drilled at fire quarters and fire brigade duties. They should not be employed on coaling duties, except in an emergency, but the band should play, as required, during coaling.

(P. 21/10395.)

456.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)— PAYMENT OF ENTERTAINING ALLOWANCE TO COMMANDERS.

Entertaining Allowance to Commanders is payable while in command of Sea-going Ships only, and is not payable to Commanders in command of Harbour Ships and Harbour Service Tenders.

To prevent any misunderstanding the following amendment of Financial Regulations (Sea-going) is promulgated :—

"Article 7 is amended, as from 1st October, 1921, by adding the word '(Sea-going)' immediately after the words 'Entertaining Allowance' in clause (19)."

(A. 21/20005.)

457.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)— UNIFORM GRATUITIES.

The following amendment of the Financial Regulations (Sea-going) is approved as from 1st July, 1921 :—

Article 6 is amended by omitting the following words in clause (2) :—

"On promotion from Warrant to Mate or Lieutenant rank, £25."

and inserting in their stead—

"On promotion from Warrant Officer or Commissioned Officer from Warrant rank to rank of Mate or Lieutenant, £25."

(A. 21/19839.)

458.

AMENDMENT OF NAVAL FINANCIAL REGULATIONS.

The following amendment of the Naval Financial Regulations has been approved with effect as from 1st December, 1920 :—

AMENDMENT.

Regulation 89 is amended by omitting from the second paragraph of sub-regulation (1) the words—

"The concession of free medical attendance for wives and families"

and inserting in their stead the following :—

"The concession of free medical attendance for all persons referred to in this sub-regulation."

(N. 19/6978.)

459.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)— PAY OF DENTAL OFFICERS.

It has been decided to increase as from 1st September, 1921, the rates of Active Pay for Dental Officers. The rates of Deferred Pay credited to these Officers are to remain as at present.

Consequent on the above, the following amendment to the Financial Regulations (Sea-going) is approved :—

AMENDMENT.

Article 4 is amended by omitting as from 1st September, 1921, the scale of pay for the Dental Branch set forth in clause (2), and in its stead inserting new scale, to read as follows :—

"*Dental Branch.*

Rank or Relative Rank.	Rate per diem. £	*s.*	*d.*
Surgeon-Lieutenant (D) "on entry"	1	5	0
after 3 years	1	9	0
Surgeon Lieut.-Commander (D) "on promotion" ..	1	15	0
after 3 years ..	2	0	0
after 6 years ..	2	3	0

A Dental Surgeon who is qualified medically shall receive pay under the scale for the Medical Branch."

(P. 21/10042.)

460.

LEAVE TO OFFICERS AND MEN OF THE ROYAL AUSTRALIAN NAVY.

The Naval Board have approved of all Officers and Men of the Royal Australian Navy being granted 42 days' leave per annum, irrespective of where serving.

2. This decision will take effect as from the commencement of the next leave year, viz., from 1st February, 1922.

(P. 21/10359.)

(This Order will be reprinted for posting on Notice Boards.)

461.

ACTING TIME IN RELATION TO INCREASE OF PAY OR SERVICE FOR HIGHER RATING.

With regard to ratings who, if qualified otherwise than by service and recommended, are advanced to acting higher rating, in vacancies, attention is called to the fact that acting time will not count for—

(*a*) Increase of pay ; or
(*b*) as Service qualifying for higher rating.

(P. 21/10304.)

(This Order will be reprinted for posting on Notice Boards.)

462.

RIFLES FOR CONVERSION FOR USE OF ·303-INCH MARK VII. AMMUNITION.

2514 rifles M.L.E. Short III have recently been withdrawn from the Fleet and from R.A.N.R. Districts for the purpose of conversion for use with Mk. VII. Ammunition.

2. Reports have been received from the Small Arms Factory regarding the condition of these rifles, stating that approximately 50 per cent. of the barrels are corroded to some extent due to insufficient care in their examination, cleaning and repair during issue.

Approximately 10 per cent. of the barrels are so badly bulged, corroded or honeycombed as to necessitate the replacement of the barrel. The excessive rust and dirt in some of the barrels is a source of danger, and three bulged barrels found were probably due to this cause.

3. The attention of Commanding Officers of H.M.A. Ships and Establishments, and District Naval Officers is called to the necessity for frequent inspection of Small Arms, and the adequate instruction of ratings in the care of Arms.

Attention is particularly directed to the fact that the accuracy of a rifle is dependent upon the state of the bore.

(N. 21/15193.)

463.

CORRIGENDUM.

With reference to Navy Order No. 191/1921 promulgating amendments to the Financial Regulations (Sea-going), the date from which these amendments are made is 1st April, 1921.

(N. 21/7246.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
22nd November, 1921.

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

By Command of the Naval Board,

The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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C.17759.

464.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

Navy Order No. 184/1921 is amended to show H.M.A. Submarine J.3 under the orders of Captain (S).

(21/166.)

465.

REPORTING MOVEMENTS OF H.M. AND H.M.A. SHIPS.

Paragraph 3 of Navy Order 268/1921 is hereby cancelled and the following substituted :—

"3. The Officer responsible for making the report in accordance with paragraph 2 will report the movements to—

(*a*) The Admiralty.
(*b*) The Navy Office, Melbourne.
(*c*) The District Intelligence Officer of the Area in which the Officer making the report is situated.
(*d*) The Commodore Superintendent and Senior Naval Officer, Sydney."

466.

SYSTEM OF EDUCATION IN THE R.A.N.

It has been decided that a system of instruction in educational subjects shall be established in H.M.A. Ships and Establishments as soon as practicable. The system provides for—

A.—Education of Boys.

1. There will be a compulsory school for junior ratings, whereby their training ship education may be continued progressively, thus providing a good general education.

2. (*a*) Every boy in the ship is to receive from six to eight hours' instruction weekly, preferably in the morning.

(*b*) The School Register (A.S. 396) will be examined and signed weekly by the Instructor Officer, and by the Executive Officer. The former will note, in the column provided, the reasons why any boy has not had his full time education during the week.

(*c*) The Instructor Officer, or Schoolmaster where no Instructor Officer is borne, is to be assisted and advised as regards attendance by the Officer of the Military Branch detailed by the Captain to keep the Progress Book (S.399) and supervise instructions other than educational. This Officer is to give the Instructor Officer or Schoolmaster access to the Progress Book, showing the total number and names of the Ordinary Seamen 2nd Class and Boys available for instruction, and he is to acquaint the Instructor Officer or Schoolmaster of the entry, discharge, or rating of Ordinary Seamen or Boys and of any reason for their absence from instruction. Commanding Officers are responsible that this Officer co-operates with the Instructor Officer or Schoolmaster and allocates the time available for all the instructions during the week to the best advantage in accordance with the orders in force.

(*d*) The School Register will be signed weekly by the Commanding Officer.

(*e*) The School Register will be forwarded quarterly to the Senior Officer of the group to which the ship or establishment belongs, signed by him, and forwarded to the Navy Office.

3. Where no Instructor Officer is borne, an Officer will be detailed by the Commanding Officer to see that the above orders for instruction are carried out as far as possible, and to sign the School Register in lieu of the Instructor Officer.

4. The object to be aimed at in ships carrying on instruction for boys should be the passing of the Educational Test, Part I., and the examination for accelerated advancement to man's rating.

B.—Educational Test, Part I.

1. Instruction for this examination will be carried out by correspondence and by individual instruction.

2. A course of about twenty lectures, to cover the whole syllabus, will be prepared under the direction of the Fleet Instructor Officer.

3. Copies of this course will be supplied by the Fleet Instructor Officer to the Senior Officers of groups for reproduction, and will be available on demand from the Senior Officer of a group for use in ships and establishments in that group in which no Schoolmaster is borne. The Senior Officer of a group will detail a Schoolmaster to correct these papers and give assistance to the candidates.

4. In ships and establishments carrying a Schoolmaster personal instruction will be given.

5. The School Register (A.S. 396) should be kept by all ships, as detailed in Section A.

6. In all ships and T.B.D.'s a rating who has passed the examination for accelerated advancement to man's rating, or any higher examination, may be appointed Acting Schoolmaster for the purpose of giving individual assistance.

7. Copies of all courses are to be forwarded to the Head Master, R.A.N. College, Jervis Bay.

C.—Higher Educational Test.

1. Instruction for this examination will be carried out by correspondence and individual instruction. The various subjects will be dealt with as follows :—

I. General Knowledge.

(*a*) A paper will be issued each week drawing attention to the leading current events, and other matters, with a few notes on each.

(*b*) A short examination paper will be issued once a fortnight, worked papers being corrected and returned with explanatory notes.

II. History.

(*a*) A course of twenty lectures and explanatory notes, based on the three books *Groundwork of British History*, by Warner and Marten, Section III., Blackie and Sons, *The British Empire*, by Sir Charles Lucas, Macmillan and Co., and *The Royal Navy*, by John Leyland, Cambridge University Press, will be prepared and issued once a week, together with a statement of the pages of the text-books the candidate is to read during the coming week.

(*b*) A short examination paper will be issued once a fortnight, worked papers being corrected and returned with explanatory notes.

III. Geography.

(*a*) A course of twenty lectures and explanatory notes, based on the three books, *Geography of the British Empire*, by Bunting and Coller, Cambridge University Press, *Applied Geography*, by Scott, Keltie, Philip, and Son, Fleet-street, or *Gateways of Commerce* (Fairgrieve and Young), and *Physical Geography*, by Huxley and Gregory, Macmillan, will be prepared and issued once a week, together with a statement of the pages of the text-books the candidate is to read during the coming week.

(*b*) A short examination paper will be issued once a fortnight, worked papers being corrected and returned with explanatory notes.

IV. Navigation (I.).

(*a*) A preliminary course of ten lectures will be prepared by the Instructor Officer, on the following syllabus :—

To write a short definition or explanation, accompanied by a sketch or diagram when possible, of the following :—

Great circles; small circles; the Equator; the Poles; a meridian; parallels of latitude; difference of latitudes; difference of longitude; departure; nautical mile; rhumb line; prime meridian; azimuth; magnetic meridian; true course of a ship; magnetic course; compass course; variation; deviation. To apply variation and deviation in the correction of courses and bearings.

To be able to give a brief description of the shape of the earth; the revolution of the earth on its axis; the earth's orbit; the moon's orbit.

The traverse table. The use of the formula :—

dep. $= =$ d long. cos mean lat.

The Mercator's Chart, brief description and advantages; how to read an Admiralty Chart; chart abbreviations; to mark on a chart a position whose latitude and longitude are given; to measure the bearing and distance of one point from another on a chart; to plot a ship's track on a chart given the times of alteration of course and speed.

(*b*) A short examination paper will be issued once a fortnight, worked papers being corrected and returned with explanatory notes.

V. Navigation (II.).

Ranks and ratings who have obtained first class marks in Navigation (I.) will be given when practicable a three months' course at Flinders Naval Depôt.

VI. Navigation (III.).

Ranks and ratings who have obtained first class marks in Navigation (I.) and (II.) will be given when practicable, a three months' course at Flinders Naval Depôt.

VII. Practical Mathematics.

(*a*) A preliminary course of ten lectures will be prepared by the Instructor Officers on the following syllabus :—

Practical applications of arithmetic and mensuration, *e.g.*, the keeping of simple accounts in connexion with messing and stores, percentages, averages, paint required for a given surface, or canvas for a sail, capacity of a drum or tank, weight of water in a flooded compartment or coal-capacity of a bunker, ratio, proportion, variation; the use of logarithms in simple cases.

Algebraical signs and symbols and their use; the rules of indices; the expression of an algebraical formula in words and of a rule as a formula; to find the value of any one term of a formula when numerical values of the remainder are given; examples of formulæ connected with Service matters.

Simple equations of one or two unknowns; application to the solution of problems; the simpler geometrical properties of lines, angles, and triangles.

Meaning of the terms trigonometrical ratios, sine, cosine, and tangent in relation to an angle less than a right angle. To find these ratios for a given angle by construction and the converse; given one ratio, to calculate the values of the remaining two.

(*b*) A short examination paper will be issued once a fortnight, worked papers being corrected and returned with explanatory notes.

VIII. Mechanics.

(*a*) A preliminary course of ten lectures will be prepared by the Instructor Officer, on the following syllabus :—

Ideas of force from common experience; balanced and unbalanced forces; force measured by comparison with the weight of a body or with the extension or compression of a spring; force, a directed quantity; force can be represented completely by a straight line; resultant of two or more forces; equilibrium; the triangle of forces—an experimental fact; resolved part of a force in any direction; three forces in equilibrium must meet in a point or be parallel.

The idea of leverage; "moment" of a force about a point; clockwise and anti-clockwise moments; in cases of equilibrium the sum of the clockwise moments is equal to the sum of the anti-clockwise; application to solution of practical problems; parallel forces; line of action of resultant; couples; centre of gravity; position in case of triangle, rectangle, &c.; change in position of centre of gravity of a ship when a heavy weight such as a gun is put on board, taken out, or shifted a known distance; pressure of a loaded beam on its supports; the steelyard.

Speed; uniform velocity; velocity represented by a straight line; triangle of velocities; velocity of point on rim of rolling wheel; a weight moved on rollers travels twice as fast as the rollers.

Special properties of liquids; fluid pressure; the hydraulic press; pressure at a given depth in sea water; density; specific gravity.

(*b*) A short examination paper will be issued once fortnightly, worked papers corrected, and returned with explanatory notes.

IX. Magnetism and Electricity.

(*a*) A preliminary course of ten lectures will be prepared by the Instructor Officer, on the following syllabus:—

Magnetic substances; elementary properties of magnets; their action on one another; polarity; magnetic induction; magnetic properties of iron and steel; residual magnetism; the earth a magnet; the magnetic field; lines of force; the magnetic compass; variation; deviation; magnetic screening.

Electrification by friction; conductors and non-conductors; electrostatic induction; potential; capacity; condensers; specific inductive capacity; induction electrical machine.

Current electricity; simple voltaic cells; forms in common use in the Service; local action; polarization; effect of the current; chemical, heating, magnetic; chemical measurement of current strength.

(*b*) A short examination paper will be issued once fortnightly, worked papers being corrected and returned with explanatory notes.

2. The course outlined in Sections I., II., III., IV., VII., VIII., and IX. will be prepared under the direction of the Fleet Instructor Officer.

Requisition is to be made by Commanding Officers to Senior Officers of groups for copies of the courses required. Senior Officers of groups are to obtain sample copies of courses from the Rear-Admiral Commanding H.M. Australian Fleet, and to make their own arrangements for reproducing them.

Copies of all courses are to be forwarded to the Head Master, R.A.N. College, Jervis Bay.

3. The following Officers will be responsible for reproducing the number of copies required in their division, for the issuing of the Correspondence Courses, and for the correcting of the examination papers:—

(*a*) The Fleet Instructor Officer, for all ships and establishments under the command of the Rear-Admiral Commanding H.M.A. Fleet.

(*b*) The Senior Instructor Officer, Flinders Naval Depôt, for all ships and establishments in Victoria, and those under the direct orders of the Naval Board.

(*c*) The Senior Instructor Officer at the R.A.N. College, for the College and attached ships.

(*e*) The Senior Schoolmaster Officer of H.M.A.S. *Tingira*, for *Tingira*, *Penguin*, and ships in reserve in Sydney.

4. Examination papers in the subject matter of the preliminary courses of IV., VII., VIII., and IX. will be set, and the examinations conducted by the Officers detailed above, for the instruction in these courses, on dates to be arranged.

5. Names of all condidates obtaining 55 per cent. of the marks are to be forwarded to the Navy Office as early as possible, accompanied by a recommendation from the Commanding Officer that these candidates are fit for courses at Flinders Naval Depôt.

6. Candidates so recommended will be given, if practicable, a three months' course at Flinders Naval Depôt.

7. Candidates who are sent to Flinders Naval Depôt for Courses as above, and have not completed the Courses of Sections I., II., and III., in their ships and establishments, will complete these Courses at Flinders Naval Depôt.

8. No candidate will be allowed a second continuous course in the same subject at Flinders Naval Depôt, except in special circumstances.

(21/7146.)

(*This Order will be reprinted for posting on Notice Boards.*)

467.

CONDITIONS OF SERVICE OF SCHOOLMASTERS.

I. Schoolmaster Candidate (relative Rank of Acting Warrant Officer).

1. Schoolmasters will be entered direct from the shore.

2. Candidates must hold a Trained Teacher's Certificate of a standard not less than that of the Trained Teacher's Certificate, 3rd Class, of the Education Department of New South Wales.

3. They must be over 21 years of age, and be physically fit.

4. They will be regarded as on probation for twelve months from date of entry, during which period they will be liable to be discharged at any time if found unsuitable.

5. They will, as "Schoolmaster Candidates," hold the relative rank of Acting Warrant Officer.

6. An outfit gratuity of a total amount of £40 will be payable, £20 being paid on entry, and the balance when the Officer has completed his period of service as Probationary Schoolmaster, and has been confirmed as Schoolmaster.

7. On entry, candidates will undergo a course of instruction as follows, at Flinders Naval Depôt:—

(i) Instruction in Service applications of practical mathematics and in the elementary theory of the steam engine and the internal combustion engine.

(ii) Instruction in fire and torpedo control, and other subjects to fit them for action stations.

(iii) Information in regard to Service ways and customs, ranks, ratings, and their distinguishing marks, a brief survey of naval history; records of famous ships; Service technical terms; and an explanation of the need and pride of discipline in a military service.

(iv) Elementary navigation.

8. An examination will be held at the end of six weeks under the direction of the Commanding Officer, Flinders Naval Depôt. Those who fail to pass this examination will be discharged to the shore.

9. Candidates who pass the examination referred to in paragraph 8 will be advanced to " Probationary Schoolmaster " from the date following that on which they completed six weeks' service from the date of entry.

II. Probationary Schoolmaster (relative Rank of Acting Warrant Officer).

1. As far as is practicable, Probationary Schoolmasters will be appointed to positions where they will work under an experienced Schoolmaster or Instructor Lieutenant.

2. They will be reported on by their Commanding Officers on the completion of five months' Service as Probationary Schoolmasters as to their fitness for confirmation as " Schoolmasters."

3. Schoolmasters not recommended for confirmation on the completion of five months' service as Probationary Schoolmasters will be reported on again at the completion of a further period of four months. If still regarded as unsatisfactory, they will be discharged to the shore, unless, at the discretion of the Naval Board, they be allowed the option of a further period of probation not exceeding three months.

4. Seniority as Schoolmaster, when confirmed in the rank, will be reckoned from the date of promotion to " Probationary Schoolmaster." Increased pay as Schoolmaster " on promotion " will, however, be payable only from the date following that on which the Officer completes five, nine, or twelve months' service, as the case may be.

5. The remainder of the outfit gratuity will be granted on confirmation.

III. Schoolmaster (relative Rank of Warrant Officer).

1. All Schoolmasters will be required to pass, within two years of the promulgation of this Order, or within two years of joining—

(*a*) The Higher Educational Test in " General Knowledge," " History," and " Geography," obtaining first class marks in at least one subject.

(*b*) A preliminary examination in " Navigation I.," " Practical Mathematics," " Mechanics," and " Magnetism " and " Electricity," as laid down for ratings qualifying for the Higher Educational Test courses.

2. Schoolmasters who have satisfied the requirements of paragraph 1 will, when convenient, be sent to Flinders Naval Depôt for the advanced course in the special subjects of the Higher Educational Test.

3. Schoolmasters who, on completion of the Flinders Naval Depôt courses for the Higher Educational Test, have not obtained at least second class marks in all subjects except " Navigation (II.) and (III.)," will be discharged from the Service.

4. All Schoolmasters who obtain first class marks in three of the special subjects of the Higher Educational Test will have their names distinguished by the mark (X) in the list of Schoolmasters.

5. Schoolmasters whose names are not distinguished by the mark (X) will not be eligible for advancement to the relative rank of Commissioned Officer from Warrant Rank, having regard to the fact that they will be available only for minor appointments.

6. All Schoolmasters will be required to take a short course at about the completion of five, ten, and fifteen years' service from the date from which seniority as Schoolmaster is reckoned.

In special cases, the length of the first period may be shortened.

7. Classes for this purpose will be held when necessary; they will last one month, and will consist of subjects such as lectures on recent scientific developments, technical instruments used in the Service, ballistics, electrical equipment, &c.

8. A reasonable examination will be held under the direction of the Commanding Officer of the Depôt, on the completion of the course, on the subjects therein taken.

9. Schoolmasters who have completed seven years' service prior to the promulgation of this Order will be exempted from the provisions of Section III., except for the courses laid down in paragraph 6 to be taken at ten and fifteen years.

IV. Advanced Course.

1. All Schoolmasters who have obtained Mark (X) and are recommended for early advancement as having shown marked ability both as teacher and in organizing the work of their ship, and who reach the necessary standard in the first short course under Clause III., 7—or subsequently in special cases—will be eligible for an advanced course of instruction at Flinders Naval Depôt.

2. The course will include—

More advanced instruction in technical subjects, and in their application to the special work of the Gunnery, Torpedo, and Wireless Telegraphy Schools, Navigation, and the Air and Submarine Services.

3. The course will not exceed thirteen weeks.

4. Those who complete the course and examination satisfactorily will have their names distinguished by a (†) in the list of Schoolmasters, and will be eligible for appointment as Senior Master.

5. Those who fail in this course can only obtain advancement to the relative rank of Commissioned Warrant Officer on completion of twenty years' service, provided they are recommended.

6. Schoolmasters who have their names distinguished by a (†) will receive an additional remuneration of 1s. per day. This allowance will be payable under the same conditions as specialist allowances (*vide* Article 1407 King's Regulations and Admiralty Instructions).

7. Schoolmasters who have their names distinguished by a (†) and have not obtained appointment as Senior Master through lack of vacancies will, provided they are recommended, be promoted to the relative rank of Commissioned Warrant Officer on attaining fifteen years' seniority.

V. Higher Appointments.

1. There will be two higher grades, to be termed " Head Master " and " Senior Master," to be confined to a limited number who have been selected by a gradual process of elimination as specially fitted for these responsible positions. Officers of these grades will hold the relative ranks of Lieutenant and Commissioned Warrant Officer respectively.

2. The number of Senior Masters will not exceed, in the normal course, 25 per cent. of the total number of active service Officers of the Schoolmaster Branch. Subject to this limit, the establishment will be determined by the number of appointments in which the services of a Senior Master are required.

3. In the Schoolmaster Branch, Senior Masters will rank above all " Schoolmasters."

4. Appointments as Senior Master will be made only into vacancies, and will be by selection from among these Schoolmasters who have their names distinguished by a (†), and have completed one year's satisfactory service since obtaining this qualification and are recommended as possessing the special qualities requisite for a higher appointment.

5. Senior Masters will be considered as Acting for the first twelve months of their service in that grade.

6. Senior Masters with not less than three years' service as such will be eligible for promotion to Head Master on the Active List.

7. The number of Head Masters on the Active List will not exceed in the normal course 8 per cent. of the total number of Active Service Officers of the Schoolmaster Branch. Subject to this limit, the actual number at any time will be determined by the number of appointments in which the services of a Schoolmaster of this rank are required.

Promotions will be made by selection as vacancies occur.

Article 165 Consolidated Navy Orders 1911–1920 is hereby cancelled.

(20/9980.)

468.

LEAVE OF ACCOUNTANT STAFFS ON SEA-GOING VESSELS.

In order that Accountant Staffs of Sea-going vessels may not be penalized in the matter of leave, when a leave period falls at the end of a quarter, the usual bi-monthly advance may be made in lieu of settlement at the end of the quarter. The advance made should be posted in " Paid at End of Quarter" column (No. 35) of the ledger, and the balance due at settlement entered in column No. 36, and transferred to the next quarter's ledger for payment with the first bi-monthly advance in the next quarter.

2. It should be distinctly understood, however, that the current ledger must be completed and forwarded into office within the time prescribed by the Regulations.

(P.21/9964.)

469.

FURLOUGH—CONDITIONS AND FORM OF APPLICATION.

With reference to Navy Order 307 of 1921, Statutory Declaration *pro formâ* " D " is to be amended by deleting present question No. 7 thereof, and inserting in its stead the following:—

" 7. Was there any person other than the declarant dependent upon the deceased member at the date of his death; if so, please state the relationship to deceased, and give details of the extent of dependence.

(A. 21/20447.)

470.

PAYMENT OF SICK ON SHORE ALLOWANCE.

Attention is directed to the conditions under which Sick on Shore Allowance is payable (*vide* Financial Regulations (Sea-going), Article 40).

2. In every case of illness on leave, where the patient is reported as unfit to travel, the Medical Officer, on receipt of the first report of such illness, is to decide whether the case should be admitted to hospital, returned to the ship, or allowed to remain under care of the private practitioner.

3. Where such cases are allowed to remain under treatment of private practitioners, the Medical Officer of the ship is to visit or arrange for another Naval Medical Officer or other Medical Officer to visit the patient, to insure his early return to duty or disposal.

4. Great care is to be taken that only cases unfit to travel are considered for Sick on Shore Allowance, and before making a recommendation of payment of such allowance the Medical Officer should be satisfied that the case could not have been otherwise dealt with.

5. In no case is Sick on Shore Allowance to be paid for a period in excess of thirty (30) days without the prior approval of the Naval Board.

(A. 21/20481).

471.

AMENDMENT OF NAVAL FINANCIAL REGULATIONS.—TRAVELLING ALLOWANCES R.A.N. AUXILIARY SERVICES.

The following amendment of Naval Financial Regulations has been approved with effect as from 1st November, 1921 :—

Amendment.

Regulation 75 is amended—

(i) By omitting sub-regulation (13) and inserting the following in its stead :—

" (13) *Accommodation—Class of.*—Persons holding rank or relative rank shall receive accommodation as prescribed for corresponding members of the Permanent Naval Forces (Sea-going) in receipt of sea-going rates of pay and allowances, and shall be subject to such other conditions as are prescribed in sub-regulations (23) to (27) of regulation 74, provided that—

(*a*) Petty Officers and other ratings travelling intra-State, at Government expense, by steamer or other vessel on the Queensland or Western Australian Coast may be allowed saloon accommodation;

and

(*b*) Petty Officers and other ratings may be allowed first class accommodation when travelling, on duty, by railway upon journeys exceeding

twelve (12) hours in duration north of Rockhampton in Queensland and within the Northern Territory, or on journeys of any duration in those parts in company with their wives and families when the latter are travelling at departmental expense."

(ii) By omitting from the fifth line of sub-regulation (14) the words " Chief Petty Officers in paragraph above or in any case ", and inserting the following in their stead :—

" ratings in sub-regulation (13) of this regulation and in other cases which may be ".

(N. 21/8529.)

472.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—ACCOMMODATION.

The following amendment of Financial Regulations (Sea-going) has been approved with effect as from 1st November, 1921 :—

Amendment.

Article 19—Accommodation, Class of—is amended—

(i) By omitting the words " when travelling on duty in Australia " in clause (1) and inserting in their stead the words " , except where otherwise stated in this Article, when travelling at Government expense :—"

(ii) By adding new clauses (3A) and (3B) to read as follow :—

" (3A) Petty Officers and other ratings travelling intra-State, at Government expense, by steamer or other vessel on the Queensland or Western Australian Coast may be allowed saloon accommodation.

(3B) Petty Officers and other ratings may be allowed first class accommodation when travelling by railway, at Government expense, upon journeys exceeding twelve (12) hours in duration north of Rockhampton, in Queensland, and within the Northern Territory."

(iii) By omitting the words " except that, when travelling in company with members of the Royal Navy they shall conform to the arrangement being adopted for such ratings " in clause 4, and inserting the following in their stead :—

" except—

(i) in the circumstances set forth in clause (3A) of this Article ; and that

(ii) when travelling in company with members of the Royal Navy, they shall conform to the arrangements adopted for their corresponding ratings."

(N. 21/8529.)

473.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—ISSUE OF FREE KIT TO RATINGS ON RE-ENTRY.

Article 6 is amended, as from 1st November, 1921, by omitting clause (5) and inserting in its stead the following :—

" (5) Ratings who have been discharged ' time expired ' and who re-engage, after an interval of not less than six months, for a further period of service in the Royal Australian Navy, are entitled to be issued with the free kit laid down in Article 80. Ratings who re-engage within a period of six months from the date of discharge are not to be issued with a free kit except with the special approval of the Naval Board.

Ex-Royal Navy or Royal Fleet Reserve ratings, who engage in the Royal Australian Navy for a period of three years or less, are not to be issued with a free kit except .in special circumstances and when approved by the Naval Board.

Royal Navy ratings whose engagement expires during service on loan in the Royal Australian Navy, and who engage for a period in the Royal Australian Navy, service being continuous, will not receive a free kit on effecting such engagement.

(S. 21/3822.)

(*This Order will be reprinted for posting on Notice Boards.*)

474.

ALLOWANCES FOR FIRED CARTRIDGE CASES.

With reference to Navy Order No. 61 of 1921, the following amendment has been approved with effect as from 1st April, 1921 :—

Amendment.

Paragraph 2 is amended by inserting the following immediately after the rates prescribed for light cruisers :—

" Submarine Depôt Ships .. £5 each, per annum."

(A. 21/20307.)

475.

LIFE-SAVING APPLIANCES SUPPLIED FOR PERSONAL USE.

The issue of the inflatable rubber swimming belt, which was introduced during the war as a personal life-saving appliance, will be discontinued. Any belts now in possession of Officers and men are to be collected, where practicable, and returned to Royal Edward Victualling Yard, Sydney, at the first opportunity of free freight in H.M.A. Ships, together with any stocks left in ships.

(S. 21/3854.)

476.

CORRIGENDA.

1. Navy Order No. 419/1921 is amended by inserting under "Dairy Produce," in the rates at Sydney, the price "5s. each" for egg cases not returned in good condition.

2. Navy Order No. 439/1921 is amended by omitting from the second last and last lines of paragraph 4 the words "Educational Test, Part III.", and inserting in lieu the words "Higher Educational Test."

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
29th November, 1921.

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

By command of the Naval Board,

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

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C.18029.

477.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).—ACCOMMODATION FOR CHIEF PETTY OFFICERS TRAVELLING ON DUTY.

The following amendments of Financial Regulations (Sea-going) have been approved :—

Amendments.

Article 19 is amended as from 1st October, 1921 :—

(i) By omitting from clause (1) the words —

" Chief Petty Officers .. 2nd Class .. 2nd Class ",

and inserting in their stead the words—

" Chief Petty Officers .. 1st Class .. 2nd Class ".

(ii) By omitting the words " first class accommodation and " in the second and third lines of clause (2).

(iii) By omitting the whole of the words appearing after the words " on the Transcontinental Railway " in the fourth and fifth lines of clause (2) and inserting the following in their stead :—

" Sleeping berth accommodation shall not be allowable to Chief Petty Officers travelling by rail on any other journeys."

(P.21/10408.)

478.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—TRAVELLING ALLOWANCES.

The following amendments of Financial Regulations (Sea-going) are approved :—

Amendments.

Article 16 is amended as from 1st December, 1921—

(1) By omitting clauses (4) and (5), and inserting in their stead the following :—

" *Meal Allowance when on Detached Duty for Periods under Six Hours.*

(4) When detached for duty on shore or in other ships for periods of less than six hours, members of the Permanent Naval Forces (Sea-going) may be paid meal allowance at the following rates :—

Rank or Rating.	Morning Meal.	Mid-day Meal.	Evening Meal.
	s. d.	*s. d.*	*s. d.*
Commissioned Officers (including Commissioned Officers from Warrant rank)	2 6	2 6	3 0
Warrant and Subordinate Officers	2 0	2 0	2 6
Chief Petty Officers and others	1 6	1 6	2 0

The amount payable in respect of meals shall be in addition to Victualling Allowance, if any, credited.

No payment shall be made for any meal obtained before the following hours :—

Meal.	*Hour.*
Morning	7 a.m.
Mid-day ..	1 p.m.
Evening	6 p.m.

(5) All officers temporarily loaned to other ships for periods exceeding six, but under 48 hours, who are required to continue their mess subscription in their own ship during the period of loan, may receive an allowance of—

5s. for Commissioned Officers (including Commissioned Officers from Warrant rank).

4s. for Warrant and subordinate Officers.

for a whole day's absence, and Meal Allowance for broken periods, but not to exceed two meals for any one day.

Payment shall be made in such cases in the ship from which the Officer is loaned."

(M.21/5109.)

479.

ADVANCES OF CASH BY ACCOUNTANT OFFICERS.

The following advances have been approved in respect of H.M.A. ships :—

(*a*) *Advances to Messes on formation.*—Upon the first formation of a Ward-room and Gun-room Mess of a sea-going ship, the Accountant Officer, with the prior approval of the Commanding Officer, may make an advance of a sum not exceeding £3 10s. for each member, from the public money in his charge, to every such mess. In the case of supernumeraries, the sum advanced shall not exceed the proportion due for the time they will probably remain in the ship.

These advances shall be made on voucher duly receipted by the president of the mess, and charged to " Trust Fund—Uniform Clothing and Necessaries (Naval) Account."

Unless otherwise approved by the Naval Board, the Accountant Officer shall, within six months of making an advance, recover the full amount by equal monthly instalments from the respective messes concerned, but not from the individual members of those messes.

(*b*) *Advances on formation of Canteens under the " Ordinary Service System."*—Upon the first formation of a canteen under the " Ordinary Service System," the Naval Board may approve of an adavnce being made by the Accountant Officer from public moneys to enable the Canteen Committee to lay in their first stocks, subject to a written undertaking being given by the Canteen Committee—

(i) To refund the amount advanced within a total period not exceeding eighteen months ; and

(ii) To insure the Canteen stock against fire, burglary, or marine loss.

The maximum advance which may be allowed will be at the rate of £2 *per capita*, calculated on the numbers borne, excluding Commissioned Officers. The amount applied for, in each case,

is to be restricted to actual minimum requirements, the maximum of £2 *per capita* being applied for only when absolutely necessary. Such advances shall be made on voucher duly receipted by both the President and the Secretary of the Committee and charged to "Trust Fund—Uniform Clothing and Necessaries (Naval) Account."

No repayment need be made for the first year, but, after that period, the Accountant Officer shall, within a further period of six months, *i.e.*, within eighteen months from the date of making the advance, recover the full amount by equal monthly instalments from the proceeds of the Canteen, but not from the individual members of the Canteen Committee. The Commanding Officer is to satisfy himself that the Canteen is conducted on business lines which will insure a workng capital being accumulated at the end of the first twelve months and the Canteen being in a position to make regular repayments of the advance during the following six months.

(c) *Advances for Sick Mess Fund.*—With the approval of the Commanding Officer, the Accountant Officer shall advance to the Medical Officer, on first commissioning of the ship, or on his joining, such sum of money as the latter officer may consider necessary to provide for extra fresh diet, washing, and other small occasional expenses on behalf of the sick.

This advance shall not appear as a credit entry in the Cash Account, but the approved requisition attached to the Medical Officer's receipt on form A.S. 22 shall be kept in the public money chest and accepted by the Commanding Officer or by the deputed officers, when inspecting the balance of public money on hand, as in lieu of a corresponding amount of public money.

At the end of each month the Medical Officer will render to the Accountant Officer on Form A.S. 16 a detailed statement of the payments made, to be accompanied by receipts or sub-vouchers for all amounts expended. Upon the approval of the Commanding Officer, the Accountant Officer shall then pay to the Medical Officer a sum equal to the amount actually accounted for, so as to have in the Medical Officer's hands the amount originally advanced. On being superseded, on the ship being paid off, or in the case of the death of the Medical Officer, the unexpended balance of this public money shall be returned to the Accountant Officer with the accounts and vouchers for the intervening period since the accounts were last rendered.

2. Monthly repayments made in accordance with the provisions of sub-clauses (*a*) and (*b*) of clause (1) shall be brought to account as a credit to "Trust Fund—Uniform Clothing and Necessaries (Naval) Account," the necessary details being shown in the Monthly Cash Account, thus—

"Monthly Instalment of Advance made to..... on.....

Amount of Advance	.. .. ..	£
Amount previously recovered	.. ..	£
Amount now recovered	.. .. ..	£
Balance still outstanding	.. .. ..	£

3. Navy Order No. 339 of 1921 is hereby cancelled.

(N.21/8403.)

480.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—TRAINING ALLOWANCES.

Article 9 is amended by omitting from the note appearing after clause (58) the words "Admiralty Monthly Order No. 2367/20," and inserting in their stead the words "Admiralty Fleet Order 2929/21."

(A.21/20414.)

481.

MEDICAL EXAMINATION OF OFFICERS AND MEN.

Attention is drawn to Admiralty Fleet Order No. 2870/1921, regarding the completion of Form M.13 in respect of Medical Examination of Officers and Men of the R.N. Forms A.M. 146 Z are to be prepared for Officers and Men of the R.N., as no forms M. 13 are available. Demands for additional forms, if required, are to be made on Garden Island, Sydney.

2. Forms A.M. 146 Z should also be prepared for all R.A.N. Officers and Men who were serving prior to the cessation of hostilities.

3. Completed Forms A.M. 146 Z in respect of R.A.N. Officers should be forwarded to the Director of Naval Medical Services, Navy Office.

Forms A.M. 146 Z in respect of R.A.N. ratings are to be attached to the Service Certificates of the men to whom they relate until discharged. On discharge, a further Form A.M. 146 Z should be prepared, and the two forms should then be sent into office with the Medical History Sheet.

(P.21/11357).

482.

TREATMENT OF NAVAL PATIENTS IN REPATRIATION HOSPITALS.

The Repatriation Commission has undertaken to provide hospital treatment for Naval patients at Repatriation General Hospitals on payment of a *per capita* rate based on the actual cost of maintenance and treatment of patients.

2. This procedure applies in all States except New South Wales, where the Naval Wing has been established at the Prince of Wales Hospital, Randwick.

3. Approval is given for the discharge of patients, when necessary, to Repatriation General Hospitals.

4. The instructions contained in Consolidated Navy Orders 1911/20, Article 240, regarding the procedure to be followed to effect settlement of hospital claims is to be observed.

5. The Repatriation Department has advised that claims will be rendered monthly. If not received within a reasonable time, they should accordingly be written for.

(P.21/10594.)

483.

R.A.N.R. OFFICERS AND MEN ATTENDING COURSES AT FLINDERS NAVAL DEPOT—RAILWAY AND STEAMER VOUCHERS FOR RETURN JOURNEYS.

1. The return passages from Melbourne of R.A.N.R. Officers and men undergoing courses of instruction or qualifying courses at Flinders Naval Depôt will be booked from D.N.R.M.'s Office, and tickets handed to the Officers and men concerned when passing through Melbourne on their return journey.

2. The Captain Superintendent of Training will notify D.N.R.M.'s Office by signal at least seven (7) days in advance of the Officers and men for whom return passages will be required, giving dates on which they will be leaving Melbourne by Inter-State train (or by steamer) for their home ports, and will instruct the Officers and men concerned to report to the D.N.R.M. on completion of their course.

3. Any applications for leave in Victoria without pay not exceeding fourteen (14) days may be approved at the discretion of the Captain Superintendent of Training, provided that any such applications have been submitted at least seven (7) days prior to the termination of the course.

(A.21/20464.)

484.

INSTRUCTION OF BOYS AND ORDINARY SEAMEN, 2nd CLASS REQUIRED FOR TRANSFER TO THE W/T BRANCH.

A class of Boys and Ordinary Seamen, 2nd Class, will be formed early in January, 1922, to undergo a special course of instruction, with a view to transfer to the W/T Branch.

2. The names of volunteers, accompanied by Service Certificates, should be forwarded direct to the Commanding Officer, Flinders Naval Depôt, Westernport, forthwith.

(P.21/11424.)

(This Order will be reprinted for posting on Notice Boards.)

485.

CARBOYS FOR DISTILLED WATER FOR SECONDARY BATTERIES IN LIGHT CRUISERS.

Six 3-gallon carboys of distilled water are to be supplied to Light Cruisers for secondary batteries. The necessary fitting for these carboys is to be made by Ships' staffs.

2. The carboys and distilled water should be demanded from the Naval Store Officer, Sydney, and added to the Torpedo Warrant Officer's Store Establishment, the necessary notation being made in ship's warrant.

(C.21/17993.)

486.

CANTEENS.

Navy Order No. 80/1921, Instruction 2, is amended to read as follows :—

"*System.*—Canteens are to be conducted on the Tenant System, except in special cases when Naval Board approval is given to establish a canteen under the "Ordinary Service System." Contracts are to be entered into on the approved form between the tenant and the Commanding Officer."

(N.20/1096.)

487.

ADOPTION OF A.S. FORMS FOR USE IN THE R.A.N.—DISTRIBUTION OF FIRST SUPPLY OF PUBLICATION.

The following forms have been adopted as A.S. Forms for use in the R.A.N. First supply of the forms will be made by Naval Store Officer, Sydney, to H.M.A. Ships and Establishments without demand :—

A.S. 538.—Undertaking to Serve in Submarines.

(N.21/893.)

A.S. 539z.—Long Leave Book.

(P.21/9656.)

The undermentioned form has been adopted as an A.S. form for use in the R.A.N. The provisions of A.F.O. 1610/1921 regarding Form S. 507A are to be applied to the R.A.N. The extra column referred to in above quoted order is to be inserted in manuscript in the present form, and necessary amendments will be made in next reprint. Supply of the revised form will be made by the Naval Store Officer, Sydney, on demand :—

A.S. 507A.—Half-yearly Return of all Writers, Ship's Steward, Ship's Police, Ship's Cook, Telegraphist, and Artisan Ratings belonging to the.....Division.

(P.21/9974.)

The following form has been adopted for use in the R.A.N. in accordance with specimen in A.F.O. 1610/21. Supply will be made by the Naval Store Officer, Sydney, on demand :—

A.S. 1246D.—Writer's History Sheet.

(P.21/9974.)

First supply of the undermentioned publication has been received and distribution made in accordance with A.F.O. 1991/21 where applicable, in the R.A.N., and otherwise as required :—

Handbook of Bayonet Training for H.M. Fleet, 1921.

(S.21/3604.)

488.

ACCELERATED ADVANCEMENT OF BOY WRITERS AND VICTUALLING BOYS.

The Naval Board have approved of Boy Writers and Victualling Boys, who pass an examination and are recommended by their Commanding Officers, being given accelerated advancement to 3rd Writer and Victualling Assistant, at the age of 17½ years.

2. The examination will consist of—

(*a*) The following papers of the Educational Test for accelerated advancement to man's rating:—

Paper No. I.—Practical Mathematics.
Paper No. II.—General Paper, Sections 1 and 2 only, viz.:—
Section 1.—General Knowledge.
Section 2.—History and Geography.

(*b*) A Professional Paper on Writer or Victualling Branch Duties, as the case may be.

3. This examination will be held on the second Tuesday in March, June, September, and December, the first examination being held in December, 1921.

4. The names of candidates for the December examination are to be reported to Navy Office forthwith by signal. Subsequently the names of candidates should reach the Navy Office by the first day of the month preceding that in which the examination is held.

(P.21/10307.)

(This Order will be reprinted for posting on Notice Boards.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
6th December, 1921.

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

By Command of the Naval Board,

The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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489.

COMMANDS IN THE ROYAL AUSTRALIAN NAVY.

Navy Orders Nos. 184, 209, 227, 246, 415, and 464 of 1921 are hereby cancelled, and the following is substituted. At present the ships of the Royal Australian Navy are under the superior command of the following :—

* Only in so far as they are detached from Captain (S) for refitting at Sydney.
† Independent command under direct orders of Captain Superintendent of Training.

(21/166.)

490.

LEADING STOKERS' MECHANICAL TRAINING COURSE.

Amongst the ratings who have recently been discharged to Depôt to undergo the Leading Stokers' Mechanical Training Course were included a few men who were within two years of completing their engagements, and were not desirous of re-engaging. Attention is called to Clause 2, Article 200, Consolidated Navy Orders, which provides that Acting Leading Stokers who are within two years of completing their engagements will not be eligible for the three months' Mechanical Training Course unless and until they re-engage for a further period. Acting Leading Stokers who are not prepared to re-engage should not be sent into Depôt.

2. It is also pointed out that certain of the candidates for the Mechanical Training Course sent into Depôt have been found to be hopelessly below the standard educationally, and possess no possible chance of successfully reaching the required educational standard during the course. The Board direct that, in future, candidates, before being advanced to the rating of Acting Leading Stoker, should be educationally examined ; they should obtain at least 40 per cent. of marks in an examination of a standard not lower than that of the Educational Test, Part I.

3. The Board have directed that any candidates for the current Mechanical Training Course who fail to pass the preliminary educational examination should not be permitted to commence the Course and must be reverted to the rating of Stoker.

(P.21/11520.)

491.

SPECIMEN OF PROFESSIONAL AND EDUCATIONAL EXAMINATION PAPERS FOR CERTAIN RANKS AND RATINGS IN THE R.A.N.

A publication containing specimens of professional and Educational Examination Papers for certain ranks and ratings in the R.A.N. has been printed, and a supply of these booklets has been issued to all ships and establishments. Further copies of these booklets can be obtained, on demand, in limited numbers, from Naval Store Officer, Sydney.

2. The booklet is intended to serve as a guide to Naval Instructors and other Officers concerned, when preparing candidates for the various examinations.

3. It is the intention to issue a further edition of this booklet on or about 1st July, 1922. Any suggestions from the fleet for additions or alterations to the booklet should be rendered to Navy Office by 1st June, 1922.

(S.21/4070.)

492.

RE-ENGAGEMENT IN ROYAL NAVY TO COMPLETE TIME FOR PENSION—PERIOD TO BE ALLOWED TO RATINGS IN WHICH TO REFUND PENSION CONTRIBUTION DUE TO THE ADMIRALTY.

R.N. ratings on loan to the R.A.N. who apply for permission to re-engage to complete time for pension in the Royal Navy must clearly understand that they are liable for pension contribution for the period of their service in the Royal Australian Navy, up to the expiration of their second R.N. engagement.

This contribution is deducted from Deferred Pay credited, but if Deferred Pay has already been paid over without the necessary deduction having been made, ratings must lodge the amount of Pension Contribution in cash before their application for re-engagement can be transmitted to the Admiralty. Should ratings be unable to lodge the total amount in one sum, repayment may be made in instalments, but their applications for re-engagements will not be forwarded to the Admiralty until the full amount has been repaid.

In the event of death occurring before payment in full is completed, refund of instalments lodged will be made to the rating's next of kin or legal representative.

Attention is drawn to Navy Order 197 of 1921 in this connexion.

(A.21/19941.)

(This Order will be reprinted for posting on Notice Boards.)

493.

RAILWAY WARRANTS—TRAVELLING ALLOWANCE FOR BOYS AND RATINGS UNDER 18 YEARS OF AGE.

The Naval Board have approved of all Boys and other ratings under eighteen years of age, who are proceeding to their homes on Christmas leave, 1921, being granted 2nd class return railway warrants or steerage steamer tickets at departmental expense. It should be clearly understood that this concession is confined to the limits of the Commonwealth, and is limited to rail or steamer fares only. Motor or coach fares will not be allowed.

2. Travelling Allowance, in advance, will also be payable at the rate of 4s. per diem; for a portion of a day, 1s. for the first six hours, and 6d. for every subsequent three hours while actually travelling from ship to home, and from home to ship. No Travelling Allowance is to be paid when the Boys or other ratings are accommodated in ships or trains where meals are provided at the expense of the Navy Department.

(20/9979.)

494.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING)—COMPENSATION FOR LOSSES OF UNIFORM, ETC.

Article 6 is amended by adding immediately after clause (7) a new clause to read as follows:—

"(7A.) *Compensation for Losses of Uniform, &c.*—The Naval Board may approve of the payment of compensation to Officers and Men who, being on duty, may lose, in action with the enemy, by fire, by shipwreck, or by other casualty of the Service, any necessary articles of clothing or equipment or any books, instruments or tools used in connexion with their duties, subject to a certificate being furnished that the following conditions have been fulfilled, viz.:—

(*a*) That the claimants are acquitted of all blame as to the cause of the loss;

(*b*) That the loss occurred in circumstances altogether unavoidable by them;

(*c*) That it was not by neglect nor fault of the applicant; and

(*d*) That every exertion was used by them to prevent the loss.

2. No claim will be admitted for losses sustained when proceeding on or returning from leave of absence, nor for the loss of money or civilian clothing the property of individuals.

3. Claims are to be submitted within one month from the date of loss to the Commanding Officer, who will arrange for a thorough investigation and forward the claim, together with complete details, for the consideration of the Naval Board. It should be clearly indicated in this report whether the loss is considered to be due to default by the Officer or rating himself, or by any other person serving on board at the time the loss occurred.

4. In the case of the loss of uniform clothing and tools by Chief Petty Officers, Petty Officers and men, any absolutely necessary articles may be issued immediately with the approval of the Commanding Officer, and value charged on the ship's ledger against the ratings to whom the issues are made. These charges need not, however, be actually abated from pay pending the result of the investigation, and may be carried forward, if necessary, to subsequent ledgers as debts until the decision of the Naval Board is communicated.

5. The amount of compensation will be determined in each case by the Naval Board, who, in giving a decision, will be guided generally by the provisions of Article 1559 and Appendix VIII. of King's Regulations and Admiralty Instructions.

6. Unless otherwise approved, amounts awarded as compensation are to be credited to Officers and Men concerned in the ship's ledger in 'Other Credits' column."

(15/9977.)

495.

ORDNANCE ARTIFICER HISTORY SHEET (FORM A.S. 1246 C.).

The above form has been introduced into the Royal Australian Navy, and a supply has been made to the Gunnery School.

2. Attention is called to Admiralty Monthly Order No. 9/21, regarding the use and supply of these History Sheets.

3. Strict attention is to be paid to the instructions contained on page 2 of the form, viz., that a copy of the History Sheet is to be forwarded to the Gunnery School for notation—

(*a*) Whenever a man is discharged from a ship.

(*b*) When he is recommended for advancement.

496.

DISPOSAL OF FORM A.S. 398—PROGRESS BOOK FOR SUBORDINATE OFFICERS.

Progress Books for subordinate officers are, in future, to be forwarded to the Navy Office on 31st December in each year.

(2) In paragraph 5 of the "Instructions for keeping the book," the words "The book is to be forwarded direct to the Admiralty immediately previous to the commencement of the yearly examinations for Junior Officers in November" should be cancelled, and the following words substituted:—"The book is to be forwarded direct to the Navy Office on 31st December in each year." All copies of the book in ships or in store should be corrected accordingly.

(S.21/2960.)

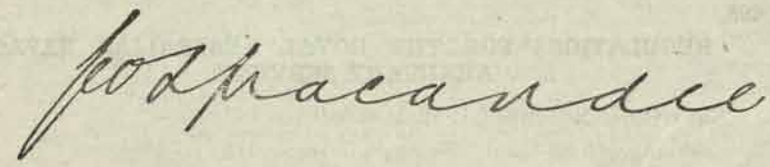
By Authority: ALBERT J. MULLETT, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
13th December, 1921.

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

By command of the Naval Board,



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

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509.	Visits of Inspection by Naval Board.

C.18788.

497.

FIREARMS AND PROHIBITED ARTICLES SEIZED UNDER WAR PRECAUTIONS REGULATIONS.

Navy Order No. 322 of 1921 is to be amended as follows :—

(1) by relettering paragraph (*c*) as (*d*) ;
(2) by inserting new sub-para. (*c*) :—

"Where the owners cannot be identified or found, arrangements should be made for the sale of such articles and the payment of any proceeds into revenue."

(N. 21/15090.)

498.

REGULATIONS FOR THE ROYAL AUSTRALIAN NAVAL AUXILIARY SERVICES.

Navy Order No. 294 of 1921 is amended as follows :—

Paragraph 28—add following sub-paragraphs :—

(2) In the absence of the District Naval Officer on short leave, *i.e.*, for periods not exceeding four days, the next senior Officer of the R.A.N.R. Staff *at the Port* where the District Naval Officer has his office, irrespective of whether such Officer is a Sub-District Naval Officer or an Officer on the Staff of the District Naval Officer, will act for the District Naval Officer, and sign papers "for D.N.O., absent on leave."

(3) In the absence of the District Naval Officer on long leave, or from any other cause for a period exceeding four days, the next senior Officer of the R.A.N.R. Staff *in the District* will assume command of the District, unless special arrangements have been made for a more senior Officer to be appointed temporarily to perform the duties of Acting District Naval Officer, and will sign papers "for D.N.O., absent on leave" (sick or otherwise as the case may be). In the event of the next senior Officer of the District being stationed at a Sub-District at a Port other than that at which the D.N.O. has his office, it is the duty of the District Naval Officer, before proceeding on leave or on duty (or of the senior Officer at the Head-Quarters Port of the District in case of sickness or emergency) to obtain instructions from the D.N.R.M. as to the temporary command of the District.

(21/0496.)

499.

MARKERS FOR RIFLE PRACTICES.

When markers are required to attend parties from H.M.A. Ships and Establishments carrying out rifle practices, application should be made to the Senior Officer present for Naval ratings to be detailed for the purpose. In no circumstances should civilian markers be engaged without the approval of the Naval Board being first obtained.

(A.21/20197.)

500.

VACCINATIONS—RECORD OF.

In future a notification is to be made in the quarterly Nosological Return of any vaccinations carried out, showing—

(*a*) The batch number and origin of the lymph ;
(*b*) Total number vaccinated ;
(*c*) Results, *i.e.*, P.V.V., M.V.V., Negative.

2. Attention is drawn to the instructions for the care and use of Vaccine Lymph issued by the Commonwealth Laboratories. These are to be strictly adhered to.

(S. 21/3606.)

501.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).—REDUCED PAY.

The following amendments of the Financial Regulations (Sea-going) have been approved with effect as from 1st December, 1921 :—

AMENDMENTS.

(1) Article 6 is amended by adding the words "Kit Upkeep Allowance is subject to reduction when ratings are in receipt of reduced pay in accordance with Article 43" immediately after the word "period" in the last line of clause (1).
(2) Article 43 is amended by adding after the word "pay" in the second line the words "and Kit Upkeep Allowance."

(21/7115.)

502.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).—VICTUALLING STORE ALLOWANCE.

The following amendment of Financial Regulations (Sea-going) is approved :—

Article 9 is amended as from 1st January, 1922, by omitting clause (50).

(20/5551.)

503.

AMENDMENT OF FINANCIAL REGULATIONS (SEA-GOING).—TRAVELLING ALLOWANCES.

The following amendment of Financial Regulations (Sea-going) has been approved with effect as from 1st July, 1921 :—

AMENDMENT.

Article 16 is amended by adding new clause (3A), immediately after clause (3), to read as follows :—

"(3A). Members detained at a Port waiting to join Ship, or on appointment to a Ship or Depôt, where service accommodation is not available, are required to enter lodgings as soon as possible. Travelling allowance under clause (3) may be paid when travelling to the Port or place of duty, and the allowance may be paid for three days (or four, including a Sunday) while seeking lodgings, and then Lodging and Ration Allowances.

In cases, however, where it is known definitely that the total period of detention waiting to join a Sea-going Ship will not exceed seven (7) days, or that service accommodation will be available within seven (7) days, Travelling Allowance at the full rate is payable throughout the period.

A certificate should be given in the body of the voucher on which Travelling Allowance is paid to the effect that quarters are not available."

(A. 21/20394.)

504.

NAVAL DISCIPLINE ACT.

With reference to Navy Order No. 238 of 1921, a pamphlet containing amendments to the Naval Discipline Act (with modification applying that Act to Commonwealth Naval Forces) has been printed.

2. First supply, according to Establishment, will be made, without demand, by the Naval Store Officer, Sydney, to H.M.A. Ships, Naval Establishments, and District Naval Officers.

(21/9110.)

505.

PURCHASE OF SUGAR FOR H.M.A. SHIPS AND NAVAL ESTABLISHMENTS IN VICTORIA.

Sugar required for use in H.M.A. Ships in Victorian waters and Naval Establishments in Victoria is to be ordered direct from the Colonial Sugar Refining Co. Ltd., 147 William-street, Melbourne.

2. Sugar ordered should be described as 1A, and, until further notice, the price, and terms regarding payment, are as follows :—

£49 per ton.

Less discount—

2½ per cent. on accounts under £300—payment within 30 days.
3 per cent. on accounts £300 to £600—payment within 30 days.

An extra ½ per cent. for cash payment (payment within seven days) will be allowed.

3. If account be not paid on actual due date, interest will accure thereon at the rate of 8 per cent. per annum. Claims should be settled as promptly as possible in order that the best terms of discount may be availed of.

(S. 21/4300.)

506.

PURCHASE OF KEROSENE.

The Commonwealth Stores Supply and Tender Board has entered into an agreement with the Texas Oil Company for the supply of Kerosene at the undermentioned rates, as from 1st November, 1921.

Unless Naval Board approval has been obtained for the use of any other brand, supplies of Kerosene required for Naval purposes are to be obtained under this agreement :—

	"Light of the Age" Per case.		"Power" Per case.	
	s.	d.	s.	d.
Brisbane	16	0	15	6
Adelaide	16	0	15	6
Port Adelaide	16	0	15	6
Perth	16	0	15	6
Fremantle	16	0	15	6
Sydney	16	3	15	9
Melbourne	16	0	15	6
Hobart	16	6	16	0
Launceston	17	0	16	6

2. Supplies are for delivery f.o.b. or f.o.r. at the respective centres, or within city limits, and subject to 2½ per cent. discount.

3. Any alterations in above prices will be notified from time to time.

507.

DEMANDS BY NAVAL RESERVE DISTRICTS, R.A.N. COLLEGE, BOYS' TRAINING SHIP ("TINGIRA") AND FLINDERS NAVAL DEPOT, ON OTHER NAVAL ESTABLISHMENTS.

With reference to Consolidated Navy Orders Article 275 and Navy Order 275/1921, when funds certificate is given by the Certifying Officer in respect of stores demanded on other Naval Establishments, a notation to that effect is also to be made on the original copy of the demand for the information of the Store Officer on whom the demand is made.

The latter officer is to see that the required notation has been made before supplying the stores.

(A. 21/20336.)

508.

SCHEDULE OF CONTRACT RATES FOR SUPPLY OF FRESH PROVISIONS.

The following are the contract prices for supplies of Fresh Provisions to H.M.A. Ships at Jervis Bay, N.S.W., during the period stated hereunder :—

Contract.	Item.	Price.	Per
		s. d.	
Dairy Produce	1. Bacon, best mild (sides 40–50 lbs.), including wrappers and covers	1 6½	lb.
	2. Butter, in prints	1 7	,,
	Butter boxes extra	1 0	each
	3. Cheese, choice, matured, mellow	1 4	lb.
	4. Eggs, new laid, fair average size	1 6	doz.
Bread		0 3¼	lb.
Meat	1. Beef, fores / hinds } Carcasses to be cut in eight pieces	0 5½	lb.
	2. ,, ribs	0 8	,,
	3.* ,, topsides, to be cut clear of aitch bone	0 8½	,,
	4. Veal	0 6	,,
	5. Mutton carcasses	0 5½	,,
	6. Mutton chops	0 8	,,
	7. Lamb, carcasses	0 6½	,,
	8. Pork, sides	1 1	,,
	9. Sausages, mixed meat	0 7	,,
	10. Fresh Suet, beef, kidney	0 6	,,
	11. Hearts, ox, to average 3 lbs. each	0 7	each
	12. Sheep's Fry	0 4	,,
	13. Tripe, ox, cooked	0 8	lb.
Vegetables	1. Potatoes, Carmen, or other kind of equal quality, in bags or cases	11 0	cental
	2. Cabbages, free from outside leaves and stalks and to weigh not less than 3 lbs. each	0 2½	lb.
	3. Mixed Vegetables, free from all tops	0 3½	,,
	4. Onions, in bags or cases	11 0	cental
	5. Swedes, free from all tops	12 0	,,

*When supplies of topsides are being obtained a quantity of thick flanks, not less than one-half the total weight of topsides, will also be ordered.

NOTE.—All prices are subject to alteration with a fortnight's notice on either side.

Period of Contract	During visit of H.M.A. Ships to Jervis Bay, approx. 9th November to 12th December, 1921.
Contractor	Mr. Richard Dent, Huskisson, N.S.W.

509.

VISITS OF INSPECTION BY NAVAL BOARD.

It is notified for the information of all concerned that the Naval Board visits of inspection to Shore Establishments will not take place before the end of 1921.

A further notification will be made as soon as dates in 1922 have been fixed for these inspections.

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
20th December, 1921.

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

By command of the Naval Board,

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

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C.19178.

510.

CODE AND CYPHER TELEGRAMS WITHIN THE COMMONWEALTH OF AUSTRALIA—SYSTEM OF COUNTING NUMBER OF WORDS.

Attention is invited to Regulations 325, 326, 327, and 328 of *Post and Telegraph Guide* as amended by Statutory Rule 90 of 1921.

2. These regulations read as follows :—

"TELEGRAMS WITHIN THE COMMONWEALTH.

325. In telegrams in code, each word containing not more than *five* characters shall be counted as one word, and each word containing more than five characters shall be counted as one word for each five characters or part thereof.

326. In telegrams in cypher, each group of letters or figures shall be counted as one word for each *three* letters or figures or part thereof.

327. If a telegram is partly in plain language and partly in code, it shall be charged for as if wholly in code.

328. If a telegram is partly in plain language or in code and partly in cypher, the part in cypher shall be counted and charged for as cypher and the remainder as code."

3. These regulations apply to telegrams *within* the Commonwealth only.

4. In sending telegrams by routes controlled by the Commonwealth Postmaster-General, officers should take into consideration the fact that messages partly in code are charged for as if wholly in code, *e.g.*, the word "Commonwealth" is charged as three words. When it is considered desirable to disguise a portion of such telegram, the whole message should be coded if economy is thereby attained.

(N.21/15555.)

511.

INSPECTION OF SHIPS' BOOKS, ETC., BY AUDIT OFFICE.

Under the terms of the Commonwealth Audit Act all accounts of Cash and Stores supplied for the Public Service are to be available for inspection by the representative of the Auditor-General when required by the Auditor-General.

2. On all occasions when the Auditor-General desires that his Inspector shall visit one of H.M.A. Ships or Naval Establishments for the above purpose, the Auditor-General will inform the Commanding Officer of his intention to send his representative, indicating what accounts are to be examined. The Commanding Officer is then to arrange that the officer in charge of the cash and stores concerned is available at the time required, and is to afford the Auditor-General's representative every facility in carrying out his duty.

3. Should it occur that on receiving notice of the proposed visit of the Inspector some operation of the Fleet or other circumstances in connexion with the Naval Service or the Naval duties of the officer in charge of the accounts makes it impracticable or difficult for the inspection to be carried out at the time indicated, the Commanding Officer is immediately to inform the Auditor-General of the fact, and suggest another time when Service arrangements will better allow of the inspection taking place. At the same time, the matter is to be reported to the Naval Board, stating fully the reasons which prevented the inspection being carried out at the time notified by the Auditor-General.

4. The above applies only to H.M.A. Ships and Naval Establishments in Commission. Civil Establishments under the Navy Department, *e.g.*, Garden Island, &c., will be subject to inspection of accounts in the same manner as other Government Civil Establishments.

(20/1953.)

512.

ISSUE OF FREE KITS TO RATINGS ON ENTRY.

Free Kits to which ratings are entitled on first entry should be issued as soon as possible in the Ship or Establishment in which enrolment is effected.

2. Where it is not possible to fully kit up ratings before being drafted, statements showing articles due are to be forwarded to the Accountant Officer of the Ship or Establishment to which ratings are discharged.

3. The numbers and dates of vouchers for issues to date are to be noted on the statement forwarded to the Accountant Officer of the Ship to which men are discharged, and these statements are to be attached to the vouchers for subsequent issues forwarded to Navy Office with the Clothing Accounts for the period.

4. Drafting of ratings subsequent to the placing of orders for articles of uniform is to be communicated to the Victualling Store Officer ; Manager, Commonwealth Clothing Factory ; or Contractors as necessary, with a request for the completed articles to be forwarded as stated.

(S.21/4344.)

513.

DRESS—R.A.A.F. BADGES.

It is notified for information that pilots' and observers' "Wings" are badges peculiar to the Air Forces, and are not to be worn by members of the Naval Forces in Australia except when serving with the Royal Australian Air Force.

(P.21/11853.)

(This Order will be reprinted for posting on Officers' Notice Boards.)

514.

LEAVE OF ABSENCE IN CASES OF EMERGENCY AND FOR PURPOSE OF ATTENDING EXAMINATIONS—CIVIL OFFICERS (OFFICE STAFF).

With reference to the leave which may be granted to an officer under the provisions of Commonwealth Public Service Regulation 87 and Article 316 of Consolidated Navy Orders of 1911–20, it has been decided that a year is to be calculated as the twelve months immediately preceding the date upon which leave is applied for, *i.e.*, in a similar manner to single-day absences on sick leave, without production of Medical Certificate, *vide* Navy Order 19/1921. This decision operates from 1st January, 1922.

(C.21/18245.)

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

Commonwealth Navy Orders.

Navy Office, Melbourne,
20th December, 1921.

The following Order, having been approved, is hereby promulgated for information and guidance, and necessary action.

By Command of the Naval Board,

The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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515.

MIDSHIPMEN—REDUCTION IN NUMBERS.

In view of the reduction of the Fleet in commission, and the probability of the reduction in future construction of ships for the Royal Australian Navy, it has become necessary to review the future requirements of Officers. The numbers that have been entered through the Royal Australian Naval College up to the present date were based on the probable requirements under the scheme recommended by Admiral Henderson in 1911, and it is now evident that the number of Officers provided under this scheme cannot be usefully absorbed in the Fleet which will probably be maintained in the future.

2. It has therefore been decided that it will be necessary to reduce the number of Officers, and with this end in view, to take the following steps :—

(*a*) To allow the resignation of a certain number of Midshipmen of seniorities of 1st January, 1920, and 1st January, 1921.

(*b*) In future to enter only sufficient Midshipmen from the Royal Australian Naval College as are necessary to maintain the numbers required. Twelve (12) will be entered on 1st January, 1922.

3. The above decisions have been arrived at after full and careful consideration, it being realized that as a reduction is absolutely necessary, it is best for the future of the individual and for the Service that those should leave who are youngest, and therefore best fitted to commence a career in civilian life, for many branches of which it is considered the thoroughly sound education received at the College will eminently fit them.

4. Midshipmen who desire to resign their appointments in the above-mentioned circumstances should submit their resignations, after consulting their parents or guardians, as soon as possible.

5. It must be understood that although the Naval Board is prepared to consider the resignations of a limited number of midshipmen, the Board reserves the right of determining whether any individual resignation shall be accepted, having in view the necessity for maintaining a sufficient number of Officers for the Fleet.

(21/0763.)

By Authority: Albert J. Mullett, Government Printer, Melbourne.

Commonwealth Navy Orders.

Navy Office, Melbourne,
29th December, 1921.

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

By Command of the Naval Board,

The Rear-Admiral Commanding and Commanding Officers of H.M.A. Ships, Officers in charge of H.M.A. Naval Establishments, and others concerned.

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523.	Memorandum by the Hon. W. H. Laird Smith on Vacating the Office of Minister of State for the Navy.

C.19647.

516.

AUSTRALIAN MERCHANT SHIP FLAG.

It is notified for general information that by Proclamation issued in *Commonwealth Gazette* No. 76, of 29th September, 1921, Section 406, *inter alia*, of the *Navigation Act* 1912–20 comes into force on 1st February, 1922.

2. Section 406 of the Act reads as follows :—

"The red ensign usually worn by British merchant ships defaced as follows, namely :—

In the centre of the lower canton next the staff, and pointing direct to the centre of the St. George's Cross in the Union Jack in the upper canton next the staff, a white seven-pointed star, indicating the six Federated States of Australia and the Territories of the Commonwealth, and in the fly five smaller white stars, representing the Southern Cross,

is hereby declared to be the proper colours for all merchant ships registered in Australia, except in the case of any ship for the time being allowed to wear any other national colours in pursuance of a warrant from the King or from the Admiralty." (N.21/15239.)

517.

CONDUCT OF SIGNALLING—ABBREVIATED ADDRESSES.

The following instructions for the conduct of signalling from Navy Office, Melbourne, will come into operation as from 1st January, 1922 :—

Messages addressed to "NAVYCIRC" will be sent to the following :—

(1) R.A.C.A.F.
(2) C.S.G.I.
(3) C.S.T.
(4) Captain (S).
(5) Naval College.
(6) The Senior Officer at any Port at which any of H.M.A. Ships are at the time.
(7) D.N.R.M.
(8) D.N.Os.

2. Messages prefixed with the collective address "LOCOVIC" will be transmitted to—

(1) C.S.T.
(2) Captain (S).
(3) The S.N.O. afloat at any Port in Victoria where any of H.M.A. Ships may be at the time.
(4) D.N.R.M.
(5) D.N.O.

3. Similarly, messages prefixed "LOCONEW" will be transmitted to—

(1) C.S.G.I.
(2) The S.N.O. afloat at any Port in N.S.W. where any of H.M.A. ships may be at the time.
(3) C.O., Naval College.
(4) D.N.O.

4. In the event of it being considered unnecessary to send "LOCOVIC" and "LOCONEW" messages to all the addressees detailed above, the preamble of such messages will conclude with the signification "NEGATIVE" followed by such of the above Senior Officers to whom the messages have not been transmitted.

5. Collective signals will bear time of origin only.

6. The Senior Naval Officer at the Port is responsible that such messages are repeated to all Ships present at the Port, and D.N.Os. are responsible for informing S.D.N.Os. when necessary.

7. The signification "addressed to, &c." will be omitted from Collective Signals. (N.21/15617).

518.

DIRECTOR OF NAVAL INTELLIGENCE.

Lieutenant-Colonel Francis H. Griffiths, R.M.L.I., has been appointed Director of Naval Intelligence under the orders of the Naval Board, and all facilities are to be afforded this Officer in the exercise of his duties.

(20/9338.)

519.

CURTAILMENT OF RAILWAY SERVICE TO CRIB POINT, VICTORIA —RATINGS AND RECRUITS JOINING FLINDERS NAVAL DEPOT.

The following trains between Melbourne and Crib Point have been discontinued, and will not run until further notice :—

Train from Melbourne, arriving Crib Point 7.34 p.m. on Mondays, Wednesdays, and Fridays.

Train leaving Crib Point for Melbourne 7 a.m. on Tuesdays, Thursdays, and Fridays.

2. In view of the above curtailment of the train service to Crib Point, ratings and recruits ordered to join Flinders Naval Depôt should not be sent forward so as to arrive in Melbourne on Mondays, Wednesdays, or Fridays.

(P.21/11942.)

520.

PAYMENT OF ALLOWANCE FOR THE PERFORMANCE OF HIGHER DUTIES—PERMANENT CIVIL OFFICERS (OFFICE STAFF).

The following amendments of Navy Order No. 293/1921 have been approved, with effect as from 3rd December, 1921 :—

(1) Paragraph 2 is amended as follows :—

The figures 78 where mentioned in the third line are cancelled and the figures 26 inserted in lieu. (C.21/18289.)

(2) Paragraph 5 is cancelled and the following substituted :—

In calculating the period necessary to be served in the higher position before allowance is claimable only the actual time during which the Officer performs the higher duty should be considered, provided that where an Officer is engaged on higher duties immediately preceding and succeeding a public holiday or holidays he may be considered for all purposes as if he were performing the higher duties on the holidays ; also provided that where an Officer carried out higher duties immediately preceding leave of absence granted to enable him to fulfil the course of training prescribed by the Defence Act and again takes up the higher duties immediately he returns from leave, the period of such absence may be counted as time on duty.

(C.21/18414.)

(3) Paragraph 8 is cancelled and the following substituted, with effect from 1st April, 1921, except as regards that portion after the words " higher duties " in the sixth line of sub-paragraph (*b*), which will take effect from 3rd December, 1921.

An Officer who is in receipt of an allowance for the performance of higher duties shall have his allowance suspended during any period of cessation of performance of the higher duties, except as provided hereunder :—

(*a*) Where an Officer in receipt of the allowance has performed the higher duties for twelve months continuously and is granted sick leave for a period not exceeding two weeks in any twelve months, he is to receive the allowance whilst on sick leave, provided that on returning from leave he again takes up the higher duties ; also provided that any absence, except on recreation leave, emergency leave, or leave granted to an Officer under Commonwealth Public Service Regulation 88 to enable him to fulfil the course of training prescribed by the Defence Act, during the period of twelve months from the date of taking up the higher duties should not be counted in arriving at the date on which the Officer becomes eligible for sick leave of absence at the higher rate.

(*b*) Where an Officer in receipt of the allowance is granted recreation leave, emergency leave, or leave under Commonwealth Public Service Regulation 88 (Military leave) payment of allowance will be continued during the officer's absence, provided that on returning from leave he again takes up the higher duties ; also provided that where an Officer is granted leave under the provisions of Commonwealth Public Service Regulation 88 to enable him to carry out the training prescribed by the Defence Act, payment of higher duty allowance should not be continued beyond the date the Officer would have ceased to perform the higher duties had he not been absent.

(C.21/18414.)

(4) Paragraph 11 is amended as follows :—

(*a*) Delete the figures 50 and 29 in third line and insert in lieu the figures 20 and 7 respectively.

(*b*) Delete the figures 78 in the fifth line and insert in lieu the figures 26. (C.21/18289.)

(5) Paragraphs 13 and 14 are omitted. (C.21/18289.)

(6) Paragraph 15 is amended as under :—

Delete the following words in second, third, and fourth lines—

" except that the period of 78 full working days specified in paragraph 2 shall be 26 full working days."

(C.21/18289.)

(7) Paragraph 16 is amended as follows :—

Delete the words " except as herein specified " at end of paragraph.

521.

SIGNAL LETTERS OF BRITISH SHIPS.

The following Commercial Code Signals have been appropriated to the undermentioned British ships :—

Date.	Signal Letters.	Name of Ship.	Port of Registry and Official Number.	Sail or Steam, Rig, and Net Registered Tonnage.	Owners.
3.12.21	T.Q.C.H.	*Eurimbla*..	Sydney, 150170	Steam ; Schr. ; 1916	William Morris Hughes, Prime Minister of the Commonwealth of Australia
9.12.21	T.H.R.P.	*Echuca* ..	Melbourne, 132479	Steam ; Schr. ; 1924	,, ,,
9.12.21	K.J.W.M.	*Moreton Bay*	(To be registered in Brisbane)	..	,, ,,

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522.

REVISION OF ISSUING PRICES OF CLOTHING, KIT UPKEEP ALLOWANCE, AND OUTFIT GRATUITIES.

The issuing prices of clothing have been revised with effect from 1st January, 1922, and a revision of the Official Memorandum, " Prices of Seamen's Clothing, &c.," is in course of issue.

2. In consequence of the introduction of the new issuing prices, revised rates of Kit Upkeep Allowance have been approved as follows, with effect from 1st January, 1922 :—

Class I.—1s. 0d. per day in lieu of 1s. 4d.
Class II.—10d. ,, ,, 1s. 0d.
Class III.—1s. 0d. ,, ,, 1s. 3d.

3. The Outfit Gratuities payable to ratings who are obliged to change their uniform from Class II. to Class I. or Class III., or from Class III. to Class II., have also been revised, and the following rates are to apply from 1st January, 1922 :—

(*a*) To Petty Officers dressed as Seamen on promotion to Chief Petty Officer £18
(*b*) To Petty Officers with four years' service as such, on change from Class II. to Class III. uniform £17
(*c*) To other men or boys on transfer to ratings for which a change of uniform to Class III. is required £16
(*d*) To other men or boys on transfer to ratings for which a change of uniform to Class II. is required £14

4. In accordance with paragraph 4 of Navy Order 125/1921, the revised rates of Kit Upkeep Allowance are based on the cost of normal annual replacements of clothing at the new issuing prices in the same manner as the present rates were determined, and are subject to further revision at a later date in the event of the issuing prices being increased or reduced. Similarly, the Outfit Gratuities have been fixed on the same basis as the present gratuities, and the reduced gratuities are entirely due to the generally lower issuing prices to operate from 1st January, 1922.

5. Paragraph 1 of Navy Order No. 124/1921 and Navy Order No. 125/1921 are hereby cancelled as from 1st January, 1922. The necessary amendments to the Financial Regulations (Seagoing) will be made in due course, and a further Navy Order will be issued, in regard to revised Outfit Gratuities for the R.A.N.R. Staff. (S. 21/4362.)

523.

MEMORANDUM BY THE HON. W. H. LAIRD SMITH ON VACATING THE OFFICE OF MINISTER OF STATE FOR THE NAVY.

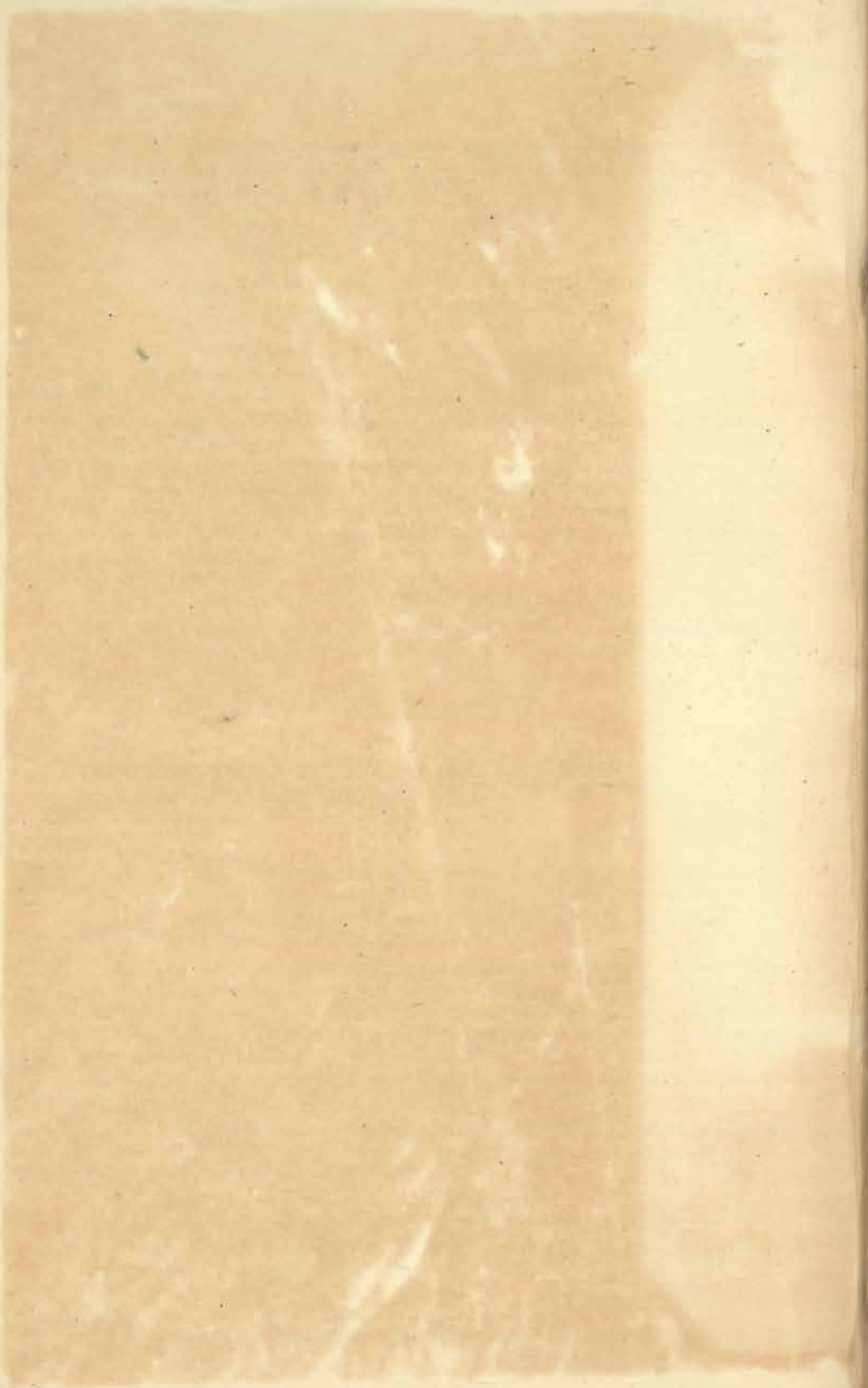
Navy Office,
22nd December, 1921.

On vacating office as Minister of State for the Navy—an office I entered upon on 28th July, 1920—I desire to place on record my appreciation of the loyal service rendered by the Naval Board and all Officers, both Naval and Civil, of the Department and its Establishments.

It was my pleasure to accompany the Fleet on a cruise and to note at first hand the conditions under which Officers and Men of the Royal Australian Navy live and work, and I desire to congratulate the Rear Admiral Commanding, the Captains, Officers, Petty Officers, and Men, on their high state of efficiency, and their zeal for the service. I was glad to be able to secure the approval of the Government to some betterment of the conditions of Officers and Men.

The great war is sufficiently fresh in the minds of the people to render it unnecessary for me to refer to the deeds of the Navy, in which ships of the Royal Australian Navy shared.

I am confident that the spirit of endurance and quiet devotion to duty so marked in the Mother Navy lives in the Royal Australian Navy. It is Australia's first line of defence. May it receive the support it deserves. It has my very best wishes for its future.

W. H. LAIRD SMITH.

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