

AND

1973

RESTRICTED

ANOs 1/73-13/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
25 January 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Mandau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

1/73—Australian Navy Orders

1. Navy Orders are printed orders and instructions having general application throughout the Navy. They are printed in three series, Australian Navy Orders (ANOs), In-Confidence Australian Navy Orders (ICANOs) and Confidential Australian Navy Orders (CANOs). The first two series take in matter up to RESTRICTED while the last are all CONFIDENTIAL.

2. Many of these orders are based on Defence Council Instructions in which case the relevant DCI number is shown in italics beneath the title of the Navy Order.

3. The orders are divided into sections by subject as follows:

<i>Section</i>	<i>Title</i>
1	ADMINISTRATIVE AND GENERAL.
2	PERSONNEL.
3	OPERATIONAL AND TRAINING.
4	EQUIPMENT, STORES AND SERVICING.
5	BOOKS, CORRESPONDENCE, FORMS AND STATIONERY.
6	ESTABLISHMENTS.
7	CANCELLED LIST.

4. Navy Orders are not intended as a permanent book of reference and remain extant for three years before automatic cancellation unless they are otherwise cancelled. A disposal instruction is included in Navy Orders each month listing the orders no longer in force which may be disposed of.

5. So that packs of orders may be amended readily, any order referred to in the text of an order has its number printed at the end of that order.

6. Separate indexes are issued annually for Ordinary and Confidential series (ICANOs) being including in the Ordinary Index covering orders promulgated over the previous three years. Supplementary indexes for each series are compiled in June of each year listing orders promulgated in the previous six months.

7. The last Navy Order issued for 1972 was No 447.

8. Navy Order 1/72 is hereby cancelled.

(47/8/7)

(Navy Order 1/72)

UNCLASSIFIED

2/73—RAN Hydraulic Systems Committee Terms of Reference and Membership

1. Navy Order 92/72 is to be amended as follows:

ANNEX A**Terms of Reference.**

Delete a. and b. and insert new Paragraphs a. and b. as follows:

- a. To provide a central source of technology on hydraulic systems and associated fluids.
- b. To consult, advise and disseminate information to authorities on all matters concerning hydraulic systems and associated fluids.

(8/1/187)

(Navy Order 92/72)

UNCLASSIFIED

3/73—Supply Division, Sydney—Correspondence and Signals

1. The Chief Superintendent of Supply (CSS) Sydney is to be the action addressee for all signals concerning stores supply matters in the East Australia Area. FOCEA and COMAUSFLT when HMA ships are involved, are to be added as information addressees on signals:

- a. demanding stores (ABR 4, 0618);
- b. advising dispatch of stores (ABR 4, 0712);
- c. involving criticism or commendation.

2. Routine correspondence in connection with supply matters should be addressed direct to the appropriate Superintending Supply Officer; however, correspondence of other than a routine nature and/or of application generally to the Supply Division, Sydney, is to be addressed to the Chief Superintendent of Supply.

3. ABR 4 Articles 0618 and 0712 will be amended.
4. Navy Order 169/70 is hereby cancelled.

(2/4/263)

(Navy Order 169/70)

Section 2**PERSONNEL**

UNCLASSIFIED

4/73—Medical Documentation—Midshipmen Within the Fleet

1. Difficulty is being experienced in locating Midshipmens medical envelopes especially when required for overseas postings, due to the frequent movement of Midshipmen from ship to ship within the Fleet.

2. In order to overcome this, all ships and establishments dispatching Forms PM168 (AF Med 4) relative to Midshipmen posted to ships within the Fleet are to complete a duplicate Form PM110 (AM 46z) and forward it to the Fleet Medical Officer, HMAS MELBOURNE, in addition to the normal procedure.

3. The Fleet Medical Officer, HMAS MELBOURNE is to keep a register of Midshipmens Forms PM168 (AF Med 4) and all requests for these forms are to include HMAS MELBOURNE as an information addressee.

4. Navy Order 797/69 is hereby cancelled.

(327/58/47)

(Navy Order 797/69)

UNCLASSIFIED

5/73—Officers—Zones for Promotion in the Royal Australian Navy

1. The system of zonal promotion in the RAN was adopted from the Royal Navy. Under this system it is planned that promotions can be spread over as wide a field as possible, whilst ensuring equality of opportunity for successive years. In the Royal Navy, officers in the ranks of Lieutenant Commander and Commander, and of Lieutenant on the Special Duties and Supplementary Lists, enter zones at certain seniorities, which are periodically varied to meet changing requirements, and leave the zones (then becoming 'over zone') at higher seniorities. Whilst there is an avenue for over zone promotion in exceptional cases, promotions are generally made only from officers in the zones.

2. In the RAN, due to different circumstances, upper zonal limits similar to the Royal Navy would be too restrictive. All officers will, therefore, enter zones at the minimum seniorities or ages specified in this Navy Order and will remain eligible for promotion until reaching the retiring age for rank, as laid down in RI Article 0344, but not during extended service (see paragraph 2 of that Article).

Reports

3. Occasions and dates for half-yearly reports are specified in RI Article 1052.

Zones

4. The zones for promotion for the half-yearly selections of RAN officers are shown below:

- a. *Promotion to Rear-Admiral.*

There are no fixed zones for promotion of Captains to Rear-Admiral and it is expected that normal periodical reporting will provide the data required to enable selections to be made. Promotions are not normally made below nine years seniority. Special reports will be called for if required.

- b. *General List Officers (EX, EN, SU)*.
- (1) To Captain—four years seniority to age 50.
 - (2) To Commander—three years seniority as Lieutenant Commander or age 36 years, whichever is the earlier, to age 45.
- c. *Instructor Branch*.
- (1) To Instructor Captain—eight years seniority as Instructor Commander to age 52.
 - (2) To Instructor Commander—four years seniority as Instructor Lieutenant Commander to age 48.
- d. *Medical and Dental Branches*.
- (1) To Surgeon Captain—five years seniority as Surgeon Commander to age 55.
 - (2) To Surgeon Captain (D)—six years seniority as Surgeon Commander (D) to age 55.
 - (3) To Surgeon Commander/Surgeon Commander (D)—six years seniority as Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) to age 48.
- e. *Ordnance Inspection Branch*.
- Selections for promotion to Commander and Captain will be made as vacancies occur and zones are not set. Special reports will be called for if required.
- f. *Special Duties List (all Branches)*.
- (1) To Commander—three years seniority as Lieutenant Commander to age 55 years.
 - (2) To Lieutenant Commander—nine years seniority as Lieutenant to age 55 years, except that officers with seniority 1 October 1964 entered the promotion zone with five years seniority.
 - (3) To Lieutenant—promotions are made on attaining two years seniority as Sub-Lieutenant, subject to recommendation. For officers not promoted at that time recommendations are to be forwarded with those of Lieutenants (SD) for Lieutenant Commander (SD). *See also* RI Article 1042(6).
- g. *Permanent Supplementary List Officers*.
- To Commander—three years seniority as Lieutenant Commander or age 36 years, whichever is the earlier, to age 45.
- h. *Naval Police*.
- (1) To Superintendent—selection will be made as a vacancy occurs and a zone is not set. Special reports will be called for if required.
 - (2) To Chief Inspector—all Inspectors are eligible for consideration for promotion.
 - (3) To Inspector—as for promotion to Lieutenant (SD). *See* f. (3). 18 months reports are required under the conditions of RI Article 1042(6).
- j. *WRANS*.
- (1) To Captain—selection will be made as a vacancy occurs and a zone is not set. Special reports will be called for if required.
 - (2) To Chief Officer—minimum age of 30 years and three years seniority as First Officer.
 - (3) To First Officer—minimum age of 27 years and four years seniority as Second Officer.

- (4) To Second Officer—promotions are made on attaining two years seniority as Third Officer or the age of 23½ years where this is later, subject to recommendation. For officers not promoted at this time recommendations are to be forwarded in accordance with RI Article 1052. RI Article 1042(6) applies, 18 months reports, being deferred to age 23 years when promotion at 23½ years would apply.

k. *RANNS*.

- (1) To Matron—selection will be made as a vacancy occurs and a zone is not set. Special reports will be called for if required.
- (2) To Superintending Sister—three years seniority as Senior Sister.
- (3) To Senior Sister—as for promotion to Second Officer WRANS (*see* j. (4)).

5. Except in the cases of Lieutenant (SD) selected for promotion to Lieutenant Commander and Inspector, Naval Police, selected for promotion to Chief Inspector, promotions are made on a six-monthly forecast basis. Reports are therefore to be made on all officers six months junior to the zones as they would apply to the next promotion announcement date. However, promotions can be made without observing the forecast period and reports are therefore required also on officers who will reach the retiring age for rank in the six months period following the announcement date. Reports are not required on officers who have been preselected for promotion.

RN Officers

6. It is the practice of MOD(UK) to issue half-yearly DCIs indicating the zones applicable to the next reports. Reports conforming to this requirement are to be rendered to the Naval Board in the normal manner and on the dates shown in RI Article 1052.

7. Navy Orders 532/70, 300/71 and 436/71 are hereby cancelled.

(316/4/21)

(Navy Orders 532/70, 300/71 and 436/71)

UNCLASSIFIED

6/73—RAN Relief Trust Fund Financial Statement, 1971-1972

1. The statement of accounts of the RAN Relief Trust Fund for the period 1 July 1971 to 30 June 1972, and the balance sheet at 30 June 1972 are promulgated as Annex 'A' to this order.

Assistance Rendered

2. The reasons for which loans have been made during the last two years are as follows:

Nature	Loans Made		Percentage of Cases	
	1970-71	1971-72	1970-71	1971-72
Housing	287	371	21.0	24.1
Furniture	625	757	45.7	49.1
Medical and Dental	35	33	2.6	2.1
Travelling and Removals	118	117	8.7	7.6
Domestic (Overdue Accounts)	267	236	19.5	15.3
Other Reasons	34	28	2.5	1.8
Total	1,366	1,542	100.0	100.0

3. The amounts advanced under the respective categories were:

	1970-71	1971-72
	\$	\$
Housing Loans	253,255	354,967
Furniture Loans	332,187	409,406
Other Loans	49,205	42,466
Total	634,647	806,839

Grants

4. The grants shown in the balance sheet were made up as follows:

a. To widows or dependants of personnel who died whilst serving	\$ 1,575.00
b. To dependants of deceased personnel whose outstanding Relief Trust Fund loans were written off	808.00
c. To ex naval men or their dependants	456.50
Total	2,839.50

In addition further grants totalling \$3,986.32 were made in respect of housekeeping services.

ANNEX A

**Royal Australian Navy Relief Trust Fund
Statement of Income and Expenditure for the Year Ended 30 June 1972**

1970-71	Expenditure	1971-72	Income	1971-72
2,549	Administrative Expenses—			
23	Salaries, Travelling and Insurance	3,323.18	Investments	1,662.97
1,736	Miscellaneous	299.66	Bank	2,078.25
—	Grants	3,622.84	RAN Central Canteens Fund Contributions	3,741.22
	Grants for Housekeeping Services	2,839.50	RAN Central Canteens Fund Reimbursement of Expenditure Grants for Housekeeping Services	83,861.38
947	Bad Debts	1,018.62	Donations	3,986.32
41,989	Surplus of Income Over Expenditure	80,159.64		38.00
47,244		91,626.92		91,626.92

Balance Sheet as at 30 June 1972

30 June 1971	Liabilities	30 June 1972	Assets	30 June 1972
790,687	Accumulated Funds—		Cash—	
	Balance as at 1 July 1971	790,687.01	Bank	48,277.95
	Add Surplus of Income Over Expenditure	80,159.64	Agency Advances	28,372.24
		870,846.65	Loans Outstanding	76,650.19
			Balance at 1 July 1971	643,397.94
			Add New Loans 1971-72	806,839.21
			Less Repayments 1971-72	688,616.84
			Loans Converted to Grants	808.00
			Bad Debts	1,018.62
			Investments—at cost	690,443.46
			RAN Central Canteens Fund	32,105.60
			Grants for Housekeeping Services	2,199.13
			Interest Accrued—	98.04
			Investments	870,846.65

The above Balance-sheet and Statement of Income and Expenditure have been examined and are in agreement with the books and accounts. In my opinion they show fairly the financial operations for the year ended 30 June 1972 and the state of affairs of the Royal Australian Navy Relief Trust Fund as at that date.

(Sgd.) J. K. Lawrence
(J. K. LAWRENCE)
Acting Auditor General for the Commonwealth
28 September 1972

(Sgd.) H. D. Stevenson
(Sgd.) W. A. Kemp
(Sgd.) R. A. Clarke
(Sgd.) A. B. Calder

Rear Admiral
Captain, RAN
Commander, RAN
Commander, RAN (Ret'd),
SECRETARY

TRUSTEES
RAN RELIEF
TRUST FUND

(212/54/16)

UNCLASSIFIED

7/73—Reserve Legal Panel

1. In order to supplement the limited number of qualified lawyers in the permanent naval forces there is a Reserve Legal Panel of practising barristers and solicitors who hold commissions in the Citizen Naval Forces. The functions of these officers are:

- a. to appear at courts-martial as judge-advocate, prosecutor or accuseds friend;
- b. to provide free legal advice to members of the permanent naval forces and their dependants (this service does not include the conduct of litigation, conveyancing, the drawing of wills, etc); and
- c. to assist any administrative authority or Commanding Officer who seeks advice on a legal problem such as the framing of charges in a complicated disciplinary case or the legal aspects of a welfare case.

2. The names and residential areas of members of the Reserve Legal Panel are given in the Navy List.

3. The following rules have been established to govern appointment and service of these officers:

- a. all medically fit barristers and solicitors are eligible to join the panels;
- b. selection of those most suitable to fill vacancies will be made by the Judge Advocate General and DNLS, preference being given to applicants with previous naval experience;
- c. during their first year in the CNF, successful applicants without previous naval experience will be required to carry out the Reserve Officers Indoctrination Course in HMAS CERBERUS (Course No 901341 of 13 days duration);
- d. all successful applicants will be required, during their first year, to spend five days with DNLS being briefed on the Naval Discipline Act and on courts-martial procedure;
- e. only after c, if applicable, and d will members of the Panel be eligible to undertake legal work for the RAN;
- f. all members of the Panel will be encouraged to volunteer (through DNLS) for short periods of continuous training either at sea or in commissioned establishments;
- g. successful applicants will be appointed to the RANVR (Special Branch)—List 10 under the unified RANR. They will be entered in a rank and seniority appropriate to their age, qualifications and distinction in the profession;
- h. Lieutenants will be eligible for selection for promotion to Lieutenant-Commander after having attained six years seniority. The views of the JAG and DNLS will be taken into account when selecting officers for promotion;
- i. promotion to Commander RANVR will normally be reserved for Lieutenant-Commanders who become Queens Counsel;
- j. during continuous training officers will be paid the normal 'on promotion' rates of pay appropriate to their rank. Remuneration for legal work done for the Navy will be in accordance with the scales laid down by the Department of Defence; and
- k. members will normally be transferred to a non-active list at 45 if still Lieutenants and at 50 if Lieutenant-Commanders. All officers will be transferred to the retired list at the age of 60 years.

4. Navy Orders 93/70 and 433/71 are hereby cancelled.

(321/6/41)

(Navy Orders 93/70 and 433/71)

UNCLASSIFIED

8/73—Rules for the Award of the Reserve Decoration and the Naval Reserve Long Service and Good Conduct Medal**The Reserve Decoration****General**

1. Commencing on the date of promulgation of this order, officers eligible by the following rules may be awarded the Reserve Decoration. (short title RD).

Note: Officers who have previously qualified for the Volunteer Reserve Decoration will, by further service, be considered for the award of the clasps to the VRD in accordance with Paragraph 8 below.

Eligibility

2. Officers in the Naval Emergency Reserve Force and the Citizen Naval Forces (other than officers on the Emergency List) are eligible to qualify.

Qualifications

3. To qualify for the decoration officers must:

- a. have 15 years qualifying service over the age of 18 during which time 12 annual periods of training must have been carried out or in the case of lists 1 and 2 (RANRS officers) completed the requisite number of periods of training depending on rank. The qualifying service need not be continuous;
- b. be in date with continuous training; and
- c. be recommended for the award by his Commanding Officer (Reserves) or by the Director of Naval Reserves for those lists administered by him.

Qualifying Service

4. The following counts as qualifying service:

- a. all service as an officer and sailor in the Citizen Naval Forces (less RANEM and RAAF) and Naval Emergency Reserve Forces. Service which has already resulted in the award of another Long Service Medal cannot be included;
- b. full-time National Service as an officer or sailor in the RAN, Army or RAAF, or in the armed forces of a Commonwealth country provided there was service in the CNF or its equivalent immediately prior to call-up; and
- c. all service as an officer, sailor or other rank in the Citizen Forces of the Army or RAAF or similar Commonwealth forces over the age of 18 years will be allowed to count except that a minimum of 7 years must have been served in the CNF.

Service with Cadet Forces

5. Service in any of the Forces referred to in Paragraph 4 which was solely for duty with a Cadet Force will not be allowed to count towards the award of the RD.

Other Conditions

6. Awards are for long and *active* service in the Reserve forces specified and are not made automatically on completion of a period of qualifying service. No officer who is out of date with his training will be recommended for the award of the decoration or clasps.

Officers with the Long Service and Good Conduct Medal

7. An officer who has previously been granted a Reserve Long Service and Good Conduct Medal may also be awarded the RD. Both medals may be worn.

Clasps

8. An officer will be eligible for the award of clasps to the RD after 10 years qualifying service from the date of qualifying for the award or clasp thereto providing that:

- a. he has completed a further 7 annual periods of continuous training;
- b. he is in date with continuous training; and
- c. he is recommended for the award by his Commanding Officer (Reserves) or by the Director of Naval Reserves for lists administered by him.

Rosettes

9. Rosettes, which are issued at the same time as the clasp, are to be worn on the ribbon of the decoration when the ribbon is worn without the decoration.

Navy List

10. The letters 'RD' will be inserted in the Navy List against the names of the officers to whom the decoration is awarded, and 'VRD' against the names of those who already hold this award.

Deprivation

11. An officer may be deprived of the decoration with Her Majesty The Queens approval if convicted of any act derogatory to his honour as an officer and a gentleman.

Loss of Decoration or Clasp

12. If a decoration or clasp is lost as a result of enemy action or other casualty of the Service it will be replaced at public expense. If it is lost in other circumstances it may be replaced at public expense where satisfactory evidence is produced as to the loss of the original. Applications for replacements are to be made as for applications for the decoration or clasp.

Applications for the Decoration or Clasp

13. a. RANER Officers To the Director of Naval Reserves, except those officers authorised to carry out part-time naval service with the RANR in which case c. below applies
- b. RANRS (lists 1 and 2) Officers and RANR Officers on lists 5, 10, 11 and 12 To the Director of Naval Reserves
- c. RANR Officers on lists 3, 4, 6, 7, 8 and 9 To the Director of Naval Reserves through their Commanding Officers on Form RANR11 (PA164)

Certificates of Service of an officer in Forces other than Australian Naval Forces or as a sailor are to be forwarded with application.

The Naval Reserve Long Service and Good Conduct Medal**Eligibility**

14. Commencing on the date of promulgation of this order, sailors in the Naval Emergency Reserve Force and Citizen Naval Forces are eligible for the award of the Naval Reserve Long Service and Good Conduct Medal after 15 years qualifying service over the age of 18, provided conduct assessments during this service have not been below 'Very Good'. When a Reservists conduct is assessed as 'Good', qualifying service starts again from the re-commencement of 'Very Good' conduct. One VG* may be allowed.

Qualification

15. To qualify for the award, sailors are to be in date with continuous training and have completed 12 annual periods of training during the 15 years.

Qualifying Service

16. All service on any engagement in the Naval Emergency Reserve Forces and the Citizen Naval Forces (less RAFR) over the age of 18 years counts as qualifying service; it need not be continuous. In addition, all fulltime National Service in the RAN, Army or RAAF or in the armed forces of a Commonwealth country may count provided there was service in the CNF or its equivalent immediately prior to call-up.

Service with Cadet Forces

17. Service in any of the Forces referred to in Paragraph 16 which was solely for duty with a Cadet Force will not be allowed to count.

Other Conditions

18. Awards are not made automatically on completion of the period of qualifying service. Awards to RANR sailors are subject to recommendation by their Commanding Officer (Reserves) or by the Director of Naval Reserves for those lists administered by him.

Clasps

19. A sailor will be eligible for the award of clasps to the RLS and GC Medal after 10 years additional service with 'Very Good' conduct after the award of the medal or clasp providing that:

- a. he has completed a further 7 annual periods of continuous training; and
- b. he is in date with continuous training.

Note: It will be granted to officers who already hold the medal if they are not eligible for the award of the RD upon retirement.

Rosettes

20. Rosettes, which are issued at the same time as the clasp, are to be worn on the ribbon of the medal when the ribbon is worn without the medal.

Deprivation or Forfeiture

21. If in the opinion of the Naval Board, the conduct of a Reservist who has been awarded the medal is such as to disqualify him from wearing the medal, he may be deprived of it by direction of the Naval Board. While a Reservist is mobilised, the rules for the forfeiture or deprivation of the Long Service and Good Conduct Medal, as laid down in Regulations and Instructions for the RAN, will apply.

Restoration

22. A medal forfeited or deprived may be restored at the discretion of the Naval Board after five years service with continuous 'Very Good' conduct, or after three years such service if the Reservist is discharged before he has completed the normal five-year period.

Loss of Medal or Clasp

23. If a medal or clasp is lost as a result of enemy action or other casualty of the Service it will be replaced at public expense. If it is lost in other circumstances it may be replaced at public expense where satisfactory evidence is produced as to the loss of the originals. Applications for replacement are to be made as for applications for the medal or clasp.

Applications for the Medal or Clasp

24. a. RANR Sailors .. To be made to the Director of Naval Reserves through Commanding Officer on Form RANR11 (PA164).
- b. RANER Sailors .. To the Director of Naval Reserves—other than sailors authorised to carry out part-time naval service with the RANR—in which case a. above applies.

Note: Applications in a. are to be accompanied by a letter of recommendation from the Commanding Officer giving reasons why the medal should be awarded. Applications in b. will be examined by the Director of Naval Reserves who will make a decision based on the applicants record of service.

25. Naval Reserve Regulations and Instructions will be amended.

26. Navy Orders 780/69 and 302/71 are hereby cancelled.

(38/1/35)

(Navy Orders 780/69 and 302/71)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

9/73—Pattern of Training for General List Junior Officer Degree Stream

1. Navy Order 507/71 Paragraph 5 is to be amended as follows:

*5. Officers who fail second year degree examinations will:

- a. remain in their specialisation if Seaman or Supply and Secretariat or transfer to Seaman or Supply and Secretariat if Engineering specialisation;
- b. rejoin RANC as Midshipman in the January immediately following their failure for a period of six weeks during which they undertake an intensive course in naval subjects;
- c. concurrently with b. study the subject Law of the Sea;
- d. on completion of b. and c. the officer will normally undertake the following short courses—
 - (1) Preliminary NBCD (901300) HMAS PENGUIN—or
HMAS CERBERUS—5 days
 - (2) Diving Familiarisation HMAS PENGUIN—5 days
 - (3) Demolitions training HMAS WATSON—5 days
 - (4) Combat Survival Course RAAF AMBERLEY—15 days;
- e. on completion of d. after a short period of leave, join the Fleet for 12 months Phase II training;
- f. after 15 months as Midshipman be promoted to the rank of Provisional Acting Sub-Lieutenant;
- g. after successful completion of a Fleet Board during the final month of a Junior Officers training period in the Fleet, the prefix 'Provisional' will be removed; officers who fail subjects in a Fleet Board will be re-examined in these subjects approximately one month later—officers who fail a Fleet Board will be re-examined as directed by Navy Office;
- h. after g. and on completion of one terms study at RANC, will proceed to Operations and Weapons courses in the United Kingdom.'

(134/1/39)

(Navy Order 507/71)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

10/73—Aircraft—Electrically Initiated Explosive Devices (EIEDs)—Test Policy

1. This Navy Order is issued to clarify Naval Board Test/No Test Policy with respect to aircraft EIEDs, ie, power cartridges and those fitted to all air weapons including guided weapons and torpedoes but excluding nuclear stores.

2. ROUTINE TESTS for continuity, insulation resistance and RADHAZ filter continuity (where the filter is integral with the EIED) are NOT to be carried out prior to installation, nor on installed or removed aircraft EIEDs by service units, except where authorised for specific periods or trials by the Naval Board. In these cases the equipment and methods to be used will be specified.

3. NON-ROUTINE TESTS may be carried out, at the discretion of the 'responsible officer' (BR 862 refers) to determine cause of malfunction of combined aircraft and EIED systems. Tests are only to be authorised where circuit details are known and adequate safety precautions, including those specified in BR 862, can be observed. Only the 5G-9018429 Safety Ohmmeter mark 6 is to be used for testing.

4. This Navy Order supersedes existing instructions contained in AP 1661F Vol 1, and AP(RAN)8B Vol 5, Part 2.

5. Navy Order 791/69 is hereby cancelled.

(Navy Order 791/69)

(1600/8/7)

RESTRICTED

11/73—Ammunition—Change of Nomenclature of 4.5 Inch RE Shell

(DCI (RN) 626/71)

1. The nomenclatures of 4.5 inch RE shells are being changed to comply with the standard system of radio frequency designation described in ATP-1A. The changes in nomenclature of shells already in service are:

<i>Old</i>	<i>New</i>
RE/S	RE/F
RE/X	RE/I

2. Until re-marking of existing shells is completed, the shell supplied to HMA ships may bear either the old or the new designator letter.

(726/56/141)

RESTRICTED

12/73

16

UNCLASSIFIED

12/73—EDP Supply Procedures—Consolidated Report of Availability for Management

1. It has been decided to delete statistics on 'Initial Depot Availability' from future CRAM reports circulated to administrative authorities, and to retain this information in Navy Office pending further refinement, in due course, of the percentages available. When procedures are established to enable a more accurate assessment of 'Initial Depot Availability' to be obtained, this information will again be included in the extra-Navy Office reports.

2. Accordingly, Paragraph 8 of Navy Order 160/72, is to be amended to read '8. The "Initial Depot Availability" at category 6 which appears on Navy Office reports only, will be'

(400/1/2259)

(Navy Order 160/72)

UNCLASSIFIED

13/73—Sterilized Whole Milk (Long Life or Ultra Heat Treatment)—Use in Royal Australian Navy

1. Sterilized whole milk also known as long life milk and ultra heat treated milk is available for use as an alternative for fresh milk when the latter is not available.

2. The sterilized milk differs very little in taste from fresh milk. It is supplied in seven pint cans packed six to the carton. The storage space required is approximately 1.4 cu ft per carton.

3. Unopened cans can be stored as general cargo and, if stowed away from heat sources, should remain in sound condition for at least five months from the date of production. It is imperative that once cans have been opened the milk be treated with the same care as fresh milk as the content is then susceptible to contamination by bacteria from the atmosphere. Any unused milk from opened cans is to be placed under refrigeration without delay.

4. This item will not be included in the Fixed Issuing Price List for provisions, but is to be charged at cost. As the current cost is \$1.04 per gallon (13 cents per pint) which is far in excess of fresh milk (76 cents per gallon) it is to be used with discretion.

5. In order to ensure that supplies are of the latest production stocks at Royal Edward Victualling Yard are maintained at a minimum. Accordingly, the maximum notice is to be given of quantities required for sea stocks. The item is to be demanded as V8-70707 Milk, Long Life, 7 PT, Accounting Classification CN and returns will not be accepted at Royal Edward Victualling Yard (O124).

6. Navy Order 727/69 is hereby cancelled.

(1/8910/10)

(Navy Order 727/69)

HISTORIAN

RESTRICTED

ANOs 14/73-27/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
2 February 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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Section 1

ADMINISTRATIVE AND GENERAL

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14/73—Australian Services Representation Overseas

- Annex A to this order gives a list of Australian Services representatives overseas.
- Commanding Officers of HMA ships visiting ports of a country to which an Australian Services representative is posted should contact the representative direct as early as practicable informing him of ETA, logreq, etc.

Correspondence

3. Unclassified mail addressed to the Services representative should be forwarded in the Department of Foreign Affairs diplomatic bag. Classified mail addressed to the Services representative is forwarded by the Department of Foreign Affairs diplomatic courier. Arrangements for the dispatch of mail via these channels should be made with the local Australian mission.

- Signal communications will be made in accordance with ABR 5028 (RANCO).

5. Annex B to this order gives the addresses of the Australian Military Advisers Representative (ASMAR) in the Military Planning Office, SEATO Headquarters, Bangkok. This officer represents the views of the Australian Military Adviser in the Military Advisers Representatives Committee and to the Chief, Military Planning Office, on all matters affecting the work and functioning of the Military Planning Office.

- Navy Orders 18/72, 100/72 and 177/72 are hereby cancelled.

ANNEX A

Australian Services Attaches and Advisers Overseas—January 1973:

Burma	Group Captain V. B. Cannon, DFC, Services Attache, Australian Embassy, 88 Strand Road, RANGOON, BURMA.
Cambodia	Colonel P. D. D'Arcy, Services Attache, Australian Embassy, 94 Moha Vithei Preah Norodon, PHNOM PENH, CAMBODIA.
India	Colonel J. D. Stewart, MC, Services Adviser, Australian High Commission, 1/50-G Shantipath, Chanakyapuri, NEW DELHI, INDIA.
Indonesia	Captain I. K. Josselyn, RAN, Naval Attache, DJAKARTA, c/o Department of Foreign Affairs, CANBERRA, ACT 2600.
Japan	Captain F. E. Irvine, RAN, Naval Attache, Australian Embassy, 1-14 Mita 2-Chome, Minato-Ku, TOKYO, JAPAN.
Korea	Commander J. Hume, RAN, Services Attache, Australian Embassy, 32-10 Songwol-dong, Sudaee Moon-koo, SEOUL, KOREA.
Laos	Colonel C. P. West, OBE, Services Attache, Australian Embassy, Quartier Phone Xay, VIENTIANE, LAOS.
Malaysia	Group Captain L. J. Hoare, Services Adviser, Australian High Commission, 44 Jalan Ampang, KUALA LUMPUR, MALAYSIA.

ANNEX A—continued

New Zealand	Group Captain R. S. Royston, Australian Defence Representative, Australian High Commission, ICI House, 4th Floor, Molesworth Street, WELLINGTON, NEW ZEALAND. Postal Address: PO Box 12145, WELLINGTON, NEW ZEALAND.
Pakistan	Colonel F. P. Scott, DSO, Services Attache, Australian Embassy, National Bank Building, ISLAMABAD, PAKISTAN.
Philippines	Commander R. A. Waddell-Wood, DFC, RAN, Naval and Air Attache, Australian Embassy, L. and S. Building (7th Floor), 1414 Roxas Boulevard, MANILA, PHILIPPINES.
Singapore	Captain G. McC. Jude, RAN, Defence Adviser to the Australian High Commissioner, Singapore, Australian High Commission, Thorneycroft House, 201 Clemenceau Avenue, SINGAPORE.
Thailand	Colonel K. A. Peddle, OBE, Services Attache, Australian Embassy, Anglo-Thai Building, 64 Silom Road, BANGKOK, THAILAND.
Vietnam	Group Captain B. J. Connaughton, Naval and Air Attache, Australian Embassy, Caravelle Building (7th Floor), Place Lam Son, SAIGON, VIETNAM.
United Kingdom	Captain D. W. Leach, CBE, MVO, RAN, Australian Naval Representative, United Kingdom, Australia House, The Strand, LONDON, WC2B B4LA.
United States of America	Commodore A. G. McFarlane, RAN, Naval Attache, Embassy of Australia, 1601 Massachusetts Avenue, WASHINGTON DC 20036.

ANNEX B

Australian Military Advisers Representative (ASMAR), Captain N. A. Boase, RAN.
 Australian Military Advisers Representative (ASMAR), SEATO Headquarters, BANGKOK, THAILAND.

(22/201/67)

(Navy Orders 18/72, 100/72 and 177/72)

UNCLASSIFIED

15/73—Safety—Ships Battery Charging Rooms—First-Aid Equipment, Protective Clothing

1. In the past, ships battery rooms have been provided with first-aid boxes and/or antidotes for the treatment of chemical burns. The present accepted first-aid treatment for chemical burns is to flood the area affected with fresh water. All ships battery charging rooms are provided with a piped supply of fresh water. For the treatment of eyes, ships are to demand, as necessary, 6515-66-070-3834, Bottle, Eye Irrigating, nylex, complete with fittings, 600 ml through normal medical store supply sources. The bottle is to be fitted

by ships staff in a suitable receptacle and positioned where it is immediately to hand if required. The bottle is to be filled with fresh water, clearly labelled 'FRESH WATER FOR FIRST-AID PURPOSES ONLY' and is only to be used for this purpose. After installation the bottle is to be regarded as part of the ships first-aid arrangements and the responsibility of the Medical Department. First-aid boxes and antidotes are no longer required in battery charging rooms.

2. The protective clothing detailed below is provided for ships battery charging rooms and is to be worn at all times when there is a possibility of accidental contact with corrosive fluid:

Class	Catalogue No	Description
V4	40005	Apron, battery worker
V4	40190 to 40197	Boot, knee, rubber
V4	42800 to 42813	Coverall, safety, industrial, blue
V4	41056 to 41058	Gloves, PVC, gauntlet
V4	41117	Goggles, rubber, clear window

3. Manual of Victualling Stores, ABR 93, Part I, Appendix 35, Articles 2 and 39 will be amended.

4. Navy Order 249/71 is hereby cancelled.

(917/90/274)

(Navy Order 249/71)

Section 2

PERSONNEL

UNCLASSIFIED

16/73—New Branch Title—Naval Air Branch

1. From 1 January 1973, the Naval Airman Branch will be renamed the Naval Air Branch, with the categories of Aircrew, Aviation, Photography and Meteorology. The category responsibilities remain unaltered.

2. All category titles will be prefixed by Ordinary Seaman, Able Seaman, Leading Seaman, Petty Officer, Chief Petty Officer or Warrant Officer as appropriate.

3. The present and future titles are listed below:

Present Title		Future Title	
WOACM	Warrant Officer Airman Aircrewman	WOA	Warrant Officer Aircrew
CACM	Chief Airman Aircrewman	CPOA	Chief Petty Officer Aircrew
POACM	Petty Officer Airman Aircrewman	POA	Petty Officer Aircrew
LACM	Leading Airman Aircrewman	LSA	Leading Seaman Aircrew

Aircraft Handler Category

WOAAH Warrant Officer Airman Aircraft Handler
 CAAH Chief Airman Aircraft Handler
 POAAH Petty Officer Airman Aircraft Handler
 LAAH Leading Airman Aircraft Handler
 NAAH Naval Airman Aircraft Handler
 ORDNAAH Ordinary Seaman Naval Airman Aircraft Handler

Photographer Category

WOAPHOT Warrant Officer Airman Photographer
 CAPHOT Chief Airman Photographer
 POAPHOT Petty Officer Airman Photographer
 LAPHOT Leading Airman Photographer
 NAPHOT Naval Airman Photographer
 ORDNAPHOT Ordinary Seaman Naval Airman Photographer

Meteorological Observer Category

WOMET Warrant Officer Airman Meteorological Observer
 CAMET Chief Airman Meteorological Observer
 POAMET Petty Officer Airman Meteorological Observer
 LAMET Leading Airman Meteorological Observer
 NAMET Naval Airman Meteorological Observer
 ORDNAMET Ordinary Seaman Naval Airman Meteorological Observer

Aviation Category

WOAVN Warrant Officer Aviation
 CPOAVN Chief Petty Officer Aviation
 POAVN Petty Officer Aviation
 LSAVN Leading Seaman Aviation
 ABAVN Able Seaman Aviation
 ORDAVN Ordinary Seaman Aviation

Photography Category

WOPH Warrant Officer Photography
 CPOPH Chief Petty Officer Photography
 POPH Petty Officer Photography
 LSPH Leading Seaman Photography
 ABPH Able Seaman Photography
 ORDPH Ordinary Seaman Photography

Meteorology Category

WOM Warrant Officer Meteorology
 CPOM Chief Petty Officer Meteorology
 POM Petty Officer Meteorology
 LSM Leading Seaman Meteorology
 ABM Able Seaman Meteorology
 ORDM Ordinary Seaman Meteorology

4. The Safety Equipment Category will be phased out, with the responsibilities of this category being assumed in due course by the Air Engineering Branch (Aircraft Category), Marine Engineering Branch (Hull Category), and the Physical Training Branch.

5. All sailors of the Safety Equipment Category will be transferred to the Air Engineering Branch but will continue to be employed in the duties for which they have been trained. The revised titles for Safety Equipment sailors will be published in due course.

(302/1/118)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

17/73—Air Stores—Safety and Survival Equipment

1. The following types of Personal Survival Packs and Airborne Liferrafts are currently in use in the RAN:

- a. 4220-00-034-0999, Special Soft Pack containing 4220-00-118-6122, Liferaft LR1, for use in Tracker Aircraft.
- b. 1660-00-089-7132, Rigid Seat Survival Kit RSSK-8A containing 4220-00-118-6122 Liferaft LR1, for use in Skyhawk Aircraft.
- c. 4220-00-058-8864, Liferaft MK4, 4 Man, carried in a blowout stowage on top of the Tracker fuselage.
- d. 27C-L58031, Nowra Design Pack (PSP), containing 27C-9007617 Liferaft, for use in Wessex and Scout Aircraft.
- e. 4220-00-027-1297, Survival Pack Type A3, containing 4220-00-726-0424 Liferaft LRU-3/P, for use in Macchi Aircraft.
- f. 27C-L58003, Liferaft MS5 Mark3(MOD), carried externally on Tracker Aircraft when in the Search and Rescue (SAR) role.
- g. 27C-9497567, Liferaft MS5 Mark3, modified to the Helicopter Rescue Pack carried in the Iroquois Helicopter when in the Search and Rescue (SAR) role and by modification for carriage in Dakota Aircraft.

2. The items of safety and survival equipment to be carried or stowed in the liferafts or packs are detailed in AP(RAN)100 Volume 1 and 2 PT 11 section 1, and are to be demanded from the appropriate Superintending Store Officer.

3. Special Soft Pack, Survival Kit RSSK-8A, Mark4 Liferaft and Helicopter Rescue Pack modified for Dakota Aircraft, complete with Survival Equipment, are part of the aircraft equipment and carried on aircraft charge. Helicopter Rescue Pack used in the SAR and Iroquois Aircraft and Packs Personal Survival (waist-coat type) Nowra Design are issued as Squadron Mobile Equipment.

4. Technical instructions for maintenance and packing are contained in the appropriate Air Publications as detailed hereunder:

- a. 4220-00-034-0999, Special Soft Pack, Tracker Aircrew—NAVAIR 13-1-6.1.
- b. 1660-00-089-7132, Rigid Seat Survival Kit RSSK-8A—NAVAIR 13-1-6.1 and NAVAIR 13-1-6.3.
- c. 4220-00-058-8864, Liferaft Mark4, 4 Man—NAVAIR 13-1-6.1, Fold and Refit in Aircraft NA01-85SAD-2-2.
- d. 27C-L58031, Packs, Personal Survival (waist coat type) AP108E Series.
- e. 4220-00-027-1297, Survival Pack, Type A3, Macchi Aircraft—AAP7222-001-99/100, AAP7220-005-3.
- f. 27C-L58003, Liferaft MS5 Mark3 (MOD), Search and Rescue (Survival) Pack, Type 'G', Tracker Aircraft SAR-AP108E Series.
- g. 27C-9497567, Liferaft MS5, Mark3, Helicopter Rescue Pack, for Iroquois SAR and as modified for Dakota Aircraft: AP108E Series.

ANNEX A
Packs Personal Survival and Airborne Liferafts

Class Cat No	Description	UI	CL	Special Soft Pack	RSSK-8A	Mark4 Liferaft	Nowra Design Pack	Type A3	SAR Type G	Helo Rescue Pack	Dakota Stowed Pack
4220-00-118-6122	Liferaft LR1	NO	P	1	1	1	1	1	1	1	1
4220-00-058-8864	Liferaft Mark4, 4 Man	NO	P	1	1	1	1	1	1	1	1
27C-9007617	Liferaft SS Mark5	NO	P	1	1	1	1	1	1	1	1
4220-00-726-0424	Liferaft LRU-3/P	NO	P	1	1	1	1	1	1	1	1
27C-L58003	Liferaft MS5Mark3 (MOD)	NO	P	1	1	1	1	1	1	1	1
OR											
27C-9497567	Liferaft MS5 Mark3	NO	P	1	1	1	1	1	1	1	1

Items Normally Stowed in Liferafts

Lists of items contained in Liferaft packs are detailed in AP(RAN)100 VOL 1 and 2 PT 11 Section I.

(603/77/87)

RESTRICTED

**18/73—Ammunition—Pyrotechnics—401067 Marker Manoverboard
Smoke and Light Series 2**

(DCI (RN) T658/72)

Information Markers Manoverboard Smoke and Light Series 2 are being received from HM ships with the cap nut joint broken, probably as the result of strain placed on the T-shaped cap nut during removal of the marker from the bracket mounting. Markers in this condition are easily ignited; one was accidentally ignited when being packed in an RN Armament Depot.

- Action**
- a. The precautions described in Navy Order 549/70 are to be strictly observed, namely:
 - (1) Care is to be taken when handling, mounting and removing the Series 2 Marker from the bracket mounting, not to put any undue strain on the T-shaped cap nut, also to avoid any pull being applied to the plastic cord, as this may break the seal to the batteries and render the lights unserviceable.
 - (2) The series 2 Marker cannot be fitted into the existing bracket for the MarkN3 Marker nor can the MarkN3 Marker be fitted into the Series 2 Marker bracket.
 - b. THE SPACER BAR MUST BE REMOVED FROM THE BRACKET BEFORE THE MARKER IS MOUNTED OR REMOVED.

(728/51/86)

(Navy Order 549/70)

UNCLASSIFIED

19/73—Machinery—Air Conditioning Plants—Cleanliness of Gas Circuit

1. The introduction to the Fleet of air conditioning machinery on a large scale has resulted in certain new problems not previously encountered; chief of these, and potentially most dangerous, is that of cleanliness and dryness of the gas side. Modern ships may easily be rendered non-operational due to fouling and subsequent mechanical breakdown of their air conditioning plants.

2. The fundamental differences between the new air conditioning machinery and familiar refrigerating plants are those of size and the extensive use of ferrous materials. These facts, plus the fact that the refrigerants are powerful solvents and chemically active, account for the dangers of fouling plants.

3. Primary contaminants affecting refrigeration systems are moisture and dirt which invariably result in the formation of acids and sludges and eventually in plant failure. The main danger is from water which, when present in sufficient quantity, reacts with Refrigerant 11, 12 or 22 to produce hydrochloric and hydrofluoric acids; also, since the effect of refrigerants on ferrous metal is to scour away any protective molecular oxide film, the material of the plant is itself in a chemically active state. Thus the presence of water immediately gives rise to conditions for heavy and rapid corrosion, normal atmospheric humidity being sufficient to initiate this. Once corrosion has taken place the products are scoured away to form a heavy sludge which rapidly chokes the system and fouls the compressor, causing eventual mechanical breakdown.

4. In order to prevent this, the amount of water in a system must be kept to an absolute minimum and, whilst it is virtually impossible to measure the quantity present, the necessary dryness can readily be achieved by careful attention to the precautions below. Subsequently, the system must be hermetically sealed and appropriate measures taken if it has to be opened.

Initial De-hydration—New or Refitted Plants

5. There are three principal methods of de-hydration: heat, dry air, and vacuum. Heat may be of use in de-hydrating component parts, but in general is not practical for a complete system. Hot air requires a good deal of equipment in the way of fans and heaters, is particularly useful for systems known to contain a great deal of water (eg, after acid cleaning of heat exchangers) but cannot give the necessary degree of de-hydration; when used it must always be followed by vacuum de-hydration, the value of the hot air process being in time saved. Vacuum de-hydration is very suitable for shipboard use.

6. An efficient vacuum pump is necessary, capable of reducing pressure below 0.5mm Hg absolute. After pressure testing the system and eliminating leaks the pump is run for a period depending on the size of system, the size of pump and the amount of moisture present. A high compartment ambient temperature will help to reduce this time, but the operation may well take several days for a large plant. There is no hard and fast rule, but completion of de-hydration must always be checked by stopping the vacuum pump and leaving the system under vacuum for about 24 hours; a sensitive vacuum gauge must not drop back (ie, indicate vapourisation of free water) during this period.

7. On completion of de-hydration, plants should be charged as soon as possible. If there is to be a delay the system must be kept sealed and charged with dry nitrogen or a holding charge of refrigerant sufficient to bring the pressure just above atmospheric.

Maintaining Cleanliness of Plants in Service

8. Whilst the above applies to de-hydration of whole systems, it is equally important to prevent corrosion in stored components or partially assembled systems. The practical answer to this is that they must not be open to atmosphere. Except when work is actually in progress air-tight blanks must always be fitted, even if a plant is only to be left overnight. Since the most likely cause of opening a plant is removal or dismantling of the compressor, ships should arrange to carry suitable light metal blanking plates for the compressor suction and delivery pipes.

9. Care is also necessary not to introduce moisture into a dry system along with refrigerant or oils. Refrigerant should, where practicable, be charged through a drier. Refrigerant oils are themselves hygroscopic, so should be kept from contact with air as far as possible. Purge units, where fitted, should be operated in accordance with the relevant BR.

10. Particular care must of course be taken to prevent dirt getting into a system, since any solid contaminant is liable to initiate corrosion.

Cleaning of Badly Fouled Plants

11. It should not normally be necessary for a plant to be cleaned during its lifetime. In the event of a plant becoming heavily contaminated, however, very drastic measures are necessary. In general, these consist of removal of the compressor for complete mechanical cleaning and rebuild, and an acid cleaning process for the heat exchangers and system. This would not normally be possible without dockyard assistance.

12. The acid cleaning process requires a tank, circulating pump, hoses, heating arrangements and de-hydrating arrangements to be available. A series of washes are carried out, in the order: fresh water, acid, fresh water, neutraliser, fresh water. Internals of heat exchangers are then jetted with fresh water, scale and sludge removed, and all internal surfaces blown down with LP air hoses. Finally, a full de-hydration routine must be carried out and the plant built up, charged and set to work. The complete process is unlikely to take less than two weeks.

13. It must be emphasised, however, that the above routine is only necessary in the case of plants that have become very badly fouled and that this should not occur if all the precautions set out above are observed.

14. BR 3001 will be amended in due course.

(400/2/608)

UNCLASSIFIED

20/73—Naval Stores (General) 5180-66-049-5825—Demolition Tool Kit

1. Navy Order 294/72 is to be amended as follows:

Paragraph 1—under heading *Class*—line 3 amend 7340 to read 5110.

(1/5180/2)

(Navy Order 294/72)

UNCLASSIFIED

21/73—Portable Toilets for Use in Drydock

1. Following successful trials in HMAS YARRA it has been decided to provide a number of Portable Toilets—brand name Tota Toilets—to Garden Island Dockyard and CODOCK for use by HMA ships when in dry dock. These portable toilets will be used pending the provision of sewerage connections to ships in dry dock. They are intended for use during the silent hours in place of the present insanitary and unhygienic arrangements. The new dry dock sewerage system at Williamstown Dockyard is completed and, therefore, a requirement for these units does not exist at that dockyard.

2. Instructions for use and servicing are provided with each Tota Toilet. Supplies of the associated chemical re-agent—Corlon Chem-67—will be available on demand from Naval Stores.

3. These items are identified as follows:

4510-66-TSN-9504—Portable Toilet Tota

6810-66-TSN-9511—Chemical—Corlon—Chem 67.

(1211/51/827)

RESTRICTED

22/73—RAN Oberon Class Submarines—Safety—Flooding Through Pressure Hull Hatches

1. The potential flooding hazard through open pressure hull hatches when a submarine is on the surface has been investigated. For the majority of the hatches there is considerable free-board, but towards the ends of the submarine this can be substantially reduced by reasonably small changes of trim. It is therefore important to ensure that the movement of weights, including the flooding of tanks, does not reduce the freeboard to such an extent that flooding through a hatch becomes possible, with consequential rapid deterioration of the situation.

2. For an Oberon Class submarine, the most hazardous condition under which freeboard can be destroyed is associated with the After Torpedo Loading hatch. The design freeboard for this hatch is 2 ft 2 inches, and this can be completely destroyed as follows:

- a. when Nos 6 and 7 Main Ballast Tanks are flooded together; or
- b. if flooding of bilges through the 4½ inch After Services system occurs for 40 minutes.

There are no individual internal tanks whose flooding will destroy the freeboard of the After Torpedo Loading hatch.

3. It is stressed that the above is the most hazardous case and is only given to illustrate the problem. A combination of transfers of liquids and other weights might so affect the freeboard that some incident other than those listed would subsequently completely destroy the remaining freeboard. It should be noted that the turning of propellers when moored alongside can also reduce the freeboard at the After hatch.

4. The fitting of a watertight trunk above a hatch in harbour for the passing of services and for access will improve the freeboard, but it should be noted that the increase in reserve of buoyancy is negligible.

(1218/51/1159)

UNCLASSIFIED

23/73—Uniform Clothing—Care of Leather Soled Footwear—Precautions Against Damage by Excessive Heat

1. Technical examination has revealed that in almost every case of footwear submitted to Navy Office for gratuitous replacement, the soles of which have split or cracked after very little use, the leather has been severely damaged by subjection to excessive heat when wet.

2. In an endeavour to obviate damage so caused to footwear, the text of a circular issued by the British Boot, Shoe and Allied Trades Research Association is set out below for information and guidance:

'Leather Soles Damaged by Heat

The leather soles of boots and shoes are very easily damaged by heat—far more easily than most people realise. The danger is especially great when the leather is wet.

Innumerable leather soles are propped up in front of open fires or placed on radiators or hot pipes—and ruined as a consequence.

The damage done may not be immediately obvious on the surface of the soles but it will seriously affect their life. Wet shoes are most easily damaged but shoes worn under normal dry conditions contain enough moisture to suffer by such maltreatment.

Damp soles should be allowed to dry out slowly in a well-ventilated place which is not warmer than a normal living-room. It is important that an airy and well-ventilated place should be used. Heating should be avoided whether the shoes are wet or dry.

One safe way to assist the drying out of very wet shoes is to take up the excess moisture by stuffing them with dry newspaper for a few hours, or overnight—but keep them well away from open fires and hot pipes.

Almost all leather soles are made of vegetable-tanned leather which is particularly sensitive to heat. Heat generates water vapour or steam within the substance of the leather and this steam attacks the leather fibres, entirely destroying their character. The leather is thus turned into a soft tarry mass which becomes hard and brittle on cooling.

The damage is not always visible on the surface even when the inner substance of the leather has been badly burnt. This rather curious effect arises in the following way. The application of heat dries the outside of the leather quite rapidly because the vapour gets away quickly from the surface, but the steam which is generated inside the leather cannot escape so quickly and has time to cause internal damage by attacking the fibres of the leather. In subsequent wear, when the outer surface of the leather is worn away, the affected part is soon exposed and rapidly disintegrates. Where the burning is less severe the damage to the fibres may not be apparent to the naked eye and can only be seen with the aid of a microscope; nevertheless the wearing properties of the leather will have been seriously impaired.

Burnt soles are a frequent cause of unjustified wear complaints. In addition, it is certain that as a result of less obvious heat damage the life of many leather soles is shortened unnecessarily.'

3. This order will be reprinted for posting on notice boards.

4. Navy Order 728/69 is hereby cancelled.

(917/65/184)

(Navy Order 728/69)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

24/73—ABR 5074A Memorandum of Instructions—For Use With ABR 5074

1. ABR 5074A Memorandum of Instructions for use with ABR 5074 has been revised and is in the course of being re-issued.

2. As this publication contains information useful to all personnel involved with the RAN Cataloguing System in their working capacity, a wider distribution than for the current issue will be made for this revised version.

3. Initial issues of the revised edition of ABR 5074A will be made by SVSO Sydney without demand. Upon receipt, should any units require extra copies requests are to be made to Director of Victualling and General Stores, Navy Office, Melbourne in accordance with normal procedure.

(465/52/1957)

UNCLASSIFIED

25/73—Addressing of Private Mail

1. Private mail bearing insufficient detail to identify the addressee continues to be received at Navy Office for re-direction.
2. All members are to be informed that to reduce the need for re-direction and to enable identification of addressees, they should:
 - a. arrange for private mail, including publications and packages sent to them to have included in the address their rank, initials and surname, personal number and posting;
 - b. advise correspondents of any change in posting; and
 - c. advise their private address on discharge.
3. This order will be re-printed for posting on notice boards.
4. Navy Order 699/69 is hereby cancelled.

(68/1/45)

(Navy Order 699/69)

UNCLASSIFIED

26/73—Form TG100—List of Authorised Movable Magnetic Material and Form TG101—List of Excess Movable Magnetic Material

1. Forms TG100/TG101 were introduced for use by HMA mine countermeasure vessels to enable control of movable magnetic material affecting the magnetic state of the ship.
2. The degaussing coil system is designed and calibrated for a specific quantity and location of allowed magnetic material. Certain movable magnetic items such as sweep gear are allowed for in the magnetic design of the ship and are covered separately. It is essential that before ranging and sweeping operations are undertaken these items and items covered in Paragraphs 3 and 4 are stowed in the locations assigned to them. Items listed in Paragraph 5 must be off-loaded.

Allowed Movable Magnetic Material

3. Movable magnetic items allowed for in the design and calibration of the degaussing coil system will be entered on Form TG100, List of Authorised Movable Magnetic Material. Three copies of this list are to be prepared by the Commander, Australian Minewarfare and Patrol Forces for each mine counter-measure vessel. Changes to the list are to be notified on separate sheets which must be attached to the initial list by the ships officers. One copy of the completed form and all changes are to be forwarded to Navy Office.

4. One copy of the list is to be retained in the Ships Book. The second copy is a working copy and is issued enclosed within a hard covered folder. It is to be held by a ships officer who is responsible for ensuring that the items listed are stowed in the location noted on the list whenever the ship is ranged, carries out sweeping operations, or whenever a low magnetic signature is required.

Excess Movable Magnetic Materials

5. Careful accounting must be made of temporary or minor movable magnetic material brought aboard a ship and which is not included in the list of authorised material. These items include:

- a. Tools for special repairs.
- b. Extra stores.
- c. Items permitted on board to increase the habitability of the ship and which are not normal allowance items.
- d. Personally owned magnetic tools and other personal magnetic items such as golf clubs.

6. Items of this nature are to be entered on Form TG101, List of Excess Movable Magnetic Material. The list is to be prepared and maintained by a ships officer delegated by the Commanding Officer.

7. Additions to and deletions from the list shall only be made by the responsible ships officer who shall ensure that personally owned items are kept to a minimum. Additions shall be made direct to the list and all items added are to be initialled by the officer maintaining it.

8. One copy is to be maintained. It is to be held in the hard covered folder issued to contain Form TG101.

9. A new list shall be made out when considered necessary and the existing list destroyed.

10. The initial list shall be compiled on receipt of Form TG101. Movable magnetic items not on either list shall be removed from the ship.

Caution and Warning Labels

11. Labels are available for attachment to movable magnetic items. Major items on the authorised list are to have a 'Caution' label attached which shows the compartment in which it is to be stowed prior to minesweeping operations and degaussing ranging.

12. Material on the excess list shall have a 'Warning' label attached and shall be removed from the ship prior to minesweeping operations and D/G ranging.

13. 'Caution' and 'Warning' labels are to be attached to their respective items, as soon as possible. These self-adhesive labels are to be adapted to suit the item to which they are attached, ie, affixed to cardboard to form a tag, etc.

14. Forms TG100 and TG101 are available from SVSO, Sydney.

15. 'Caution' and 'Warning' labels are also available from SVSO Sydney. They are identified by the numbers LB101 and LB102 respectively.

16. To assist in the determination of whether or not material is magnetic, investigations are being conducted into the possibility of issuing each ship with a suitable permeability indicator.

17. Navy Order 814/69 is hereby cancelled.

(1227/51/195)

(Navy Order 814/69)

RESTRICTED

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Section 6

ESTABLISHMENTS

UNCLASSIFIED

27/73—Leasing of Office and Store Accommodation

1. In order to obviate, as far as possible, any difficulties and delays in regard to leasing of accommodation it has been decided that the following procedures will now apply:

- a. Administrative authorities are to request Navy Office approval-in-principle to all proposals which involve leasing of accommodation prior to approaching the Department of the Interior to locate such accommodation. If possible such proposals should be forwarded in sufficient time for provision to be made in the annual estimates.
- b. The submission to Navy Office should include reasons for the requirement, number of personnel to be accommodated, likely estimated costs of suitable accommodation and any special security or other features that are expected to be required.
- c. When approval-in-principle has been given and Department of Interior has located suitable accommodation, that Department should be asked whether partitioning will be provided by the lessor. (An element for recovery of costs is usually included in the rental charges by the lessor in such instances).
- d. Failing agreement of the lessor to provide partitioning, the Department of Works should be requested to provide an estimate of cost for the partitioning, etc, required, and the lessors approval to such partitioning; this should be forwarded to Navy Office together with full details of rentals, period of lease, and any other costs to enable further consideration and approval of competent authority to be obtained for financial commitment. The Department of Works comments on the adequacy of fire protection and escape measures of the proposed accommodation should also be obtained. Details should also be forwarded of any security requirements which will involve Works expenditure.

2. Navy Order 744/69 is hereby cancelled.

(1461/31/2)

(Navy Order 744/69)

Navy Orders 641/69 to 847/69 are now over three years old and may be disposed of accordingly.

RESTRICTED

ANOs 28/73-33/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
12 February 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

M. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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RESTRICTED

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Section 1

ADMINISTRATIVE AND GENERAL

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28/73—Naval Police—Central Records System

Introduction

1. Following a methods review, the establishment of a revised Naval Police Records System has been approved. The new system, operated by a Central Record Section located at Naval Police Headquarters, Garden Island, Sydney, is an index code system based on modus operandi techniques and is designed both to record all relevant information on offences or incidents reported or investigated and to provide a rapid source of output information for Naval Police investigators and other approved authorities.

Input Information Sources

2. Effective operation of the records system will require the provision of comprehensive input information by Naval Police in all areas and also by ships and establishments where Naval Police are not borne. Reports are to be made on all incidents or offences reported or investigated which fall within the categories listed by index and class code in Annex A and the Naval Police Instructions on Practice and Procedure.

Procedure for Reporting

3. Where an incident or offence falling within the listed categories occurs an Incident Report on Form PR146 is to be raised and the procedure appropriate to the originator as laid down in the Flow Chart (Annex B) and Naval Police Instructions is to be followed. In cases where an Incident/Offence Investigation and Modus Operandi Report is subsequently required, this is to be made on Form PR147. Care should be taken when compiling reports to ensure that as much relevant detail as possible is fully and accurately reported.

Registration of Reports

4. A standardised method of registration, which will facilitate filing, reading of the card record system and control measures to ensure that all reports have been received, is to be adopted as follows:

Reports from Naval Police Sources

- a. Naval Police will use the multiple number system of file registration, using the following variants:
 - (1) State of origin.
 - (2) Year report is raised.
 - (3) Sequential number within that calendar year.

b. To preclude any duplication of variant denoting state of origin, the following numeral/state relation is to be used:

New South Wales	1
Victoria	2
West Australia	3
Queensland	4
ACT	5
South Australia	6
Tasmania	7
Northern Territory	8
Territory of Papua and New Guinea	9

Reports by Ships and Establishments

c. Reports by ships and establishments where Naval Police are not borne are to be registered using the following variants:

- (1) Ship or establishment EDP Source Code number.
- (2) Year report is raised.
- (3) Sequential number within that calendar year.

Reports, appropriately classified, are to be addressed to:

Officer in Charge,
Naval Police,
HMA Naval Establishments,
GARDEN ISLAND, SYDNEY.

Availability of Forms

5. Forms PR146 and PR147 are available on demand to Superintending Victualling Store Officer, Sydney.

Availability of Output Information

6. Output information, for assistance in the investigation of offences, is available on request to the following approved authorities:

- a. Naval Police in all areas.
- b. Director of Naval Intelligence.
- c. Director of Naval Legal Services.

Output information may also, with Naval Board approval, be provided direct to Commanding Officers of ships and establishments. However, if an investigation in a ship or establishment reaches a stage where information is required from the Naval Police Records System, Naval Police investigation assistance should normally be requested in accordance with RI Article 5762.

ANNEX A
Offence Classification Index Code
(For use by ships and establishments where Naval Police are not borne)
OFFENCES AGAINST THE PERSON—TYPE '1'

Classification	Sub-Classification	How	Where
1 Assault	01 Grievous bodily harm	01 Acid	41 Bank
	02 Child	02 Adhesive substance	42 Beach
	03 Malicious wounding	03 Bore Hole	43 Bushland
	04 Occasion actual bodily harm	04 Carry away	44 Cash register, etc.
	05 Police	05 Clubbing	45 Club
3 Murder	01 Actual	06 Conceal in building	46 Drugs, obtain
	02 Attempt	07 Door	47 Dwelling
	03 Accessory/conspire	08 Door, plastic strip	48 Factory
4 Shoot with intent	01 Cause grievous bodily harm	09 Explosives	49 Hotel
	02 Murder	10 Fanlight	50 Motel
	03 Prevent lawful apprehension	11 Fighting/punching/kicking	51 Motor vehicle
4 Other offences	01 Abduction/kidnap 02 Abortion/attempts 03 Manslaughter	12 Firearm	52 Office
		13 Fire escape	53 Omnibus
		14 Floor	54 Park
		15 Gassing	55 Post office
		16 Glass cutter	56 Public toilet
		17 Hammer and chisel	57 Private
		18 Irritant substance	58 Racecourse
		19 Key (safe only)	59 Railway Station
		20 Kicking/punching/fighting	60 School
		21 Knifing/slashing/stabbing	61 Service station
		22 Louvre	62 Shop
		23 Motor vehicle	63 Sports ground/oval
24 Oxy Acetylene	64 Street		
25 Plastic strip (door)	65 Swimming pool		
26 Poison	66 TAB Office		
27 Punching/kicking/fighting	67 Taxi Cab		
28 Remove boards	68 Theatre		
29 Roof	69 Train		
30 Servery	80 HMA Ship		
31 Slashing/stabbing/knifing	81 Commissioned Establishment		
32 Smash and grab	82 Non-Commissioned Establishment		
33 Stabbing/knifing/slashing	83 Warship other than RAN		
34 Strangulation			
35 Telephone call			
36 Wall			
37 Window			

ANNEX A—continued
STEAL WITH VIOLENCE—TYPE '2'

28/73

Classification	Sub-Classification	How	Where		
1 Robbery whilst armed with offensive weapon	01 Alone	01 Acid	41 Bank		
	02 In company	02 Adhesive substance	42 Beach		
2 Assault and rob	01 Alone	03 Bore Hole	43 Bushland		
		04 Carry away	44 Cash register, etc.		
	02 In company	05 Clubbing	45 Club		
		06 Conceal in building	46 Drugs, obtain		
	3 Demand money with menaces	01 By letter	07 Door	47 Dwelling	
			08 Door, plastic strip	48 Factory	
		02 Verbally	09 Explosives	49 Hotel	
			10 Fanlight	50 Motel	
		4 Steal from person	01 Actual	11 Fighting/punching/kicking	51 Motor vehicle
				12 Firearm	52 Office
02 Bank-bag, payroll			13 Fire escape	53 Omnibus	
			14 Floor	54 Park	
32 Window	15 Gassing		55 Post office		
	16 Glass cutter		56 Public toilet		
	17 Hammer and chisel	57 Private			
	18 Irritant substance	58 Racecourse			
	19 Key (safe only)	59 Railway Station			
	20 Knifing/slashing/stabbing	60 School			
	21 Louvre	61 Service station			
	22 Motor vehicle	62 Shop			
	23 Oxy Acetylene	63 Sports ground/oval			
	24 Poison	64 Street			
	25 Remove boards	65 Swimming pool			
	26 Roof	66 TAB Office			
	27 Servery	67 Taxi Cab			
	28 Smash and grab	68 Theatre			
	29 Strangulation	69 Train			
	30 Telephone call	80 HMA Ship			
	31 Wall	81 Commissioned Establishment			
	32 Window	82 Non-Commissioned Establishment			
			83 Warship other than RAN		

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ANNEX A—continued
PROPERTY BREAKINGS—TYPE '3'

Classification	Sub-Classification	How	By whom committed/character assumed	
3 Government and semi-government buildings (other than those listed in Classification 10)	01 Ambulance Station	01 Acid	71 Accountant	
	02 Fire Station	02 Adhesive substance	72 Airline official	
	03 Hospital	03 Bore hole	73 Banker	
	04 Military Buildings	04 Carry away	74 Caller	
	05 Police Station	05 Clubbing	75 Chemist	
	06 Post Office	06 Conceal in building	76 Charitable collector	
	07 Railway station/buildings	07 Door	77 Clergyman	
	08 Schools/colleges/universities	08 Door, plastic strip	78 Director	
	09 Other Government buildings	09 Explosives	79 Driver	
4 Living premises (other than Naval Married Quarters)	01 Boarding house/residential	10 Fanlight	80 Doctor	
		11 Fighting/punching/kicking	81 Employee (where not otherwise listed)	
	02 Caravan (resident)	12 Firearm	82 Friend/relative/tenant	
		13 Fire escape	83 Gas Co, SCC, official, etc.	
	03 Hostel	14 Floor	84 Gypsy/beggar	
		15 Gassing	85 Hawker/pedlar	
	04 Motel	16 Glass cutter	86 Manager	
		17 Hammer and chisel	87 Member of armed Services	
05 Nurses Home	18 Irritant substance	88 Nurse		
	19 Key (safe only)	89 Partner		
06 Private dwelling	20 Knifing/slashing/stabbing	90 Pedlar/hawker		
	21 Louvre	91 Police Officer		
07 Private Hotel	22 Motor vehicle	92 Relative/tenant/friend		
	23 Oxy Acetylene	93 SCC, Gas Co, official, etc.		
08 Weekender	24 Poison	94 Salesman		
	25 Remove boards	95 Secretary		
10 Naval Ships, Establishments and Aircraft	80 HMA Ship	26 Roof	96 Solicitor	
		27 Servery	97 Tenant/relative/friend	
	81 Commissioned Establishment	28 Slashing/stabbing/knifing	98 Tradesman	
		29 Strangulation	99 Traveller	
	82 Non-Commissioned Establishment	30 Telephone call	100 Treasurer	
		31 Wall	97 Workman employed	
	83 Warship other than RAN	32 Window	98 Employee, Dept of Navy	
				99 Employee, Contractor to Dept of Navy
	84 Aircraft			
85 Boat				

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ANNEX A—continued

LARCENY—TYPE '4'

28/73

Classification	Sub-Classification	By whom committed/character assumed
3 Government and semi-government buildings (other than those listed in Classification 10)	01 Ambulance station	71 Accountant
	02 Fire station	72 Airline official
	03 Hospital	73 Banker
	04 Military buildings	74 Caller
	05 Police Station	75 Chemist
	06 Post Office	76 Charitable collector
	07 Railway Station/buildings	77 Clergyman
	08 Schools/colleges/universities	78 Director
	09 Other Government buildings	79 Driver
10 Naval Ships, Establishments and Aircraft	80 HMA Ship	80 Doctor
	81 Commissioned Establishment	81 Employee (where not otherwise listed)
	82 Non-Commissioned Establishment	82 Friend/relative/tenant
	83 Warship other than RAN	83 Gas Co, SCC, official, etc.
	84 Aircraft	84 Gypsy/beggar
	85 Boat	85 Hawker/pedlar
		86 Manager
		87 Member of armed Services
		88 Nurse
		89 Partner
		85 Pedlar/hawker
		90 Police Officer
		82 Relative/tenant/friend
		83 SCC, Gas Co, official, etc.
		91 Salesman
	92 Secretary	
	93 Solicitor	
	82 Tenant/relative/friend	
	94 Tradesman	
	95 Traveller	
	96 Treasurer	
	97 Workman employed	
	98 Employee, Dept of Navy	
	99 Employee, Contractor to Dept of Navy	
	100 Other	

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ANNEX A—continued

FALSE PRETENCES, FRAUD AND LIKE OFFENCES—TYPE '5'

Classification	Sub-Classification	By whom committed/character assumed	Where
2 False Pretences	02 Bogus advertisement (tenancy and others)	71 Accountant	41 Bank
	04 Impersonation	72 Airline official	42 Beach
	08 Valueless cheque	73 Banker	43 Bushland
	09 Wilful false promise	74 Caller	44 Cash register, etc.
	10 Other false pretences	75 Chemist	45 Club
3 Forge and/or utter	01 Bank books/documents, etc.	76 Charitable collector	46 Drugs, obtain
	02 Postal notes/money orders	77 Clergyman	47 Dwelling
	03 Social Service cheques	78 Director	48 Factory
	04 Taxation cheques	79 Driver	49 Hotel
	05 Other cheques	80 Doctor	50 Motel
4 Fraud	02 Conspire to fraud	81 Employee (where not otherwise listed)	51 Motor vehicle
	04 Falsification of documents	82 Friend/relative/tenant	52 Office
	06 Make false entry	83 Gas Co, SCC, official, etc.	53 Omnibus
	07 Misappropriation	84 Gypsy/beggar	54 Park
5 Larceny by trick	02 Brassing (goods in short supply)	85 Hawker/pedlar	55 Post office
	04 Ringing changes	86 Manager	56 Public toilet
		87 Member of armed Services	57 Private
6 Other offences	01 Larceny as bailee	88 Nurse	58 Racecourse
	02 Larceny as servant	89 Partner	59 Railway Station
		85 Pedlar/hawker	60 School
		90 Police Officer	61 Service station
		82 Relative/tenant/friend	62 Shop
		83 SCC, Gas Co, official, etc.	63 Sports ground/oval
		91 Salesman	64 Street
		92 Secretary	65 Swimming pool
		93 Solicitor	66 TAB Office
		82 Tenant/relative/friend	67 Taxi Cab
	94 Tradesman	68 Theatre	
	95 Traveller	69 Train	
	96 Treasurer	80 HMA Ship	
	97 Workman employed	81 Commissioned Establishment	
	98 Employee, Dept of Navy	82 Non-Commissioned Establishment	
	99 Employee, Contractor to Dept of Navy	83 Warship other than RAN	
	100 Other		

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ANNEX A—continued
SEXUAL OFFENCES—TYPE '6'

28/73

Classification	Sub-Classification	Where	By whom committed/character assumed
1 Rape	01 Actual 02 Attempt/Accessory	41 Bank 42 Beach 43 Bushland	71 Accountant 72 Airline official 73 Banker
2 Offences against females	01 Carnal knowledge 02 Carnal knowledge (girl under 10) 04 Indecent assault (girl under 10)	44 Cash register, etc. 45 Club 46 Drugs, obtain 47 Dwelling 48 Factory 49 Hotel	74 Caller 75 Chemist 76 Charitable collector 77 Clergyman 78 Director 79 Driver
3 Offences against males	01 Buggery 02 Indecent assault, male 03 Indecent assault, male (under 16 years) 04 Indecent act and incite, procure of solicit indecent act with a male	50 Motel 51 Motor vehicle 52 Office 53 Omnibus 54 Park 55 Post office 56 Public toilet 57 Private 58 Racecourse 59 Railway Station 60 School 61 Service station 62 Shop 63 Sports ground/oval 64 Street 65 Swimming pool 66 TAB Office 67 Taxi Cab 68 Theatre 69 Train 80 HMA Ship 81 Commissioned Establishment 82 Non-Commissioned Establishment 83 Warship other than RAN	80 Doctor 81 Employee (where not otherwise listed) 82 Friend/relative/tenant 83 Gas Co, SCC, official, etc. 84 Gypsy/beggar 85 Hawker/pedlar 86 Manager 87 Member of armed Services 88 Nurse 89 Partner 90 Police Officer 91 Salesman 92 Secretary 93 Solicitor 94 Tradesman 95 Traveller 96 Treasurer 97 Workman employed 98 Employee, Dept of Navy 99 Employee, Contractor to Dept of Navy 100 Other
4 Other sex offences	01 Bestiality 03 Indecent inscription 04 Indecent phone call 05 Prowler/peeping tom 06 Procure female/live off earnings 07 Expose person 08 Other sex offences		

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ANNEX A—continued
MISCELLANEOUS OFFENCES—TYPE '7'

Classification	Sub-Classification	Where	By whom committed/character assumed
1 Drug offences	01 Forge and/or utter drug prescription 02 Manufacture unlawfully 03 Obtain unlawfully/in possession of 04 Supply drugs 05 Use drugs 06 Other drug offences	41 Bank 42 Beach 43 Bushland 44 Cash register, etc. 45 Club 46 Drugs, obtain 47 Dwelling 48 Factory 49 Hotel 50 Motel 51 Motor vehicle 52 Office 53 Omnibus 54 Park 55 Post office 56 Public toilet 57 Private 58 Racecourse 59 Railway Station 60 School 61 Service station 62 Shop 63 Sports ground/oval 64 Street 65 Swimming pool 66 TAB Office 67 Taxi Cab 68 Theatre 69 Train 80 HMA Ship 81 Commissioned Establishment 82 Non-Commissioned Establishment 83 Warship other than RAN	71 Accountant 72 Airline official 73 Banker 74 Caller 75 Chemist 76 Charitable collector 77 Clergyman 78 Director 79 Driver 80 Doctor 81 Employee (where not otherwise listed) 82 Friend/relative/tenant 83 Gas Co, SCC, official, etc. 84 Gypsy/beggar 85 Hawker/pedlar 86 Manager 87 Member of armed Services 88 Nurse 89 Partner 90 Police Officer 91 Salesman 92 Secretary 93 Solicitor 94 Tradesman 95 Traveller 96 Treasurer 97 Workman employed 98 Employee, Dept of Navy 99 Employee, Contractor to Dept of Navy 100 Other
2 Instrument offences	02 Carry cutting instrument/offensive weapon		
3 Other miscellaneous offences	01 Arson 02 Break and enter with intent to commit a felony (other than stealing) 03 Goods in custody 04 Malicious injury/damage 05 Receiving 06 Unlicensed pistol 07 Other offences		

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ANNEX A—continued
SECURITY—TYPE '8'

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Classification	Sub-Classification	How	By whom committed/character assumed
1 Defence Areas	01 Naval Waters 02 HMA Ship 03 Naval Work of Defence 04 Prohibited Commonwealth Land 05 Commonwealth Land 06 Classified Area 07 Naval building 08 Warship other than RAN 09 Aircraft 10 Other	01 Discharge firearms 02 Anchor without permission 03 Dredge without permission 04 Approach with 100 feet 05 Sketch or photograph 06 Espionage 07 Trespass 08 Sabotage 09 Damage	71 Accountant 72 Airline official 73 Banker 74 Caller 75 Chemist 76 Charitable collector 77 Clergyman 78 Director 79 Driver 80 Doctor 81 Employee (where not otherwise listed) 82 Friend/relative/tenant 83 Gas Co, SCC, official, etc. 84 Gypsy/beggar 85 Hawker/pedlar 86 Manager 87 Member of armed Services 88 Nurse 89 Partner 90 Pedlar/hawker 90 Police Officer 92 Relative/tenant/friend 93 SCC, Gas Co, official, etc. 91 Salesman 92 Secretary 93 Solicitor 92 Tenant/relative/friend 94 Tradesman 95 Traveller 96 Treasurer 97 Workman employed 98 Employee, Dept of Navy 99 Employee, Contractor to Dept of Navy 100 Other

ANNEX A—continued
SECURITY—TYPE '9'

13

Classification	Sub-Classification	How	Where
1 Official Secrets and information	01 Documents 02 Material 03 Equipments	01 Compromise 02 Loss 03 Improper use 04 Unlawful damage 05 Sabotage 06 Stolen	47 Dwelling 51 Motor Vehicle 80 HMA Ship 81 Commissioned Establishment 82 Non-Commissioned Establishment 83 Warship other than RAN 84 Aircraft 85 Boat

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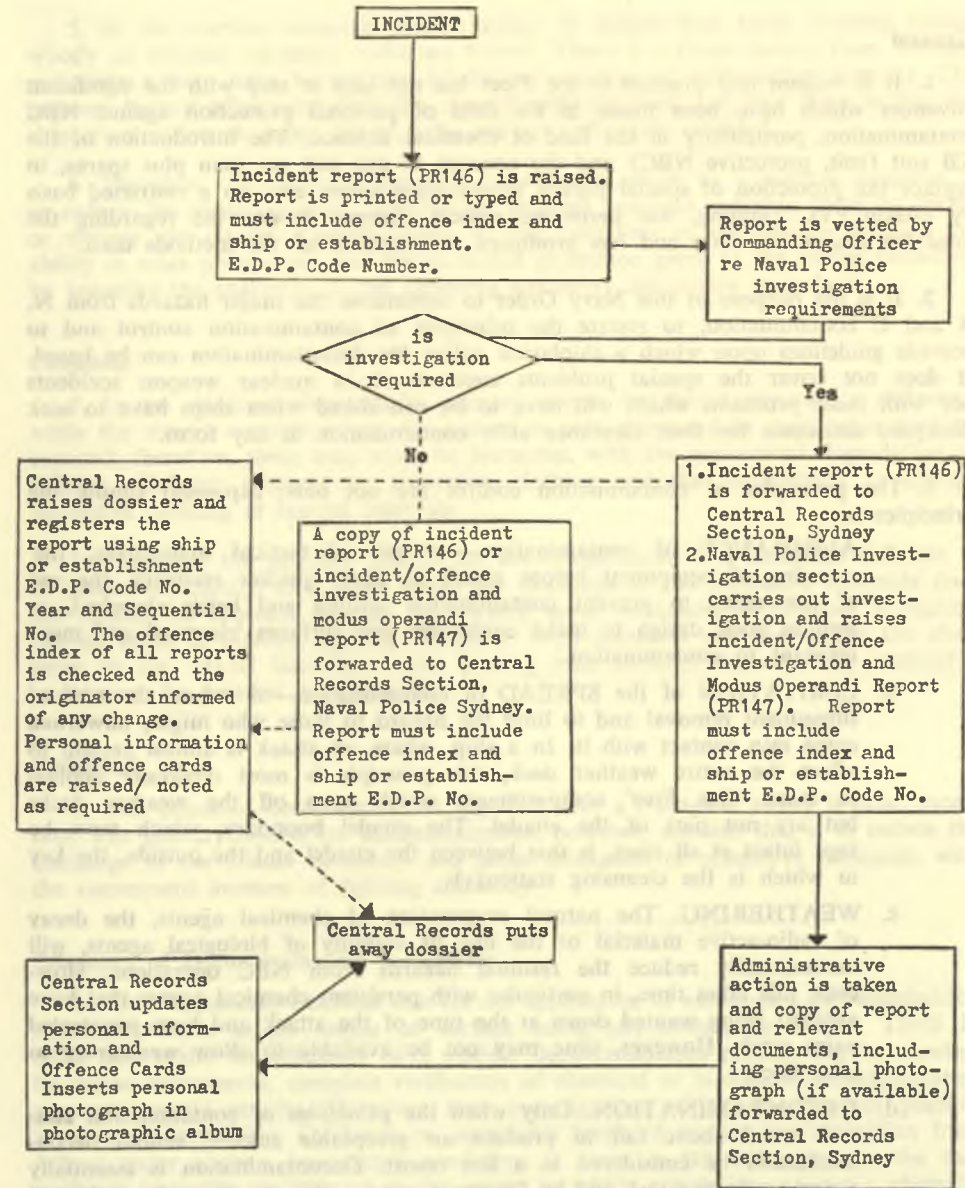
ANNEX A—continued
SMUGGLING—TYPE '10'

Classification	Sub-Classification	Where	By whom committed/character assumed
1 Dutiable goods	01 Tobacco 02 Cigarettes, cigars 03 Liquor 04 Other	80 HMA Ship 81 Commissioned Establishment 82 Non-Commissioned Establishment 83 Warship other than RAN 84 Aircraft 85 Boat	81 Employee (where not otherwise listed) 87 Member Armed Services 90 Policeman 94 Tradesman 95 Traveller 98 Employee, Dept of Navy 99 Employee, Contractor to Dept of Navy 100 Other
2 Prohibited imports (other than drugs)	01 Pornographic literature 02 Pornographic films 03 Pornographic material 04 Firearms 05 Explosives 06 Cutting instruments/offensive weapons 07 Other		

ANNEX B

Flow Chart

INCIDENT AND INCIDENT/OFFENCE INVESTIGATION AND MODUS OPERANDI REPORT SHIPS AND ESTABLISHMENTS IN WHICH NAVAL POLICE ARE NOT BORNE



RESTRICTED

29/73—NBCD—Operations after NBC Attack—Concept of Contamination Control

(DCI (RN) T656/72)

General

1. It is evident that practice in the Fleet has not kept in step with the significant advances which have been made in the field of personal protection against NBC contamination, particularly in the field of chemical defence. The introduction of the CB suit (suit, protective NBC) and the concept of one suit per man plus spares, to replace the protection of special parties (monitoring teams, etc) on a restricted basis by oilskin/PVC clothing, has permitted radical changes in doctrine regarding the need for decontamination and has prompted reassessment of the methods used.

2. It is the purpose of this Navy Order to summarise the major hazards from N, B and C contamination, to restate the principles of contamination control and to provide guidelines upon which a shipboard policy for decontamination can be based. It does not cover the special problems encountered in nuclear weapon accidents nor with those problems which will have to be considered when ships have to seek dockyard assistance for final clearance after contamination in any form.

3. The principles of contamination control are not new; expressed simply the principles are:

- a. **AVOIDANCE** of contamination—by use of tactical manoeuvre, the covering of equipment before attack to allow quicker recovery, the use of prewetting to prevent contamination settling and being absorbed, as well as good design to make equipment and surfaces 'cleaners' and more resistant to contamination.
- b. **LIMITATION** of the **SPREAD** of contamination—to reduce the task of subsequent removal and to limit the hazard to those who might, unwarned come into contact with it. In a ship, where an attack is almost certain to affect the entire weather deck, this principle is most obviously applied to those 'Gas Free' compartments which open off the weather decks but are not part of the citadel. The citadel boundary, which must be kept intact at all costs, is that between the citadel and the outside, the key to which is the cleansing station(s).
- c. **WEATHERING**. The natural evaporation of chemical agents, the decay of radio-active material or the loss of viability of biological agents, will automatically reduce the residual hazards from NBC operations. However, this takes time, in particular with persistent chemical agents that have avoided being wanted down at the time of the attack and have penetrated paint work. However, time may not be available to allow weathering to take place.
- d. **DECONTAMINATION**. Only when the principles of contamination control stated above fail to produce an acceptable answer, should decontamination be considered as a last resort. Decontamination is essentially a non-productive task and by forcing it upon a ship an enemy has achieved a large proportion of his aim.

Decontamination

4. Before decisions are made as to the necessity for decontamination, the reasons for it must be understood, these reasons are not the same for N, B and C contamination.

Nuclear

5. In the wartime situation contamination by fallout/base surge presents almost wholly an external (gamma) radiation hazard. There is a lesser hazard from contact, and only a long term hazard for inhalation/ingestion of radio-active material. The primary hazard affects not only the man directly exposed, but also those within the ship, even within an intact citadel, who are not sufficiently shielded.

6. Therefore, the primary reason for decontamination in a nuclear situation is to reduce the overall gamma dose-rate in manned positions, whether these be inside or outside the citadel. Considerations of the reduction in the contact hazard, the ability to relax precautions and the increased protection given to the citadel boundary by lessening the challenge to the cleansing station(s) are purely secondary.

Chemical

7. In the chemical situation the primary reason for decontamination is different: while the citadel remains intact, the hazard is only presented to those who must be exposed; therefore, these men must be protected, with the consequent degradation of fighting efficiency imposed by protective clothing and the requirement to change protective clothing at regular intervals.

8. Therefore the primary reason for decontamination in a chemical situation is to reduce the hazard to a point where the challenge to the protective ensemble does not require its constant renewal, and where some relaxation of personal protection can be made to increase fighting efficiency. Such measures will also lessen the challenge to the citadel boundary when passing men through the cleansing station(s) and lessen the number of casualties.

Biological

9. The extent of decontamination required after a biological attack is most uncertain. The primary reason for decontamination, however, remains that is to reduce the challenge to the citadel boundary and allow relaxation of protective measures, with the consequent increase of fighting efficiency.

Efficiency of Decontamination Techniques

10. It is commonly believed that correct application of established decontamination techniques leads to an article or surface being left completely 'clean'. **THIS IS NOT SO**. While the efficiency of a nuclear decontamination process can be checked by radiac instruments, complete verification of chemical or biological decontamination processes would require laboratory type investigations which are just not possible in an operational ship. Guidance on acceptable levels of nuclear contamination from fallout under various operational conditions is given in BR 2171 Part 2; the best guidance presently available as to the extent to which precautions against a chemical or biological hazard may be relaxed is given in BR 2171 Part 4.

Amount of Decontamination

11. It should be plain from the above that, after an N, B or C attack there should be no reason to consider immediate decontamination of the whole ship outside the citadel. Priorities as to the positions and extent of decontamination will vary according to the circumstances, but the following points should be noted:

- a. Prewetting, used before and during a contaminating attack, has been shown to reduce the incident contamination by 90 per cent or more. Further reduction will be achieved if the prewetting is continued for about 15 minutes after the attack, especially if the ship can manoeuvre so that the relative wind comes from all directions. This can also be achieved by a thorough hosing down after the prewetting has been turned off.
- b. Provided prewetting has been used the amount of contamination remaining on horizontal deck surfaces should be minimal, and should not present a significant challenge to protective footwear.
- c. In a nuclear situation, 50 per cent of a man's radiation dose, in theory, comes from surfaces within 25 feet radius; therefore localised decontamination can be highly effective.
- d. In a chemical situation, the greatest hazard will arrive from small areas which will come into lengthy contact with the protective ensemble, eg, seats, handwheels, binocular sights, etc. These, therefore, require special consideration.

Selection of Decontamination Teams

12. It has been clearly shown on overseas trials that the most effective decontamination of items of equipment is obtained when the decontaminators are also the users of the equipment. This is not only because they are more aware of the parts of the equipment which they need to handle, but also because they have a vested interest in the efficiency of the process. If the users of the equipment have been exposed at the time of the attack, employing them on decontamination lessens the load on the cleansing station(s). However, the need to spend the radiation dose evenly among the ship's company in a nuclear situation may require the employment of more shielded personnel, eg, from repair parties or lower quarters.

(1600/212/76)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

30/73—Officers Extension Tutorial Course

Introduction

1. The Naval Board, in association with the Air Board, have introduced a tutorial correspondence course to provide officers with a study programme designed to assist in preparing them for higher rank. However, although officers are encouraged to undertake this course, its completion is *not* to be considered as a pre-requisite for selection for staff courses.

2. It is emphasised that the course does not replace Staff College training. Rather, it offers preliminary study as an aid to success in a Staff Course and a facility through which officers may improve their written presentations and consolidate knowledge in areas related to their professional employment.

Eligibility

3. The course is available to officers of all specialisations of the ranks of Lieutenant, Lieutenant-Commander and Commander, and to WRANS officers of the rank of 2nd Officer, 1st Officer and Chief Officer.

Restrictions

4. In view of the need to second specialist staff to the Extension Tutorial Section, restrictions on naval enrolments may have to be made depending on the number of applicants.

Details of the Course

5. The course extends over two years and consists of four phases covering 95 weeks of programmed private study. The breakdown of the course is:

Year 1—Phase 1—English Expression

Phase 2—Service Organisation and Management

Year 2—Phase 3—Military Studies

Phase 4—Current National and International Affairs.

6. The course has been designed to be equally suitable to officers of all branches. Therefore no attempt is made to dwell at any length on specific aspects of the syllabus. To complete the course satisfactorily, an officer will be required to:

- a. Phase 1—demonstrate an ability to express himself in writing correctly, concisely and unambiguously, and to present and defend opinions and decisions. Officers must pass this phase before attempting any other phase.
- b. Phase 2—have a broad knowledge of Service organisation and management.
- c. Phase 3—have a basic knowledge of national and global strategy and the employment of defence forces.
- d. Phase 4—have a sufficient background knowledge of Australia and other selected countries of the world to appreciate the significance of current national and international affairs.

Hours of Work

7. The actual amount of time a student will need to spend each week in study will depend on his experience, his background knowledge of the subjects taught, his proficiency in writing English, and on the thoroughness with which he wants to go into each subject. The planned 'average' study time throughout the 95 weeks is three to six hours effective study each week, depending on the individual. Considerable thought has been given to the breakdown of study guides into weekly tasks and if an officer sets aside one evening only each week for study throughout the 95 weeks, he should accomplish all that is necessary.

Assignments and Consolidation Checks

8. Material to be studied is in 16 study guides. After each odd-numbered study guide, a consolidation check is set on the work covered in that guide: after each even-numbered study guide, an assessable assignment is set, based principally on the work covered by the preceding two study guides, but drawing on knowledge gained from all previously issued guides. There are no examinations—satisfactory completion of the course depends on consistent effort over the entire 95 weeks.

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Course Progression

9. Administration of students in HMA ships and establishments will be through an officer known as the Base Tutorial Officer—normally the Education Officer but, where appropriate, may be another officer who would be nominated by the Commanding Officer. The Base Tutorial Officer (BTO) will be responsible also for the authenticity of the supervision exercised over any supervised work forwarded to the Staff College. Officers studying alone will be administered directly by the Staff College, and special arrangements will be made for supervision of work as required.

10. In Phase 1 of the course, officers who fail an assignment will be asked to complete a supplementary assignment, although they will be allowed to complete the phase regardless of their results in individual assignments. At the end of the phase, a Review Board will examine the work of all students and decide those who can continue with Phase 2. Those officers whose work in Phase 1 is deemed to be unsatisfactory must repeat the phase with a subsequent course before attempting the other phases.

11. In Phases 2, 3 and 4 officers who fail an assignment will also be asked to complete a supplementary assignment but, if again unsuccessful, they will be required to complete the particular phase with a subsequent course. Such officers may continue with the remaining phases of their course, but will obviously take longer than two years to complete the course. A phase completed successfully will remain at credit.

12. Officers who find that the necessary private study is impossible because of operational commitments, compelling compassionate reasons, or posting to a training course subsequent to enrolment for the Officers Extension Tutorial Course, are to advise the Commandant through their BTO, that they wish to defer the particular phase or temporarily withdraw from the course. Students who have withdrawn in those circumstances should re-enrol as soon as the cause of the withdrawal is removed.

13. Officers who do not submit any two consecutive pieces of prescribed written work, without first obtaining the approval of the Staff College, will be suspended from course. Credit will be given for phases completed successfully and the officers will be given the opportunity of joining a subsequent course at the appropriate stage.

Recording of Results

14 The Extension Tutorial Section (Naval) will keep a record of the progress of naval students, and completion of the course will be noted in officers records.

Enrolment

15. No 6 OETC commences on 4 June 1973. Applications for enrolment will close on 20 April 1973.

Method of Application

16. Applications for No 6 OETC are to be forwarded through Commanding Officers to:

- The Commandant
- RAAF Staff College
- RAAF Base
- FAIRBAIRN ACT 2600.

All applications should follow the pro-forma attached as Annex A to this order.

18. Navy Order 53/72 is hereby cancelled.

ANNEX A

**Officers Extension Tutorial Course
Application for Enrolment**

NAME..... Given Names.....
 RANK..... List.....
 WHERE SERVING.....
 POSTAL ADDRESS.....

DATE OF ENTRY INTO RAN.....
 DATE OF BIRTH.....

I hereby apply for enrolment in the extension tutorial course commencing on 4 June 1973, and will notify RAAF Staff College immediately if there are any changes in this information.

Signature.....

II

The Commandant
 RAAF Staff College
 RAAF Base
 FAIRBAIRN ACT 2600
 Forwarded.

.....
 Commanding Officer
 (1600/11/67)

(Navy Order 53/72)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

31/73—Armament Stores—Cox Gun Equipment Allowances

1. The allowances of Cox Gun Equipment in the RAN are as shown in Annex A to this order. The composition of the sets of Cox Gun Equipment is shown in Annex B.

2. Complete sets of expendable items are not to be held by establishments marked (a) in Annex A. Quantities held are to be limited to those required for training only. A full set of expendable items will be maintained at the RAN Armament and Weapon Equipment Depot, Byford, for use if required by HMAS LEEUWIN and similarly at the RAN Armament and Weapon Depot, Maribyrnong, for the General Manager, Williamstown Dockyard.

ANNEX A

Cox Gun Equipment—Allowances

Service	Sets						Timbering Items—Outfits
	411210	411222	411223	411235	411249	411248	
HMAS MELBOURNE	1	2	1	1	—	—	1
HMAS SYDNEY	1	2	1	1	—	—	1
HMAS STALWART	2	4	2	2	2	2	2
HMAS WATERHEN for CDT 1	—	1	—	1	—	1	—
HMAS PENGUIN for Subsunk	1	2	1	1	1	1	1
CDT 2	1	2	1	1	1	1	1
Diving School	1	2	1	1	1	1	1
Damage Control School	1	2	1	1	1	1	1
HMAS TARANGAU	1	2	1	1	1	1	1
HMAS CERBERUS (a)	1	2	1	1	—	—	—
HMAS LEEUWIN (a)	1	2(b)	1	1(b)	1	1(b)	1
HMAS LEEUWIN for CDT 4	—	1	—	1	—	1	—
HMAS MORETON (a)	1	2	1	1	1	1	—
HMAS LONSDALE (a)	1	2	1	1	1	1	—
HMAS HUON(a)	1	2	1	1	1	1	—
HMAS ENCOUNTER(a)	1	2	1	1	1	1	—
General Manager Williamstown Dockyard	1	2(b)	1	1(b)	1	1(b)	1

Notes:

- (a) Complete sets of expendable items are not to be retained but quantities held to be limited to training requirements only.
- (b) Sets to be kept in the nearest Armament Depot for issue when required.

ANNEX B

	411.210 Bolt/Punch Set No 1	411.223 Bolt/Punch Set No 2	411.222 Bolt/Punch Ammunition Set No 1	411.235 Bolt/Punch Ammunition Set No 2	411.249 Air Bolt Set No 2	411.248 Air Bolt Ammunition Set	Timbering Equipment
411.145 Anvil, dismantling, P/N 23	1						
411.068 Barrel, bolt, spare, 7 inch, complete, P/N 39, 40, 41	3	6					
411.027 Barrel holder assy. P/N 1-18	1						
411.120 Barrel, punch, spare, 7 inch complete, P/N 47, 48, 41	1	6					
411.185 Catch retaining barrel, P/N 8	1						
411.006 Cord, elastic, slinging, P/N 86, 87	1						
411.018 Drift, dismantling, 1 1/8 dia P/N 36	1						
411.031 Drift, dismantling, 1/2 dia P/N 37	1						
411.007 Feeder, oil, P/N 31	1						
411.008 Hammer, copper, P/N 30	1						
411.039 Ring nut, vice, PN 21	1						
411.030 Rod, cleaning barrel P/N 32	1						
411.046 Screw firing catch P/N 12	1						
411.198 Screw catch retaining barrel P/N 9	1						
411.090 Screwdriver P/N 29	1						
411.116 Screw stabiliser three-legged P/N 34	1						
411.012 Spanner 3/8 inch BSF part 26-1	1						
411.025 Spanners, 3/8 inch BSF P/N 27	1						
411.051 Spanners 3/8 inch BSF Box P/N 28	1						
411.064 Spanners barrel 1 1/8 inch whitworth P/N 25	1						
411.077 Spanners breech nut P/N 24	1						
411.059 Spring firing catch No 13	1						
411.211 Spring catch retaining barrel P/N 10	1						
411.142 Stabiliser three-legged P/N 33	1						
411.013 Tommy bar 1/8 inch dia P/N 38	1						

ANNEX B—continued

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	411.210 Bolt/Punch Set No 1	411.223 Bolt/Punch Set No 2	411.222 Bolt/Punch Ammuni- tion Set No 1	411.235 Bolt/Punch Ammuni- tion Set No 2	411.249 Air Bolt Set No 2	411.248 Air Bolt Ammuni- tion Set	Timbering Equipment
411.026	Vice P/N 20	1	—	—	—	—	—
411.276	Block arresting 'C' patch P/N 42	—	9	—	—	—	—
411.289	Blocks arresting ½ inch patch P/N 43	—	9	—	—	—	—
411.302	Blocks arresting ¾ inch patch P/N 44	—	9	—	—	—	—
411.315	Blocks arresting 1 inch patch P/N 45	—	9	—	—	—	—
411.502	Muzzle piece punch nose	—	9	—	—	—	—
411.328	Bolts ammn index No 2 P/N 53/2	—	—	25	—	—	—
411.341	Bolts ammn index No 3 P/N 53/3	—	—	25	—	—	—
411.354	Bolts ammn index No 4 P/N 53/4	—	—	25	—	—	—
411.367	Bolts ammn index No 5 P/N 53/5	—	—	25	—	—	—
411.023	Punches ammn index No 3 P/N 60/3	—	—	13	—	—	—
411.036	Punches ammn index No 4 P/N 60/4	—	—	13	—	—	—
411.049	Punches ammn index No 5 P/N 60/5	—	—	13	—	—	—
411.009	Nut to suit screwed bolts ¾ inch BSF P/N 55	—	—	105	130	—	—
411.011	Register wood P/N 56	—	—	105	130	—	—
411.065	Washer sealing fibre P/N 54	—	—	250	320	—	178
411.380	Bolts ammn index No 6 P/N 53/6	—	—	—	40	—	—
411.393	Bolts ammn index No 7 P/N 53/7	—	—	—	40	—	—
411.406	Bolts ammn index No 8 P/N 53/8	—	—	—	40	—	—
411.062	Punches ammn index No 6 P/N 60/6	—	—	—	25	—	—
411.075	Punches ammn index No 7 P/N 60/7	—	—	—	25	—	—
411.275	Adapter air bolt P/Ns 78, 88, 89, 81, 82	—	—	—	—	12	—
411.113	Nut blanking 'AB' ¾ inch whitworth for air bolt P/N 80	—	—	—	—	12	—
411.103	Screwdriver special P/N 84	—	—	—	—	2	—

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ANNEX B

411.038	Spanner ¾ inch whitworth P/N 83	—	—	—	—	1	—
411.029	Barrel air bolt 12 inch complete P/Ns 51, 40A, 41	—	—	—	—	4	—
411.015	Air bolts ammn index No 2A P/N 66/2A	—	—	—	—	—	12
411.028	Air bolts ammn index No 3A P/N 66/3A	—	—	—	—	—	12
411.041	Air bolts ammn index No 4A P/N 66/4A	—	—	—	—	—	12
411.054	Air bolts ammn index No 5A P/N 66/5A	—	—	—	—	—	12
411.067	Air bolts ammn index No 6A P/N 66/6A	—	—	—	—	—	12
411.080	Air bolts ammn index No 7A P/N 66/7A	—	—	—	—	—	12
411.093	Air bolts ammn index No 8A P/N 66/8A	—	—	—	—	—	12
411.146	Barrel timbering 15 inch complete P/Ns 49, 40, 41	—	—	—	—	—	4
411.224	Bit auger large complete with handles to take ferrules	—	—	—	—	—	2
411.432	Bolt coffer dam extension 12 inch complete with wing nut and washer plate P/N 68c	—	—	—	—	—	60
411.458	Bolt coffer dam extension 18 inch complete with wing nut and washer plate P/N 69c	—	—	—	—	—	24
411.484	Bolt coffer dam extension 24 inch complete with wing nut and washer plate P/N 70c	—	—	—	—	—	24
411.020	Ferrule wooden P/N 75	—	—	—	—	—	200

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(728/251/63)

31/73

UNCLASSIFIED

32/73—Naval Stores (General)—Classes 6840 and 3740—Hygiene Measures—Insecticides and Insecticide Applicators

1. There are numerous living creatures which are co-inhabitants of ships and establishments and which are undesirable for either health, hygiene or aesthetic reasons. These include:

- a. insects;
- b. mites;
- c. molluscs; and
- d. rodents.

Some insects may be harmful to man by carrying disease (eg, mosquitoes, flies, fleas, etc) or by damaging food and materials (weevils, white ants, etc). Others, while not actually harmful, may have a considerable nuisance value (eg, non-infective mosquitoes, biting flies, widges, etc) or be aesthetically undesirable (eg, cockroaches). Rodents (eg, rats and mice) are a health hazard as well as being aesthetically undesirable. Spiders, scorpions, lice, ticks and mites may also be dangerous to health or have a variable nuisance value and must be controlled.

2. The basic principles in controlling all of these vermin includes the following:

- a. meticulous cleanliness of all living, working and eating spaces;
- b. eradication of breeding areas;
- c. chemical control of breeding areas;
- d. residual chemical control of all areas; and
- e. intermittent destruction of adult vermin population.

The responsibility for control lies with every person borne in a ship or establishment. While each ship or establishment must have certain personnel detailed for specific hygiene duties, that designated group depend on your assistance as much as you depend on them to keep your ship or establishment free of vermin.

3. To assist with the chemical control of vermin, a list of Insecticides, Miticides, Molluscicides and Rodenticides currently approved for use by all Military Services in Australia is contained in Annex A to this order. A list of applicators and equipment which may be used in their application is contained in Annex B. The use of agents or equipment other than shown in Annexes A and B without the prior approval of the Naval Board is prohibited.

4. The lists in Annexes A and B have been drawn up by the Pesticides Sub-committee of the Defence Medical Services Committee. This sub-committee is constantly examining and assessing the effectiveness of new pesticides and equipment and will amend these lists as appropriate in the light of new developments and current experience. The items presently listed are effective if properly used. Sufficient choice is allowed to overcome any resistance problem that is likely to be encountered in Service usage.

5. Full details of the usage, handling, safety precautions and technical specifications of all insecticides approved for use is contained in the Pesticides Sub-committee Report to the Defence Medical Services Committee which is being issued separately. This report also contains information on other miscellaneous chemicals as well as details on the use and servicing of pest control equipment.

6. The world wide use of cumulative residual insecticides is causing concern to conservationists and the effect of these agents on biological balance has been given due consideration by the Pesticides Sub-committee. Nevertheless certain of the agents are still recommended for Service use. Care must be exercised in the use of any insecticide on the perimeter of any naval establishment contiguous with agricultural land.

7. Climatic conditions affect the residual effect and the requirement for repeat spraying. Heavy rain will remove some of the insecticides from sprayed surfaces; prevailing winds should be used to provide 'drift' when spraying on fogging marshy ground, areas of water, and foliages; high wind turbulence and strong upward convection currents affect treatment with aerosol sprays or dusts; hot sunlight and heated air produces upward currents. Open areas should be treated when air is NOT moving vertically. Spraying or fogging is most effective at sunset, plus or minus one hour, and at sunrise plus one hour, and during days of continuous cloudiness. No spraying should be attempted when wind velocity exceeds 10-12 mph, but this degree of wind velocity will be necessary when spraying wood lands and tree foliage during the middle of the day to ensure distribution of insecticide through the trees and foliage.

8. When it is planned to treat an area with aerosol sprays, mists or fogs, the areas that require treatment should be plotted and recorded on a map/sketch of a scale approximately 1 mile to 1 inch. Tracks should be chosen that will give the best emission lines in view of wind direction, speed of travel, and dosages of insecticides being used. The whole operation must be planned so that the whole area is systematically covered in as short a time as possible without overlapping and needless wandering. If the project is a large one, it should be so zoned as to ensure treatment of any one part once in every 7-14 days.

9. There remains a need for aerial spraying and one Iroquois helicopter based on NAS NOWRA can be fitted with a spray rig for this purpose. However, the use of this equipment outside the areas of HMAS ALBATROSS and HMAS CRESWELL will be subject to approval by the Naval Board. Aerial spraying is to be confined to the use of an aqueous solution of 5 per cent DDT unless specific approval for the use of other insecticides has been given by the Naval Board.

10. Items 11-18 inclusive as shown in Annex A are only to be used by the Fleet Hygiene Party or under the strict supervision of a qualified hygiene officer.

11. Any increase to existing allowances should be dealt with in accordance with ABR 4 Chapter 3.

ANNEX A

32/73

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<i>Item No</i>	<i>Class</i>	<i>Catalogue No</i>	<i>Description</i>	<i>Unit of Issue</i>	<i>Acc Class'n</i>	<i>Name in Report</i>
1	6840	66-023-2953	Insecticide Pyrethrin, 18.6 Can ..	NO	C	0.4% Pyrethrin, 2% Piperonyl Butoxide in Deodorised Kerosene—Aerosol
2	6840	66-023-2935	Insecticide Pyrethrin, 1 gall tin ..	GL	C	0.4% Pyrethrin, 2% Piperonyl Butoxide in Deodorised Kerosene—(knockdown type spray)
3	6840	66-023-2936	Insecticide Pyrethrin, 5 gall drum	GL	C	0.4% Pyrethrin, 2% Piperonyl Butoxide in Deodorised Kerosene—(knockdown type spray)
4	6840	66-023-2929	Insecticide DDT, 1 gall tin ..	GL	C	5% Technical DDT 0.1% Synergised Pyrethrins in Deodorised Kerosene—Residual type spray
5	6840	66-023-2930	Insecticide, DDT, 5 gall drum ..	GL	C	5% Technical DDT 0.1% Synergised Pyrethrins in Deodorised Kerosene—Residual type spray
6	6840	66-013-1175	Insecticide, DDT, 4 gall drum ..	GL	C	20% DDT Emulsion Concentrate Spray
7	6840	66-023-2926	Insecticide, DDT, 5 gall drum ..	GL	C	20% DDT Emulsion Concentrate Spray
8	6840	66-023-2927	Insecticide, DDT, 2 oz. can ..	NO	C	10% DDT, 0.3% Pyrethrins in talc—powder
9	6840	66-026-4105	Insecticide, DDT, 1 lb can ..	NO	C	10% DDT, 0.3% Pyrethrins in talc—powder
10	6840	66-027-5548	Insecticide, DDT, 5 lb can ..	NO	C	10% DDT, 0.3% Pyrethrins in talc—powder

11	6840	66-023-2933	Insecticide Dieldrin, 1 gall tin ..	GL	C	15% Dieldrin Emulsion Concentrate
12	6840	66-023-2934	Insecticide, Dieldrin, 5 gall drum	GL	C	15% Dieldrin Emulsion Concentrate
13	6840	00-647-0514	Insecticide, Malathion, 1 gall ..	GL	C	20% Malathion Emulsion Concentrate
14	6840	00-685-5438	Insecticide, Malathion, 5 gall ..	GL	C	20% Malathion Emulsion Concentrate
15	6840	66-034-6509	Insecticide, 5 gall drum ..	GL	C	115% Malathion Concentrate for Ultra Low Volume Application
16	6840	66-026-4106	Insecticide, Diazinon, 1 pint case	GL	C	20% Diazinon Emulsion Concentrate
17	6840	66-023-2937	Insecticide, Diazinon, 1 gall tin ..	GL	C	20% Diazinon Emulsion Concentrate
18	6840	66-019-6834	Insecticide, Diazinon, 5 gall drum	GL	C	20% Diazinon Emulsion Concentrate
19	6840	66-034-6492	Insecticide, 1 gall bottle ..	GL	C	21.8% BAYGON Emulsion Concentrate
20	6840	66-034-6472	Insecticide, 20 lb drum ..	CN	C	BAYGON Dusting Powder
21	6840	66-034-6507	Insecticide, 50 lb drum ..	CN	C	1.0% ABATE granules—Larvicide Abate
22	6840	66-023-2939	Rodenticidal, Bait, Anticoagulent, 4 oz carton	NO	C	0.025% WARFARIN Bait
23	6840	66-043-6610	Rodenticidal, Bait, Anticoagulent	NO	C	0.0375% Coumatetralyl prepared baits, (Pkts of 80)
24	6840	66-034-6473	Insecticide, 20 lb drum ..	CN	C	50% Molluscicide MESUROL wettable powder
25	6840	66-023-2942	Insect Repellent, Personal Application, 3 oz plastic bottle	BO	C	95% Di-ethyl Toluamide (DET)

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ANNEX A—continued

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Item No	Class	Catalogue No	Description	Unit of Issue	Acc Class'n	Name in Report
26	6840	66-030-5594	Insect Repellant, Clothing, Personal Application, 3½ oz pressure can	NO	C	(May be supplied in lieu of Item 25). Aerogard
27	6840	66-023-2940	Insect Repellant, Clothing, Application 3 oz plastic bottle	BO	C	99% Di-butyl phthalate (DEP)
28	9140	66-028-4883	Kerosene, 4 gall	GL	C	Diluent Kerosene
29	9120	66-028-4881	Kerosene, 44 gall	GL	C	Diluent Kerosene

Note: Items 11 to 18 inclusive are only to be used by the Fleet Hygiene Party or under the strict supervision of a qualified Hygiene Officer.

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ANNEX B

Item No	Class	Catalogue No	Description	Unit of Issue	Acc Class'n	Name in Report
1						Portable Aerosol Dispenser—See Items 1 and 26 of Annex A
2	3740	66-023-2947	Sprayer, Insecticide	NO	P	Manually carried rega continuous type
3	3740	66-017-9389	Sprayer, Knapsack	NO	P	Knapsack general purpose type
4	3740	66-027-2212	Sprayer, Knapsack Insecticide	NO	P	Knapsack pressure type 2-3 gallon
5	3740	66-039-2021	Fog generator, Insecticide	NO	P	Spray Insecticidal Fog Producing. (Portable petrol Swing Fog—type SN 10)
						Note: Type SN 6-8 are identified as: 3740-66-040-1870—Type SN6 3740-66-PN-SN7—Type SN7 3740-66-023-3625—Type SN8
6	3740	66-026-2023	Sprayer and Duster	NO	P	Manually carried—Marino Blowmist 35 RH—2 gallon
7	3740	66-044-3392	Sprayer and Duster, Insecticide, manually carried	NO	P	Backpack 10/litre/6 kilo MO 35 PX Arimutzu
8	3740	66-018-2322	Atomizer, fumigant, portable	NO	P	Electric Jet Fog
9	3740	66-044-3955	Duster, Manually operated, rotary fan, hand operated	NO	P	Rotary Blower—Kyoritsu Mise—1 lb hand held

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ANNEX B—continued

Item No	Class	Catalogue No	Description	Unit of Issue	Acc Class'n	Name in Report
10	3740	66-027-1073	Sprayer, Insecticide	NO	P	Tractor mounted mistrite major PTO type
11	3740	66-028-5197	Sprayer, Insecticide	NO	P	Trailer mounted mistrite major self powered

Note: Items 10 and 11 may be supplied only to HMAS CERBERUS, TARANGAU, ALBATROSS, CRESWELL and NIRIMBA and subject to Naval Board approval.

12	3740	66-027-1073	Sprayer, Insecticide	NO	P	Tractor mounted mistrite major PTO type
13	3740	66-028-5197	Sprayer, Insecticide	NO	P	Trailer mounted mistrite major self powered
14	3740	66-027-1073	Sprayer, Insecticide	NO	P	Tractor mounted mistrite major PTO type
15	3740	66-028-5197	Sprayer, Insecticide	NO	P	Trailer mounted mistrite major self powered
16	3740	66-027-1073	Sprayer, Insecticide	NO	P	Tractor mounted mistrite major PTO type
17	3740	66-028-5197	Sprayer, Insecticide	NO	P	Trailer mounted mistrite major self powered
18	3740	66-027-1073	Sprayer, Insecticide	NO	P	Tractor mounted mistrite major PTO type
19	3740	66-028-5197	Sprayer, Insecticide	NO	P	Trailer mounted mistrite major self powered
20	3740	66-027-1073	Sprayer, Insecticide	NO	P	Tractor mounted mistrite major PTO type
21	3740	66-028-5197	Sprayer, Insecticide	NO	P	Trailer mounted mistrite major self powered

YAMES II

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

33/73—Forms TH118/TH119/TH120 (AD171) Report of Survey of Structure, WT Doors, Hatches, Etc, of Commissioned Ships and Form TH115/TH116/TH117 (AS180/AD171) Report or Survey of Structure, WT Doors, Hatches, Etc, in New Construction Ships (Excluding Submarines)

1. This order incorporates amendments to the instructions for compiling and rendering of reports of surveys of structure and air test of WT compartments for new construction ships and reports of survey of structure of commissioned ships.

Forms TH118—Purpose

2. This form, to be completed by dockyard officers for ships in commission, is composed of three sections:

- a. TH118 (cover) has been amended to include a general condition code, an indicative code and relative instructions in the use and distribution of the form and certificate of survey for signature.
- b. TH119 is to be completed by dockyard officers giving detailed results of surveys of structure with appropriate general condition and indicative code markings. This provides ships officers with a quick and easy guide to future commitments and reduces ships staff study and interpretation of the report when raising Forms TM145 and TM200 for necessary action.
- c. TH120 (Dockyard Action Survey Report) will detail the work necessary to carry out the repairs and specify estimates of manhours for each trade. The information will allow accurate networking, capacity and job planning to be carried out in detail.

General Instructions

3. Dockyard officers are to complete this form after all periodic and special surveys have been carried out.

Forwarding of Reports

4. Reports are to be completed in quadruplicate, copies being forwarded as follows:

- a. Original: The Director-General, Dockyards and Maintenance, Navy Office.
- b. Copy: Flag Officer Commanding Australian Fleet.
- c. Copy: Insertion in Ships Book.
- d. Copy: Retained by dockyard.

RESTRICTED

33/73

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Form TH115—Purpose

5. To be completed by dockyard officers or overseers for new construction ships and is composed of three sections:

- a. TH115 (cover): Detailed instructions for use and certificate of survey for signature.
- b. TH116: Insert survey report sheet.
- c. TH117: Report of air test of WT compartments.

Forwarding of Reports

6. Single copies of the completed report are to be forwarded as follows:
- a. The Director-General, Dockyards and Maintenance, Navy Office.
 - b. The Director-General, Naval Production, Navy Office.
 - c. The Flag Officer Commanding, HMA Fleet.
 - d. The dockyard in which the ship is based.

Certificate

7. The certificate of survey is to be completed as follows:
- a. On satisfactory survey of structure, WT doors, hatches, etc, pipes and valves affecting the WT sub-division of the ship in accordance with the form questionnaire.
 - b. When air tests of WT compartments as required by BR 3000 Chapter 28 Article 2812 have been carried out.

Note: This form is not to be raised for ships in commission.

(464/78/421)



AUSTRALIAN NAVY ORDER

Navy Office, Canberra,
16 February 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

34/73—Control of Drugs of Addiction, Restricted Substances and Other Poisons and Deleterious Substances in the RAN

Part I—Introduction

1. These instructions prescribe the procedures for the control of drugs of addiction, restricted substances, and other poisons and deleterious substances (previously known as dangerous drugs, specified drugs and poisons). These substances are LISTED IN ALPHABETICAL ORDER at Annex A.

2. These instructions are divided into Parts as follows:

- Part I—Introduction
- Part II—Definitions
- Part III—Classifications of Poisons and Deleterious Substances
- Part IV—Responsibilities of Members for the Control of Drugs of Addiction, Restricted Substances, Other Poisons and Deleterious Substances
- Part V—Demand, Supply, Distribution, Storage and Disposal
- Part VI—Prescribing, Dispensing and Issuing
- Part VII—Accounting and Control
- Part VIII—Drugs of Addiction and Restricted Substances in First Aid and Survival Equipment

3. The provisions of these instructions do not apply to the following preparations:

- a. Dovers Powder BP;
- b. Dovers Powder Tablets BP;
- c. preparations for the eyes, ears, nose and throat containing less than 1 per centum of cocaine hydrochloride when denatured by the addition of formaldehyde solution or any solution of adrenaline, or salts of zinc, copper, or mercury, so as to render such preparation unsuitable for continuous internal or hypodermic use; or
- d. ointments containing less than 4 per centum of cocaine or cocaine hydrochloride.

Part II—Definitions

4. In these instructions, unless inconsistent with the content or subject matter:

- a. 'Approved Name' means:
 - (1) the common name given to any poison or deleterious substance by the British Standards Institution or the Australian Standards Association;
 - (2) the English name by which any poison or deleterious substance is described in the British Pharmacopoeia, the British Pharmaceutical Codex, or the Australian Pharmaceutical Formulary;

(3) if the substance to be described is not in the British Pharmacopoeia, the British Pharmaceutical Codex, or the Australian Pharmaceutical Formulary, the name of such substance as published by the General Medical Council of Great Britain; or

(4) if the substance is not included in the British Pharmacopoeia, the British Pharmaceutical Codex, or the Australian Pharmaceutical Formulary, and has not been given an approved name by the General Medical Council of Great Britain, the name given to such substance in any Standard Book on Materia Medica approved by the Medical Director-General for the purpose of this instruction.

b. 'Cyanide' means:

- (1) nitro prussides;
- (2) all metallic cyanides, except when in the form detailed in Schedule Six of Annex A; and
- (3) hydrogen cyanide and all preparations containing hydrogen cyanide except for those for therapeutic use.

c. 'Department' means any ward, theatre, laboratory or section of medical facility other than the pharmacy department.

d. 'Dispensing' means the compounding or supply of drugs in accordance with the directions written on prescriptions by medical or dental officers for individual members, wards, or departments, or by veterinary surgeons, for the treatment of animals. The term does not include drug treatment administered by nursing officers in the course of their normal duties.

e. 'Direction' means regular and frequent but not continuous personal supervision by a qualified person.

f. 'Domestic Poison' means any substance of preparation listed in Schedule Five of Annex A.

g. 'Drug of Addiction' means any substance or preparation listed in Schedule Eight of Annex A.

h. 'Immediate Container' includes all forms of containers in which a poison or deleterious substance in any state is directly packed, but does not include any such container intended for consumption or any immediate wrapper.

i. 'Immediate Wrapper' includes all paper or plastic used as a lining material affixed to the immediate container, and also includes tin foil, waxed paper, and other material used as the first wrapper for a single tablet, pastille, capsule or similar product.

j. 'Industrial or Agricultural Poison' means any substance or preparation listed in Schedule Six of Annex A.

k. 'Personal Supervision' means close and continuous personal supervision and control, requiring the actual presence of a qualified person.

l. 'Poison or Deleterious Substance' means any substance listed in Annex A.

m. 'Potent Substance' means any substance or preparation listed in Schedule Three of Annex A.

n. 'Primary Pack' means the complete pack (in addition to the immediate container) used to enclose a single item.

o. 'Principal Label' means the label which shows the name of the product more plainly than any other label and which is the one primarily designed to attract attention, and where two or more such labels are identical includes all such labels.

- p. 'Qualified Person' means a medical officer, dental officer, veterinary officer or pharmacist.
- q. 'Restricted Substance' means any substance or preparation listed in Schedule Four of Annex A.
- r. 'Secondary Pack' includes every form of wrapping or packing used to pack two or more primary packs together.
- s. 'Special Poison' means any substance or preparation listed in Schedule Seven of Annex A.
- t. 'Substance' includes any substance, material, preparation and admixture.
- u. 'Trade Name' means any distinctive arbitrary or coined name adopted by any person to distinguish his products from the products of any other person.
- v. 'Therapeutic Use' includes any use in the prevention, diagnosis, or treatment of any disease, ailment, defect or injury, in any human being or animal.

Part III—Classification of Poisons and Deleterious Substances

- 5. The substances listed in the Schedules to Annex A are classified as follows:
 - a. *Schedule One (Dangerous Poisons)*. Schedule One (Dangerous Poisons) lists substances which are of such danger to life as to warrant distribution only by qualified persons.
 - b. *Schedule Two (Medicinal Poisons)*. Schedule Two (Medicinal Poisons) lists substances which are dangerous to life if misused or carelessly handled, but which must be available to the Service for medical or other purposes without undue restriction.
 - c. *Schedule Three (Potent Substances)*. Schedule Three (Potent Substances) lists substances which are for therapeutic use and:
 - (1) about which personal advice may be required by the user in respect of dosage, frequency of administration and general toxicity;
 - (2) with which excessive, unsupervised self-medication is unlikely; and
 - (3) which may be frequently and urgently required to an extent where supply only on prescription would involve hardship.
 - d. *Schedule Four (Restricted Substances)*. Schedule Four (Restricted Substances) lists substances the supply of which is:
 - (1) restricted to medical, dental or veterinary prescriptions;
 - (2) potentially harmful, requiring further evaluation of their toxic or deleterious nature; and
 - (3) INDICATED BY THE Code 'R' in RAN Medical and Dental Catalogues Allowance Lists, Medical Equipment Lists and the Australian Joint Services List of Medical and Dental Equipment and/or listed as such in Annex A.
 - e. *Schedule Five (Domestic Poisons)*. Schedule Five (Domestic Poisons) lists substances of a dangerous nature commonly used for domestic purposes, which must be readily available but which require caution in handling use and storage.
 - f. *Schedule Six (Industrial and Agricultural Poisons)*. Schedule Six (Industrial and Agricultural Poisons) lists substances which must be readily available for agricultural, pastoral, horticultural, veterinary, photographic or industrial purposes or for the destruction of pests.

- g. *Schedule Seven (Special Poisons)*. Schedule Seven (Special Poisons) lists substances or preparations of exceptional danger which require special precautions in use.
- h. *Schedule Eight (Drugs of Addiction)*. Schedule Eight (Drugs of Addiction) lists substances which are addiction producing drugs or potentially addiction producing drugs including those so classified by the United Nations Organisation or its agencies, and which are indicated by the Code 'A' in RAN medical and dental catalogues, allowance lists, medical equipment lists and the Australian Joint Services List of medical and dental equipment and/or listed as such in Annex A.

Part IV—Responsibilities of Members for the Control of Drugs of Addiction and Restricted Substances and Other Poisons and Deleterious Substances

Supervisory Responsibilities

- 6. The medical/dental officer (or Commanding Officer when a medical/dental officer is not borne) shall be responsible for the implementation of these instructions for the control of drugs of addiction and restricted substances:
 - a. In RAN hospitals, HMA ships and naval establishments in which a medical/dental officer is borne. The medical/dental officer shall be responsible for the custody and storage of drugs of addiction and restricted substances.
 - In RAN Hospitals and Sick Quarters.* A pharmacist when borne, may have physical custody of these drugs and substances with the Medical Officer-in-charge maintaining overall responsibility for their safe custody.
 - b. In HMA ships and naval establishments with medical/dental facilities but in which a medical/dental officer or pharmacist is not borne.
 - (1) The Commanding Officer shall be responsible for the custody and storage of drugs of addiction.
 - (2) The Supply Officer shall be responsible for the custody and storage of restricted substances.
 - c. In HMA ships and naval establishments when a medical/dental officer is appointed away without relief the following procedure is to apply:
 - (1) All drugs of addiction are to be returned to the Supply Officer who will arrange for the Commanding Officers signature and safe custody of the drugs (ABR 4, Article 0922 (a) refers).
 - (2) All restricted drugs are to be mustered and returned to the Supply Officer who shall be responsible for their custody and storage.
 - (3) Medical branch sailors are to use only such restricted drugs, biologicals and official reagents that are coded 10 in Medical Equipment List No 8, and in accordance with instructions for use of medicine, etc. in vessels not carrying a medical officer, unless ordered, in writing, by a medical officer, or on the order of the Commanding Officer for use of drugs of addiction in an emergency (ABR 4, Article 0922 (c) refers).

d. In Tenders:

- (1) Drugs of Addiction. See RI Article 4460, Papaveretum Injection 30 mg, in 1.1 ml collapsible tube/needle (omnupon syrette) item 6505-66-020-1625 (quantities as per approved medical equipment list) and Form SA114—Dangerous Drugs Account are supplied as a personal charge to the Commanding Officer and are to be kept under lock and key. The Commanding Officer is responsible for administering this drug and a notation of its use is to be made in the ships log and Form SA114.
- (2) The drugs of addiction and Form SA114 are to be returned to the parent ship on DE-COMMISSIONING, DESTORING OR AS DIRECTED.

Losses, Thefts and Stores Found

7. a. Procedure for reporting losses, deficiencies or damage other than stock-taking discrepancies is laid down in ABR 4, Article 1403 (see also RI 4962).
- b. Procedure for reporting losses by theft, robbery or fraud is laid down in ABR 4, Article 1402 (see also RI 4963).
- c. Procedure for reporting stores found is laid down in ABR 4, Article 1411.
8. A prescriber or dispenser of any drug of addiction, restricted substances or other poison or deleterious substance is to advise the member receiving the drug of the need in the event of its loss or theft to report the matter to his Commanding Officer.

Part V—Demand, Supply, Distribution, Storage and Disposal

9. RAN Medical and Dental Catalogues, Allowance Lists, Medical Equipment Lists and the Australian Joint Services List of Medical and Dental Equipment list drugs of addiction, restricted substances, poisons and deleterious substances available. Demands are to be raised and signed in accordance with ABR 4, Articles 3405 and 3406.

10. HMA ships and establishments are to obtain drugs of addiction by submission of demands on the appropriate BMED. However, when urgently required and not immediately available at the unit or on demand, a medical officer may prescribe not more than one weeks supply of a drug of addiction and obtain it from a local chemist using Army Prescription Form AAF D82. He is to write such prescriptions for individual patients only as prescribed in ABR 4, Article 3411.

11. HMA ships and establishments with medical facilities but in which a medical/dental officer or pharmacist is not borne are to hold such stocks of drugs of addiction as are laid down in their respective medical equipment list or as are approved by the Medical Director-General.

Distribution

12. HMA ships and establishments consigning drugs of addiction are to:
 - a. ensure that they are securely packaged and wrapped; and
 - b. dispatch them either in the personal charge (safe hand) of a Service member or by registered post.
13. Issuing units are to forward separate advices of dispatch of drugs of addiction and obtain early acknowledgement of receipt.
14. The custodian is to weigh, count and measure all drugs of addiction before they are taken on charge. The custodian is not to accept as correct quantities shown on manufacturers containers until this action has been taken.

Possession of Drugs of Addiction and Restricted Substances

15. Only those members listed below are authorised to have drugs of addiction in their possession, and only to the extent indicated:

<i>Members Authorised</i>	<i>Extent Authorised</i>
a. Medical officers, dental officers, pharmacists, commanding officers	Such drugs of addiction as are necessary to carry out their service duties.
b. Nursing officers	Such drugs of addiction as are necessary for administration to patients under their care.
c. Medical branch sailors ..	Such drugs of addiction as necessary for administration to patients under their care.
d. Any member for the transporting of stores	Such drugs of addiction as are being lawfully consigned by, or transported to, an authorised person.
e. Any member for whom a drug of addiction has been prescribed by a medical or dental officer	To the extent and for the purpose for which it is so prescribed.
f. Aircrew, safety equipment officers	Such drugs of addiction as are required to be carried on the person, in aircraft and safety sections.
g. Officers and sailors	When in control of an approved first aid kit, such drugs of addiction approved for installation in such first aid kit, subject to the condition that such drug shall be used by such authorised person for emergency use only.
h. Officers in charge of: Sailloft (Garden Island) Victualling Store (Randwick) Naval Store Depot (Melbourne)	Such drugs of addiction contained in 6545-66-019-9804 First Aid Kit, Life-raft Scale K. On removal of the first aid kit from 20-man inflatable life-rafts or on receipt from BMEDs for inclusion in liferafts.
j. Medical store officers	Handling of such drugs of addiction as are necessary to carry out their service duties.

Possession of Hallucinogenic Drugs

16. For the purpose of this order, the term hallucinogenic drug means any of the following substances or a preparation containing any one or more of the following substances:

- a. Dimethyltryptamine;
- b. Lysergic Acid Diethylamide;
- c. Mescaline;
- d. Psilocybin; and
- e. Psilocyn.

17. Only a psychiatric specialist or consultant or a medical officer expressly authorised in writing by the Medical Director-General is to possess any hallucinogenic drugs.

Storage of Drugs of Addiction

18. a. RAN hospitals and sick quarters with large stocks of drugs of addiction stored for re-distribution and or emergency purposes, are to provide an approved type steel safe or steel drug security cupboard for their storage:
- (1) The main storage safe or cupboard is as far as possible to be located in the dispensary and is to be firmly secured to the premises. The custodian is to hold the keys to the main storage safe or cupboard which is to be kept locked, except when carrying out some essential transaction in connection with the drug stores therein.
 - (2) Hospital departments are to store drugs of addiction in a separate safe, cupboard or receptacle securely fixed to the premises. The separate safe, cupboard or receptacle shall be kept securely locked when not in immediate use. The nursing officer or medical branch sailor in charge of the department is to hold the key to the safe, cupboard or receptacle which is to be kept locked, except when carrying out some essential transaction in connection with the drug stores therein.
- b. In HMA ships (except as laid down in Paragraph 18 b (1) and naval establishments with medical and dental facilities an approved type steel safe or steel drug security cupboard shall be provided and securely fixed to the premises. The custodian is to hold the key to the safe or cupboard which is to be kept locked, except when carrying out some essential transaction in connection with the drug stores therein:
- (1) In HMA ships where space and weight are to be considered a locked cupboard is to be used for storage of drugs of addiction.
 - (2) In tenders the Commanding Officer shall keep the drugs of addiction under lock and key. (*See also* Paragraph 6 d (1).)

Storage of Restricted Substances

19. Custodians are to ensure that restricted substances are stored apart from other stores in some part of the premises which can be securely locked to prevent the access of unauthorised persons:
- a. With the exception of restricted substances which must be stored under refrigeration, every restricted substance in any department is to be stored in a locked cupboard, other than that reserved for stocks of drugs of addiction. The person in charge of the department is to hold the key of the cupboard.
 - b. *Storage of Prescribed Restricted Substances.* Those prescribed restricted substances specified in Annex F of these instructions are to be stored with 'drugs of addiction' in accordance with Paragraph 18.

Storage of Hallucinogenic Drugs

20. A medical officer, to whom an authority to possess any hallucinogenic drugs has been issued, is to ensure that the drugs are stored in a strongly constructed cupboard fitted with an efficient lock.

Storage of Poisons and Deleterious Substances

21. The custodian of poisons and deleterious substances is to ensure that:
- a. All poisons and deleterious substances, other than those for which specific instructions are contained elsewhere in these instructions are stored securely in an area inaccessible to unauthorised persons.
 - b. Corrosive poisons are stored below shoulder level.
 - c. Stocks of poisons or deleterious substances are not to be held in excess of approved requirements. Medical facilities are to store these substances in one location, preferably the pharmacy department.
 - d. All poisons and deleterious substances including those received direct from civilian sources are to be packed and labelled in accordance with state law.
 - e. A member is not to store or leave a poison or deleterious substance in any place accessible to others. For the purposes of this instruction, 'any place easily accessible to others' means a place where articles of food or drink are usually kept, a mantlepiece, window-sill, ledge, shelf or similar place to which access may be easily obtained.

Disposal of Drugs of Addiction

22. Surplus drugs of addiction are to be returned to the appropriate BMED on Form SX147 (AFG1033) in accordance with ABR 4, Article 3420:
- a. Defective drugs of addiction are to be either:
 - (1) surveyed on Form SS7 and be recommended for destruction (ABR 4, Article 1017, refers); or
 - (2) returned to the appropriate BMED on Form SX147 (AFG1033) in accordance with ABR 4, Article 3420.
 - b. Drugs of addiction in HMA ships paying off or undergoing extended refit are to be returned to the appropriate BMED on Form SX147 (AFG1033) in accordance with ABR 4, Article 3420.

Restricted Substances

23. Defective restricted substances are to be surveyed on Form SS7 and recommended to be destroyed. (ABR 4, Article 1017, refers.)
24. All first aid kits containing drugs of addiction and restricted substances are to be removed from aircraft, vehicles and craft declared for disposals and returned to the Store Accounting Officer.

Part VI—Prescribing, Dispensing and Issuing

General

25. Medical officers, dental officers and veterinary officers only are to write prescriptions for drugs of addiction and restricted substances. They are to write separate prescription forms to prescribe drugs of addiction.
26. Members writing prescriptions for drugs of addiction or restricted substances are not to write them in secret code or cypher.
27. Where the prescription contains an unusual or possibly dangerous dose, the prescriber is to indicate specifically that the dose has been intentionally prescribed by underlining that part of the prescription, and by inserting his initials in the margin.

28. Notwithstanding anything to the contrary in these instructions, the prescribing officer may issue, in cases of emergency only, oral instructions authorising the dispensing of a drug of addiction or a restricted substance. The medical officer concerned is to confirm the prescription in writing, stating clearly that the written prescription is in confirmation of oral instructions previously given. He is to forward the written prescription to the member who dispensed the item, not later than 24 hours after having issued the oral instructions.

29. Prescribers are to write a prescription only on Form AAF D82 for drugs of addiction or restricted substances where it is to be dispensed by a commercial pharmacist for an individual patient.

30. Except as provided in Paragraph 28 members are to dispense drugs of addiction and restricted substances, required for the treatment of individual patients or for use in departments, only on receipt of a prescription or RAN Form SX105 (AM236).

31. Members writing a prescription for drugs of addiction are to ensure that it:
- is clearly written in ink in the handwriting of the prescriber on the prescription or Army Form AAF D82;
 - indicate the date on which such prescription was written;
 - records the name, rank, appointment and unit of the prescribing officer;
 - includes the name, rank, service number and unit of the member for whom the prescription is intended. In the case of a prescription for veterinary treatment of an animal the prescription is to include, in addition to the animal identification, the name, rank and service number of the member having custody of the animal for which the prescription is intended;
 - includes the name and address of the patient for whom the prescription is intended when written for persons who are not members of Her Majesty's Forces;
 - includes the name of the department or number of the ward for whom stocks are intended when written to replenish department or ward stocks;
 - includes particulars of the drugs of addiction to be supplied and a statement of the precise quantity to be supplied;
 - is signed by the prescriber with his usual signature, not being a facsimile reproduction by means of a rubber stamp or other contrivance;
 - is clearly marked with the words 'For Dental Use Only' when intended for dental use; and
 - is clearly marked with the words 'For Veterinary Use Only' when intended for veterinary use.

Prescriptions—Restricted Substances

32. Members writing a prescription for a restricted substance are to follow the requirements of Paragraph 31 and, in addition, are to:

- include, where a medical officer requires the prescription to be dispensed more than once, a statement of the maximum number of times the prescription is to be dispensed; and
- include, where applicable, a clear statement of the intervals at which the prescription may be dispensed, ensuring that the last occasion will not be more than six months later than the date on which the prescription is written.

Authorisation to Dispense

33. Only those members listed below are authorised to dispense a prescription for a drug of addiction and/or a restricted substance:

- a medical officer or pharmacist;
- a nursing officer or medical branch sailor while under the personal supervision of a medical officer or pharmacist;
- an undergraduate or student in pharmacy while under the personal supervision of a medical officer or pharmacist; and
- an undergraduate in medicine while under the personal supervision of a medical officer or pharmacist.

Dispensing—Procedure

34. Every member who dispenses a drug of addiction is immediately to enter particulars thereof in the Register of Drugs of Addiction.

35. A member is only to dispense a prescription for a drug of addiction or a restricted substance when the prescription complies with the requirements of Paragraphs 26 and 27, provided that, where a prescription does not bear the rank and/or unit of the patient, the dispenser is to insert such rank and/or unit and dispense the prescription if satisfied of the authenticity of the prescription and the rank and/or unit of the patient.

36. Members are to ensure that drugs of addiction and restricted substances dispensed in accordance with this instruction and labelled with the name of the patient, directions for use, and the serial number of the prescription as recorded in the prescription book.

37. A member is not to dispense a prescription for a drug of addiction or restricted substances which:

- is marked 'Dispensed and Cancelled' or 'Cancelled';
- is illegible or defaced;
- appears to have been altered;
- appears to be fraudulent in any respect whatsoever; or
- is presented more than one month after the date written on such prescription by the prescriber.

38. A dispenser, to whom a prescription having any of the characteristics referred to in Paragraph 37 c., d. and e. is presented, is to retain the prescription and immediately inform the most senior officer of the medical facility of the relevant circumstances and his reasons for not dispensing the prescription. If the circumstances revealed indicate any irregularity or fraud the Medical Officer is to inform the Commanding Officer of the unit and the Medical Director-General in writing.

39. A dispenser is to dispense a prescription for a drug of addiction once only and is to:

- annotate across the face thereof, by stamping or writing in ink, the words 'Dispensed and Cancelled'. He is to date and sign the prescription and add his name in block letters;
- enter the full details of the prescription in the prescription book, giving each prescription a serial number;

- c. obtain a dated signature of receipt from the person taking delivery of the dispensed prescription regardless of whether the drug of addiction is intended for a department or an individual patient. He is to ensure that the signature of receipt, and the date thereof, is written in ink on the reverse side of the prescription; and
 - d. retain the prescription for at least three years on a separate file kept for the purpose.
40. In dispensing drugs of addiction required for the preparation of bulk mixtures or other bulk compounded preparations, units are to comply with the following provisions:
- a. They are to enter in the second column of the Drugs of Addiction Register (see Annex B) the full description of the mixtures or compounded preparations dispensed together with the quantities prepared and are to complete other columns in the Drugs of Addiction Register in the normal way.
 - b. Where the mixtures or compounds are themselves drugs of addiction they are to make full debit entries in the Drugs of Addiction Register bringing to account the mixtures or compounds so prepared.
41. During stocktaking conducted in accordance with Paragraph 56 b. members are to check that the quantities of mixtures or compounded preparations not further accountable as drugs of addiction are reconcilable with the reasonable needs of the medical facility and that excessive consumption is not occurring.
42. A dispenser is to dispense a prescription for a restricted substance only at the intervals stated on the prescription and no more frequently than the number of times indicated on the prescription. If no such number is indicated he is to dispense it once only.
43. A dispenser is not to dispense more than once a prescription for any restricted substance written by a dental officer or veterinary surgeon.
44. Every member who dispenses a prescription on the last occasion (refer Paragraphs 39 and 40) is to stamp or write in ink the words 'Dispensed and Cancelled', on the prescription and add his signature and name in block letters.
45. A person dispensing a preparation containing a poison or deleterious substance dispensed by count on the prescription of a medical officer, dental officer or veterinary officer is to place it, unless otherwise directed by the prescriber, in a container that is labelled with one of the following particulars:
- a. the approved name of the poison or deleterious substance present in the preparation;
 - b. the name of the poison or deleterious substance as shown on the prescription; or
 - c. the trade name of the preparation.
46. No member is to supply a drug of addiction or restricted substance to a member known to be or suspected of being an addicted person, without the authority of the medical officer in charge.

Issues

Drugs of Addiction

47. Only the custodian is to issue a drug of addiction from the pharmacy department.

Restricted Substances

48. Only the custodian or an approved assistant, who is to be either a pharmacist, an undergraduate or student in pharmacy, an undergraduate in medicine or veterinary science, a nursing officer or medical branch sailor is to issue any restricted substances from the pharmacy department.

49. The person dispensing a restricted substance from the pharmacy department on a prescription is to obtain a dated signature of receipt on the reverse side of the prescription from the person taking delivery.

Part VII—Accounting and Control

General

50. Stocks of drugs of addiction and restricted substances are to be maintained at a level based on past expenditure and emergency requirements. First outfit quantities are contained in:

- a. RAN Medical and Dental Allowance Lists;
- b. Medical Equipment Lists; or
- c. lists approved by the Medical Director-General.

51. A record of all drugs of addiction held including first aid kits containing drugs of addiction is to be recorded in detail in the drug register—Form SA115 prepared as shown in Annex B.

- a. A record of all prescribed restricted substances (see Annex F) held in HMA ships and naval establishments is to be recorded in detail in the drug register—Form SA115.

52. Departments of RAN hospitals and sick quarters are to ensure that supplies of drugs of addiction are accounted for in the Drugs of Addiction Administration Book prepared as shown at Annex C.

53. HMA ships and commissioned establishments are to record expenditure of and transactions in drugs of addiction and medical kits containing such drugs in detail, on Form SA114 in duplicate and forward copies of the form at the end of each quarter as follows:

- a. Original: to the Medical Director-General.
- b. Duplicate: to be retained on board.
- c. Form SA114 is to be an extract of the relevant folio(s) of the drug register—Form SA115, and is to be completed, see Navy Order 234/72.

54. Tenders are to use the form as a Drugs of Addiction Account, see Navy Order 234/72, as follows:

- a. Form SA114 to be raised by parent ship and issued with the drug of addiction on commissioning or restoring.
- b. Form SA114 is to be returned to the parent ship together with the drug of addiction on de-commissioning, destoring or as directed.

55. Reports of expenditure of drugs of addiction on Forms SX100 are to be forwarded to the Supply Officer monthly. The balance remaining of all items in which transactions have occurred during the month is to be entered in the 'Reason for demand' column of the form (ABR 4, Article 1502 (3) refers):

- a. weekly for restricted drugs;
- b. monthly for drugs of addiction.

Responsibilities of Custodians

56. Custodians are to:

- a. demand (requisition) and store all drugs of addiction, restricted substances, and keep such records as are required by this instruction;
- b. carry out, as often as may be necessary and in any case at three monthly intervals, an inspection and count of all drugs of addiction and restricted substances in the pharmacy and other departments of the medical facility, ensuring that the records are accurate and stocks are not excessive;
- c. carry out, as often as may be necessary and in any case at three monthly intervals, a physical check of drugs of addiction and record the result in the Register of Drugs of Addiction, each entry showing:
 - (1) the date of the check;
 - (2) the stock at that date; and
 - (3) the signature of the custodian;
- d. report to the medical officer in charge of the facility any discrepancy in drugs of addiction revealed by the check at Sub-paragraph c.; and
- e. report to the medical officer in charge of the facility, any seemingly excessive use of drugs of addiction and restricted substances.

Register of Drugs of Addiction

57. A custodian of drugs of addiction is to keep a register in the format shown at Annex B; the register is to have an index and each page must be consecutively numbered. He is to keep the register in a secure place at all times.

58. Custodians are to enter in the register:

- a. the name and quantity of every drug of addiction received, used or otherwise disposed of (all such dealings are henceforth referred to as transactions);
- b. the date of each transaction;
- c. the number, rank, name and unit, or the name and full address of the person or organisation concerned in each transaction;
- d. the form (ie, tablet, capsule, ampoule, etc) of the drug of addiction concerned in each transaction, and the amount of drug contained in each single dose form;
- e. the balance remaining of stock on hand after each transaction;
- f. in the case of a dispensed item, the identifying serial number allotted to the prescription in the prescription book and annotated on the prescription; and
- g. the serial or registered number of the receipt, issue or transfer vouchers where applicable.

59. Custodians are to:

- a. use a separate section of the register for each different drug of addiction so that the balance of stock on hand of each different drug of addiction is clearly apparent, ensuring that kits and assemblies containing drugs of addiction are separately listed and that the particular drugs of addiction and the quantities in each kit are included in the description;
- b. make all entries in ink within 24 hours of the time when such transaction took place, and personally sign each entry; and
- c. correct any error by a correcting entry on the next line and not obliterate, delete, cancel or amend any entry in the register.

60. Units are to ensure that all entries made in the register are related to single dose forms, notwithstanding the unit of issue recorded in RAN Medical and Dental Catalogues, Allowance Lists, Medical Equipment Lists and the Australian Joint Services List of Medical and Dental Equipment.

On Change of Custodian

61. At times of handover/takeover, custodians are to muster the drugs of addiction and the incoming officer is to annotate each page of the Register of Drugs of Addiction with the quantities found in stock. *See also* ABR 4, Articles 0922 and 1503.

62. When responsibility is assumed by another person during the absence of the normal custodian for periods of 28 days or less, a handover/takeover certificate is not required but a mutual muster of drugs of addiction must be performed both before the departure and after the return of the normal custodian and any discrepancies adjusted, *see* Paragraph 7.

Loss of Drugs of Addiction Register

63. In the event of a register being lost or destroyed the custodian is to:

- a. report the loss in writing to the Medical Director-General;
- b. take stock immediately of all drugs of addiction in his possession and enter particulars of such stocks in a new register.

Drug of Addiction Administration Book

64. The member in charge of each department of an RAN hospital or sick quarters where a drug of addiction is used is to maintain a Drug of Addiction Administration Book in accordance with Annex C. The member is to maintain in this book a record of full details and quantities of all drugs of addiction stored and used in the department; he is to make provision in the book for an index and is to number each page consecutively. The member administering a drug is to sign the entry and, within 48 hours of administration, the medical or dental officer on whose instruction the drug was administered is also to sign the entry in cases when a signed entry relating to the administration of the drug has not been recorded in the patients medical records.

65. In every department where accounting for drugs of addiction is in operation, the following is to apply:

- a. the custodian is to establish stock levels for each drug of addiction concerned and thereafter ensure that these stock levels are not exceeded; and
- b. to issue a drug of addiction to a department only after the amount of the drug actually present in the department has been checked.

66. On commencing duty, a member in charge of a department is to check the stock of drugs of addiction held, against the balance shown in the Drugs of Addiction Administration Book, and is to make a dated and signed entry therein verifying the balance shown. He is to report to the custodian immediately any discrepancies revealed as a result of these checks.

67. Return of Drugs of Addiction. Drugs of addiction may be returned to the appropriate BMed under the following circumstances:

- a. serviceable items surplus to requirements;
- b. deteriorated items, beyond 'date of expiry';
- c. when HMA ships are undergoing prolonged refit;
- d. complete destoring, or paying off or when so directed by the Medical Director-General.

68. The custodian is to adopt the following procedures for the disposal of drugs of addiction:

- a. carry out a stock-check and make entries to this effect in the Drugs of Addiction Register for each item, such entries to show the:
 - (1) date of the stock-check;
 - (2) quantity of stock at that date;
 - (3) signature of the officer carrying out the stock-check; and
 - (4) return the stocks to the Stores Accounting Officer.

Medical Officers Register of Hallucinogenic Drugs

68. Every medical officer who obtains supplies of hallucinogenic drugs in accordance with Paragraph 17 is to maintain a register in accordance with Annex D and is to enter in the register:

- a. the name and quantity of every hallucinogenic drug received and used;
- b. the date of receipt and usage;
- c. the number, rank, name and unit of the member to whom the drug has been administered; and
- d. the balance remaining in stock on hand after each occasion when supplies of hallucinogenic drugs are either received by the officer, or administered to a patient.

69. In maintaining such a register, authorised medical officers are to:

- a. use a separate page in the register for each hallucinogenic drug so that the balance of stock on hand for each different drug is clearly apparent at any time;
- b. make all entries in ink within 24 hours of the time when such a drug was received or used;
- c. correct any error by a correcting entry on the next line and not obliterate, delete, cancel or amend any entry in the register; and
- d. retain the register for a period not less than three years.

70. In the event of a register being lost or destroyed the custodian is to report the loss in writing to the Medical Director-General.

Part VIII—Drugs of Addiction and Restricted Substances in First Aid and Survival Equipment

71. In this part 'approved first aid or emergency kit' means a first aid or emergency kit which is held for use in the event of an emergency, in an approved place, locality or vehicle and which is:

- a. Allocated a class catalogue number or machine processing number.
- b. Approved by the Medical Director-General.

72. a. An authorised member, *see* Paragraph 15, who is for the time being in control of an approved first aid or emergency kit is authorised to be in possession of any drug of addiction approved for installation in that approved first aid or emergency kit, subject to the condition that such drug shall be used by such authorised member for emergency purposes only.

- b. A member having control of an approved first aid kit shall, as soon as possible after a drug of addiction has been used in an emergency, notify the Medical Officer (or Commanding Officer when a Medical Officer is not borne) of the fact.

73. A record of all first aid and emergency kits containing drugs of addiction is to be entered in the Drug Register—Form SA115:

- a. Custodians are to enter in the register the following:
 - (1) class catalogue number and designation of each parent first aid or emergency kit;
 - (2) complete equipment schedule number (CES.....) of parent equipment;
 - (3) registered serial number of kit (where applicable);
 - (4) class catalogue number, generic nomenclature and quantity of drug of addiction contained in the parent equipment;
 - (5) all details of receipt and issue of parent equipment.

74. Approved first aid or emergency kits containing drugs of addiction, their distribution and arrangements for their security are listed in Annex E.

75. First aid and emergency kits on reaching their 'date of expiry' or on becoming unserviceable are to be returned to the appropriate B Med in accordance with ABR 4, Articles 3420 and 3424 and a replacement drawn.

76. If evidence exists that drugs of addiction have been removed from first aid or emergency kits during distribution the circumstances should be investigated and reported in accordance with Paragraph 7.

ANNEXES

- A. The Poisons Schedules
- B. Register of Drugs of Addiction—Form SA115
- C. Drugs of Addiction Administration Book
- D. Medical Officers Register of Hallucinogenic Drugs
- E. Approved First Aid and Emergency Kits Containing Drugs of Addiction
- F. Prescribed Restricted Substances (To be stored with 'drugs of addiction' in accordance with Paragraph 18 and to be recorded in detail in the Drug Register in accordance with Paragraph 51 a.)

ANNEX A

Alphabetical List of Poisons, Restricted Substances and Drugs of Addiction

Schedule	Substance
4	ACETANILIDE and alkyl acetanilides.
2	ACETIC ACID, excluding its salts and derivatives, in substances containing more than 80 per cent of acetic acid.
8	ACETORPHINE.
8	ACETYLDIHYDROCODEINE except where Schedule Two or Four of the Poisons List applies.
4	ACETYLDIHYDROCODEINE in compounded preparations containing 2.5 per cent or less of acetyldihydrocodeine except where Schedule Two of the Poisons List applies.
2	ACETYLDIHYDROCODEINE in compounded preparation containing 1 per cent or less of acetyldihydrocodeine.
8	ACETYLMETHADOL.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
1	ACONITE.
6	ACROLEIN.
4	ADRENALINE except in substances containing 1 per cent or less of adrenaline.
3	ADRENALINE in substances containing 1 per cent or less of adrenaline except in substances containing 0.01 per cent or less of adrenaline.
6	ALDRIN, dieldrin and all other substitution and/or addition products of dimethanonaphthalene.
7	ALLYLISOPROPYLACETYLUREA.
8	ALLYLPRODINE.
8	ALPHACETYLMETHADOL.
6	ALPHA-CHLORALOSE in rodenticides containing 5 per cent or less of alpha-chloralose.
8	ALPHAMEPRODINE.
8	ALPHAMETHADOL.
8	ALPHAPRODINE.
4	ALPRENOLOL.
4	AMANTADINE.
6	AMETRYNE.
7	AMIDOPYRINE.
1	4-AMINOPYRIDINE.
4	AMITRIPTYLINE, nortriptyline and other substances structurally derived from dibenzocycloheptadiene for therapeutic use.
6	AMMONIA, excluding its salts and derivatives other than ammonium hydroxide, in substances containing more than 5 per cent of ammonia.
5	AMMONIA, excluding its salts and derivatives other than ammonium hydroxide, in substances containing 5 per cent or less of ammonia except: <ol style="list-style-type: none"> in medicinal preparations; in appliances for inhalation in which the substance is absorbed upon an inert solid material; or in substances containing 0.5 per cent or less of ammonia.
4	AMMONIUM BROMIDE for internal use.
8	AMPHETAMINE.
3	AMYL NITRITE.
4	ANABOLIC STEROIDS including androisoxazole, dimethazine, ethyloestrenol, fluoxymesterone, mestanolone, methandienone, methandriol, methenolone, nandrolone, norethandrolone, 19-nortestosterone, oxymesterone, oxymetholone, stanolone, and stanozolol. oxytetracycline; tylosin; virginiamycin.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
4	ANTICHOLINERGIC SUBSTANCES, including adiphene, ambutionium, aminopentamide, benzilium, clidinium, dicyclomine, diphemanil, glycopyrronium, hexocyclium, isopropamide, mepenzolate, methanthelinium, octatropine, oxyphencyclimine, oxyphenonium, penthienate, phenthimentonium, pipenzolate, piperidolate, propanteline, tricyclamol, and tridihexethyl, except where Schedule One, Two, or Three of the Poisons List applies.
4	ANTICHOLINESTERASES, including ambenonium, galanthamine, neostigmine, organophosphorus compounds having anticholinesterase activity, physostigmine and pyridostigmine, for human therapeutic use. (See also Organo-phosphorus Compounds.)
6	ANTICOAGULANT substances, including substances structurally derived from coumarin, and phenindione and substances structurally derived therefrom, except where Schedule Four of the Poisons List applies.
4	ANTICOAGULANT substances, including heparin, substances structurally derived from coumarin and phenindione and substances structurally derived therefrom, for therapeutic use.
4	ANTICONVULSANT substances including beclamide, primidone, sulthiame and substances structurally derived from hydanoin, oxazolinedione or succinimide used as anticonvulsants.
4	ANTIDIABETIC substances structurally derived from urea or guanidine and used as oral hypoglycaemic agents.
4	ANTILEPTIC substances including dapsone, ditophal, promizole, solapsone and thiambutosine.
4	ANTIMALARIAL substances, including amodiaquine, chloroquine, hydroxychloroquine, mepacrine, primaquine and proguanil, except quinine.
1	ANTIMONY except where Schedule Two, Four or Six of the Poisons List applies.
4	ANTIMONY ORGANIC COMPOUNDS for therapeutic use except where Schedule Two of the Poisons List applies.
2	ANTIMONY in substances containing the equivalent of 1 per cent or less of antimony trioxide except where Schedule Six of the Poisons List applies.
6	ANTIMONY CHLORIDE in polishes.
4	ANTINEOPLASTIC SUBSTANCES including colchicum alkaloids except colchicine, mustine and substances structurally derived therefrom, vinea alkaloids, busulphan, ethoglucid, fluorouracil, mercaptopurine, methotrexate and tretamine.
4	ANTIPARKINSONIAN SUBSTANCES including benzhexol, benztropine, chlorphenoxamine, cycrimine, diethazine, ethopropazine, methixene, phenylglutarimide, procyldine and tigloidine, except where Schedule Seven of the Poisons List applies.
4	ANTITHYROID SUBSTANCES, including carbimazole and other substances structurally derived from imidazoline, and thiouracil and substances structurally derived therefrom, for therapeutic use.
4	ANTITUBERCULAR SUBSTANCES, including aminosalicic acid, ethambutol, ethionamide, isoniazid, thiacetazone and thiocarlide.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
1	APOMORPHINE except where Schedule Two of the Poisons List applies.
2	APOMORPHINE in substances containing 0.2 per cent or less of apomorphine.
6	ARECOLINE.
6	ARECOLINE ACETARSOL in preparations for the treatment of hydatid infestation in animals.
6	ARSENATE OF LEAD.
1	ARSENIC except where Schedule Two, Four, Six, or Seven of the Poisons List applies.
4	ARSENIC for human therapeutic use.
4	ARSENIC ORGANIC COMPOUNDS for therapeutic use in animals except: <ol style="list-style-type: none"> where Schedule Six of the Poisons List applies; or in preparations containing arsenic equivalent to 0.5 per cent or less of arsenic trioxide.
7	ARSENIC in preparations for agricultural, pastoral, or horticultural purposes, except where Schedule Two or Six of the Poisons List applies.
6	ARSENIC ORGANIC COMPOUNDS in premixes for growth promotion or treatment of intestinal infections in animals when labelled with instructions for mixing into animal feeds to produce a concentration of not more than 100 parts per million of arsenic.
6	ARSENIC in preparations for use as sheep or cattle dips or as sheep or cattle drenches or as solutions for the treatment of foot rot.
6	ARSENIC ORGANIC COMPOUNDS when prepared for herbicide or defoliant use.
2	ARSENIC in substances containing the equivalent of 0.5 per cent or less of arsenic trioxide except: <ol style="list-style-type: none"> where Schedule Four or Six of the Poisons List applies; or in stock foods containing 100 parts per million or less of arsenic in organic combination only.
1	ATROPINE and substances structurally derived therefrom except where Schedule Two of the Poisons List applies.
2	ATROPINE and substances structurally derived therefrom in substances containing 0.25 per cent or less of atropine and such derivatives calculated as atropine.
4	AZACYCLONOL.
4	AZAPETINE.
3	BAMIPINE except where Schedule Two of the Poisons List applies.
2	BAMIPINE in preparations for external use.
4	BARBITURIC ACID and substances structurally derived therefrom except where Schedule Three of the Poisons List applies.
3	BARBITURIC ACID and substances structurally derived therefrom in preparations containing 0.2 per cent or less of barbituric acid and such derivatives.
6	BARIUM SALTS except barium sulphate.
1	BELLADONNA except where Schedule Two of the Poisons List applies.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
2	BELLADONNA in substances containing 0.25 per cent or less of the alkaloids of belladonna calculated as hyoscyamine.
4	BENACTYZINE.
6	BENZENE.
6	BENZENE HEXACHLORIDE in substances containing more than 10 per cent of benzene hexachloride.
5	BENZENE HEXACHLORIDE in substances containing 10 per cent or less of benzene hexachloride except in fertilizers containing 2 per cent or less of benzene hexachloride.
8	BENZETHIDINE.
3	BENZOCAINE, butyl aminobenzoate, orthocaine, benzamine lactate and lignocaine in: <ol style="list-style-type: none"> lozenges, pastilles, tablets or capsules each containing 30 milligrammes or less of such substances; suppositories each containing 200 milligrammes or less of such substances; preparations for external use, other than eye drops, containing 10 per cent or less of such substances.
4	ANAESTHETICS LOCAL, being synthetic cocaine substitutes, except where Schedule Three of the Poisons List applies.
4	ANALEPTICS including bemegrade, camphetamide, ethamivan, leptazol, nikethamide, and picrotoxin.
4	ANGIOTENSIN AMIDE.
8	ANILERIDINE.
6	ANILINE except in substances containing 1 per cent or less of aniline.
3	ANTAZOLINE except where Schedule Two of the Poisons List applies.
2	ANTAZOLINE in preparations for external use.
4	ANTIBIOTICS, including penicillin and other substances structurally derived from penicillanic acid, streptomycin, chloramphenicol, tetracycline, and all other antibiotic substances however derived, except: <ol style="list-style-type: none"> where Schedule Six or Seven of the Poisons List applies; or in stock feeds containing any of the following substances at a total concentration of not more than 50 parts per million: <ul style="list-style-type: none"> bacitracin; benzylpenicillin, including procaine penicillin; chlortetracycline; erythromycin; hygromycin; nystatin; oleandomycin; oxytetracycline; tylosin; virginiamycin. (See also Antibiotic premixes, Benzylpenicillin, Chloramphenicol, Chlortetracycline, Penicillin, Tetracycline.)

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
6	ANTIBIOTIC PREMIXES for growth promotion in animals containing any of the following substances at a total concentration of not more than 20,000 parts per million, when labelled with instructions for mixing into animal feeds to produce a total concentration of not more than 100 parts per million of antibiotic: bacitracin; benzylpenicillin, including procaine penicillin; chlortetracycline; erythromycin; hygromycin; nystatin; oleandomycin;
4	BENZPHETAMINE and other substances structurally derived from beta-aminopropylbenzene or beta-aminoisopropylbenzene by substitution in the side chain or by ring closure therein (or by both such substitution and such closure) except: a. where Schedule Three or Eight of the Poisons List applies; or b. ephedrine in preparations excepted from Schedule Three of the Poisons List.
4	BENZYLAMINE.
8	BENZYL MORPHINE (3-benzylmorphine).
7	BENZYL PENICILLIN, including procaine penicillin, in preparations for use by intramuscular injection in animals.
6	BERYLLIUM.
8	BETACETYLMETHADOL.
4	BETAHISTINE.
8	BETAMEPRODINE.
8	BETAMETHODOL.
8	BETAPRODINE.
4	BETHANECHOL.
4	BETHANIDINE.
8	BEZITRAMIDE.
6	BINAPACRYL.
5	BLEACHES and chlorinating compounds containing more than 3.5 per cent of available chlorine.
5	BORAX except in substances containing 5 per cent or less of borax.
5	BORIC ACID except in substances containing 5 per cent or less of boric acid.
4	BRETYLIUM.
4	BROMHEXINE.
1	BROMINE, excluding its salts and derivatives.
3	BROMODIPHENHYDRAMINE except where Schedule Two of the Poisons List applies.
2	BROMODIPHENHYDRAMINE in preparations for external use.
6	BROMOFORM.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
6	BROMOXYNIL.
3	BROMPHENIRAMINE except where Schedule Two of the Poisons List applies.
2	BROMPHENIRAMINE in preparations for external use.
4	BROMVALETONE.
1	BRUCINE in substances containing more than 0.2 per cent of brucine.
2	BRUCINE in substances containing 0.2 per cent or less of brucine except in alcohol when such alcohol is denatured by the addition of 0.02 per cent or less of brucine.
7	BUNAMIODYL SODIUM.
7	BUTANEDIOL-BIS-METHANE SULPHONIC ESTER.
4	BUTYL CHLORAL HYDRATE.
4	CALCIUM BROMIDE for internal use.
3	CALCIUM BROMIDLACTOBIONATE.
6	CADMIUM COMPOUNDS, except where Schedule Five of the Poisons List applies.
5	CADMIUM SULPHIDE in preparations for external human therapeutic use containing 2.5 per cent or less of cadmium sulphide.
5	CAMPHORATED OIL.
8	CANNABIS (Indian hemp) and cannabis resin (resin of Indian hemp).
4	CANTHARIDIN except where Schedule Two of the Poisons List applies.
2	CANTHARIDIN in substances containing 0.01 per cent or less of cantharidin.
4	CAPTODIAME.
4	CAPURIDE.
4	CARBACHOL.
4	CARBAMAZEPINE.
4	CARBAZOCHROME.
3	CARBINOXAMINE except where Schedule Two of the Poisons List applies.
2	CARBINOXAMINE in preparations for external use.
6	CARBON BISULPHIDE.
4	CARBONIC ANHYDRASE INHIBITORS including acetazolamide, dichlorophenamide, ethoxzolamide and methazolamide.
7	CARBON TETRACHLORIDE.
4	CARBROMAL.
4	CARDIAC GLYCOSIDES.
4	CHLORAL except where Schedule Three of the Poisons List applies.
3	CHLORAL in substances containing the equivalent of 5 per cent or less of chloral hydrate except where Schedule Six of the Poisons List applies.
6	CHLORAMPHENICOL in external preparations for the treatment of foot rot and for ocular use in animals.
4	CHLORAZANIL.
3	CHLORIBUTOL except in substances containing 10 per cent or less of chlorbutol.
3	CHLORCYCLIZINE except where Schedule Two of the Poisons List applies.
2	CHLORCYCLIZINE in preparations for external use.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
6	CHLORDANE, heptachlor and other substitution and/or addition products of 4:7-methanoindene.
6	CHLORDECONE except where Schedule Five of the Poisons List applies.
5	CHLORDECONE in preparations containing 5 per cent or less of chlordecone.
4	CHLORDIAZEPOXIDE, diazepam, nitrazepam, oxazepam and other substances structurally derived from benzodiazepine, for therapeutic use.
6	CHLORMEQUAT.
4	CHLORMETHIAZOLE.
4	CHLORMEZANONE.
4	CHLOROBENZYL DISULPHONAMIDE.
6	2-CHLORO-N:N-DIALLYLACETAMIDE (CDA).
6	2-CHLOROETHANOL.
2	CHLOROFORM except in substances containing 10 per cent or less of chloroform.
6	CHLOROPICRIN.
5	CHLOROPROPYLATE.
4	CHLOROTHIAZIDE and other substances structurally derived from benzothiazine for therapeutic use.
6	CHLORPHENAMIDINE.
3	CHLORPHENIRAMINE except where Schedule Two of the Poisons List applies.
2	CHLORPHENIRAMINE in preparations for external use.
4	CHLORPHENTERMINE.
4	CHLORPROMAZINE and other substances structurally derived from phenothiazine for therapeutic use except where Schedule Two or Three of the Poisons List applies.
4	CHLORPROTHIXENE and other substances structurally derived from thioxanthene for therapeutic use.
6	CHLORTETRACYCLINE in preparations for the treatment of fish.
4	CHLORTHALIDONE.
3	CHLORZOXAZONE.
6	CHROMATES and dichromates of alkali metals and ammonium.
6	CHROMIC ACID, excluding its salts and derivatives, except in alcohol breathmeters containing 1 per cent or less of chromic acid.
3	CINNAMEDRINE.
3	CLEMIZOLE except where Schedule Two of the Poisons List applies.
2	CLEMIZOLE in preparations for external use.
4	CLOFENOXINE.
4	CLOFIBRATE.
7	CLOMIPHENE.
4	CLONIDINE.
8	CLONITAZENE.
4	CLOPAMIDE.
4	CLOREXOLONE.
8	COCA LEAF.
8	COCAINE.
8	CODEINE except where Schedule Two or Four of the Poisons List applies.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
4	CODEINE in compounded preparations: <ol style="list-style-type: none"> in tablet or capsule form containing 100 milligrammes or less of codeine in each such tablet or capsule; or in other form containing 2.5 per cent or less of codeine, except where Schedule Two of the Poisons List applies.
2	CODEINE in compounded preparations containing 1 per cent or less of codeine.
8	CODEINE-N-OXIDE.
8	CODOXIME.
1	COLCHICINE except where Schedule Two of the Poisons List applies.
2	COLCHICINE in substances containing 0.5 per cent or less of colchicine.
6	COLOURED CHALKS, crayons, school pastels, finger colours and show card containing more than 0.5 per cent of lead or 0.01 per cent of arsenic.
8	CONCENTRATE OF POPPY STRAW (the material arising when poppy straw has entered into a process for concentration of its alkaloids).
1	CONIINE except where Schedule Two of the Poisons List applies.
2	CONIINE in substances containing 0.1 per cent or less of coniine.
4	CORTICOTROPHIN and other pituitary hormones and their synthetic substitutes, except where Schedule Seven of the Poisons List applies.
4	CORTISONE and other steroid substances having adrenocortical hormone activity.
1	COTARNINE.
6	CRONOLONE when impregnated in sponges for intravaginal use in sheep.
1	CROTON OIL.
4	CURARE, tubocurarine and all synthetic quaternary ammonium compounds having curarising and ganglion paralysing effects including polymethylene bistrimethyl ammonium compounds, gallamine, laudexium, pempidine, pentolinium, suxamethonium and trimetaphan.
4	CYCLANDELATE.
3	CYCLIZINE except where Schedule Two of the Poisons List applies.
2	CYCLIZINE in preparations for external use.
4	CYCLOPENTOLATE.
6	CYCLOSULFYNE.
3	CYPROHEPTADINE except where Schedule Two of the Poisons List applies.
2	CYPROHEPTADINE in preparations for external use.
6	DAZOMET.
8	DESOMORPHINE.
4	DEXTRAIN SULPHATE.
4	DEXTROMETHORPHAN except where Schedule Three of the Poisons List applies.
3	DEXTROMETHORPHAN in compounded preparations containing 1 per cent or less of dextromethorphan.
8	DEXTROMORAMIDE.
4	DEXTROPROPOXYPHENE except where Schedule Two of the Poisons List applies.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
2	DEXTROPPOXYPHENE in substances containing 1 per cent or less of dextropropoxyphene.
4	DEXTRORPHAN except where Schedule Two of the Poisons List applies.
2	DEXTRORPHAN in substances containing 1 per cent or less of dextrorphan.
6	DI-ALLATE.
8	DIAMPROMIDE.
4	DIBENZEPIN.
3	DIBUTAMIDE.
6	DICHLORETHYLENE.
6	DICHLORETHYL ETHER.
6	DICHLORNITROANILINE.
6	DICHLORPROPANE.
6	DICHLORPROPENE.
6	DICLORAN.
6	DICOPHANE (DDT) in substances containing more than 10 per cent of dicophane except where Schedule Three of the Poisons List applies.
5	DICOPHANE (DDT) in substances containing 10 per cent or less of dicophane except: <ul style="list-style-type: none"> a. in fertilizers containing 2 per cent or less of dicophane; or b. where Schedule Three of the Poisons List applies.
3	DICOPHANE (DDT) in preparations for human therapeutic use.
3	DICYCLOMINE in preparations containing 0.1 per cent or less of dicyclopamine.
4	DIETHYLCARBAMAZINE for therapeutic use in humans.
6	DIETHYLENE DIOXIDE.
4	DIETHYLPROPION.
8	DIETHYLTHIAMBUTENE.
4	DIGITALIS GLYCOSIDES.
8	DIHYDROCODEINE except where Schedule Two or Four of the Poisons List applies.
4	DIHYDROCODEINE in compounded preparations containing 2.5 per cent or less of dihydrocodeine, except where Schedule Two of the Poisons List applies.
2	DIHYDROCODEINE in compounded preparations containing 1 per cent or less of dihydrocodeine.
8	DIHYDROMORPHINE.
4	DI-ISOPROPYLAMINE DICHLOROACETATE except in preparations packed for animal use only.
8	DIMENOXADOL.
8	DIMEPHEPTANOL.
3	DIMETHINDENE except where Schedule Two of the Poisons List applies.
2	DIMETHINDENE in preparations for external use.
6	DIMETHIRIMOL.
4	DIMETHOTHIAZINE.
4	DIMETHOXANATE.
4	(-)-1-DIMETHYLAMINO-2,2-DIPHENYLETHANE.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
4	DIMETHYLAMINOETHANOL.
8	3 - (1,2 - DIMETHYLHEPTYL) - 1 - HYDROXY - 7,8,9,10 - TETRAHYDRO - 6,6,9 - TRIMETHYL-6H-DIBENZO(b,d)PYRAN.
6	DIMETHYL SULPHOXIDE except where Schedule Four of the Poisons List applies.
4	DIMETHYL SULPHOXIDE for therapeutic use.
8	DIMETHYLTHIAMBUTENE.
6	DINITROCRESOLS, dinitrophenols and their homologues except: <ul style="list-style-type: none"> a. where Schedule Four of the Poisons List applies; or b. in substances containing 5 per cent or less of dinitrocresols, dinitrophenols and their homologues.
4	DINITROCRESOLS, dinitronaphthols, dinitrophenols and dinitrothymols for therapeutic use.
6	DINOCAP.
8	DIOXAPHETHYL BUTYRATE.
3	DIPHEMANIL in preparations for external use.
3	DIPHENHYDRAMINE except where Schedule Two of the Poisons List applies.
2	DIPHENHYDRAMINE in preparations for external use.
4	DIPHENIDOL.
8	DIPHENOXYLATE except where Schedule Four of the Poisons List applies.
4	DIPHENOXYLATE in preparations containing 2.5 milligrams or less of diphenoxylate and not less than 25 micrograms of salts of atropine calculated as atropine sulphate per dosage unit.
3	DIPHENYLPYRALINE except where Schedule Two of the Poisons List applies.
2	DIPHENYLPYRALINE in preparations for external use.
8	DIPIANONE.
7	DIPYRONE.
6	DIQUAT.
4	DISODIUM CROMOGLYCAT.
4	DISULFIRAM, calcium carbimide and other substances which interfere with the metabolism of alcohol, for therapeutic use.
6	DITHIANON.
4	DITHIAZANINE except where Schedule Six of the Poisons List applies.
6	DITHIAZANINE in preparations for animal use containing 2 per cent or less of dithiazanine.
6	DITHIOCARBAMATE and substances structurally derived therefrom, including CDEC, disulfiram, ferbam, mancozeb, maneb, metiram, mezineb, nabam, thiram, zineb and ziram, except where Schedule Four or Five of the Poisons List applies.
4	DOXEPIN.
3	DOXYLAMINE except where Schedule Two of the Poisons List applies.
2	DOXYLAMINE in preparations for external use.
4	DROPERIDOL, haloperidol, methylperidol, triperidol and other substances structurally derived from butyrophenone for therapeutic use.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
8	ECGONINE, its esters and derivatives which are convertible to ecgonine and cocaine.
1	ELATERIUM.
4	EMETINE except in substances containing 0.2 per cent or less of emetine.
6	ENDOSULFAN.
3	EPHEDRINE, phenylephrine and pseudoephedrine except: <ol style="list-style-type: none"> in tablets or capsules containing 0.5 per cent or less of ephedrine, phenylephrine and pseudoephedrine; in other preparations for internal use containing 0.1 per cent or less of ephedrine, phenylephrine and pseudoephedrine; or in substances, other than preparations for internal use, containing 0.5 per cent or less of ephedrine, phenylephrine and pseudoephedrine.
5	EPOXY RESINS, LIQUID and all amines and organic anhydrides packed for use as curing agents for epoxy resins.
4	ERGOT, its alkaloids and substances structurally derived therefrom.
3	ETAPHRINE.
4	ETHACRYNIC ACID.
2	ETHER ANAESTHETIC except where Schedule Six of the Poisons List applies.
6	ETHER ANAESTHETIC in substances containing 10 per cent or less of anaesthetic ether.
6	ETHER SOLVENT.
4	ETHOHEPTAZINE except where Schedule Two of the Poisons List applies.
2	ETHOHEPTAZINE in substances containing 1 per cent or less of ethoheptazine.
2	p-ETHOXYPHENYLUREA.
6	5-ETHOXY-3-TRICHLOROMETHYL-1,2,4-THIAZOLE.
6	ETHYL BROMIDE.
6	ETHYLENE DIBROMIDE.
6	ETHYLENE OXIDE.
8	ETHYLMETHYLTHIAMBUTENE.
8	ETHYLMORPHINE except where Schedule Two or Four of the Poisons List applies.
4	ETHYLMORPHINE in compounded preparations containing 2.5 per cent or less of ethylmorphine, except where Schedule Two of the Poisons List applies.
2	ETHYLMORPHINE in compounded preparations containing 1 per cent or less of ethylmorphine.
8	ETONITAZENE.
8	ETORPHINE.
8	ETOXERIDINE.
6	FENAZAFLOL.
4	FENCAMFAMIN.
4	FENFLURAMINE.
4	FENPIPRAMIDE.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
4	FENPIPRANE.
8	FENTANYL.
6	FERROCYANIDES and ferricyanides.
4	FLUFENAMIC ACID
2	FLUORIDES, METALLIC, including ammonium fluoride, when intended for ingestion or oral application except: <ol style="list-style-type: none"> when supplied by a local government authority to residents to whom a reticulated water supply is not available; or in dentifrices containing 0.5 per cent or less of fluoride ion.
7	FLUOROACETIC ACID and substances structurally derived therefrom.
4	FLUSPIRILENE.
7	FOLLICLE STIMULATING HORMONE.
6	FORMALDEHYDE in substances containing more than 5 per cent of formaldehyde.
7	FORMETANATE.
4	FRUSEMIDE.
8	FURETHIDINE.
2	GELSEMIUM.
4	GLUCAGON.
4	GLUTETHIMIDE.
3	GLYCERYL TRINITRATE, erythryl tetranitrate, and other nitric esters of polyhydric alcohols.
4	GLYMIDINE.
4	GUAIPHENESIN except where Schedule Three of the Poisons List applies.
3	GUAIPHENESIN: <ol style="list-style-type: none"> in liquid preparations containing 2 per cent or less of guaiphenesin; or in solid dose preparations containing 120 milligrams or less of guaiphenesin in each such dosage unit.
4	GUANACLINE.
4	GUANETHIDINE.
8	3-HEXYL-1-HYDROXY-7,8,9,10-TETRAHYDRO-6,6,9-TRIMETHYL-6H-DIBENZO-(b,d)PYRAN.
1	HOMATROPINE except where Schedule Two of the Poisons List applies.
2	HOMATROPINE in substances containing 0.25 per cent or less of homatropine.
4	HYDRALLAZINE.
5	HYDROCARBONS LIQUID distilling under 300°C when tested according to method D86-61 of the American Society for Testing Materials, when packed in containers of 5 gallons or less except: <ol style="list-style-type: none"> in substances containing 25 per cent or less of such liquid hydrocarbons; in solid or semi-solid preparations; or in preparations packed in pressurised aerosol containers.
6	HYDROCHLORIC ACID, excluding its salts and derivatives, in substances containing more than 10 per cent of hydrochloric acid.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
8	HYDROCODONE.
1	HYDROCYANIC ACID except where Schedule Two of the Poisons List applies.
2	HYDROCYANIC ACID in substances containing 0.15 per cent or less of hydrocyanic acid.
6	HYDROFLUORIC ACID and hydrosilicofluoric acid except: <ol style="list-style-type: none"> where Schedule Two of the Poisons List applies; in dentifrices containing 0.5 per cent or less of fluoride ion; or in substances containing 3 per cent or less of sodium fluoride or sodium silicofluoride when used as preservatives.
5	HYDROGEN PEROXIDE in substances containing more than 6 per cent weight-in-volume of hydrogen peroxide.
8	HYDROMORPHINOL.
8	HYDROMORPHONE.
4	HYDROQUINONE for human therapeutic use except in preparations containing 2 per cent or less of hydroquinone.
8	HYDROXYPETHIDINE.
4	1-HYDROXY-PYRIDO-(3,2,a)-5-PHENOXAZONE-3-CARBOXYLIC ACID.
3	8-HYDROXYQUINOLINE and substances structurally derived therefrom for internal use.
4	HYDROXYZINE.
1	HYOSCINE and substances structurally derived therefrom except where Schedule Two of the Poisons List applies.
2	HYOSCINE and substances structurally derived therefrom in substances containing 0.25 per cent or less of hyoscine and such derivatives calculated as hyoscine.
1	HYOSCYAMINE and substances structurally derived therefrom except where Schedule Two of the Poisons List applies.
2	HYOSCYAMINE and substances structurally derived therefrom in substances containing 0.25 per cent or less of hyoscyamine and such derivatives calculated as hyoscyamine.
1	HYOSCYAMUS except where Schedule Two of the Poisons List applies.
2	HYOSCYAMUS in substances containing 0.25 per cent or less of the alkaloids of hyoscyamus calculated as hyoscyamine.
4	IBUFENAC.
4	IDOXURIDINE except where Schedule Three of the Poisons List applies.
3	IDOXURIDINE in preparations for cutaneous use.
4	IMIPRAMINE, desipramine, trimipramine and other substances structurally derived from dibenzazepine for therapeutic use.
4	INDOMETHACIN.
3	INOSITOL NICOTINATE.
3	INSULIN.
2	IODINE in substances containing more than 2.5 per cent of free iodine.
6	IODINE in liquid substances containing 2.5 per cent or less of free iodine.
4	ION EXCHANGE RESINS for internal human use.
6	IOXYNIL.
1	IPECACUANHA AND OPIUM POWDER.

ADDICTION—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
2	IRON SALTS and compounds of iron in preparations for internal human use containing more than 5 per cent of iron.
4	ISOAMINILE.
8	ISOMETHADONE.
3	ISOPRENALINE.
3	ISOTHIPENDYL except where Schedule Two of the Poisons List applies.
2	ISOTHIPENDYL in preparations for external use.
4	KALLIKREIN INHIBITING FACTOR extracted from mammalian tissue, for therapeutic use.
5	KEROSENE when packed in containers of 5 gallons or less except: <ol style="list-style-type: none"> in substances containing 25 per cent or less of kerosene; in solid or semi-solid preparations; or in preparations packed in pressurised aerosol containers.
8	KETOBEMIDONE.
4	KHELLIN.
2	LEAD SALTS and compounds of lead for medicinal or cosmetic use except in preparations containing 1 per cent or less of lead.
4	LEVAMISOLE for therapeutic use in humans.
7	LEVODOPA for therapeutic use.
8	LEVOMETHORPHAN.
8	LEVOMORAMIDE.
8	LEVOPHENACYLMORPHAN.
8	LEVORPHANOL.
4	LIDOFLAZINE.
4	LITHIUM COMPOUNDS for therapeutic use except in substances containing 0.02 per cent or less of lithium.
1	LOBELIA except where Schedule Two of the Poisons List applies.
2	LOBELIA in substances containing 0.5 per cent or less of the alkaloids of lobelia and in preparations for smoking or burning.
8	LYSERGIC ACID, lysergide, bufotenine, N:N-dimethyltryptamine, psilocin, psilocybin and their derivatives having hallucinogenic properties.
4	MAGNESIUM GLUTAMATE HYDROBROMIDE for internal use.
4	MEBEVERINE.
3	MEBHYDROLIN except where Schedule Two of the Poisons List applies.
2	MEBHYDROLIN in preparations for external use.
4	MEBUTAMATE.
4	MECAMYLAMINE.
4	MECLASTINE.
3	MECLOZINE except where Schedule Two of the Poisons List applies.
2	MECLOZINE in preparations for external use.
4	MEFENAMIC ACID.
4	MELANIN STIMULATORS including ammoidin.
4	MEPHENESIN.
4	MEPROBAMATE.
3	MEPYRAMINE except where Schedule Two of the Poisons List applies.
2	MEPYRAMINE in preparations for external use.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
2	MERCURIC AMMONIUM CHLORIDE.
1	MERCURIC CHLORIDE except where Schedule Two of the Poisons List applies.
2	MERCURIC CHLORIDE in substances containing 0.5 per cent or less of mercuric chloride.
1	MERCURIC IODIDE except where Schedule Two of the Poisons List applies.
2	MERCURIC IODIDE in substances containing 2 per cent or less of mercuric iodide.
1	MERCURIC NITRATE except where Schedule Two of the Poisons List applies.
2	MERCURIC NITRATE in substances containing 3 per cent or less of mercury.
2	MERCURIC OXIDE and all oxides of mercury.
1	MERCURIC POTASSIUM IODIDE except where Schedule Two of the Poisons List applies.
2	MERCURIC POTASSIUM IODIDE in substances containing the equivalent of 2 per cent or less of mercuric iodide.
6	MERCUROUS CHLORIDE except where Schedule Four of the Poisons List applies.
4	MERCUROUS CHLORIDE for therapeutic use.
2	MERCURY METALLIC, excluding its salts and derivatives, except in scientific instruments.
1	MERCURY ORGANIC COMPOUNDS in substances containing more than 0.5 per cent of mercury except where Schedule Four or Six of the Poisons List applies.
2	MERCURY ORGANIC COMPOUNDS in substances containing 0.5 per cent or less of mercury in organic combinations except: <ul style="list-style-type: none"> a. when used as a preservative in substances containing 0.01 per cent or less of mercury; or b. where Schedule Six of the Poisons List applies.
4	MERCURY ORGANIC COMPOUNDS for therapeutic use except in substances containing 0.5 per cent or less of mercury in organic combinations.
6	MERCURY ORGANIC COMPOUNDS in preparations for agricultural, pastoral or horticultural use.
8	MESCALINE, 2,5-dimethoxy-4-methylamphetamine and other substances structurally derived from methoxyphenylethylamine having hallucinogenic properties.
6	METALDEHYDE except where Schedule Five of the Poisons List applies.
5	METALDEHYDE in substances containing 5 per cent or less of metaldehyde.
4	METARAMINOL.
8	METAZOCINE.
5	METHABENZTHIAZURON.
4	METHACHOLINE.
8	METHADONE.
8	METHADONE-INTERMEDIATE.
4	METHAQUALONE.
3	METHDILAZINE except where Schedule Two of the Poisons List applies.
2	METHDILAZINE in preparations for external use.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
3	METHOCARBAMOL.
7	METHOMYL.
3	METHOXAMINE.
5	METHOXYCHLOR.
3	METHOXYPHENAMINE.
6	METHYL ALCOHOL except in methylated spirit.
8	METHYLAMPHETAMINE.
5	METHYLATED SPIRIT, INDUSTRIAL (as defined in the Commonwealth Spirits Act 1906, as amended) in substances containing more than 25 per cent of industrial methylated spirit when packed in containers of 1 gallon or less.
6	METHYL BROMIDE.
6	N-METHYLCARBAMATE and substances structurally derived therefrom including butacarb, carbaryl, isopropoxyphenylmethylcarbamate and metham, except where Schedule Four or Seven of the Poisons List applies.
6	METHYL CHLORIDE.
7	METHYLCINCHOPHEN.
8	METHYLDESORPHINE.
8	METHYLDIHYDROMORPHINE.
4	METHYLDOPA.
5	METHYLENE CHLORIDE.
3	METHYLEPHEDRINE.
4	2-METHYL-6-METHYLAMINO-2-HEPTENE.
4	2-METHYL-6-(3-METHYLBUTYLAMINO)-HEPTANE.
4	METHYLPENTYNOL, ethinamate and other substituted alkynes for internal use, except where Schedule Six of the Poisons List applies.
6	METHYLPENTYNOL PHTHALATE in preparations for animal use.
8	METHYLPHENIDATE.
8	1-METHYL-4-PHENYLPYPERIDINE-4-CARBOXYLIC ACID ESTERS.
4	METHYPRYLONE.
5	METIRAM in preparations containing 10 per cent or less of metiram.
4	METOCLOPRAMIDE.
8	METOPON.
4	METRONIDAZOLE.
4	METYRAPONE.
5	MINERAL TURPENTINE when packed in containers of 5 gallons or less except: <ul style="list-style-type: none"> a. in substances containing 25 per cent or less of mineral turpentine; b. in solid or semi-solid preparations; or c. in preparations packed in pressurised aerosol containers.
4	MONOAMINE OXIDASE INHIBITORS, including iproniazid, isocarboxazid, nialamide, pargyline, phenelzine, pheniprazine, and tranlycypromine, except where Schedule Seven of the Poisons List applies.
4	MONOBENZONE for human therapeutic use except in preparations containing 2 per cent or less of monobenzone.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
8	MORAMIDE-INTERMEDIATE.
8	MORPHERIDINE.
8	MORPHINE except where Schedule One of the Poisons List applies.
1	MORPHINE in compounded preparations containing 0.2 per cent or less of anhydrous morphine.
4	MORPHINE ANTAGONISTS including amiphenazole, levallorphan, nalorphine and tacrine.
8	MORPHINE METHOBROMIDE and other pentavalent nitrogen morphine derivatives.
8	MORPHINE-N-OXIDE.
8	MYROPHINE.
4	NALIDIXIC ACID.
8	NICOCODINE except where Schedule Two or Four of the Poisons List applies.
4	NICOCODINE in compounded preparations containing 2.5 per cent or less of nicocodine, except when Schedule Two of the Poisons List applies.
2	NICOCODINE in compounded preparations containing 1 per cent or less of nicocodine.
8	NICODICODINE.
8	NICOMORPHINE.
6	NICOTINE except in substances containing 1 per cent or less of nicotine and except in tobacco in any form.
3	NICOTINYL ALCOHOL for internal use.
4	NIFENAZONE.
4	NIRIDAZOLE.
5	NITRALIN.
6	NITRIC ACID, excluding its salts and derivatives, in substances containing more than 10 per cent weight-in-weight of nitric acid, except where Schedule Two of the Poisons List applies.
2	NITRIC ACID, excluding its salts and derivatives, in substances containing more than 10 per cent weight-in-weight of nitric acid when packed in containers of less than 80 fluid ounces.
5	NITRIC ACID, excluding its salts and derivatives, in substances containing 10 per cent or less weight-in-weight of nitric acid.
6	NITROBENZENE except: <ul style="list-style-type: none"> a. in solid or semi-solid polishes; b. in soaps containing 1 per cent or less of nitrobenzene; or c. in other substances containing 0.1 per cent or less of nitrobenzene.
4	NITROFURANTOIN and other substances structurally derived from 5-nitro-2-furfural for internal human use.
3	NITROFURAZONE and other substances structurally derived from 5-nitro-2-furfural for external human use.
2	NITROPHENOLS, ortho, meta and para.
6	NITROXYNIL.
8	NORACYLMETHADOL.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
4	NORADRENALINE and substances structurally derived therefrom by substitution in the amine group in substances containing more than 1 per cent of noradrenaline and such derivatives, except isoprenaline.
3	NORADRENALINE and substances structurally derived therefrom by substitution in the amine group in substances containing 1 per cent less of noradrenaline and such derivatives except in substances containing 0.01 per cent of noradrenaline and such derivatives.
6	NORBORMIDE.
8	NORCODEINE except where Schedule Two or Four of the Poisons List applies.
4	NORCODEINE in compounded preparations containing 2.5 per cent or less of norcodeine, except where Schedule Two of the Poisons List applies.
2	NORCODEINE in compounded preparations containing 1 per cent or less of norcodeine.
8	NORLEVORPHANOL.
8	NORMETHADONE.
8	NORMORPHINE.
8	NORPIPANONE.
3	NOSCAPINE.
3	OCTYL NITRITE.
5	OIL OF TURPENTINE when packed in containers of 5 gallons or less except: <ul style="list-style-type: none"> a. in substances containing 25 per cent or less of oil of turpentine; b. in solid or semi-solid preparations; or c. in preparations packed in pressurised aerosol containers.
8	OPIUM except where Schedule One or Three of the Poisons List applies.
4	ORCIPRENALINE.
6	ORGANO-PHOSPHORUS COMPOUNDS having anticholinesterase activity except: <ul style="list-style-type: none"> a. where Schedule Four or Seven of the Poisons List applies; or b. dichlorvos when impregnated in plastic resin material containing 20 per cent or less of dichlorvos.
7	ORGANO-PHOSPHORUS COMPOUNDS, the following: <ul style="list-style-type: none"> azinphos-ethyl; azinphos-methyl; carbophenothion; chlorfenvinphos; demeton; dicrotophos; dimefox; disulfoton; ethion; mazidox; methidathion; mevinphos; mipafox;

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
	omethoate; parathion; parathion-methyl; phorate, except in granules containing 3 per cent or less of phorate; phosphamidon; schradan; sulfotep; TEPP.
6	ORGANOTIN COMPOUNDS.
3	ORPHENADRINE.
6	ORTHODICHLORBENZENE.
6	7-OXABICYCLO-(2,2,1)-HEPTANE-2,3-DICARBOXYLIC ACID.
2	OXALIC ACID except: a. where Schedule Six of the Poisons List applies; or b. in polishes containing 0.5 per cent or less of oxalic acid.
6	OXALIC ACID in polishes except in polishes containing 0.5 per cent or less of oxalic acid.
4	OXPRENOLOL.
8	OXYCODONE.
8	OXYMORPHONE.
6	OXYTHIOQUINOX.
3	PAPAVERINE.
5	PARADICHLORBENZENE except in substances containing 10 per cent or less of paradichlorbenzene.
4	PARALDEHYDE.
6	PARAQUAT.
4	PEMOLINE.
6	PENICILLIN, erythromycin, streptomycin, tetracycline, virginiamycin, and substances structurally derived therefrom when suitably coloured with brilliant blue FCF or other approved colour as a marker in preparations in applicator devices for intramammary infusion in the treatment of animals.
6	PENTACHLORNITROBENZENE.
6	PENTACHLORPHENOL.
4	PENTAZOCINE.
6	PERMANGANATES.
8	PETHIDINE.
8	PETHIDINE-INTERMEDIATE A (4-cyano-1-methyl-4-phenylpiperidine).
8	PETHIDINE-INTERMEDIATE B (4-phenyl-piperidine-4-carboxylic acid ethyl ester).
8	PETHIDINE-INTERMEDIATE C (1-methyl-4-phenyl-piperidine-4-carboxylic acid).
5	PETROL when packed in containers of 5 gallons or less except: a. in substances containing 25 per cent or less of petrol; b. in solid or semi-solid preparations; or c. in preparations packed in pressurised aerosol containers.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
8	PHENADOXONE.
8	PHENAMPROMIDE.
8	PHENAZOCINE.
3	PHENAZONE.
8	PHENCYCLIDINE.
4	PHENDIMETRAZINE.
3	PHENINDAMINE except where Schedule Two of the Poisons List applies.
2	PHENINDAMINE in preparations for external use.
3	PHENIRAMINE except where Schedule Two of the Poisons List applies.
2	PHENIRAMINE in preparations for external use.
5	PHENMEDIPHAM.
8	PHENMETRAZINE.
6	PHENOL, cresylic acid and any homologue of phenol boiling below 220° C except: a. where Schedule Two of the Poisons List applies; or b. in substances containing 3 per cent or less by weight of phenol, cresylic acid and any homologue of phenol boiling below 220° C.
2	PHENOL, cresylic acid and any homologue of phenol boiling below 220° C for therapeutic use, except in substances containing 3 per cent or less by weight of phenol, cresylic acid and any homologue of phenol boiling below 220° C.
8	PHENOMORPHAN.
8	PHENOPERIDINE.
4	PHENOXYBENZAMINE.
4	PHTERMINE.
4	PHENYL BUTAZONE and substances structurally derived therefrom including oxyphenbutazone.
4	PHENYL CINCHONINIC ACID, salicylcinchoninic acid and their esters except where Schedule Seven of the Poisons List applies.
2	PHENYLENE DIAMINES, toluene diamines, and other alkylated benzene diamines except where Schedule Six of the Poisons List applies.
6	PHENYLENE DIAMINES, toluene diamines and other alkylated benzene diamines when used in hair dyes.
3	PHENYLPROPANOLAMINE.
3	PHENYLTOLOXAMINE except where Schedule Two of the Poisons List applies.
2	PHENYLTOLOXAMINE in preparations for external use.
8	PHOLCODINE except where Schedule Two or Four of the Poisons List applies.
4	PHOLCODINE in compounded preparations containing 2.5 per cent or less of pholcodine, except where Schedule Two of the Poisons List applies.
2	PHOLCODINE in compounded preparations containing 1 per cent or less of pholcodine.
6	PHOSPHIDES METALLIC.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
1	PHOSPHORUS YELLOW, except where Schedule Six of the Poisons List applies.
6	PHOSPHORUS YELLOW in substances containing 0.5 per cent or less of free phosphorus.
6	PICRIC ACID except in substances containing 5 per cent or less of picric acid.
2	PILOCARPINE except in substances containing 0.025 per cent or less of pilocarpine.
8	PIMINODINE.
4	PIMOZIDE.
4	PIPRADROL.
8	PIRITRAMIDE.
4	PIZOTIFEN.
6	POTASSIUM BROMATE except in substances containing 0.5 per cent or less of potassium bromate.
4	POTASSIUM BROMIDE for internal use.
6	POTASSIUM CHLORATE except in substances containing 50 per cent or less of potassium chlorate.
6	POTASSIUM HYDROXIDE, excluding its salts and derivatives, in substances containing more than 5 per cent of potassium hydroxide.
5	POTASSIUM HYDROXIDE, excluding its salts and derivatives, in substances containing 5 per cent or less of potassium hydroxide except in substances containing 0.5 per cent or less of potassium hydroxide.
4	POTASSIUM PERCHLORATE for therapeutic use.
4	PRINDOLOL.
4	PROBENECID.
4	PROCANAMIDE.
8	PROHEPTAZINE.
4	PROLINTANE.
3	PROMETHAZINE except where Schedule Two of the Poisons List applies.
2	PROMETHAZINE in preparations for external use.
6	PROMETRYNE.
4	PRONETHALOL.
6	PROPACHLOR.
4	PROPANIDID.
3	PROPANTHELIN in preparations for external use containing 5 per cent or less of propantheline.
8	PROPERIDINE.
4	PROPRANOLOL.
4	PROPYLHEXEDRINE except where Schedule Three of the Poisons List applies.
3	PROPYLHEXEDRINE in appliances for inhalation in which the substance is absorbed upon an inert solid material.
3	PROPYLPHENAZONE.
4	QUINETHAZONE.
4	QUINIDINE.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
8	RACEMETHORPHAN.
8	RACEMORAMIDE.
8	RACEMORPHAN.
4	RAUWOLFIA, its alkaloids and substances structurally derived from such alkaloids.
4	SALBUTAMOL.
3	SANTONIN.
1	SAVIN OIL.
2	SELENIUM SALTS and compounds of selenium except where Schedule Five or Six of the Poisons List applies.
5	SELENIUM SULPHIDE in preparations for external human therapeutic use containing 2.5 per cent or less of selenium sulphide.
6	SELENIUM in substances containing 2.5 per cent or less of selenium except for human therapeutic use.
4	SEX hormones and their substitutes having sex hormone activity except: <ol style="list-style-type: none"> where Schedule Six of the Poisons List applies; or when contained in cosmetic preparations of a strength not exceeding 10,000 international units of oestrogenic activity per ounce and 5 international units of progesterogenic activity per ounce.
2	SILVER NITRATE except in caustic pencils each containing not more than 500 milligrammes of toughened silver nitrate.
5	SODIUM ACID SULPHATE except in substances containing 10 per cent or less of sodium acid sulphate.
6	SODIUM BROMATE except in substances containing 0.5 per cent or less of sodium bromate.
4	SODIUM BROMIDE for internal use.
6	SODIUM CHLORATE except in substances containing 50 per cent or less of sodium chlorate.
6	SODIUM HYDROXIDE, excluding its salts and derivatives, in substances containing more than 5 per cent of sodium hydroxide.
5	SODIUM HYDROXIDE, excluding its salts and derivatives, in substances containing 5 per cent or less of sodium hydroxide except in substances containing 0.5 per cent or less of sodium hydroxide.
5	SODIUM NITRITE in substances containing more than 1 per cent of sodium nitrite except where Schedule Three of the Poisons List applies.
3	SODIUM NITRITE for therapeutic use.
4	SPARTEINE.
4	SPIRONOLACTONE.
2	STAVESACRE in substances containing more than 0.2 per cent of the alkaloids of stavesacre.
1	STRAMONIUM except where Schedule Two of the Poisons List applies.
2	STRAMONIUM in substances containing 0.25 per cent or less of the alkaloids of stramonium calculated as hyoscyamine and in preparations for smoking or burning.
4	STROPHANTHUS and its glycosides.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
1	STRYCHNINE.
4	SULPHANILAMIDE and substances structurally derived therefrom except: <ol style="list-style-type: none"> where Schedule Three or Six of the Poisons List applies; or sulphaquinoxaline in stock feeds containing not more than 200 parts per million of sulphaquinoxaline.
3	SULPHANILAMIDE and substances structurally derived therefrom in preparations packed and labelled for ophthalmic use containing 10 per cent or less of sulphanilamide and such derivatives.
6	SULPHANILAMIDE and substances structurally derived therefrom in preparations for the treatment of animals.
6	SULPHAQUINOXALINE in baits for the destruction of vermin.
4	SULPHINPYRAZONE.
6	SULPHURIC ACID, excluding its salts and derivatives, except: <ol style="list-style-type: none"> in fire extinguishers; where Schedule Two of the Poisons List applies; or in substances containing 0.5 per cent weight-in-weight or less of sulphuric acid.
2	SULPHURIC ACID, excluding its salts and derivatives, in substances containing more than 35 per cent weight-in-weight of sulphuric acid when packed in containers of less than 80 fluid ounces.
6	TESTOSTERONE PROPIONATE and testosterone dipropionate in preparations for the treatment of animals.
7	TETRACHLORETHANE.
6	TETRACHLORETHYLENE except for therapeutic use.
6	TETRACYCLINE and substances structurally derived therefrom in external preparations for ocular use in animals.
8	TETRAHYDROCANNABINOL.
7	THALIDOMIDE.
7	THALLIUM.
8	THEBACON.
8	THEBAINE.
3	THENALIDENE except where Schedule Two of the Poisons List applies.
2	THENALIDENE in preparations for external use.
3	THENYLDIAMINE except where Schedule Two of the Poisons List applies.
2	THENYLDIAMINE in preparations for external use.
3	THENYLPYRAMINE except where Schedule Two of the Poisons List applies.
6	2-(THIOCYANOMETHYLTHIO)-BENZOTHAZOLE.
6	THIOUREA and substances structurally derived therefrom except when Schedule Four of the Poisons List applies.
4	THYROID, its extract and its active principles including liothyronine and thyroxine.
4	THEMONIUM.
4	TIPEPIDINE.
3	TOLAZOLINE for internal use.
3	TOLPROPAMINE except where Schedule Two of the Poisons List applies.

ANNEX A—continued

ALPHABETICAL LIST OF POISONS, RESTRICTED SUBSTANCES AND DRUGS OF ADDICTION—continued

Schedule	Substance
2	TOLPROPAMINE in preparations for external use.
6	TOLUENE.
6	TOXAPHENE.
4	TRIAMTERENE.
6	TRICHLORETHYLENE except for therapeutic use.
6	TRICHLOROPHENOL.
8	TRIMEPERIDINE.
3	TRIMEPRAZINE except where Schedule Two of the Poisons List applies.
2	TRIMEPRAZINE in preparations for external use.
4	TRIMETHOPRIM.
7	TRIPARANOL.
3	TRIPLENNAMINE except where Schedule Two of the Poisons List applies.
2	TRIPLENNAMINE in preparations for external use.
3	TRIPROLIDINE except where Schedule Two of the Poisons List applies.
2	TRIPROLIDINE in preparations for external use.
4	VACCINES, sera, toxoids, antitoxins and antigens for human parenteral use.
4	VALNOCTAMIDE.
4	VERATRUM ALKALOIDS.
4	VISNADINE.
4	XANTHINE OXIDASE INHIBITORS including allopurinol.
4	XYLAZINE.
6	XYLENE.
4	YOHIMBA and its alkaloids.
6	ZINC CHLORIDE except in substances containing 5 per cent or less of zinc chloride.
6	ZINC PHENOLSULPHONATE except in substances containing 5 per cent or less of zinc phenolsulphonate.
2	ZINC PYRIDINETHIONE except where Schedule Five of the Poisons List applies.
5	ZINC PYRIDINETHIONE in substances containing 2 per cent or less of zinc pyridinethione.
6	ZINC SULPHATE except in substances containing 5 per cent or less of zinc sulphate.

ANNEX B
RAN Form SA 115

34/73

SCHEDULE 5.

NEW SOUTH WALES

POLICE OFFENCES (AMENDMENT) ACT, 1908, as AMENDED

6505-66-024-1071

Drug (One drug, of one trade name) MORPHINE SULPHATE INJECTION, BP, 15mg, 1 ml aspirating type
(and one strength only to page.) cartridge syringe

Date	Name and Address of Person or Firm to whom Dispensed, Sold or from Whom Obtained	In	Out	Balance	Dispenser's Original Dispensing Number or Letter	Name of Authority	Actual Dispenser's or Administrator's Signature
2.6.70	From 2BMed - Form AFG 982E	24		24		V. No. E4278	<i>H. Smith</i>
5.7.70A	AB J Bloggs R 67982		1	23		<i>J. White</i>	<i>H. Smith</i>
6.7.70	Leut A Smith RAN		1	22		<i>J. White</i>	<i>H. Smith</i>
9.8.70	Muster and Change of Custodian from Medical Officer to the Commanding Officer			22			
4.9.70	Ship Destoring - Return to 2 BMed - Form AFG 1033		22			V. No 1372	<i>H. Smith</i>

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ANNEX B
RAN Form SA 115

SCHEDULE 5.

NEW SOUTH WALES

POLICE OFFENCES (AMENDMENT) ACT, 1908, as AMENDED

6505-66-020-1625

Drug (One drug, of one trade name) PAPAVERETUM INJECTION, BPC, 30mg, 1.1 ml collapsible tube
(and one strength only to page.) with affixed needle (OMNOPON SYRETTE)

Date	Name and Address of Person or Firm to whom Dispensed, Sold or from Whom Obtained	In	Out	Balance	Dispenser's Original Dispensing Number or Letter	Name of Authority	Actual Dispenser's or Administrator's Signature
3.6.72	From 2BMed - Form AFG 982E - Contained in 2 No sealed Items 6545-66-019-9798 - Scale H	24		24		V. No E1721	<i>J. White</i>
22.6.72	To 2BMed - Form AFG 1033 - Contained in 1 No sealed item 6545-66-019-9798 - Scale H		12	12		V. No 679	<i>J. White</i>
9.7.72	AB G Jones R 65786		1	11		<i>J. White</i>	<i>J. White</i>
26.7.72	To 2 BMed - Form AFG 1033 - Contained in 1 No broached and non sealed item 6545-66-019-9798 - Scale H		11			V. No 721	<i>J. White</i>

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ANNEX C

Drugs of Addiction Administration Book

DRUG:

CLASS CATALOGUE NUMBER:

NAME OF DEPARTMENT:

UNIT OF ISSUE:

Date	Source of Supply or Name and Rank of Person to whom Administered	Quantity			Signature Person Receiving Stock or Administering	Signature Prescribing Medical Officer	Remarks
		IN	OUT	BAL			

ANNEX D

Medical Officers Register of Hallucinogenic Drugs

DRUG:

CLASS CATALOGUE NUMBER:

NAME OF DEPARTMENT:

UNIT OF ISSUE:

Date	Source of Supply or Name and Rank of Person to whom Administered	Quantity			Signature Prescribing Medical Officer	Remarks
		IN	OUT	BAL		

ANNEX E

Approved RAN First Aid and Emergency Kits Containing Drugs of Addiction and Prescribed Restricted Drugs

1. **6545-66-019-9732** BURN PACK, EMERGENCY MEDICAL TREATMENT RAN pattern (CES 7027).

CONTAINS: 6505-66-020-1625 PAPAVERETUM INJECTION, 30 mg 1.1 ml collapsible tube with attached needle (OMNOPON SYRETTE) EA 12 in a wooden chest the lid of which is secured by screws and a metal strap.

DISTRIBUTION: HMA ships and approved naval establishments.

SECURITY:

- Ships—during refit, leave and maintenance periods the kit is to be stored under lock and key.
- Establishments—the kit is to be stored under lock and key.

TO BE ONLY OPENED AND USED IN AN EMERGENCY.

2. **6545-66-019-9798** FIRST AID KIT, LIFEBOAT (Scale H) (CES 7026).

CONTAINS: 6505-66-020-1625 PAPAVERETUM INJECTION, 30 mg 1.1 ml collapsible tube with attached needle (OMNOPON SYRETTE) EA 12 in a round metal container completely sealed in gloss coat wax.

DISTRIBUTION: HMA ships.

SECURITY: During refit, leave and maintenance periods the first aid kits should be removed from ships seaboats and stored under lock and key.

TO BE ONLY OPENED AND USED IN AN EMERGENCY.

3. **6545-66-019-9804** FIRST AID KIT, LIFERAFT (for 20 men inflatable liferaft survival pack) (CES 7025).

CONTAINS: 6505-66-020-1625 PAPAVERETUM INJECTION, 30 mg 1.1 ml collapsible tube with affixed needle (OMNOPON SYRETTE) EA 12 in a round canvas container with an inner seal of polyethene.

DISTRIBUTION: These kits are not issued direct to HMA ships.

SECURITY:

- Issues are made only to SVSO, GMGID and GMWD for inclusion in 20 man inflatable liferaft survival packs.
- SVSO and GMGID maintain a register in which the following details are entered:
 - Defence stock number and designation of the kit.
 - Registered serial number of the kit.
 - Details of issues and returns to and from HMA ships and AMF-2BMED.
- Prior to being placed in and after removal from the survival packs the first aid kits are stored separately in a locked compartment.

TO BE ONLY OPENED AND USED IN AN EMERGENCY.

ANNEX E—continued

4. **6545-66-032-2526** FIRST AID KIT, ISOLATED PERSONNEL (CES 6009) (superseded stock no) (6545-66-019-7628).

CONTAINS:

- 6505-66-024-1071 MORPHINE SULPHATE INJECTION, BP, 15 mg 1 ml aspirating type cartridge with disposable syringe and fixed needle. EA 6.
- 6505-66-021-5688 PHENOBARBITONE TABLET, BP, 30 mg EA 25 in a compartmented non-rigid haversack.

DISTRIBUTION:

- Restricted issue to: HMAS MORESBY and HMAS PALUMA for use by surveying parties in isolated areas.
- Restricted issue to: HMAS CRESWELL. For use by medical staff when embarked in search and rescue craft.

SECURITY:

- In HMAS MORESBY and HMAS CRESWELL the above drugs are to be removed from the kit, quantities checked against the official CES, details entered in the drug register, *see* Paragraph 73, and stored in the drug cupboard.
- The drugs are to be issued and placed in the kits immediately prior to being required, the nominated person is responsible for the kit signing the relevant drug register entry.
- On return of the kit, the drugs are to be mustered, entered in drug register and stored in the drug cupboard.
- In HMAS PALUMA the kit/s when not in actual use and during refit, leave and maintenance periods should be stored under lock and key.

5. **6545-66-019-9826** SURGICAL DRESSING SET, EMERGENCY, Major (CES 7028).

CONTAINS: 6505-66-020-1625 PAPAVERETUM INJECTION, 30 mg 1.1 ml collapsible tube with affixed needle (OMNOPON SYRETTE) EA 12 in a wooden chest the lid of which is secured by screws and a metal strap.

DISTRIBUTION: HMA ships and approved naval establishments.

SECURITY:

- Ships during refit, leave and maintenance periods the kit is to be stored under lock and key.
- Establishments: the kit is to be stored under lock and key.

TO BE ONLY OPENED AND USED IN AN EMERGENCY.

6. **6545-66-019-9831** SURGICAL INSTRUMENT AND SUPPLY SET, INDIVIDUAL, medical officer, Army-Navy pattern (CES 6022).

CONTAINS:

- 6505-66-024-1071 MORPHINE SULPHATE INJECTION, BP, 15 mg 1 ml aspirating type cartridge, with disposable syringe and fixed needle. EA 6.
- 6505-99-210-1466 PETHIDINE INJECTION, BP, 100 mg, in 2 ml ampoule. EA 3.

ANNEX E—continued

- c. 6505-66-021-5688 PHENOBARBITONE TABLET, BP, 30 mg. EA 50.

DISTRIBUTION: HMA ships and naval establishments.

SECURITY:

- The above drugs are to be removed from the kit, quantities checked against the official CES, details entered in the drug register, *see* Paragraph 73, and stored in the drug cupboard.
- The drugs are to be issued and placed in the kit immediately prior to being required, the nominated person responsible for the kit signing the relevant drug register entry.
- On return of the kit the drugs are to be mustered, entered in the drug register and stored in the drug cupboard.
- In ships and establishments where kits are held for emergency use (eg, bush rescue vehicles, subsmash/subsunk stores, etc) and contain drugs of addiction at all times, the kit should be effectively sealed and stored in a locked compartment.

7. 6545-66-019-9938 SURGICAL INSTRUMENT AND SUPPLY SET, INDIVIDUAL, NCO pattern (CES 6023).

CONTAINS: 6505-66-021-5688 PHENOBARBITONE TABLET, BP, 30 mg. EA 50.

DISTRIBUTION: HMA ships and naval establishments.

SECURITY: The above drug is to be removed from the kit, quantity checked against the official CES, details entered in the drugs register, *see* Paragraph 73, and stored in the drug cupboard.

8. 6545-66-019-9938 SURGICAL INSTRUMENT AND SUPPLY SET, COMBAT, medical officer (CES 6024).

CONTAINS:

- 6505-66-026-5621 MORPHINE SULPHATE INJECTION, BP, 30 mg 1 ml aspirating type cartridge, with disposable syringe and fixed needle. EA 4.
- 6505-66-024-1071 MORPHINE SULPHATE INJECTION, BP, 15 mg 1 ml aspirating type cartridge, with disposable syringe and fixed needle. EA 6.
- 6505-99-210-1466 METHIDINE INJECTION, BP, 100 mg in 2 ml ampoule. EA 3.
- 6505-66-021-5688 PHENOBARBITONE TABLET, BP, 30 mg. EA 50.
- 6505-66-020-2218 THIOPENTONE SODIUM, BP, 0.5 mg, with 20 ml ampoule distilled water EA 6 in a pannier.

DISTRIBUTION: HMA ships MELBOURNE and SYDNEY (emergency operating space and for landing parties).

SECURITY: During refit, leave and maintenance periods the kit is to be stored under lock and key.

TO BE ONLY OPENED AND USED IN AN EMERGENCY.

ANNEX E—continued

AIRCREW FIRST AID KITS:

- (1) Approved aircrew first aid and survival kits containing drugs of addiction:

- 6545-66-019-9797 FIRST AID KIT, AVIATOR.
- 6545-99-210-0734 FIRST AID KIT, Ejection seat and survival (Packs No 1 and 2).

CONTAINS: Morphine lozenges—grs $\frac{1}{4}$. EA 4.

- (2) Stocks of aircrew first aid kits are to be held in the safety equipment section in a locked cupboard within a locked store.

- (a) Issues of returns to aircrew are to be recorded in:

- SX207—Counter book.
- SA125 (AS1055)—Flying clothing certificate Supply Officers copy.
- SA125 (AS1055)—Flying clothing certificate—Holders copy.

- (b) The member in possession of an approved first aid kit is to be advised of the contents of Paragraph 72 of these instructions.

9. 6545-66-046-6116 MEDICAL EQUIPMENT AND SUPPLY SET, NAVAL EMERGENCY, Submiss/Subsunk.

CONTAINS:

6505-66-024-1071 MORPHINE SULPHATE INJECTION, BP, 15 mg a ml aspirating type cartridge with disposable syringe and fixed needle. EA 12.

6505-66-020-1625 PAPAVERETUM INJECTION, BPC, 30 mg 1.1 ml collapsible tube with affixed needle (OMNOPON) EA 72 in sealed chests.

DISTRIBUTION: Held in HMAS PENGUIN, HMAS CRESWELL and as approved by the Medical Director-General.

SECURITY:

- To be stored in a locked storeroom for emergency issue as and when required.
- The medical staff of HMA ships and naval establishments on whose charge the kits are held are to muster the above drugs of addiction in these kits at six monthly intervals.

TO BE OPENED ONLY AND USED IN AN EMERGENCY. Except when medical branch staff are mustering or replacing deteriorated contents and shelf life items each six months.

10. 6545-66-046-6280 SURGICAL INSTRUMENT AND SUPPLY SET, Emergency operating space, RAN destroyer (CES 6313).

CONTAINS:

- 6505-66-024-1071 MORPHINE SULPHATE INJECTION, BP, 15 mg 1 ml aspirating type cartridge with disposable syringe and fixed needle, 25 gauge by 3.75 cm long. EA 30.

ANNEX E—continued

- b. 6505-66-020-2218 SODIUM THIOPENTONE FOR INJECTION BP, 0.5 gm ampoule, with 20 ml ampoule distilled water EA 10 in a wooden chest which is secured by a padlock.

DISTRIBUTION: HMA ships approved by MDG.

SECURITY: During refit, leave and maintenance periods the kit is to be stored under lock and key.

TO BE ONLY OPENED AND USED IN AN EMERGENCY.

Obsolescent First Aid and Emergency Kits Containing Drugs of Addiction and Prescribed Restricted Drugs

11. a. 6545-66-019-9796 FIRST AID KIT, AVIATOR, NAVY (packed in metal tin approximately 6 inches x 4 inches x 1 inch).

CONTAINS: 6505-99-210-1219 METHADONE TABLET, 5 mg. EA 3.

- b. 9A(MED) 02455 KIT FIRST AID, SURVIVAL PACK.

CONTAINS: METHADONE LOZENGE 5 mg. EA 3.

- c. 9A-02409: KIT FIRST AID, AIRCREW PERSONNEL.

CONTAINS: MORPHINE SULPHATE LOZENGE. EA 4.

Note: Items a, b, c being replaced by 6545-99-211-0734 and 6545-00-782-6412 as stocks become available from overseas.

- d. 6545-66-019-9799 FIRST AID KIT, GENERAL PURPOSE.

CONTAINS: 6505-66-020-1625 PAPAVERETUM INJECTION, 30 mg 1.1 ml collapsible tube with affixed needle (OMNOPON SYRETTE). EA 6.

Note: Replaced by item 6545-66-019-9803, FIRST AID KIT, general purpose (this kit does not contain drugs of addiction).

- e. 6545-66-019-9827 SURGICAL DRESSING SET, EMERGENCY MINOR (CES 7029).

CONTAINS: 6505-66-020-1625 PAPAVERETUM INJECTION, 30 mg 1.1 ml collapsible tube with affixed needle (OMNOPON SYRETTE). EA 6.

Note: This item has been discontinued.

- f. 6545-66-019-9832 SURGICAL INSTRUMENT AND SUPPLY SET (CES 7032) INDIVIDUAL, Medical Officer, Navy.

CONTAINS:

6505-66-020-1625 PAPAVERETUM INJECTION, 30 mg 1.1 ml collapsible tube with affixed needle (OMNOPON SYRETTE). EA 6.

6505-66-020-2218 THIOPENTONE SODIUM, BP, 0.5 gm. EA 2.

Notes: 1. The complete equipment schedule enclosed in each first aid kit and emergency kit should always be consulted when the item is opened to determine if any drug of addiction has been deleted or superseded. From time to time the contents are amended, as to the type and quantity of drug supplied.

2. Such other kits that are approved by the Medical Director-General for issue to HMA ships and establishments and contain drugs of addiction are to be given the same type of security as those listed in this Annex.

ANNEX F

Prescribed Restricted Substances

The following drugs which are Central Nervous System depressants or stimulants, will be controlled in accordance with Paragraphs 19 b and 51 a of these regulations:

- a. Barbiturates and preparations containing barbiturates. These include:

Amal (Sodi)	Neur-amyl
Amylobarbitone	Pencodin
Amylobaro	Pentalgin
Amytal	Pentacode
Barbico	Pentobarbitone (Sodi)
Barbopent	Pentone
Butabarbitone	Pentalon
Butisol Sodi	Pentothal Sodi
Carbrital	Phenobarbitone (Sodi)
Cemalonal	Placyl
Cyclobarbitone	Quinalbarbitone (Sodi)
Diamyl	Quillaltone
Donnabarbitone	Quinaltone
Epherobarbitone	Seconal
Fenbical	Sednotic
Gardenal	Sedal (Sodi)
Intraval Sodi	Sonabarb
Luminal	Sonalgin
Mylodorm	Soneryl
Napent	Somnital
Nembudeine	Tedrobarb
Nembutal	Thiopentone Sodi

- b. Paralydehyde ampoules and liquid.

- c. To which is added Methaqualone and preparations containing Methaqualone, eg, Mandrax, Melsedin, Methased, Metadorm, Sleepinal, Roulone.

(156/51/163)

(Navy Order 234/72)

HISTORIAN

RESTRICTED

ANOs 35/73-48/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
19 February 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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RESTRICTED

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36/73	RAN Oberon Class Submarine Refit Work Content Committee.
37/73	RAN Research Laboratory.
SECTION 2—PERSONNEL	
38/73	Australian Institute of Navigation.
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40/73	Education Allowance—Members Serving in Australia.
41/73	Engineer Officers—Membership of Professional Institutions.
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48/73	Reports of Delmar Targets and Swivals Lost During Firing Exercises.

Section 1

ADMINISTRATIVE AND GENERAL

RESTRICTED

35/73—Policy for Joint Maritime Operations

Navy Order 334/70 is to be amended as follows:

Paragraph 13, line 2:

Delete 'ANZAM'.

Insert in lieu 'AUST/NZ/UK'.

(1624/201/63)

(Navy Order 334/70)

UNCLASSIFIED

36/73—RAN Oberon Class Submarine Refit Work Content Committee

1. A committee was formed to review the work content of HMAS OTWAYS refit. Certain recommendations of the committee have been adopted and promulgated to those concerned.

2. It has been approved to extend the activities of this committee to cover succeeding submarine refits and to give it permanent status. Details of membership and terms of reference are as follows:

Submarine Refit Work Content Committee

a. Membership

The Director of Submarine Maintenance and Repair—Chairman
 The General Overseer and Superintendent of Inspection—Representative
 The Commander First Australian Submarine Squadron—Representative
 Submarine Staff—Representative
 Vickers Cockatoo—Representative.

The committee has the power to co-opt additional members for specific tasks but the intention is to keep the standing members to a maximum of five persons.

b. Terms of Reference

(1) The committee is empowered to examine the work content of submarine refit items which are referred to it for review and to make recommendations.

(2) Findings and recommendations of the committee are to be forwarded to the Director-General Dockyards and Maintenance.

3. The committee's aim is to eliminate unnecessary work from the work package of submarine refits and thereby reduce cost and time. Authorities concerned should make available to the committee the usual facilities to enable the terms of reference to be fulfilled.

(1218/51/1387)

UNCLASSIFIED

37/73—RAN Research Laboratory

1. The functions and responsibilities of RAN Research Laboratory (short title and signal address RANRL) are as follows:

a. Functions

The functions of RANRL are:

- (1) To undertake research into underwater acoustics, oceanography, mine warfare and mine countermeasures as directed by the Naval Board.
- (2) To conduct operational research studies as required by the Naval Board.
- (3) To provide scientific advice and assistance to the Flag Officer Commanding East Australia Area and the Flag Officer Commanding HMA Fleet.
- (4) To undertake ad hoc studies and investigations of scientific problems referred by the Naval Board.
- (5) To undertake research and development as required by the Naval Board with a view to:
 - (a) the improved utilisation of existing weapons and equipment, or the possible future development of new weapons and equipments;
 - (b) the provision of the technical background necessary to collect and assess data on local and overseas scientific trends.
- (6) To liaise with other research organisations.

b. Responsibility to FOCEA

The Superintendent RANRL is responsible to FOCEA for:

- (1) Administering the laboratory to achieve its programme within the limits of finance and resources allotted; the programme is issued and updated by the Naval Board.
- (2) Preparing estimates for assistance required from other branches including Dockyard, RANTE, Hydrographer, etc.
- (3) Submitting proposals for new equipments and external contracts for RANRL.
- (4) Specifying requirements for ships programmes and other facilities. When formulating the requirements for 'ship time' generated by direction of the Scientific Policy Committee, the Superintendent RANRL is to consult with FOCAF.
- (5) Producing a six-monthly review of activities including problem areas, and publishing an annual detailed report of progress achieved.

c. Responsibility to the Superintendent, Naval Scientific Service. The Superintendent RANRL is responsible to the Superintendent, Naval Scientific Service, for:

- (1) Formulating programmes of research and development for RANRL.
- (2) Directing the scientific work of the laboratory in accordance with the programme issued by the Naval Board.
- (3) Preparing scientific and technical reports on the work of the laboratory.
- (4) Preparing financial estimates of research and development and exercising control over the laboratorys activities which affect expenditure on finance approved for research and development.

2. The Superintendent RANRL may correspond with Commanding Officers of ships and establishments and Directors at Navy Office on matters of routine affecting RANRL.

3. Responsibilities within Navy Office. The Superintendent, Naval Scientific Service, is responsible for processing instrumentation and equipment requirements for RANRL.

4. Navy Order 91/70 is hereby cancelled.

(2/4/320)

(Navy Order 91/70)

Section 2**PERSONNEL**

UNCLASSIFIED

38/73—Australian Institute of Navigation

1. The Royal Australian Navy was elected a corporate member of the Australian Institute of Navigation in 1956. The headquarters of the institute is located in Sydney and the RAN representative on the council of the institute is the Staff Officer (Navigation) to FOCEA.

2. Broadly, the objectives of the institute are:

- a. to unite in one scientific society those interested in navigation;
- b. to advance the science and practice of navigation and promote knowledge in navigation and its associated sciences.

3. Arrangements have been made for copies of institute papers pertaining to air and sea navigation to be forwarded by FOCEA to:

FOCAF

RAN Air Station, Nowra

HMAS WATSON

HMAS CERBERUS

Navy Office.

4. Approximately 12 lectures per year are delivered to members of the institute and these may be attended by members of the RAN.

5. Details of forthcoming meetings will be promulgated by FOCEA.

6. RAN personnel interested in becoming members of the institute may obtain further particulars from the Secretary, Australian Institute of Navigation, Box 2250, GPO, Sydney 2001.

7. Navy Order 104/70 is hereby cancelled.

(108/2/14)

(Navy Order 104/70)

UNCLASSIFIED

39/73—Conditions of Service for PNG Personnel Undergoing Training in Australia

1. This Navy Order consolidates the conditions of service applicable to members of the PNG division of the RAN whilst undergoing training in Australia.

Pay

2. Members continue to be credited with their own PNG rates of pay while undergoing training.

Pension Contributions

3. Until the PNG Retirement Scheme is finalised PNG members are required to contribute 6 per cent of their pay per fortnight. 'Pay' for this purpose is based on the daily rate of active pay payable to the member plus an amount of \$0.54 per day, representing the current value of the members rations and quarters, converted to an annual figure. In cases where this figure is not a multiple of \$100 the rate of contribution is then based on the next lower multiple of \$100.

4. The amount of contributions deducted each fortnight is to be held (for the time being) as an accumulating credit in the members pay account.

Allowances

Special Service Allowance

5. All members (other than Cadet Midshipmen) are entitled to payment of this allowance which is payable at the rate of 25 cents per day.

Living Out Allowance

6. For members of the PNG division is (currently) \$0.54 per day. PNG members are not entitled to the Australian rate of Living Out Allowance of \$1.32.

Mainland (Living) Allowance

7. This allowance is payable:

a. *when living-in or when living-out on leave of 72 hours or less:*

- (1) at the rate of \$3.14 per day for officers and sailors of the rank of Petty Officer and above;
- (2) at the rate of \$2.43 per day for sailors of the rank of Leading Seaman and below;

b. *when living-out on leave for longer than 72 hours:*

- (1) at the rate of \$6.64 per day for officers and sailors of Petty Officer rank and above;
- (2) at the rate of \$5.07 per day for sailors of the rank of Leading Seaman and below.

Note: Living Out Allowance at PNG rates (currently \$0.54 per day) is payable (where applicable) in addition to the above.

8. Mainland (Living) Allowance is also payable to a member undergoing training in one of HMA ships, as a consequence of his course of training in Australia, when in waters adjacent to Australia.

9. Payment of Mainland (Living) Allowance to a member training in one of HMA ships where the ship is on passage between Australia and the Territory of Papua New Guinea shall cease on the day immediately prior to the date of departure of the ship from its last port of call in Australia and re-commence (on the ships return to Australia) on the day the ship arrives at its first port of call in Australia.

10. A member serving in one of HMA patrol boats based on HMAS TARANGAU will be entitled to payment of the allowance where the patrol boat in which the member is serving undergoes refit at an Australian port. Payment of the allowance in these circumstances shall commence on the day the patrol boat arrives at its first port of call in Australia and cease on the day immediately prior to the date the patrol boat departs from its last port of call in Australia.

Mainland (Establishment) Allowance

11. This allowance is payable to a member for use on arrival in Australia for settling-in purposes and is an amount of \$43.96 for officers and sailors of Petty Officer rank and above and \$34.02 for sailors of Leading Seaman rank and below.

12. The allowance is also payable to a member serving in one of HMA patrol boats based on HMAS TARANGAU where the patrol boat proceeds to Australia for refit at an Australian port.

Mainland (Outfit) Allowance

13. This allowance is payable to a member for the purposes of purchasing civilian clothing. An allowance of \$62 may be paid to a member of the PNG in Australia for more than 30 days and who will not spend at least seven days in Australia between 1 May and 30 September. A Clothing Allowance of \$124 may be paid to trainees spending more than 30 days in Australia and who will spend at least seven days in Australia between 1 May and 30 September.

14. A Clothing Allowance of \$124 may be paid to members who are in Australia for more than 30 days and who will spend at least seven days between 1 April and 31 October in the following designated 'cold' areas: Kiewa, Snowy Mountains, ACT and Tasmania.

Travelling Allowance

15. Where warranted, Travelling Allowance may be paid to a member serving in Australia at the rates and under the same conditions applicable to a member of the PNF.

Leave/Leave Travel

16. Leave for a member of the PNG division of the RAN accrues at the rate of two and a half days per month, 30 days per year.

17. A member undergoing either Midshipman (SL) training or apprenticeship training in Australia is entitled to a leave travel warrant to travel by air to his home in Papua New Guinea on one occasion during the period of his training, provided he has accrued sufficient leave to spend at least 14 days at his home and the warrant is issued after or within the leave period for which it falls due.

18. In addition to the foregoing a member undergoing a course of training in Australia is entitled to be issued with leave travel warrants up to the value of \$50 per annum for travel within Australia during authorised periods of leave. Issue of travel warrants in these circumstances is to be treated judiciously to ensure that maximum general educational value is derived from such travel. Leave on these occasions may be granted at the discretion of the Commanding Officer during leave periods for RAN trainees.

Baggage Allowance

19. Where travel by civil airline to a new training locality within Australia has been approved the carriage of baggage (inclusive of the airline free allowance) may be authorised at public expense up to a maximum of three suitcases per member each suitcase of linear measurement being not more than 56 inches in accordance with the airline method of measurement.

Books and Educational Materials

20. A PNG member may be reimbursed expenditure on approved books or educational materials (ie, books and materials endorsed by their instructors as being of value in their training) up to \$45 per trainee. This allowance may be expended either during the course or up to three years after the student returns to Papua New Guinea. In respect of the residue which may be outstanding on the members return to PNG, applications should be submitted by Commanding Officer, HMAS TARANGAU, through Navy Office for approval indicating the books, etc, selected together with details of the cost.

21. Ships and establishments are requested to pay all allowances, other than Mainland (Establishment and Outfit) Allowance to PNG members undergoing training in their establishment/ship. Mainland Establishment and Outfit Allowance will be paid by HMAS TARANGAU prior to the members departure for Australia.

(302/2/180)

UNCLASSIFIED**40/73—Education Allowance—Members Serving in Australia**

1. The maximum rates of Category 'A' and Category 'B' rates of Education Allowance payable per school year in accordance with NPI 0527.3 have been increased to \$1,560 and \$750 respectively with effect from 1 January 1972.

2. The increased rate cannot be paid until Statutory Authority is obtained. Further advice will then be promulgated.

3. Navy Orders 37/71 and 279/71 may now be cancelled.

(252/10/2)

*(Navy Orders 37/71 and 279/71)***UNCLASSIFIED****41/73—Engineer Officers—Membership of Professional Institutions***(DCI (RN) 201/72)*

1. From 1 January 1974, the Council of Engineering Institutions (UK) requires all applicants for corporate membership of the constituent institutions who wish to register as chartered engineers to have passed the Councils examination or possess a suitable degree or approved equivalent qualification.

2. Officers who do not possess a degree or equivalent, but who satisfied the current academic requirements for corporate membership of his sponsoring institution by passing its examinations or by exemption before 31 December 1970 (early 1972 for exemption from Part III examination of the Institution of Mechanical Engineers), will be exempted from the whole of the Councils examination provided they are elected to corporate membership by 31 December 1973.

3. Processing of applications can sometimes take a long time. Officers intending to seek election by exemption are advised to apply at least six months before 31 December 1973.

4. The 14 constituent members of the Council of Engineering Institutions are:

- The Royal Aeronautical Society
- The Institution of Chemical Engineers
- The Institution of Civil Engineers
- The Institution of Electrical Engineers
- The Institution of Electronic and Radio Engineers
- The Institution of Gas Engineers
- The Institute of Marine Engineers
- The Institution of Mechanical Engineers
- The Institution of Mining Engineers
- The Institution of Mining and Metallurgy
- The Institution of Municipal Engineers
- The Royal Institution of Naval Architects
- The Institution of Production Engineers
- The Institution of Structural Engineers.

(108/2/127)

UNCLASSIFIED**42/73—Marine Insurance of Canteen Stocks and Equipment in HMA Ships**

1. The RAN Central Canteens Board has agreed to bear the cost of insuring Service System Canteen stocks and equipment in all seagoing HMA ships. Bulk insurance has been arranged with The Commercial Union Australia Group and insurance cover will commence from 4 pm on 31 January 1973.

2. The value of stock and equipment insured under this policy are those amounts previously communicated to Navy Office by the ships concerned. Any permanent variations to the amount at risk are to be communicated to the Secretary, RAN Central Canteens Board, immediately they are known.

3. The policy covers stock against fire, theft following forcible entry, and perils of the sea including accidental flooding by water or oil. The standard marine policy exclusions for war, strikes, riots, civil commotions, capture or seizure will apply. Canteen equipment is similarly covered except for mechanical or electrical derangement, burnt out fuses, elements and the like unless caused by stranding, sinking or burning of the vessel.

4. Claims are to be made in the form of a statutory declaration accompanied by an itemised list and forwarded to the insurers Sydney or Canberra offices. A specimen form of statutory declaration is shown in Annex A to this order.

5. It is to be noted that it is the duty of the insured whenever possible to avert or minimise a loss and that any cost incurred in this respect would be recoverable under the policy. In the case of damage to fixed equipment, in addition to a statutory declaration, the insurer would require either an account for the actual cost of repair if less than \$50, or a quotation for the cost of repair if of a more serious nature.

6. Brief details of claims paid under this policy are to be forwarded to the Secretary, RAN Central Canteens Board.

7. RI and ABR 5101 will be amended in due course.

ANNEX A

To Commercial Union Assurance Co of Australia Ltd,
Box 59, GPO,
SYDNEY, NSW 2001

Or London Circuit,
CANBERRA, ACT 2600.

**Claim in Respect of Marine Policy No C40F41164
Statutory Declaration**

I, JAMES JOHNSON, Lieutenant Royal Australian Navy, and Business Manager of the Ships Company Canteen of HMAS NONSUCH do solemnly and sincerely declare that fire broke out in the canteen on the night of 16 October 1972 whilst the ship was on passage from Brisbane to Sydney.

2. Canteen stock to the value of \$1,500 was lost, and fixed equipment valued at \$500 was extensively damaged and will require to be replaced. A list of the stock lost and fixed equipment damaged is attached.

3. The fire was caused by fault in the electric motor of the ice cream machine.

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959-1966, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at Sydney the fifteenth day of November 1972.

Before me,

J. BROWN
(signature)

Justice of the Peace

(210/1/13)

UNCLASSIFIED

43/73—Technical Branch Sailors—New Titles and Badges

1. On 1 January 1973, all technical sailors who joined the RAN prior to 1 July 1972 (pre SAILSTRUC), will receive a title change in order to conform more closely with the Sailstruc System. The new titles are listed in Annex A.

2. Artificers and Mechanics will continue to include those qualifying words as part of their title, and as their class number will continue to be used, a Sailstruc grading is unnecessary. All other sailors will have a grade number, and whilst they will not correspond exactly to the Sailstruc grades, they will be roughly equivalent. The basis for awarding the grade is:

Grade 3 —Sailors qualified for the Navys Trade Proficiency Certificate—RI Article 1069.

Grade 3*—Senior sailors who, although not qualified for a Trade Proficiency Certificate, have important operating tasks and/or special responsibility for the safety of life.

Grade 2 —Sailors who have qualified on one of the present 'promotion' courses but who are not qualified for the Trade Proficiency Certificate.

Trade Proficiency Certificate

3. The Trade Proficiency Certificate (TPC) may be awarded to those technical sailors listed in RI 1069 who comply with the following conditions:

- The satisfactory completion of one years formal trade training.
- The successful passing of the appropriate trade test or trade examination.
- The serving of one complete engagement of at least six years in the RAN.
- Possess the necessary degree of skill and knowledge at the time of the award.
- Having been assessed not lower than 'satisfactory' in technical efficiency during the previous three years service.
- Leading Sailors are to be qualified in all respects and recommended for promotion to Petty Officer.

4. To enable the correct skill grading to be recorded on personal records, ships and establishments are to forward the names of Petty Officers and Leading Sailors considered eligible for the award of the TPC.

5. Navy Office will continue to be responsible for awarding the certificates. EDP qualification number will be used in accordance with ABR 27 Volume III Section III.

Marine Engineering Branch Sailors Grade 2

6. All Marine Engineering Branch sailors who are currently receiving pay level 4 in accordance with ACNBs message 060126Z October 1972 will receive a skill level of Grade 2. To enable personal records to be updated, ships and establishments are to forward the names of all junior Marine Engineering Branch sailors awarded pay level 4 from 1 January 1973. The change is to be reported on General Report Form PA1 (form code PA58). Under column headed Date, indicate date of change, and under column headed Detail Column show appropriate pay level number.

Badges

7. The following category badges for the Technical Branches have been approved:

Marine Engineering Branch	..	Three bladed propeller above the category letter Propulsion—'P' Hull—'H' Power Electrics—'L'
Weapons Electronic Engineering Branch	..	Crossed lighting flashes above the category letter: Weapons—'W' Weapon Systems—'S' Communications—'C'
Air Engineering Branch	..	Jet aircraft above the category letter: Aircraft—'A' Weapons—'W' Communications—'C'

The grade of skill will be indicated as follows:

On categorisation	Plain category badge
Grade 1	Plain category badge
Grade 2	One star above category badge

- Able Seaman Grade 3 One star above and one star below category badge
- Leading Seaman Grade 3 One star above and one star below category badge
- Petty Officers and above A crown above the category badge

8. All Technical Branch sailors who have at least 12 months to serve or who have indicated an intention to re-engage, will receive a gratuitous issue of the new badges on the normal scale.

9. Pre-Sailstruc Technical Branch sailors will continue to wear their present badges until the new badges become available.

ANNEX A
Pre Sailstruc Sailors—New Titles
Marine Engineering Branch

Sailstruc Category	Present Title Abbv	Full Sailstruc Title	Sailstruc Title Abbv
Marine Technical Propulsion (MTP)	WOERA/WOERAD	Warrant Officer Artificer Marine Technical Propulsion	WOAMTP
	CERA/CERAD	Chief Artificer Marine Technical Propulsion . . .	CAMTP
	ERA1/ERAD1	Artificer 1st Class Marine Technical Propulsion . . .	A1MTP
	ERA2/ERAD2	Artificer 2nd Class Marine Technical Propulsion . . .	A2MTP
	ERA3/ERAD3	Artificer 3rd Class Marine Technical Propulsion . . .	A3MTP
	ERA/ERADA	Artificer Apprentice Marine Technical Propulsion . . .	AAMTP
	WOMECH/WOMECHD	Warrant Officer Mechanician Marine Technical Propulsion	WOMECMTP
	CMECH/CMECHD	Chief Mechanician Marine Technical Propulsion . . .	CMECHMTP
	MECH1/MECHD1	Mechanician 1st Class Marine Technical Propulsion . . .	MECH1MTP
	MECH2/MECHD2	Mechanician 2nd Class Marine Technical Propulsion . . .	MECH2MTP
†WOME/WOMED	Warrant Officer Marine Technical Propulsion Grade 3*	WOMTP 3*	
†CME/CMED	Chief Petty Officer Marine Technical Propulsion Grade 3*	CPOMTP 3*	
†POME/POMED	Petty Officer Marine Technical Propulsion Grade 3* . . .	POMTP 3*	
A/POME(BWC)/A/POMED(BWCD)	Acting Petty Officer Marine Technical Propulsion Grade 3*	A/POMTP 3*	
A/POME/A/POMED	Acting Petty Officer Marine Technical Propulsion Grade 2	A/POMTP 2	
LME(BWC)/LMED (EWCD)	Leading Seaman Marine Technical Propulsion Grade 3*	LSMTP 3*	
LME/LMED (Pay Level 4)	Leading Seaman Marine Technical Propulsion Grade 2	LSMTP 2	
LME/LMED (Pay Level 3)	Leading Seaman Marine Technical Propulsion Grade 1	LSMTP 1	
ME/MED (Pay Level 4)	Able Seaman Marine Technical Propulsion Grade 2 . . .	ABMTP 2	
ME/MED (Pay Level 3)	Able Seaman Marine Technical Propulsion Grade 1 . . .	ABMTP 1	
ME2/MED2	Able Seaman 2nd Class Marine Technical Propulsion Grade 1	AB2MTP 1	

† See Note

Sailstruc Category	Present Title Abbv	Full Sailstruc Title	Sailstruc Title Abbv
Marine Technical HULL (MTH)	WONS	Warrant Officer Shipwright Marine Technical Hull	WOSMTH
	CNS	Chief Shipwright Marine Technical Hull	CSMTH
	NS1	Shipwright 1st Class Marine Technical Hull	S1MTH
	NS2	Shipwright 2nd Class Marine Technical Hull	S2MTH
	NS3	Shipwright 3rd Class Marine Technical Hull	S3MTH
	NSA	Shipwright Apprentice Marine Technical Hull	SAMTH
	CBLK	Chief Blacksmith Marine Technical Hull	CBLKMTH
	CJNR	Chief Joiner Marine Technical Hull	CJNRMTH
CPLB	Chief Plumber Marine Technical Hull	CPLBMTH	
Marine Technical Power Electrics (MTL)	WOSAP	Warrant Officer Artificer Marine Technical Power Electrics	WOAMTL
	CSAP	Chief Artificer Marine Technical Power Electrics	CAMTL
	SAP1	Artificer 1st Class Marine Technical Power Electrics	A1MTL
	SAP2	Artificer 2nd Class Marine Technical Power Electrics	A2MTL
	SAP3	Artificer 3rd Class Marine Technical Power Electrics	A3MTL
	SAA	Artificer Apprentice Marine Technical Power Electrics	AAMTL
	WOEP	Warrant Officer Marine Technical Power Electrics Grade 3	WOMTL 3
	CEP	Chief Petty Officer Marine Technical Power Electrics Grade 3	CPOMTL 3
	POEP (Qualified for TPC)	Petty Officer Marine Technical Power Electrics Grade 3	POMTL 3
	POEP (Not Qualified (TPC)	Petty Officer Marine Technical Power Electrics Grade 2	POMTL 2
	LEMP (Qualified TPC)	Leading Seaman Marine Technical Power Electrics Grade 3	LSMTL 3
	LEMP (Not Qualified TPC but passed POEP Course)	Leading Seaman Marine Technical Power Electrics Grade 2	LSMTL 2
	LEMP	Leading Seaman Marine Technical Power Electrics Grade 1	LSMTL 1
	EMP	Able Seaman Marine Technical Power Electrics Grade 1	ABMTL 1
EMP2	Able Seaman 2nd Class Marine Technical Power Electrics Grade 1	AB2MTL 1	

Weapons Electronic Engineering Branch

Electronic Technical Weapons (ETW)	WOSAP	Warrant Officer Artificer Electronic Technical Weapons	WOAETW
	CSAP	Chief Artificer Electronic Technical Weapons	CAETW
	SAP1	Artificer 1st Class Electronic Technical Weapons	A1ETW
	SAP2	Artificer 2nd Class Electronic Technical Weapons	A2ETW
	SAP3	Artificer 3rd Class Electronic Technical Weapons	A3ETW
	SAA	Artificer Apprentice Electronic Technical Weapons	AAETW
Electronic Technical Weapon Systems (ETS)	WOSAW	Warrant Officer Artificer Electronic Technical Weapon Systems	WOAETS
	CSAW	Chief Artificer Electronic Technical Weapon Systems	CAETS
	SAW1	Artificer 1st Class Electronic Technical Weapon Systems	A1ETS
	SAW2	Artificer 2nd Class Electronic Technical Weapon Systems	A2ETS
	SAW3	Artificer 3rd Class Electronic Technical Weapon Systems	A3ETS
	SAA	Artificer Apprentice Electronic Technical Weapon Systems	AAETS
	WOEWE/WOEWR	Warrant Officer Electronic Technical Weapon Systems Grade 3	WOETS 3
	CEWE, CEWR	Chief Petty Officer Electronic Technical Weapon Systems Grade 3	CPOETS 3
	POEWE, POEWR (Qualified TPC)	Petty Officer Electronic Technical Weapon Systems Grade 3	POETS 3
	POEWE, POEWR (Not Qualified TPC)	Petty Officer Electronic Technical Weapon Systems Grade 2	POETS 2
	LEMWE, LEMWR (Qualified TPC)	Leading Seaman Electronic Technical Weapon Systems Grade 3	LSETS 3
	LEMWE, LEMWR (Not Qualified TPC but passed POs course)	Leading Seaman Electronic Technical Weapon Systems Grade 2	LSETS 2
	LEMWE, LEMWR	Leading Seaman Electronic Technical Weapon Systems Grade 1	LSETS 1
	EMWE, EMWR	Able Seaman Electronic Technical Weapon Systems Grade 1	ABETS 1
EMWE2, EMWR2	Able Seaman 2nd Class Electronic Technical Weapon Systems Grade 1	AB2ETS 1	

Sailstruc Category	Present Title	Abbv	Full Sailstruc Title	Sailstruc Title	Abbv
Electronic Technical Communications (ETC)	WOSAC	Warrant Officer Artificer Electronic Technical Communications	WOAETC	
	CSAC	Chief Artificer Electronic Technical Communications	CAETC	
	SAC1	Artificer 1st Class Electronic Technical Communications	A1ETC	
	SAC2	Artificer 2nd Class Electronic Technical Communications	A2ETC	
	SAC3	Artificer 3rd Class Electronic Technical Communications	A3ETC	
	SAA	Artificer Apprentice Electronic Technical Communications	AAETC	
	WOEC	Warrant Officer Electronic Technical Communications Grade 3	WOETC 3	
	CEC	Chief Petty Officer Electronic Technical Communications Grade 3	CPOETC 3	
	POEC (Qualified TPC)	Petty Officer Electronic Technical Communications Grade 3	POETC 3	
	POEC (Not Qualified TPC)	Petty Officer Electronic Technical Communications Grade 2	POETC 2	
	LEMC (Qualified TPC)	Leading Seaman Electronic Technical Communications Grade 3	LSETC 3	
	LEMC (Not Qualified TPC but passed POs course)	Leading Seaman Electronic Technical Communications Grade 2	LSETC 2	
	LEMC	Leading Seaman Electronic Technical Communications Grade 1	LSETC 1	
	EMC	Able Seaman Electronic Technical Communications Grade 1	ABETC 1	
EMC2	Able Seaman 2nd Class Electronic Technical Communications Grade 1	AB2ETC 1		

Air Engineering Branch

Air Technical Aircraft (ATA)	WOAA	Warrant Officer Artificer Air Technical Aircraft	WOAATA	
	CAA	Chief Artificer Air Technical Aircraft	CAATA	
	AA1	Artificer 1st Class Air Technical Aircraft	A1ATA	
	AA2	Artificer 2nd Class Air Technical Aircraft	A2ATA	
	AA3	Artificer 3rd Class Air Technical Aircraft	A3ATA	
	AAA	Artificer Apprentice Air Technical Aircraft	AAATA	
	WOMECHAE	Warrant Officer Mechanician Air Technical Aircraft	WOMECATA	
	CMECHAE	Chief Mechanician Air Technical Aircraft	CMECHATA	
	MECHAE1	Mechanician 1st Class Air Technical Aircraft	MECH1ATA	
	MECHAE2	Mechanician 2nd Class Air Technical Aircraft	MECH2ATA	
	WOAMAE	Warrant Officer Air Technical Aircraft Grade 3	WOATA 3	
	CAMAE	Chief Petty Officer Air Technical Aircraft Grade 3	CPOATA 3	
	POAMAE (Qualified TPC)	Petty Officer Air Technical Aircraft Grade 3	POATA 3	
	POAMAE (Not Qualified TPC)	Petty Officer Air Technical Aircraft Grade 2	POATA 2	
	LAMAE (Qualified TPC)	Leading Seaman Air Technical Aircraft Grade 3	LSATA 3	
	LAMAE	Leading Seaman Air Technical Aircraft Grade 2	LSATA 2	
	NAMAE (Passed LAMAE Course)	Able Seaman Air Technical Aircraft Grade 2	ABATA 2	
	NAMAE	Able Seaman Air Technical Aircraft Grade 1	ABATA 1	
	NAMAE2	Able Seaman 2nd Class Air Technical Aircraft Grade 1	AB2ATA 1	
Air Technical Weapons (ATW)	WOSAAW	Warrant Officer Artificer Air Technical Weapons	WOAATW	
	CSAAW	Chief Artificer Air Technical Weapons	CAATW	
	SAAW1	Artificer 1st Class Air Technical Weapons	A1ATW	
	SAAW2	Artificer 2nd Class Air Technical Weapons	A2ATW	
	SAAW3	Artificer 3rd Class Air Technical Weapons	A3ATW	
	SAAAW	Artificer Apprentice Air Technical Weapons	AAATW	
	WOMECHW	Warrant Officer Mechanician Air Technical Weapons	WOMECATW	
	CMECHW	Chief Mechanician Air Technical Weapons	CMECHATW	
	MECHW1	Mechanician 1st Class Air Technical Weapons	MECH1ATW	
	MECHW2	Mechanician 2nd Class Air Technical Weapons	MECH2ATW	
	WOEAW, WOAMW	Warrant Officer Air Technical Weapons Grade 3	WOATW 3	
	CEAW, CAMW	Chief Petty Officer Air Technical Weapons Grade 3	CPOATW 3	

ANNEX A—continued

43/73

Sailstruc Category	Present Title Abbv	Full Sailstruc Title	Sailstruc Title Abbv
	POEAW, POAMW (Qualified TPC)	Petty Officer Air Technical Weapons Grade 3 ..	POATW 3
	POEAW, POAMW (Not Qualified TPC)	Petty Officer Air Technical Weapons Grade 2 ..	POATW 2
	LEMAW, LAMW (Qualified TPC)	Leading Seaman Air Technical Weapons Grade 3 ..	LSATW 3
	LEMAW, LAMW ..	Leading Seaman Air Technical Weapons Grade 2 ..	LSATW 2
	EMAW, NAMW (Passed LEMAW, LAMW Course)	Able Seaman Air Technical Weapons Grade 2 ..	ABATW 2
	EMAW, NAMW ..	Able Seaman Air Technical Weapons Grade 1 ..	ABATW 1
	EMAW2, NAMW2 ..	Able Seaman 2nd Class Air Technical Weapons Grade 1 ..	AB2ATW 1
Air Technical Communications (ATC)	WOSAAC	Warrant Officer Artificer Air Technical Communications	WOAATC
	CSAAC	Chief Artificer Air Technical Communications ..	CAATC
	SAAC1	Artificer 1st Class Air Technical Communications ..	A1ATC
	SAAC2	Artificer 2nd Class Air Technical Communications ..	A2ATC
	SAAC3	Artificer 3rd Class Air Technical Communications ..	A3ATC
	SAAAC	Artificer Apprentice Air Technical Communications ..	AAATC
	WOEAC	Warrant Officer Air Technical Communications Grade 3	WOATC 3
	CEAC	Chief Petty Officer Air Technical Communications Grade 3	CPOATC 3
	POEAC (Qualified TPC) ..	Petty Officer Air Technical Communications Grade 3 ..	POATC 3
	POEAC (Not Qualified TPC)	Petty Officer Air Technical Communications Grade 2 ..	POATC 2
	LEMAC (Qualified TPC)	Leading Seaman Air Technical Communications Grade 3	LSATC 3
	LEMAC	Leading Seaman Air Technical Communications Grade 2	LSATC 2
	EMAC (Passed LEMAC Course)	Able Seaman Air Technical Communications Grade 2 ..	ABATC 2
	EMAC	Able Seaman Air Technical Communications Grade 1 ..	ABATC 1
	EMAC2	Able Seaman 2nd Class Air Technical Communications Grade 1	AB2ATC 1
Marine Engineering Branch SM			
Marine Technical Propulsion (MTP SM)	WOERAD SM	Warrant Officer Artificer Marine Technical Propulsion SM	WOAMTP SM
	CERAD SM	Chief Artificer Marine Technical Propulsion SM ..	CAMTP SM
	ERAD1 SM	Artificer 1st Class Marine Technical Propulsion SM ..	A1MTP SM
	ERAD2 SM	Artificer 2nd Class Marine Technical Propulsion SM ..	A2MTP SM
	ERAD3 SM	Artificer 3rd Class Marine Technical Propulsion SM ..	A3MTP SM
	WOMECHD	Warrant Officer Mechanician Marine Technical Propulsion SM	WOMECMTP SM
	CMECHD SM	Chief Mechanician Marine Technical Propulsion SM ..	CMECHMTP SM
	MECHD1 SM	Mechanician 1st Class Marine Technical Propulsion SM	MECH1MTP SM
	MECHD2 SM	Mechanician 2nd Class Marine Technical Propulsion SM	MECH2MTP SM
	WOMED SM	Warrant Officer Marine Technical Propulsion Grade 3* SM	WOMTP 3* SM
	CMED SM	Chief Petty Officer Marine Technical Propulsion Grade 3 SM	CPOMTP 3* SM
	POMED SM	Petty Officer Marine Technical Propulsion Grade 3* SM	POMTP 3* SM
	A/POMED SM (EWCD) ..	Acting Petty Officer Marine Technical Propulsion Grade 3* SM	A/POMTP 3* SM
	A/POMED SM	Acting Petty Officer Marine Technical Propulsion Grade 2* SM	A/POMTP 2* SM
	LMED SM (EWCD)	Leading Seaman Marine Technical Propulsion Grade 3* SM	LSMTP 3* SM
	LMED SM (Pay Level 4) ..	Leading Seaman Marine Technical Propulsion Grade 2 SM	LSMTP 2 SM
	LMED SM (Pay Level 3) ..	Leading Seaman Marine Technical Propulsion Grade 1 SM	LSMTP 1 SM
	MED SM (Pay Level 4) ..	Able Seaman Marine Technical Propulsion Grade 2 SM	ABMTP 2 SM
	MED SM (Pay Level 3) ..	Able Seaman Marine Technical Propulsion Grade 1 SM	ABMTP 1 SM
Marine Technical Power Electrics (MTL SM)	WOSAP SM	Warrant Officer Artificer Marine Technical Power Electrics SM	WOAMTL SM
	CSAP SM	Chief Artificer Marine Technical Power Electrics SM ..	CAMTL SM
	SAP1 SM	Artificer 1st Class Marine Technical Power Electrics SM	A1MTL SM
	SAP2 SM	Artificer 2nd Class Marine Technical Power Electrics SM	A2MTL SM

18

19

43/73

10638/73-3

Sailstruc Category	Present Title Abby	Full Sailstruc Title	Sailstruc Title Abby
	SAP3 SM	Artificer 3rd Class Marine Technical Power Electrics SM	A3MTL SM
	WOEP SM	Warrant Officer Marine Technical Power Electrics Grade 3 SM	WOMTL 3 SM
	CEP SM	Chief Petty Officer Marine Technical Power Electrics Grade 3 SM	CPOMTL 3 SM
	POEP SM (Qualified TPC)	Petty Officer Marine Technical Power Electrics Grade 3 SM	POMTL 3 SM
	POEP SM	Petty Officer Marine Technical Power Electrics Grade 2 SM	POMTL 2 SM
	LEMP SM (Qualified TPC)	Leading Seaman Marine Technical Power Electrics Grade 3 SM	LSMTL 3 SM
	LEMP SM (Not Qualified TPC but passed POEP Course)	Leading Seaman Marine Technical Power Electrics Grade 2 SM	LSMTL 2 SM
	LEMP SM	Leading Seaman Marine Technical Power Electrics Grade 1 SM	LSMTL 1 SM
	EMP SM	Able Seaman Marine Technical Power Electrics Grade 1 SM	ABMTL 1 SM

Weapons Electronic Engineering Branch SM

Electronic Technical Weapon Systems (ETS SM)	WOSAW SM	Warrant Officer Artificer Electronic Technical Weapon Systems SM	WOAETS SM
	CSAW SM	Chief Artificer Electronic Technical Weapon Systems SM	CAETS SM
	SAW1 SM	Artificer 1st Class Electronic Technical Weapon Systems SM	A1ETS SM
	SAW2 SM	Artificer 2nd Class Electronic Technical Weapon Systems SM	A2ETS SM
	SAW3 SM	Artificer 3rd Class Electronic Technical Weapon Systems SM	A3ETS SM

	WOEWR SM	Warrant Officer Electronic Technical Weapon Systems Grade 3 SM	WOETS 3 SM
	CEWR SM	Chief Petty Officer Electronic Technical Weapon Systems Grade 3 SM	CPOETS 3 SM
	POEWR (Qualified TPC) ..	Petty Officer Electronic Technical Weapon Systems Grade 3 SM	POETS 3 SM
	POEWR SM	Petty Officer Electronic Technical Weapon Systems Grade 2 SM	POETS 2 SM
	LEMWR SM (Qualified TPC)	Leading Seaman Electronic Technical Weapon Systems Grade 3 SM	LSETS 3 SM
	LEMWR SM (Not Qualified TPC but passed POEWR Course)	Leading Seaman Electronic Technical Weapon Systems Grade 2 SM	LSETS 2 SM
	LEMWR SM	Leading Seaman Electronic Technical Weapon Systems Grade 1 SM	LSETS 1 SM
	EMWR SM	Able Seaman Electronic Technical Weapon Systems Grade 1 SM	ABETS 1 SM
	EMC SM	Able Seaman Electronic Technical Weapon Systems Grade 1 SM	ABETS 1 SM

Note: † WOs, CPOs and POs who completed the now discontinued Engineerroom Watchkeepers *COURSE* and subsequently qualified ERWC will be awarded the new grade level 3.

(302/1/119)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

44/73—Explosive Ordnance Disposal Refresher Course

Navy Order 334/72 is to be amended as follows:

Paragraph 3b:

Amend to read 'b. WOCD, CPOCD and POCD'.

Paragraph 4:

Delete Sub-paragraph b. and insert in lieu 'b. promulgate available periods for application'.

(311/4/271)
(Navy Order 334/72)

Section 4

EQUIPMENT, STORES AND SERVICING

RESTRICTED

45/73—Ammunition—Practice Allowances

Navy Order 349/72 is to be amended as follows:

TABLE B

Amend Note 1 to read: 'Practice Missiles. Practice missiles will be supplied in the ratio of three Hybrid missiles to one Mod 1 missile when stocks permit.'

TABLE G

- a. *Amend Sub-paragraph a (1) to read WM/SAAP/ETWA.*
- b. *Amend Sub-paragraph b (1) to read QMG/WM/SAAP/ETWA.*

(725/252/19)
(Navy Order 349/72)

UNCLASSIFIED

46/73—Fixed Issuing Prices for Provisions and Victualling Allowances as from 1 January 1973

1. The price list for dry provisions, fresh meats and smallgoods and supplementary price list for fresh fruit and vegetables which have operated from 1 January and 1 October 1972, respectively, have been amended from 1 January 1973.

2. The revised price lists have been distributed to all HMA ships and establishments.

3. Consequent upon the revision of these prices, the following rates of victualling allowance will apply as from 1 January 1973:

	Ashore	Afloat
	\$	\$
Messes of 50 or less victualled from a separate galley ..	0.87	0.90
All other messes of 300 or less messed separately ..	0.85	0.88
Messes of more than 300	0.83	0.86
Additional for ships and submarines deployed with the ANZUK Force	—	0.04
Supplementary 'Broadside' messing allowance for HMAS ANZAC DIAMANTINA and DUCHESS	—	0.01
HMAS COONAWARRA	0.89	—
HMAS TARANGAU and small craft (messes of 50 or less) under the operational control of NCC PNG	0.91	—
Cadet Midshipmen at RANC	} 0.94	•
Junior Recruits at Training Establishments		
Apprentices at RANATE		
Australian Sea Cadets attending camps and courses		

* The allowance of 94 cents per day for Cadet Midshipmen, Junior Recruits, Apprentices and Australian Sea Cadets is increased to 97 cents per day when victualled onboard ships undergoing training and when messed separately.

4. Navy Order 282/72 is hereby cancelled.
(901/66/3)
(Navy Order 282/72)

UNCLASSIFIED

47/73—Naval Stores (General)—Introduction and Allowances of 4220-66-044-1034 Life Preserver, Vest—'Sanar' Life Jacket

Introduction

1. It has been decided to replace inflatable life jackets in current upper deck use in HMA ships with an inherently, buoyant type life preserver, vest, to be known as the 'Sanar' life jacket.

Description and Characteristics

2. The 'Sanar' life jacket is a waistcoat vest with collar made from terylene sail-cloth. The front section and collar are conspicuously coloured orange, and the back section is blue.

3. The life jacket, which is made in a standard size, is donned in the normal manner for a waistcoat, and is fastened across the chest by two nylon 'Ingelfield' clips. It is then made firm about the waist by adjusting, simultaneously, the two webbing straps located at the back of the vest. The life jacket may be worn next to the skin.

4. Buoyancy is provided by closed cell PVC foam pads in front, back and collar. The pads in front are contained in envelope type flap pockets, and the collar pad is contained in a pocket closed by a plastic zip fastener behind the collar. The pad in the back section is sewn in, and cannot be removed.

5. The jacket is fitted with a plastic whistle attached by a short lanyard.

6. A white light, comprising a sealed bulb unit energised by a water activated cell, is fitted near the top of the left front buoyancy pad. It is operated by pulling the lanyard located at the bottom left front of the jacket. When activated, the electric current provided by the cell is sufficient to illuminate the bulb at full brilliance for about 16 hours.

7. Two nylon loops are fitted to the front of the life jacket to facilitate lifting from the water. In addition, a helicopter lifting strop will fit over the life jacket.

When to be Used

8. The 'Sanar' life jacket is to be used only by personnel employed in seamanship on the upper deck and in boats, replacing the 50N, the USN type life jacket, and Pattern 305 type currently in use for these purposes. Sufficient quantities of these types are, however, to be retained on board for emergency use in accordance with RI Article 2909 and Appendix 29C.

Stowage

9. Special GRP lockers are presently being manufactured in two sizes for fitting to weather deck screens adjacent to UNREP positions. The larger lockers will hold a maximum of 15 life jackets, the smaller lockers a maximum of 10 life jackets. The lockers will be fitted as required, during refit, or by dockyard personnel at the first available opportunity. Ships which are subject to weight criteria are to inform Navy Office of proposals to offset weight increase.

Maintenance and Inspection

10. The 'Sanar' life jacket is to be inspected before and after use, and at least once every three months, for signs of dampness or damage, through contact with acid, oil, grease, or paint, and through torn terylene, webbing, or stitching.

11. Immediately after immersion in salt water, or when showing signs of dampness, the front and collar pads are to be removed, and the life jacket is to be rinsed in fresh water and allowed to dry naturally. Life jackets contaminated by oil or grease are to be washed first in soapy water.

12. Sea cells are to be checked in accordance with ABR 1977/1970. (Part 2, Section 2, Chapter 5, Paragraph 2 (11), Part (b).)

13. During inspection, the nylon clips, zip fastener and buckles are to be checked for serviceability, corrosion and security of attachment.

14. Small holes and tears are to be darned, and broken stitching is to be repaired on fabric or webbing components. Badly damaged webbing renders the life jacket unserviceable, and these are to be returned to store.

Allowances

15. When stowage facilities have been provided, ships are to raise demands on The Superintending General Store Officer, Garden Island, to complete to allowances shown in Annex A to this order. The full description is '4220-66-044-1034 Life Preserver Vest'. Unit of issue: EA. Accounting Classification: P.

ANNEX A

Ship	Allowance	Ship	Allowance
HMAS MELBOURNE	.. 150	HMAS TORRENS	.. 65
HMAS SYDNEY	.. 140	HMAS ANZAC	.. 75
HMAS STALWART	.. 115	HMAS DIAMANTINA	.. 30
HMAS SUPPLY	.. 115	HMAS PALUMA	.. 15
HMAS MORESBY	.. 35	HMAS KIMBLA	.. 20
HMAS PERTH	.. 85	HMAS BASS	.. 7
HMAS HOBART	.. 85	HMAS BANKS	.. 7
HMAS BRISBANE	.. 85	HMAS CURLEW	.. 20
HMAS VENDETTA	.. 80	HMAS GULL	.. 20
HMAS VAMPIRE	.. 80	HMAS HAWK	.. 20
HMAS DUCHESS	.. 80	HMAS IBIS	.. 20
HMAS PARRAMATTA	.. 65	HMAS TEAL	.. 20
HMAS YARRA	.. 65	HMAS SNIPE	.. 20
HMAS STUART	.. 65	Diving Tender Nos 1 and 2	5 (each)
HMAS DERWENT	.. 65	Patrol Boats	.. 10 (each)
HMAS SWAN	.. 65		

(514/62/387)

UNCLASSIFIED

48/73—Reports of Delmar Targets and Swivels Lost During Firing Exercises

1. A simplified procedure for reporting the loss of Delmar targets and swivels during practice firing exercises has been introduced.

2. In the past, a detailed report in accordance with the provisions of ABR 5016, Article 4962, Paragraph 4, was required in the event of loss or these items.

3. Under the revised procedure, reports of losses of Delmar targets and swivels in accordance with ABR 5016, Article 4962, Paragraph 4, are not required and future reports are to be made by preparing and processing Form SA116, subject to the following conditions:

- the procedure applies only to targets and swivels lost in the course of firing exercises;
- the loss is not due to negligence; and
- sufficient detail is included on Form SA116 to permit a satisfactory submission to be made to competent authority.

4. It should be noted that the accounting classifications of Delmar targets and swivels have not been varied nor have procedures for reporting losses where circumstances do not meet conditions outlined at Paragraph 3 above.

5. ABR 4 will be amended.

(603/59/117)

RESTRICTED

ANNEX A

100-100000 (continued)

130	HMAS MERRIBOROUGH
140	HMAS SYDNEY
173	HMAS STALWART
177	HMAS SUTHER
22	HMAS MORGESBY
22	HMAS KILBUCK
22	HMAS PERITH
22	HMAS HORAK
22	HMAS BRISBANE
22	HMAS VENETA
22	HMAS VANIERE
22	HMAS OCHERS
22	HMAS PARAMATTA
22	HMAS YARRA
22	HMAS STUART
22	HMAS DEWENT
22	HMAS WYATT

(100-100000)

UNCLASSIFIED

1. A simplified procedure for reporting the loss of Defence assets and equipment during practice flight exercises has been introduced.

2. In the past, a detailed report in accordance with the provisions of AIR 2015, Article 4002, paragraph 4, was required in the event of loss or theft of any of the following:

A. Under the revised procedure, reports of losses of Defence assets and equipment are submitted with AIR 2015, paragraph 4, and the required and forms submitted to the appropriate reporting level. A simplified procedure for reporting losses of Defence assets and equipment is provided in the following paragraphs:

a. The procedure applies only to losses and reports are in the form of a report. The procedure is not applicable to losses of:

b. The loss is not due to negligence and the loss is not due to negligence and the loss is not due to negligence.

It should be noted that the reporting requirements of Defence orders and regulations have been revised and the procedure for reporting losses of Defence assets and equipment is provided in paragraph 4 above.

2. AIR 4 will be amended.



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
27 February 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

49/73—Expansion of Supply Operations Assistance Programme (SOAP) Team Duties

1. In the past problems have been encountered in the co-ordination and performance of the many tasks involved with matters relating to stores activities in new construction ships, and in ships recommissioning after refit or reserve involving complete restoring. Recent developments in EDP storing aids have also necessitated a review of established procedures in this area.

2. In order to overcome these difficulties and to take advantage of EDP systems, the role of the Supply Operations Assistance Programme (SOAP) team has been expanded to include stores responsibility for these ships in addition to ships undergoing refit and remaining in commission. This team is responsible to the Director of Fleet Supply Duties (DFSD).

3. The team continues to maintain its responsibilities for the SOAP of ships undergoing refit and remaining in commission. In addition, the SOAP team is responsible for, and is to perform, the following tasks in respect of new construction and in ships recommissioning after refit or reserve:

- a. monitoring progress of input of first outfit information for the loading and proving of the EDP NAVEST file and the preparation of lists of equipment, etc;
- b. receipt of ships copies of EDP produced first outfit documentation;
- c. preparation of a storing programme;
- d. establishment of a mock up of a ships storerooms to the correct configuration on a shore site utilising ships stowage drawers;
- e. receipt of first outfit stores and allocation of stowages;
- f. endorsement of the SOAP review sheets with details of quantities actually received, stowage locations, items added, deleted, etc, and return to EDP;
- g. receipt of ledger pages, stowage records, etc, from EDP;
- h. raising of ledger pages, stowage records and posting first charge entries manually for any ledger pages not raised by EDP;
- i. raising of permanent loan lists and locating items fitted by dockyard; and
- j. weighing, embarking and stowing the first outfit.

4. Ships staffs are to continue to participate in preparing for commissioning and for paying off to the fullest extent and the ships Supply Officers are to, as under SOAP, retain full responsibility for the stores involved.

5. Within Navy Office, DFSD is responsible for the co-ordination of actions necessary to ensure the successful completion of tasks assigned to the SOAP teams.

6. ABR 4 will be amended in due course.

(1605/1/129)

UNCLASSIFIED

50/73—Mine Countermeasures and Patrol Forces Class Authority

1. In order to co-ordinate those aspects of the administration of patrol boats and mine countermeasure vessels which have particular class significance, COMAUSMINPABFOR will act as the class authority.

2. Accordingly, all correspondence and returns dealing with non-operational matters are to be referred initially to COMAUSMINPABFOR by authorities concerned. This includes:

- a. technical reports and returns (reports of incidents and unusual occurrences, Forms TM179, TF107 series, EOs quarterly letters, etc);
- b. matters concerning complements (but not individual posting matters), capabilities performances and support facilities; and
- c. alteration and addition or modification proposals and correspondence (Form TM187, etc).

3. As class authority COMAUSMINPABFOR will vet, correlate, co-ordinate and advise as necessary. Matters of interest to, or requiring a decision from higher authority are to be forwarded by COMAUSMINPABFOR together with relevant comments or recommendations, to FOCAF or FOCEA as appropriate.

(2/4/227)

Section 2

PERSONNEL

UNCLASSIFIED

51/73—Ausdil Scheme

1. Approval has been given to extend the Ausdil Scheme to allow both parents, in cases where one is now entitled, to travel to the bedside of very seriously ill members under the normal conditions of the scheme.

2. NPI 141 is to be noted. These conditions will be included in RI in due course.

(187/1/80)

UNCLASSIFIED

52/73—Escorts for Naval Personnel Travelling in Custody by Air

1. Australian Air Navigation Orders issued by the Department of Civil Aviation require that each person in custody carried in an aircraft shall be accompanied by an escort qualified for the task to the satisfaction of the airline operator or the pilot in command. It is further provided that the person arranging for such carriage shall supply the airline operator with details of the escort and of the person in custody. A 'person in custody' means a person required under any law to be taken from one place to another. Failure to give such notification results in uncertainty and delays travel.

2. Naval authorities arranging escorted air travel are, therefore, to ensure that:
- a. the airline is notified at the time of booking that the passenger will be escorted and the name of the escort;
 - b. on arrival at the airport the escort identifies himself and his charge to the airline dispatch officer on duty; and
 - c. escorted passengers are limited to two per aircraft.

3. The Department of Civil Aviation has, however, agreed that naval personnel absent without leave who have voluntarily surrendered themselves and who are being returned to a ship or establishment for trial are exempt from Paragraph 1 above. Such personnel need not be accompanied by an escort when travelling by air provided that a written statement from the responsible naval authority is supplied to the airline at the time of booking. In these cases a written statement as follows is to be supplied:

'It is requested that travel without escort be provided for.....
on.....Flight No.....in accordance
 with the provisions of Air Navigation Orders. The purpose of travel is

 In my judgment.....is fit to
 travel unescorted and will in no way constitute a hazard to the safety of the
 aircraft.'

There is no limit on the number of such unescorted passengers that may be carried in the one aircraft.

4. Arrangements for all other escorted naval personnel including cases where an escort is provided on medical grounds are to be made in accordance with Paragraph 2 above.

(1362/1/102)

UNCLASSIFIED

53/73—Marine Engineering Branch—SAILSTRUC Categories

1. Following upon endorsement by the Naval Board of certain recommendations of the SAILSTRUC report, new schemes of training will come into being for sailors of the Marine Engineering Branch. Three of these are summarised as follows:

- a. the Marine Engineering Branch is to comprise three categories:
 Propulsion (P)
 Hull (H)
 Power Electrics (L);
- b. a scheme of training is being introduced into the technical branches of the Adult/JR entry to merge and compete with the NIRIMBA stream at the Petty Officer rank. Category training of the Adult/JR entry will be given in stages consisting of three courses interspersed by periods of practical application; and
- c. possession of appropriate watchkeeping certificates are to be pre-requisites for promotion for sailors of all three categories of the Marine Engineering Branch.

2. Category courses for EMP, ME and MED sailors ceased in late 1972. These courses were replaced by SAILSTRUC Phase 1 courses for the Marine Technical Propulsion, Hull and Power Electrics categories (MTP, MTH and MTL).

3. Adult and JR sailors who joined the RAN after 1 July 1972 will commence category courses on completion of recruit training. Sailors who joined prior to this date under RATSTRUC and have not yet taken category training will also undergo the new SAILSTRUC courses. They may then elect to remain in the SAILSTRUC scheme of training or revert to the promotion structure for existing RATSTRUC sailors. Sailors electing to stay in the SAILSTRUC scheme will have their personal number prefix changed from R to S.

4. Adult MTP sailors will commence to join the Fleet in April 1973, the MTL sailors in May 1973 and MTH sailors in August 1973.

5. The syllabuses for the Phase I training of these three categories have been based on a task analysis. Though much of the content of the EMP and ME syllabuses still remains in these courses, emphasis has been placed on skill of hand and 'cross the board' requirements of the branch responsibilities. This is to prepare sailors of all three categories to perform propulsion watchkeeping tasks and a higher level of maintenance skills.

6. To enable the sailor to complete the components of Phase I training that cannot be given in the schools because of equipment limitations, their on-the-job training will be detailed in a task book. Successful completion of the task book will be a pre-requisite for selection for Phase II training.

7. The Phase I Marine Technical Sailor will be trained to a higher skill of hand level than his RATSTRUC predecessor. It is envisaged that he will be able to be employed, as an extension to his task book training, in stripping and re-assembly maintenance tasks of the type previously done by Junior Artificers and Leading and Petty Officer rank sailors of the RATSTRUC scheme.

8. All three categories will have to perform propulsion watchkeeping tasks and achieve the AMWC for promotion during their Phase I employment. These categories will have received a good grounding in auxiliary watchkeeping tasks and achieved a certain level of practical watchkeeping experience in the MEDB at CERBERUS.

9. Until such times as the responsibility for Power Electrics is transferred to the Marine Engineer Officer, the MTL will work under the direction of the Weapons Electronics Engineer Officer for maintenance tasks and the MEO for watchkeeping duties.

10. Course training standards for the Phase I courses will be included in amendments to ABR 27. Sailors of all three categories will undergo a common section of the course of approximately 12 weeks, followed by the specialist component of their category courses. The approximate overall course lengths will be:

MTP 24 weeks
MTH 25 weeks
MTL 33 weeks.

11. Brief details of the main elements of the syllabus are included for information:

	<i>Hours Allocated</i>
<i>a. Common Training</i>	
Academics	44
Handfitting, benchwork, introduction to machine tools, hand tools, instruments, jointings, safety precautions, ship husbandry ..	255
Administration	11
Auxiliary and domestic machinery and services	30
Practical machinery operation	28
<i>b. Propulsion</i>	
Administration	5
Boiler construction and fittings	52
Main turbines, associated equipments and systems	26
Pumps	7
ICES	36
Auxiliary machinery construction	34
Systems, pipework	17
Practical—lagging, brickwork, boiler water and lube oil testing, valve refitting	39
Machinery operation	27
<i>c. Hull</i>	
Welding and cutting	36
Joinery and woodwork	29
Sheetmetal work, trunkings	22
LP pipework and systems	34
Pumps, air compressors, refrigeration and air conditioning ..	22
Practical machinery operation	16
Jointing, valve refitting, etc	14
<i>d. Power Electrics</i>	
Electrical theory, batteries, workshop practice, sound reproduction equipment, rotary and magnetic amplifiers, fault finding, CRETE	279
Meters and AC/DC conversion	34
DC generation and distribution	37
AC generation and distribution	57
Degaussing, domestic equipment, alarms, cathodic protection, tachogenerators, cinema equipment, etc	30

12. The Phase I CERBERUS graduate will fill a complement billet at sea on completion of the course. He should be afforded maximum opportunity to consolidate his formal training and subsequent training is to be followed as detailed in the task books and in the requirements for watchkeeping tasks and awards.

13. Relevant publications will be updated as each phase of SAILSTRUC training is developed.

UNCLASSIFIED

54/73—Members Serving Overseas—Child Education Allowance

1. With effect from 1 January 1972, the Category 'A' rate of Child Education Allowance has been increased to \$A1,560 per academic year and the Category 'B' rate of Child Education Allowance has been increased to \$A750 per academic year.
2. Eligible members should claim adjustments from Navy Office. Claims should be accompanied by evidence of expenditure.
3. NPI 1762.3 should be noted pending amendment.
4. Navy Order 269/71 is hereby cancelled.

(252/10/9)

(Navy Order 269/71)

UNCLASSIFIED

55/73—Removal of Furniture and Effects

1. The conditions covering the removal of furniture and effects at Commonwealth expense provide that the Department of Supply or its agents are to receive 21 days clear notice of the uplift date in order to arrange the removal in accordance with laid down procedures.
2. In the past, the Stores and Transport Branch, Department of Supply, has not insisted upon the above condition but has endeavoured to comply with requests which it could reasonably meet, taking into consideration all the circumstances relating to:
 - a. the members requirements;
 - b. the ability of the removals industry to meet the demand; and
 - c. the work load in its own branch.
3. The Department of Supply has now advised that due to the large volume of removals being processed both the Stores and Transport Branch and the removals industry are unable to effectively handle short notice removals. Further, emergency arrangements which are necessary to arrange short notice removals may prevent the work being performed to the standard required and therefore to the detriment of the member being moved.
4. Because of the above, the following minimum time limits will generally have to apply in future:
 - a. from residence to residence and/or store—21 days clear notice of uplift date;
 - b. from residence metropolitan area to wharf for shipment—14 days clear notice of uplift;
 - c. from residence outside metropolitan area to wharf for shipment overseas—21 days clear notice from uplift date;

- d. store to residence:
 - Metropolitan area—14 days clear notice of delivery date,
 - Interstate—21 days clear notice of delivery date,
 - Interstate, except as hereunder—21 days clear notice of delivery date,
 - Between Southern States and Northern Territory and Queensland north of Townsville—45 days clear notice of delivery date,
 - Between Southern States and Tasmania—28 days clear notice of delivery date;
- e. handout/selection from store to member—14 days clear notice of the date the handout/selection is required; and
- f. consignments from overseas—14 days clear notice of arrival of the ship at wharf in the capital city of the state where the removal is required.

5. Because of the considerable duplication of work involved when arrangements are made initially by telephone and confirmed by a letter at a later date it will also be necessary, except in an emergency, for administrative authorities to make all arrangements by letter or appropriate form, and for telephone inquiries to be kept to a minimum.

6. It is appreciated that some members receive insufficient notice of their postings to enable them to meet the above requirements and yet still effect their removal at the time of transfer. On these occasions, a member has the alternative of effecting his removal privately using a removalist of his own choice (NPI 1318) but such a procedure is not recommended. The member in these circumstances is required to meet his own costs initially and later claim reimbursement which is limited to the costs which would have been incurred had the removal been effected departmentally. By virtue of its period contracts, the Department of Supply is able to arrange removals at a considerably lesser rate than that charged to private individuals; consequently the member who effects his removal privately is invariably out of pocket. In some cases the departmental liability has been as low as one third of the amount charged to the member by the removalist.

7. A member who is posted at short notice and unable to effect his removal at time of transfer may continue to receive Temporary Rental Allowance or remain in occupancy of married quarters at the old locality until such time as the Department of Supply is able to reasonably effect his removal. Navy Order 344/72 provides for the grant of compassionate leave in certain circumstances to enable a member to return to the old locality and accompany his family on removal.

8. Because of the above Department of Supply requirements it is essential that a member using the removal system should, in his own interests, be prepared to co-operate to the utmost. In this regard a member should make application for his removal as soon as possible after his posting has been issued and he knows the locality to which he intends to move. It is not necessary to have an actual address at the new locality before applying for a removal. Arrangements can be made on an 'address to be advised' or 'date of uplift or delivery to be advised' basis. By this method the Stores and Transport Branch is able to make the necessary arrangements, or let contracts, so that the minimum delay is encountered when the member has settled all the final details.

9. The attention of all members who are serving overseas or are posted overseas is to be drawn to the provisions of Navy Order 316/71.

10. This order will be reprinted for posting on notice boards.

*(Navy Orders 316/71 and 344/72)**(18/5/146)*

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

56/73—DFM 1000—4.5 Inch Mark 6* Mod 3 Mountings—Tuning and Maintenance Instructions

Introduction

1. The purpose of this order is to introduce into service the above titled publication which is to be used by ships staff and dockyard personnel for purposes of tuning, adjusting and as a general guide to the maintenance of all RAN 4.5 inch Mark 6* Mod 3 Mountings.

2. The instructions in DFM 1000 where they differ from other sources, are to be used as the RAN authority.

Amendments

3. All proposed amendments or suggestions to improve this document are to be forwarded to the Director of Fleet Maintenance, Navy Office.

Allowances

4. Initial issues of the publications, as shown in Annex A, will be made when copies of the publication are received from the printers. Requests for additional copies are to be submitted in the normal manner.

ANNEX A

FOCAF	1
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STUART	2
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STALWART	6
RNO Government Ordnance Factory, Bendigo	2
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GMWD	6

(706/51/204)

UNCLASSIFIED

57/73—Embarkation of Explosive Stores for the Conduct of Miscellaneous Trials by HMA Ships

1. Frequent requirements are arising for HMA ships to carry out experimental trials using Service explosive stores. In many cases the trials involve large quantities of explosives for which no authorised stowage, in accordance with BR 862, Naval Magazine and Explosive Regulations, is available in the ship.

2. To ensure safety and security of such stores, Naval Board approval is to be sought prior to their embarkation.

3. The administrative authority of the activity scheduling the trial is to inform the Naval Board (DUR) of the quantities and nature of explosive stores required for the trial as soon as they are known, and in sufficient time to allow temporary stowage to be authorised and fitted if required.

4. Navy Order 123/70 is hereby cancelled.

(700/253/42)

(Navy Order 123/70)

UNCLASSIFIED

58/73—Introduction of Blank Firing Attachments for 7.62 mm Rifles L1A1 and L2A1

1. *Introduction* .. The purpose of this Navy Order is to introduce into service blank firing attachments for use with the 7.62 mm Rifles L1A1 and L2A1.

2. *Description* .. The blank firing attachments will be held on charge as follows:

Class	Catalogue		Description	Unit of Acctg	
	No			Issue	Classn
1005	66-025-1782		Firing Attachment, blank, 7.62 mm, F1 (for L1A1 rifle only)	EA	P
1005	66-026-6423		Firing Attachment blank, 7.62 mm, F2 (for L2A1 rifle only)	EA	P

3. *Allowances* .. Allowances of the blank firing attachments are detailed in Annex A to this Navy Order.

4. *Issue Procedures* .. The items will be issued without demand by SASO, Garden Island (0035), as stocks become available.

5. *Use of Items* .. a. It is envisaged that the F1 firing attachment will be of use as an aid in landing party training and also for funeral firing parties. The F2 firing attachment will have an application in landing party exercises and training; and
- b. Technical instructions for the use of the blank firing attachments will be included in the relevant user handbook in due course.
6. *Publications* .. Warrants of Naval Armament Stores (where applicable) will be amended in due course to reflect the allowances in Annex A to this Navy Order.

ANNEX A

Allowances of F1 and F2 Blank Firing Attachments

<i>Ship/ Establishment</i>	<i>Blank Firing Attachment F1 (Rifle L1A1)</i>	<i>Blank Firing Attachment F2 (Rifle L2A1)</i>
CERBERUS	25	2
CRESWELL	25	1
WATSON	25	2 (Note 1)
ALBATROSS	25	1
LEEWIN	25	2
MELVILLE	10	1
DDGs	10 (each)	2 (each)
DARINGS	10 (each)	2 (each)
DEs	10 (each)	2 (each)
MELBOURNE	20	4
SYDNEY	10	2
SUPPLY	10	2
STALWART	10	1
ANZAC	10	2

- Notes: 1. HMAS WATSON has already been supplied with 12-No F1 and 2-No F2 blank firing attachments for CDT (3) training.
2. The F2 blank firing attachment is in short supply. When the supply position has improved, the above allowances of the F2 attachment will be reviewed and the revised allowances promulgated in a further Navy Order.

(710/51/293)

UNCLASSIFIED

59/73—Maintenance of Specialised Hydrographic/Oceanographic Equipments

1. Responsibility for the maintenance of specialised Hydrographic/Oceanographic equipment is vested in Garden Island Dockyard. Uniformed personnel in Oceanographic/Hydrographic ships will remain responsible for the maintenance of general fitted equipments within their capacity.

(311/4/267)

UNCLASSIFIED

60/73—Naval Stores (General) Class 5130—Wrenches, Impact, Electric—Allowances

1. 0565-L49204 Wrenches, Impact, Electric, 230/250V AC/DC and 0565-L49205 Wrenches, Impact, Electric, 110V AC/DC previously introduced into service are now no longer available and have been superseded by the following items:

<i>Class</i>	<i>Catalogue No</i>	<i>Description</i>	<i>Unit of Issue</i>	<i>Acctg Classn</i>
5130	66-041-5422	Wrench, Impact, Electric (220/240V AC/DC)	EA	P
5130	66-041-5423	Wrench, Impact, Electric (115V AC/DC)	EA	P

2. Details of the replacement wrenches and accessories are contained in Annex A to this order. Allowances to HMA ships and establishments are set out in Annex B.

3. Ships and establishments (except TARANGAU and MELVILLE—See Note at Annex 'B'), are to demand replacement wrenches from Superintending General Store Officer, Sydney (0027), as items in use become unserviceable. On receipt of the new items, superseded unserviceable wrenches are to be returned to Superintending General Store Officer.

4. In addition, demands are to be raised on Superintending General Store Officer, Sydney (0027), for socket sets to complete allowances shown in Annex B. Details of items comprising the socket sets are shown in Annex A.

Warning

5. Because the motors of these impact wrenches cause sparking whilst operating, they are to be given the same classification as for a naked flame, see BR 1754, Definition 12. They are not to be used in dangerous areas as defined in BR 1754, Definition 18, or when opening confined spaces or within 20 feet of an open confined space. Custodians are to ensure that users are familiar with and understand this warning and the relevant parts of BR 1754.

ANNEX A

1. 5130-66-041-5422 Wrench, Impact, Electric (220/240V AC/DC) comprises the following items:

<i>Class</i>	<i>Catalogue No</i>	<i>Description</i>	<i>Unit of Issue</i>	<i>Acctg Classn</i>
5130	66-048-0890	Wrench, Impact, Electric	EA	P
5130	66-048-0895	Drive, Right Angle	EA	C
5120	00-243-7326	Extension, Socket Wrench	EA	C

2. 5130-66-041-5423 Wrench, Impact, Electric (115V AC/DC) comprises the following items:

<i>Class</i>	<i>Catalogue No</i>	<i>Description</i>	<i>Unit of Issue</i>	<i>Acctg Classn</i>
5130	66-048-7205	Wrench, Impact, Electric	EA	P
5130	66-048-0895	Drive, Right Angle	EA	C
5120	00-243-7326	Extension, Socket Wrench	EA	C

ANNEX A—continued

3. The undermentioned socket sets, Whitworth and A/F (SAE), can be used with either 5130-66-041-5422 Wrench, Impact, Electric or 5130-66-041-5423 Wrench, Impact, Electric.

Whitworth Socket Set						
Class	Catalogue No	Description	Unit of Issue	Acctg Class		
5130	66-048-0897	Socket 1/4 in	EA	C		
5130	66-048-0898	Socket 3/8 in	EA	C		
5130	66-048-0899	Socket 7/16 in	EA	C		
5130	66-048-7200	Socket 1/2 in	EA	C		
5130	66-048-7201	Socket 9/16 in	EA	C		
5130	66-048-7202	Socket 5/8 in	EA	C		

A/F (SAE) Socket Set						
Class	Catalogue No	Description	Unit of Issue	Acctg Class		
5130	66-056-2617	Socket 1/4 in	EA	C		
5130	66-056-2618	Socket 5/16 in	EA	C		
5130	66-056-2619	Socket 3/8 in	EA	C		
5130	66-056-2620	Socket 7/16 in	EA	C		
5130	66-056-2621	Socket 1/2 in	EA	C		
5130	66-056-2622	Socket 9/16 in	EA	C		
5130	66-056-2624	Socket 5/8 in	EA	C		

Note: The size of the above A/F (SAE) sockets is based on the diameter of the bolt and not the hexagonal flats.

ANNEX B

1. Ships allowances of 5130-66-041-5423 Wrench, Impact, Electric (115V AC/DC) and socket sets are as follows:

Ship/Class	Allowance of 5130-66-041-5423	Socket Sets	
		Whitworth	A/F (SAE)
DDGs	1 per ship	—	1
DDs (except ANZAC)	1 per ship	1	—
DEs	1 per ship	1	—
AD	2	1	1
AGOR (FLINDERS and COOK only)	1 per ship	1	—

2. Ships allowances of 5130-66-041-5422 Wrench, Impact, Electric (220/240V AC/DC) and socket sets are as follows:

Ship/Class	Allowance of 5130-66-041-5422	Socket Sets	
		Whitworth	A/F (SAE)
DD (ANZAC only)	1	1	—
AGOR (DIAMANTINA only)	1	1	—
AGS (MORESBY only)	1	1	—
AP	1	1	—
CV	1	1	—
AO	1	1	—
SS	1 per ship	1	—

ANNEX B—continued

3. Establishments allowances of 5130-66-041-5422 Wrench, Impact, Electric (220/240V AC/DC) and socket sets are as follows:

Establishments	Allowance of 5130-66-041-5422	Socket Sets	
		Whitworth	A/F (SAE)
ALBATROSS	2	1	1
CERBERUS	2	1	1
CRESWELL	1	—	1
PBF CAIRNS	2	2	—
ENCOUNTER	1	—	1
HUON	1	—	1
KUTTABUL	1	—	1
LEEWIN	1	—	1
MORETON	1	—	1
NIRIMBA	1	—	1
PENGUIN	1	—	1
PLATYPUS	2	2	—
WATERHEN	2	1	1

Note: Approval was given to an allowance of 3/4 in Wrenches and sockets to TARANGAU and MELVILLE, in NOL 506/71/969 of 22 May 1970.

(518/57/15)

UNCLASSIFIED

61/73—Periodical Air Testing of Compartments in HMA Ships—
Equipment for Air Pressure and Vacuum Methods

1. Maintenance returns from the Fleet have shown that many ships are not achieving the necessary progress with the periodical air testing of compartments. Such testing provides an essential check on the watertight integrity of the structure and its associated fittings.

2. It has been ascertained that some ships are experiencing difficulty in blanking off certain ventilation systems. This matter is being investigated. In some compartments, air testing plugs are not fitted and/or the test adaptors for use with such plug fittings are not carried. This order is intended to ensure that ships staff, with dockyard assistance if necessary, can make good such deficiencies.

3. All ships are to check that compartments which are required to be air tested are each fitted with an indicator test plug. These compartments are specified in the Hull Maintenance Schedule and are shown on the 'as fitted' drawings of 'Watertight Compartments and Tests of Watertight and Oil-tight Compartments'. Any omissions are to be noted and defect list items raised for the manufacture and fittings of the standard design of indicator plug as shown in Navy Office Drawing No STDP-0122-001. These fittings are to be made with Whitworth or unified thread to correspond with the other indicator test plugs fitted in the ship.

4. Ships not holding suitable test adaptors for use with the air pressure and vacuum methods of testing are to raise defect list items for the manufacture and supply of standard test adaptors as shown in Navy Office Drawing No STDP-0122-002. Two adaptors per ship are allowed. The defect list item is to indicate:

- a. the type of thread required, which is to correspond with that of the indicator test plugs fitted; and
- b. the size of air hose which will be used.

5. In new construction ships, shipbuilders and overseers are to make sure that the fittings are of the standard types and are made with unified threads.

6. If in ships in service, test plugs of non-standard types are already fitted, an item is to be included in the defect list for the supply of sufficient suitable union adaptors so that all such plug fittings may be used for ships staff air testing with standard adaptors.

7. The air pressure in compartments under test is to be measured with either 0242-942-0440 Air Pressure Gauge or with a water manometer. Vacuums are to be measured with water manometers. The allowances of air pressure gauges for air testing purposes are shown in Annex A. A mounted 24 inch water manometer is to be made by ships staff. A suggested make-up is by two lengths of 0415-5069 Glass Tube joined by a 20-inch length of 0413-2420 Rubber Tube arranged with a deep bight to permit the zero-mark on the baseboard to be set 16 inches below the tops of the glass tubes themselves set no more than 4 inches apart. Another length of rubber tube is required to connect the manometer to the test adaptor. (*Note:* Since with suction over 14-inch WG the water level in one leg will be hidden by the rubber tube, the reading above zero in the other leg is to be multiplied by two.)

8. Vacuum cleaners suitable for the vacuum method of testing are 0565-33040 for 220/230 Volt supplies and 0565-33041 for 110/220 Volt supplies.

9. For general information:

- a. In the vacuum method, if access to the compartment is by manhole, men should not be stationed in the compartment. This renders difficulty in the discovery of some forms of leakage, so that where practicable the air pressure method for the 'search' portion of the testing should be used on such spaces at the outset.
- b. For accuracy, the 'rate-of-fall' portion of the testing is better done with the U-tube, and preferably by the vacuum method, even if the 'search' portion was done by the air-pressure method.
- c. The vacuum method of air-testing is of particular value to those ships for which an LP air supply is only available when alongside at dockyards.

10. It is appreciated that assistance to ships in air-testing is rendered by dockyards, when possible, and that the assistance at refits often exceeds that which is required officially. Other means of augmenting the assistance will be investigated, but the prime responsibility for periodical air-testing remains with ships officers.

ANNEX A

Allowances of 0242-942-0440 Pressure Gauges for Air Testing Purposes

HMAS MELBOURNE	} 2 No each
HMAS SYDNEY	
Destroyers (all classes)	} 2 No each
Frigates (all classes)	
HMAS MORESBY	} 1 No each
HMAS SUPPLY	
Escort Maintenance Ship	} 1 No each
Boom Working Vessels	
HMAS PALUMA	} 1 No each
HMAS BASS	
HMAS BANKS	

(1211/51/426)

UNCLASSIFIED

62/73—4.5 Inch Mark 6* Mod 3 Mountings—Gauges for Hydraulic Pusher Hoists

Navy Order 337/72 is to be amended as follows:

4. Allowances

Delete Forms SA116.

Insert in lieu Forms SD116.

(706/51/204)

(Navy Order 337/72)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

63/73—Rendition of Performance Evaluation Reports Form PP1

1. The purpose of this Navy Order is to emphasise to Commanding Officers the importance of rendering Forms PP1, Performance Evaluation Report, in respect of sailors and Wrens on all of the occasions required by ABR 10 of 1969. It is evident at present that in many cases this is not being done.

2. In addition to being converted to a performance evaluation points score for inclusion in the composite points score for promotion purposes, information from Forms PP1 is used to record details of employment and efficiency assessments on the EDP service record. To ensure that no gaps occur in the employment area, it is essential that Forms PP1 be rendered for all sailors of the Able rank 2nd Class and above, as well as all Wrens of Able rank and above, on posting as well as in accordance with the half yearly time scale laid down in the ABR.

3. Timeliness of reporting in regard to those Forms PP1 rendered on posting is also important if details of the last employment are to be included on the printout of the service record issued to his or her ship. These printouts are generated by the receipt of a movement gain from the joining ship, consequently the Form PP1 must be received prior to this report. If details of the last employment are not available at the time this printout is issued, up to 12 months could elapse before the employment area is updated, as Forms PP1 of themselves do not give rise to a new printout of a service record when applied to the EDP file.

4. Navy Order 46/70 is hereby cancelled.

(Navy Order 46/70)

(178/1/67)

UNCLASSIFIED

REQUEST CORRECTIONS: SUPPLY AND STORES

UNCLASSIFIED

5373-Revision of Performance Evaluation Report Form PP1

1. The purpose of the Navy Order is to amend the 4 paragraph 1988 the importance of having Form PP1 Performance Evaluation Report in respect of sailors and Wrens on all of the ships of the RAN. It is evident that in many cases this is not being done.

2. In addition to being required to a performance evaluation report for inclusion in the composite point score for promotion purposes information on the Form PP1 is used to record details of employment and efficiency assessment on the EDP service record. It is noted that service records are not being updated as the EDP service records are not being updated for the following reasons: (a) The data is not being entered into the EDP service records. (b) The data is not being entered into the EDP service records.

1. The amount of deposits in regard to which the FTT received no notice is also dependent on the date of the last communication and is to be calculated in the amount of the amount which would be due to the FTT if the deposits were paid on the date of the last communication. The amount of the deposits which are to be paid on the date of the last communication is to be calculated as if the deposits were paid on the date of the last communication. The amount of the deposits which are to be paid on the date of the last communication is to be calculated as if the deposits were paid on the date of the last communication.

4. Since the FTT is a public institution

11265/111

1980-1981-4378

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AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
23 February 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

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No

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

64/73—Losses of Small Arms Ammunition and Dangerous Drugs

1. In view of the special nature of small arms ammunition explosive stores and dangerous drugs it has been decided that, irrespective of value, all losses of these items are to be actioned in accordance with RI Article 4963. Losses of these items valued at \$40 or less are not to be actioned as losses by petty theft, RI Article 4963A refers.

2. ABR 5016 and ABR 4 will be amended in due course.

(400/1/897)

Section 2

PERSONNEL

UNCLASSIFIED

65/73—Admission of Patients to Civil Hospitals in Australia

1. The cost of treatment of Naval personnel in public and private hospitals can be considerable, for example the daily charge in one major hospital is \$53.80. Naval authorities are to observe the instructions contained in RI Article 4490A which require hospital treatment to be given in a Service or Repatriation hospital whenever possible.

2. When accommodation is not available or specialised treatments are necessary, Navy Office approval in accordance with RI Article 4490A Paragraph 3 is required for an admission to a public or private hospital.

3. Form PM143—Case of Patient Admitted to a Civil Hospital—is to accompany the patient to hospital.

(327/53/258)

UNCLASSIFIED

66/73—Introduction of the Rank of Warrant Officer into the Sailors Structure of the Royal Australian Navy

1. As a result of a recent restructure of the Naval Police Branch, the ranks of Sergeant First and Second Class have been combined into a common rank of Sergeant.

2. Navy Order 504/71 is amended as follows:

a. Paragraph 14 (a) for 'Sergeant 1st Class' read 'Sergeant'.

b. Annex A Descriptive titles add 'Warrant Officer Naval Police WONP'.

(303/21/156)

(Navy Order 504/71)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

67/73—Conductive/Anti-static Floors in RANADs and Operating Theatres in HMA Surface Ships

1. To provide intrinsic safety for armament depots and operating theatres on HMA surface ships, the following requirements shall apply:

Requirements and Definitions

2. a. Where electrically conductive floors are required in buildings, rooms or compartments used for storage or handling of explosives they shall be classified as *conductive floors*. The electrical resistance, measured as set out under testing instructions shall not exceed 5×10^4 ohms.
- b. Where electrically semi-conductive floors are required in buildings, rooms or compartments where flammable medical agents are in use they shall be known as *anti-static floors*. The electrical resistance measured as set out under testing instructions shall be between 5×10^4 and 2×10^6 ohms.
- c. Where electrically conductive floors have been installed in test equipment rooms, the area used for adjustment or maintenance of the equipment is to be made non-conductive by either relaying that area of the floor or by the provision of fixed insulating mats. The electrical resistance of the insulated area measured as set out under testing instructions shall be greater than 1×10^6 ohms.
- d. Where either a conductive or an anti-static floor is installed, a warning notice shall be prominently displayed stating that the floor is electrically connected to earth.
- e. Measurements of resistance for electrically conductive floors shall be made as specified in AS CZ9: 1963—Flammable Medical Agents and in conjunction with the following testing instructions.
- f. Electrical resistance measurements shall be carried out at six (6) monthly intervals.
- g. Where either a conductive or anti-static floor is installed the standards for equipment used in these areas shall be examined to ensure that the floors carry out their required functions.
- h. Earth connections shall be checked.
- i. Check if trolleys, etc (of moving kind) have conductive material in their wheels.
- j. A record of test results shall be kept to enable changes to be detected. Where test results are unsuitable, action shall be taken to rectify the fault.

Testing Instructions

3. a. Instruments

- (1) Two (2) in number copper disc electrodes, each weighing 5 lb, and having a flat, machined circular contact area, $2\frac{1}{2}$ inch diameter. One (1) in number terminal shall be provided on each electrode.
- (2) One (1) in number battery operated 500V Megger type insulation resistance measuring instrument.

(3) One (1) in number battery operated bridge type resistance measuring instrument (eg, Normameter).

(4) Prior to use, the surfaces of the electrodes must be cleaned, and the electrodes and ohm-meter checked (in an instrument room) by placing them on two steel plates connected through a resistance of 100,000 ohms.

Note: If it is impractical to remove all explosives and all materials generating flammable gases from the room in which the floor is to be tested, then only intrinsically safe instruments shall be used.

b. Preparation of the Locality for Test

(1) The floor to be tested shall be clean and dry and the location shall be free from flammable gas mixtures and explosives (eg, missiles).

If it is not possible or practical to remove all explosives, then only intrinsically safe instruments shall be used (*see Note* in Paragraph 3. a.).

During the test the doors and windows of the location shall be open.

(2) The floor shall be divided, and marked accordingly by using chalk, into approximately 5 feet \times 5 feet squares. Nine (3×3) of these squares is called a 'group', the borders of the group shall be marked with coloured chalk.

c. Measurements

(1) If there is an earthed metal-grid under the floor covering (eg, as in the missile stores at Kingswood) measure with the bridge meter the continuity resistance between this metal-grid and a main earth terminal. Where the metal-grid is accessible at a number of points, note the measurement between each of the points and the main earth terminal.

(2) Place the two clean electrodes on the floor, each in a separate but adjacent square, 4 feet to 6 feet apart (*see Figure 1*). The contact surface of each electrode shall be dampened with a moist cloth before use.

(3) Measure the resistance with the megger between each square (namely, between the electrode on top of it) and the nearest accessible check-point of the earth grid and between the electrode-pairs placed on adjacent squares.

Notes: 1. When one electrode (denoted by 'B' in Figure 1) is placed on the middle square of a group, it is possible to combine $8 + 9 = 17$ measurements by shifting only the other electrode (denoted 'A'). By shifting electrode 'A' from square to square in systematic fashion around electrode 'B', the entire group can be measured with the least effort.

2. It is advisable not to place the electrode in the middle of each square but in a random fashion inside the square. This can be achieved:

a. by placing electrode 'B' away from the middle of its square; and

b. by varying the distances of electrode 'A' from electrode 'B' between 4 feet and 6 feet (*see Figure 1*).

3. To ensure complete coverage of the floor, progress from group to group shall be systematic.
4. Care shall be taken that the contact surfaces of the electrodes remain in dampened state.

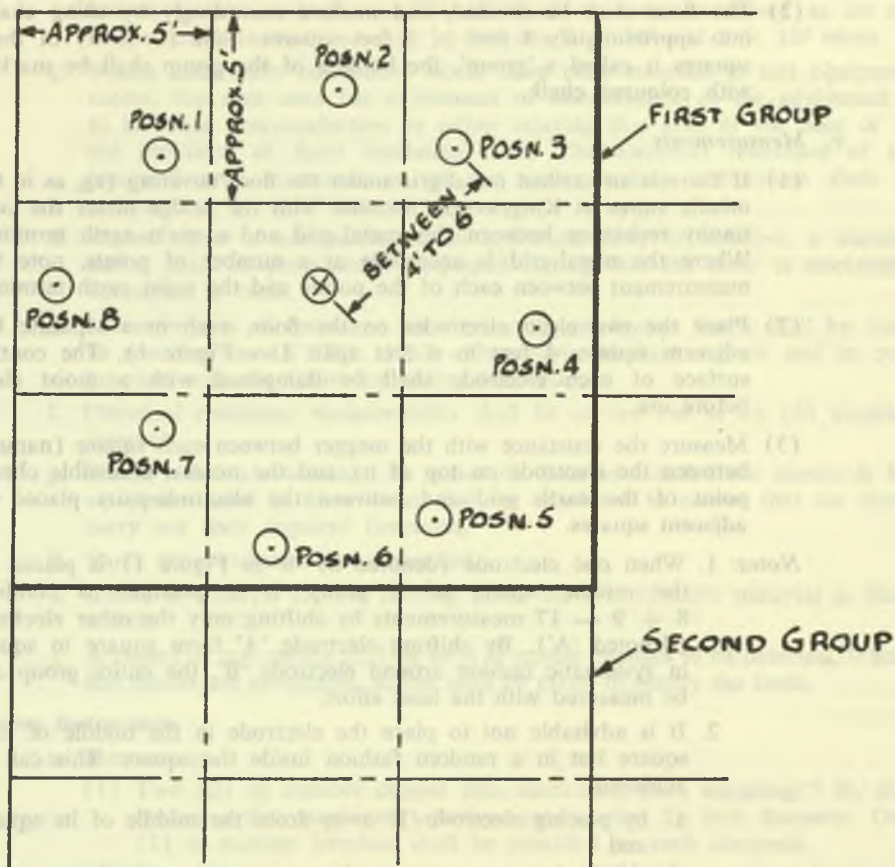
References

4. a. AS CZ9: 1963 Flammable Medical Agents Safety Code.
- b. BS 2050: 1961 Electric Resistance of Conductive and Anti-static Products made from Flexible Polymeric Material.
- c. BS 3187: 1959 Electrically Conducting Rubber Flooring.
- d. Navy Office, Electrical Specification Number 1021 Electrically Self-conducting 'Marbolith' Flooring and Skirting Used in Explosives Building.

Figure 1

Shifting electrode 'A' from square to square around electrode 'B'.

- Electrode 'A' shown in different positions.
- ⊗ Electrode 'B'.



(1424/1/56)

UNCLASSIFIED

68/73—Nylon Clothing—Electrostatic Hazards

1. Trials conducted by the Royal Navy on nylon-based fabrics, which can be taken as applicable to V4-41675 to V4-41677 Foul Weather Suit, Rainjackets, Nylon, V4-42226 to V4-42228 Trousers, Nylon, and V2-22160 to V2-22166 Proofed Nylon Raincoat, have shown that during wear only small electrostatic charges, which are not significantly different from those obtained with ordinary clothing are likely to be generated. In the course of taking these garments off or, to a lesser extent, in pulling them on, however, voltages to the order of 6,000V can, under certain conditions, be built up.

2. Personnel handling electrically-initiated explosive devices or volatile fuels such as MT GAS and AVGAS are not therefore to TAKE OFF or PUT ON these garments in magazines, etc, compartments or those areas where fuels are present. The garments are always to be put on or taken off in safe areas such as mess decks where magazine regulations are not applicable and where there is no danger from the presence of fuels. In addition when such clothing has been put on or taken off, the earthing procedure prescribed in BR 862, Article 0323, must be observed before entering or re-entering the danger areas referred to above, to disperse any charge that may remain on the clothing worn under the foul weather suit or raincoat.

3. All the garments referred to can of course be worn with complete safety by personnel concerned, who will not personally be at risk from any electrostatic charges which may be generated.

4. The wearing of leather soled footwear which is conductive, will also assist the discharge of electrostatic charges arising from the removal of this clothing.

5. Future procurement will provide for the label attached to these garments to be amended to include the following:

'CAUTION: Wearer may experience occasional slight shock with spark discharge. Must not be "TAKEN OFF" or "PUT ON" in an explosive environment.'

6. This order will be reprinted for posting on notice boards.

7. Navy Order 139/70 is hereby cancelled.

(917/90/176)

(Navy Order 139/70)

UNCLASSIFIED

69/73—Pipes—Steam Feed FFO Systems, Etc—Small Bore Branch Welds—Failure

RAN Daring Class Destroyers and Type 12 Frigates

1. Reports have been received of branch weld failures on small bore pipe connections in some RN ships of the following classes:

Type 12 Class Frigates

- a. FFO sprayer manifold— $\frac{1}{4}$ inch bore stub to pressure gauge shut-off valve.
- b. $\frac{1}{2}$ inch HP Air supply branch to $1\frac{1}{2}$ inch bore auxiliary HP Sat steam supply to auxiliary feed pump.
- c. 5 inch bore Main Steam Pipe— $\frac{1}{4}$ inch bore pressure gauge connection.

Daring Class

Stub pipe to dosing pot off feed discharge pipe on economiser side of main feed check.

2. Investigations indicate faulty design in that the connections besides being thin walled are 'set-on' with fillet welds. In addition, attached valves have been left unsupported. Unacceptably high stresses have thus been set up in a position of inadequate section and strength, resulting in early weld failure.

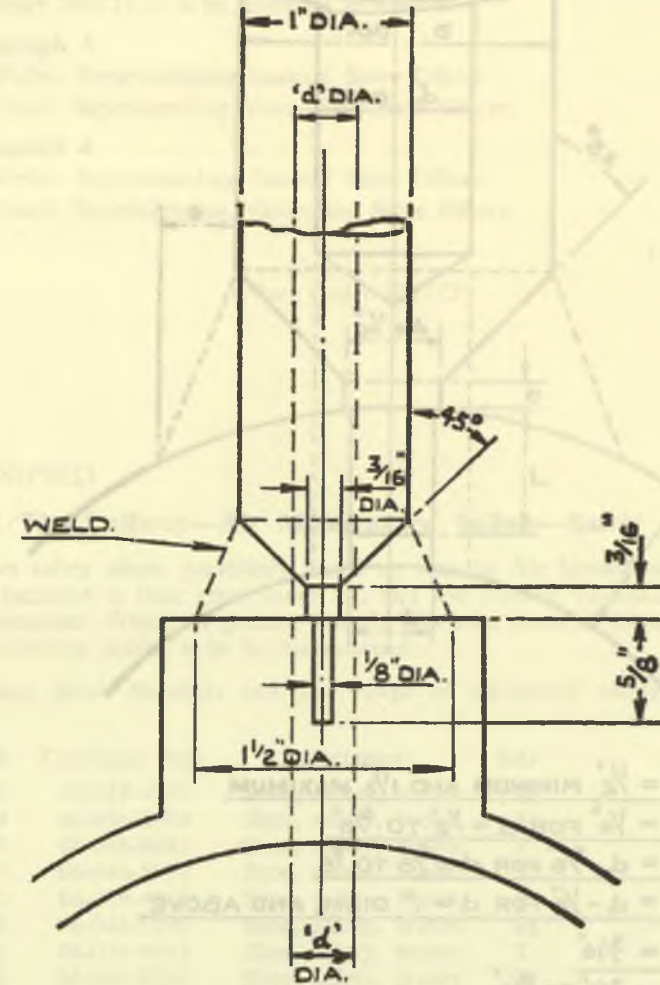
3. The only acceptable and satisfactory designs of small bore connections are shown in Annexes A and B to this order. These pintle type connections provide an increased thickness of branch and ensure full fusion welds.

4. When on examination, it is suspected that the small bore connections are not in accordance with the foregoing requirements, an item is to be included in the ships main defect list for modification at an early date.

5. MOD (Navy) has advised that BR 3001 (Marine Engineering Technical Instructions) will be amended.

6. Navy Order 140/70 is hereby cancelled.

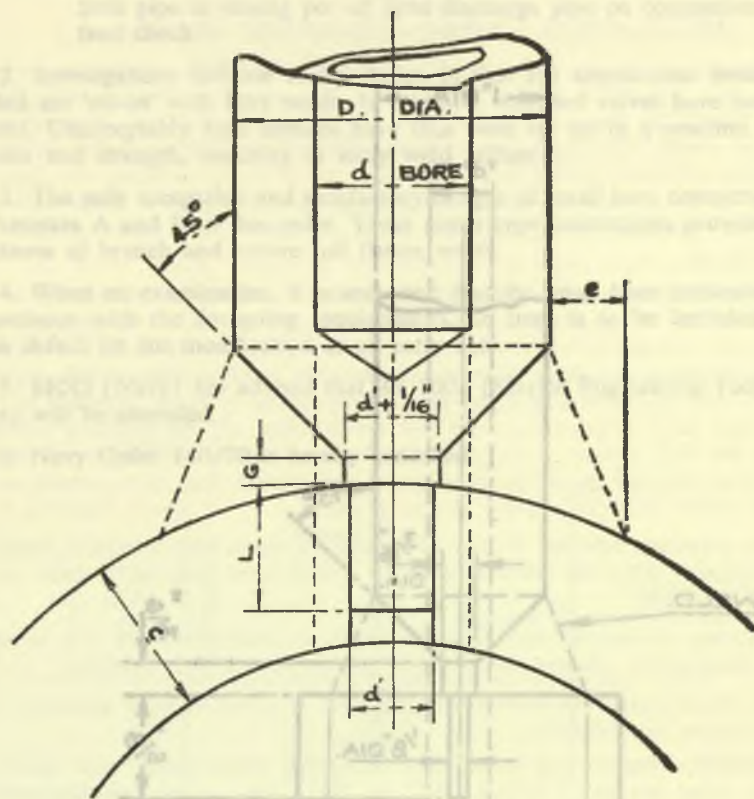
ANNEX A



'd' = BORES UNDER 1/2"

NOTE: BORE d TO BE CONTINUED THROUGH ON COMPLETION OF WELDING.

ANNEX B



$$d = \frac{1}{2} \text{ MINIMUM AND } 1\frac{1}{2} \text{ MAXIMUM}$$

$$d' = \begin{cases} = \frac{1}{4} \text{ FOR } d = \frac{1}{2} \text{ TO } \frac{5}{8} \\ = d - \frac{3}{8} \text{ FOR } d = \frac{5}{8} \text{ TO } \frac{7}{8} \\ = d - \frac{1}{2} \text{ FOR } d = 1 \text{ DIAM. AND ABOVE} \end{cases}$$

$$G = \frac{3}{16}$$

$$L = \frac{3}{8} \text{ TO } \frac{5}{8}$$

$$e = \frac{9}{4}$$

NOTE:-

1. BORE d TO BE CONTINUED THROUGH ON COMPLETION OF WELDING
2. WHERE t IS GREATER THAN 1" THE COLLAR DIAMETER OF G SHOULD BE EQUAL TO d'.

(400/1/279)

(Navy Order 140/70)

UNCLASSIFIED

70/73—Stores (General)—Local Purchase of Fertilizers and Seedlings

Navy Order 292/72 is to be amended as follows:

Paragraph 3

Delete Superintending General Store Officer.
Insert Superintending Victualling Store Officer.

Paragraph 4

Delete Superintending General Store Officer.
Insert Superintending Victualling Store Officer.

(400/1/2395)

(Navy Order 292/72)

UNCLASSIFIED

71/73—Uniform—Air Maintenance Sailors—Safety Shoes

1. Brown safety shoes, previously issued on loan to Air Maintenance sailors, are now to be included in their compulsory kit, and will replace V2-23025 to V2-23035 Shoes, Gymnasium, White, at present issued. The loan issue of brown safety shoes to Air Maintenance sailors is to be discontinued.

2. Defence Stock Numbers and size range of repayment safety shoes are as follows:

Class	Catalogue Nos	Description	Size
8430	66-016-4680	Shoe, safety, brown	4
8430	66-056-2689	Shoe, safety, brown	4½
8430	66-016-4681	Shoe, safety, brown	5
8430	66-046-5589	Shoe, safety, brown	5½
8430	66-016-4682	Shoe, safety, brown	6
8430	66-046-5590	Shoe, safety, brown	6½
8430	66-016-4683	Shoe, safety, brown	7
8430	66-046-5591	Shoe, safety, brown	7½
8430	66-016-4684	Shoe, safety, brown	8
8430	66-046-5592	Shoe, safety, brown	8½
8430	66-016-4685	Shoe, safety, brown	9
8430	66-046-5593	Shoe, safety, brown	9½
8430	66-016-4686	Shoe, safety, brown	10
8430	66-046-5594	Shoe, safety, brown	10½
8430	66-016-4976	Shoe, safety, brown	11
8430	66-046-5864	Shoe, safety, brown	11½
8430	66-016-4977	Shoe, safety, brown	12

3. A gratuitous issue of one pair of safety shoes is to be made to each Air Maintenance sailor now serving, and in future to these sailors on categorisation and to apprentices on passing out.

4. Requirements for gratuitous issues may be demanded from the Superintending Victualling Store Officer, Royal Edward Victualling Yard, Jones Bay Road, Pyrmont, NSW 2009. The fixed issuing price for repayment issues is \$4.85 pair.

5. ABR 93, Manual of Victualling Stores, Part II, Scales 3 (A), 3 (C) and 3 (E) will be amended.

(917/65/212)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

72/73—Dispatch of EDP Material to Navy Office

1. Many cases are occurring of EDP forms being dispatched to Navy Office in separate envelopes and on the same day as other mail dispatched to Navy Office. An example is that of an HMA ship using a 14 inch \times 9 inch envelope with postage cost of 40 cents to dispatch three flimsy forms.

2. This practice is costly both in postage and envelopes.

3. So far as is possible EDP forms should be enveloped together with other mail intended for Navy Office. Central Registry will distribute the mail when received.

4. Form CG160 was expressly designed to expedite the dispatch of EDP material to the Navy EDP Centre, Navy Office, Canberra, and it is to be used for this purpose. Supplies are obtainable direct from SVSO. Form CG160 has a gummed back; however, it should be stapled only to EDP forms. Where bulk warrants separate enveloping, Form CG160 should be glued to the envelope.

5. For EDP forms intended for other Navy Office directorates, address slips, when necessary, should again be stapled on to the form.

6. Navy Order 36/70 is hereby cancelled.

(68/1/46)

(Navy Order 36/70)

RESTRICTED

ANOs 73/73-84/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
2 March 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Randau

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

73/73—ACNB General Messages

1. In accordance with Navy Order 377/71 the state of ACNB General Messages as at 1 January is as shown in Annex A to this order.

ANNEX A

1. The following F message may now be withdrawn:

1972

068 (see ACB 0332/66)

2. As at 0001Z January the following F messages were in force:

002, 004, 005, 006, 008, 009, 010, 011, 013, 016, 017, 018, 019, 020, 021, 022, 023, 024, 026, 027, 028, 029, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 042, 043, 044, 046, 047, 049, 050, 052, 053, 057, 058, 059, 060, 061, 062, 063, 064, 065, 066, 067, 069, 071, 072, 073, 074, 075, 076, 077, 078, 079, 080, 082, 083, 084, 085, 086, 087, 088, 089, 090, 091, 092, 093, 094, 095, 096, 097, 098, 099, 100, 101, 102, 103, 104, 105, 106, 107, 108, 110, 111, 112, 113, 114, 116, 119, 120, 122, 123, 124, 125, 126, 127, 128, 130, 131, 132, 134, 135, 137, 138, 139, 140, 141, 142, 143, 144, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207

(77/1/14)

(Navy Orders 377/71 and 388/72)

UNCLASSIFIED

74/73—Commissioning—HMAS BRUNEI

The following commissioning has been effected:

HMAS BRUNEI—5 January 1973.

(1211/51/872)

UNCLASSIFIED

75/73—Naval Agent at Rabaul

1. Mr Keith Alexander Manning (Leut RANVR (S)) has been appointed as Naval Agent at Rabaul. The following particulars are relevant:

- a. Business address ELA Motors Ltd
PO Box 712
Rabaul
Telephone Rabaul 3281.
- b. Private address 'Vara Vara' North Coast Road Nonga
PO Box 238
Rabaul
Telephone Rabaul 7112.
- c. Telegraphic address 'ELAMOT' Rabaul.

(2/4/269)

Section 2

PERSONNEL

UNCLASSIFIED

76/73—Carriage of Members Unaccompanied Baggage and Personal Effects by RAAF Aircraft

1. Although unaccompanied baggage and personal effects of serving members may be carried in RAAF service aircraft on a fill-up basis, liability for loss or damage will not be accepted by the RAAF or the Commonwealth.

2. To avoid misunderstandings regarding liability for loss or damage a new form of indemnity has been introduced specifically covering the carriage of members unaccompanied baggage and personal effects by RAAF aircraft.

3. In future, when depositing unaccompanied baggage at transportation agencies for carriage by RAAF aircraft, members should sign, and lodge with the agency, two copies of a form of indemnity in the format shown in Annex A to this order. Transportation agencies should return one copy of the form to the member and forward the other copy, with the unaccompanied baggage or effects, to the applicable air movement section, which will retain the form.

ANNEX A

Form of Indemnity

1. In consideration of goods being carried at the request of..... (hereinafter called 'the Consignor') on aircraft which are the property of the Commonwealth of Australia and/or in charge of any officer, airman, servant or agent of the Royal Australian Air Force or any person in the service of the Commonwealth of Australia.

The Consignor

- a. Subject to Air Force Regulation 673, hereby agrees and declares that such goods will be carried entirely and absolutely at the risk of the Consignor.
- b. Undertakes and agrees that the Consignor will not make any claim against the Commonwealth of Australia, The Minister for Air, The Air Board or any officer, airman, servant or agent of the Royal Australian Air Force or any person in the service of the Commonwealth of Australia in respect of any loss or injury to property or goods which may suffer damage during carriage of the goods or in any way incidental to the undertaking of the particular flight and the Consignor further agrees that no compensation will be payable to the Consignor by the Commonwealth of Australia, The Minister for Air, The Air Board or any officer, airman, servant or agent of the Royal Australian Air Force or any person in the service of the Commonwealth of Australia in respect of any such loss or injury.
- c. Hereby indemnifies the Commonwealth of Australia, The Minister for Air, The Air Board, all officers, airmen, servants and agents of the Royal Australian Air Force and all persons in the service of the Commonwealth of Australia, against any claim which may be made by any person against them or any of them arising out of any act or default in connexion with or arising out of such flight or the carriage of such goods.

Signed for and on behalf of

THE CONSIGNOR

this.....day

of.....19.....

in the presence of.....

.....

(Address and Designation of Witness)

Notice to Members

2. The signing of this indemnity transfers all risks, such as loss of or damage to your baggage and effects, from the time they are handed to the RAAF to the time they are collected by you, to yourself. You are advised to cover such risks by personally arranging carriage insurance for the period that the goods will be out of your possession.

(1311/1/96)

UNCLASSIFIED

77/73—RNZN Midshipmen Serving in HMA Fleet—Difference of Mess Subscription

1. RNZN Regulations and Instructions, Pay and Cash Accounting (short title NPRI) Article 254 reads as follows:

'Difference of Mess Subscription:

- (1) Cadets and Midshipmen, in vessels with no gunroom mess, required to mess in the wardroom and pay their proper share of mess money as if they were Wardroom Officers, will be compensated for such additional expense, but such compensation will be paid direct to the Mess Secretary or Treasurer and not to the individual officers concerned.

- (2) The amount of difference of mess subscription payable is to be limited to the difference between \$3.75 for each calendar month and the actual messing subscription in the Wardroom Mess. This amount is never, however, to exceed the prescribed limit of \$6 for each calendar month.
 - (3) For broken periods payment is to be made at a rate not exceeding 8 cents per diem, but with a maximum of \$2.25 per calendar month.
 - (4) Payment is to be made only for the period during which mess contribution is actually and properly paid and not during the whole period of a Cadets or Midshipmans leave; it may be continued when the absence does not extend beyond seven days, provided mess contribution is paid.
 - (5) Officers on loan to the Royal New Zealand Navy and in receipt of the rates of pay of their parent Service will be eligible to receive difference of mess subscription at the rates and under the conditions laid down in the regulations of their parent Service, except that the allowance is to be paid to the Mess Secretary or Treasurer in accordance with the following paragraph.
 - (6) Payment is to be made to the Mess Secretary or Treasurer by the Supply Officer, accompanied by a certificate from the Supply Officer showing the total number of Cadets and/or Midshipmen victualled in the mess during the month.
 - (7) Ratings undergoing training for promotion to Commissioned or Branch Rank in the United Kingdom may receive differences of mess subscription not exceeding 10 cents per diem in accordance with the conditions of payment prescribed for Royal Navy personnel.
2. The amounts referred to in RNZN NPRI Article 254 are in New Zealand currency.
3. Action is to be taken to implement the above instruction in respect of RNZN Midshipmen serving in HMA Fleet.
4. Accounting Instructions. At the end of each calendar month, or on discharge from the HMA ship, Supply Officers are to:
- a. examine the mess bills;
 - b. assess the entitlement under the foregoing conditions; and
 - c. pay the assessed amount to the Mess Secretary.
5. Payment is to be made through the Cash Account as a charge to Division 649 Other Administrations—Recoverable Expenditure, New Zealand, prior to payment of the mess bill. Details on the voucher are to include:
- a. Navy Order 77/73.
 - b. Rank and name.
 - c. Period messed in wardroom.
 - d. Amount of mess subscription.
 - e. Entitlement to difference of mess subscription under RNZN NPRI Article 254.

(252/11/10)

UNCLASSIFIED

78/73—Service Funerals

1. This Navy Order sets out amending conditions governing the provision of funerals for a deceased member of the:
- a. Permanent Naval Forces; or
 - b. Naval Emergency Reserve or Citizen Naval Forces whose death occurred while rendering full-time continuous naval service or undergoing continuous service in excess of 48 hours; who dies while serving in Australia, or such a member or his dependant who dies in an oversea country while the member is serving in that country. The current conditions in ABR 5016 and ABR 5020 continue to apply.

Death of the Member in Australia

2. The funeral normally will be arranged by, and at the expense of, the department at the nearest civilian cemetery to the place of death. In such a case return first class rail travel with sleeper accommodation where available will be provided at departmental expense to the locality of the funeral for travel of the nearest relative (ie, widow, father, mother or other near relative approved by the Naval Board), and one other person accompanying that relative. If travel by air is necessary to enable the persons to arrive in time for the funeral, fares for travel by air on the forward journey will be provided at departmental expense. Travel on the return journey will be by rail.

3. If the nearest relative wishes to make private arrangements for the funeral at the locality of death, the cost of the funeral up to a maximum of \$300 will be reimbursed by the department. Fares for travel of the nearest relative and one other person will be allowed as set out in Paragraph 2 above.

4. Where the nearest relative so elects the department will arrange and meet the cost of preparation, transport of the remains of the deceased member to an elected locality in Australia and for the subsequent funeral. Where that relative elects to make private arrangements for the funeral after transport of the remains of the deceased member to the elected locality the cost of such funeral will be reimbursed up to a maximum of \$150.

5. Travel at public expense will not be provided for the nearest relative (or other person) to the place of death or burial where the funeral takes place at an elected locality (see Paragraph 4) other than in a case where the nearest relative had accompanied the member at departmental expense to the locality of death and there are exceptional circumstances which prevent that relative from utilising, for purpose of travel to the funeral, the normal removal right arising under the provisions of NPI 1308.4. In such a case, return travel to the place of burial for the nearest relative (only) will be provided at departmental expense.

Death of Member at Oversea Locality

6. Where in a situation short of war or defence emergency the member dies in an oversea locality while on long, intermediate or short term duty, and:

- a. it is practicable; and
 - b. the nearest relative requests,
- his remains will be returned to Australia.

7. In such a case the department will meet the cost of preparation, return of the remains of the deceased member to the locality elected by the nearest relative and provide for internment at departmental expense. If that relative takes over internment arrangements in Australia, the cost of such up to a maximum of \$A150 will be reimbursed by the department.

8. Where it is not practicable to comply with the reasonable request of the nearest relative for return of the remains of the deceased member to Australia, the existing provisions for burial at departmental expense at the locality of death will continue to apply. If the relative elects a private funeral at that locality, the arrangements will be the responsibility of the relative and costs will be reimbursed by the department up to a maximum of \$300.

9. Factors which would decide whether or not it would be practicable to return the remains of a deceased member to Australia would include for example:

- a. the locality of death;
- b. the number of deceased members to be returned (eg, the principle of return at departmental expense would not be practicable if the operational demand on the available transport became too great); and
- c. whether the provisions of the quarantine regulations would be met in each case.

No provision is made for the exhumation of the remains of a deceased member and for return to Australia.

Death of Dependant at Oversea Locality

10. Where the dependant of a member dies at an oversea locality where the member was serving and, but for the death of the dependant, the fares of that person on his or her return to Australia would have been met by the department, the cost of preparing and transporting the remains of the dependant to Australia will be met if such return is practicable and a request for the return is made by the member. Where the funeral takes place at the locality of death, the department will consider reimbursement of so much of the necessary funeral expenses as exceed normal Australian costs.

11. The provisions of instruction 0810 of NPI affected by the foregoing should be noted pending amendment.

12. Navy Orders 134/70 and 70/72 are hereby cancelled.

(341/7/30)

(Navy Orders 134/70 and 70/72)

Section 3

OPERATIONAL AND TRAINING

RESTRICTED

79/73—Explosives—Flight Deck Hazards

1. Great care is taken at all stages in the development of explosive stores to ensure the safety of their service users. Regulations governing all aspects of their life further minimise any possible hazard. Nevertheless, the presence of explosives in a warship, by their very nature, can lead to a disaster in the face of accidents, or enemy action. Such a disaster is more likely to occur on a flight deck where it is not possible to provide explosives with adequate protection.

2. The aim of this Navy Order is to provide guidance to Commanding Officers in whose ships explosives stores are exposed to fire, fragmentation and shock on flight decks. Although it applies mainly to aircraft carriers much of it is relevant to other classes of ship.

The Hazard

3. The particular danger lies in the facts that:
 - a. explosives involved in a fire may cook-off; and
 - b. fragments or shock from the detonation of one weapon may cause the detonation of others.

Possible Courses of Action

4. The chances of disaster may be reduced by the following courses of action:
 - a. take every possible step to prevent a fire occurring in which explosives could become involved;
 - b. keep the quantity of explosives filled stores in exposed positions to a minimum;
 - c. employ fire-fighting methods which reduce the hazard to explosive stores; and
 - d. reduce the effects arising from a weapon or weapons detonating.

Prevention of Fire

5. The prevention of fire is the constant endeavour of every Commanding Officer and is the subject of many orders and instructions by authorities at every level. The importance of these orders, particularly those concerning explosives, cannot be over-emphasised. Every opportunity should be taken to impress upon ships companies the catastrophic results which may ensue from the disregard of such orders or of common-sense fire precautions.

6. The danger from explosives on flight decks arises either from those loaded on aircraft or from those held in weapon parks. Loaded aircraft must always be left pointing in a safe direction. In particular they must be pointed away from other aircraft, and the potential dangers of taxiing an armed aircraft close behind another must be borne in mind. Because of space limitations on a crowded flight deck, weapon parks tend to be given low priority in choice of site. This is wrong in principle, since safety in operations should transcend other considerations. The safest area for a weapon park in an aircraft carrier is outboard of the island.

Reduction of Amount of Explosive that Might be Involved in Fire

7. The amount of explosive stores on flight decks must be carefully controlled and should never exceed that required for immediate operational requirements. Consideration should be given to the methods to be employed to dump explosives over the side in an emergency and the routes by which they should be dumped.

Fire-fighting Methods

8. The two requirements for fighting a fuel fire when explosives are involved conflict:
 - a. The fuel fire requires a foam blanket, which retains heat; explosives within the blanket may cook-off after the flames have been extinguished.
 - b. Explosives require to be water cooled; this may exacerbate the fuel fire by spreading the burning fuel.

The current doctrine that the fire must first be put out as quickly as possible with foam is the best course that can be taken but attention is drawn to the following remarks.

Cook-off Times

9. The time taken for a weapon to cook-off in a fire depends upon many variables, including the nature of the explosives and propellant, the thickness of the case, the temperature of the fire and the position of the weapon relative to the heat source. It is not possible to state definite cook-off times for all weapons, but the following are typical minimum times, measured from the time that the weapon is enveloped in a fuel fire:

- a. thick case explosives, eg, HE bombs, 90 seconds;
- b. thin case explosives, eg, rocket motors, 60 seconds.

When a weapon is insulated within a foam blanket, heat will pass from the wall to the filling and the internal temperature will continue to rise; the cook-off point may be reached some considerable time after the flames have been extinguished. This danger may remain for at least 30 minutes. Such explosives must be cooled with water as soon as the flames are out or thrown overboard as soon as possible.

Alternative Fire-fighting Crews and Equipment

10. The fire-fighting organisation must take account of the risk that the detonation of weapons in a fire may kill members of the fire-fighting teams and destroy equipment. As far as is possible, substitute trained crews and equipment should be available in positions where they are unlikely to be affected.

Reduction of Effects of Weapons Detonating

11. In the limited space available in a ship it will probably be impossible to site all explosives in the ideal relative positions to minimise the effects of detonation. The following rules are to be followed as far as is possible:

- a. stores should be orientated in echelon, nose to tail within the limits of 30° each side of the nose and 30° each side of the tail of the neighbouring weapon; weapon stacks should be similarly orientated;
- b. propulsive stores should be placed within the same limits and orientated so that they will go over the side if fired.

12. The distances at which weapons are susceptible to sympathetic detonation and fragment attack have been studied. It has been possible to evolve guidance on the priorities with which types of explosive stores should be removed if threatened by the detonation of others. This is given in the following paragraphs. It is emphasised that the radii quoted, which are measured from the weapon in danger of cooking-off, cover the greater possibilities but some risk remains at greater distances.

13. For this purpose, weapons have been divided into *three classes as shown in Annex A to this Navy Order*.

14. If a weapon is in danger of cooking-off the initial aim should be to separate other explosive stores in the following sequence:

- a. remove all explosives to a distance of at least 40 feet;
- b. following a., remove all Class 2 and 3 explosives to at least 60 feet; and
- c. following b., remove all Class 3 explosives to at least 120 feet.

If circumstances permit, the above actions should be carried out concurrently. Explosives within these radii that cannot be moved should be cooled.

15. Navy Order 135/70 is hereby cancelled.

ANNEX A**Classification of Explosives Stores According to Risk of Sympathetic Detonation***Class 1*

1,000-lb Bombs

Class 2

500-lb Bombs

250-lb Bombs

Class 3

Marks 30, 44, 46 Torpedo Warheads

Mark 11 Depth Charge

Signal U/W Sound

25-lb Practice Bomb

Mark 24 A/C Parachute Flare

2.75-inch A/C Rocket

5.0-inch Zuni A/C Rocket

Sidewinder.

(177/1/132)

(Navy Order 135/70)

Section 4**EQUIPMENT, STORES AND SERVICING****UNCLASSIFIED****80/73—Loan Towels for Naval Hospitals**

1. The following item has been introduced as a loan item for Naval Hospitals to replace 42059 Towel, Hand, 24 inches × 30 inches:

<i>Class</i>	<i>Catalogue No</i>	<i>Description</i>
7210	66-013-2854	Towel, Bath, Natural and White Stripes, 24 inches × 48 inches

2. The revised allowances of loan towels are as follows:

Naval Hospitals	3 per bed
Sick Quarters	3 per bed
<i>HMA Ships</i>						
Aircraft Carrier (CV)	48 No
<i>Destroyers:</i>						
Guided Missile (DDG)	Nil
Daring Class (DD)	6 No
Battle Class (DD)	6 No
Escort (DE)	6 No
Submarines (SS)	Nil
Transport (AP)	48 No
Oiler (AO)	6 No
Destroyer Tender (AD)	48 No

Surveying Ship (AGS)	6 No
Coastal Surveying Ship (AGSC)	Nil
Oceanographic Research Ship (AGOR)	6 No
Minehunters Coastal and Minesweepers Coastal (MSCs and MHCs)	Nil

(Additional 24 No are to be carried in ships in which a Dental Officer is borne.)

3. The items are available on demand from the Superintending Victualling Store Officer, Sydney (Depot Code 0124).

4. ABR 93, Part II, Section I, Scales 4 and 5, will be amended.

(910/52/146)

UNCLASSIFIED

81/73—RAN Oberon Class Submarines—Damage to Steel Plate Surfaces by the Use of Chipping Hammers

1. Steel plate surfaces of submarine hulls have been badly damaged by the use of chipping hammers for the removal of rust and old paint, etc, the surfaces being covered with deep cuts.

2. The following precautions shall be observed on quenched and tempered steels (ie, HY80, Navy Q1, QT28 and UXW) and 'B' quality steel of the submarine pressure hull and external fittings.

3. The use of all percussive type scaling tools (eg, scaling hammers, derusting tools, flailing tools, hand chipping hammers and similar equipment) on the steels referred to in Paragraph 2 is prohibited, except for JASONS pistols using JASON needle tools *only*. Other types of tools (eg, chisel, etc) are *not* permitted to be used with the JASON pistol. Where scrapers are used, care shall be taken to ensure that these tools are not used percussively, ie, by pounding or hammering the surface with the tool.

4. The information contained in this Navy Order will be included in ABR 19 RAN Painting Manual, Part 2, Submarines.

(1211/51/146)

UNCLASSIFIED

82/73—Return of Gun Ammunition Items to RANADs for Re-use

1. Certain items of gun ammunition and fuzes are provided primarily for protection during transport and handling and are removed before firing. The items concerned which are listed hereunder, are to be returned to RANADs for re-use:

a. *5 inch 54 Calibre Ammunition*

Tanks for charges
Projectile grummets
Fuze covers.

b. *4.5 inch Ammunition*
Shell plugs and spacers
Fuze covers.

2. Care is to be taken when removing the above items to avoid damage which might preclude their re-use.

3. Navy Order 175/70 is hereby cancelled.

(726/51/128)

(Navy Order 175/70)

UNCLASSIFIED

83/73—Sale or Loan of Oil Fuel

1. Requests for sale or loan (replacement issue) of oil fuel (FFO and DIESO) for bunkering merchant ships or ships of other governments or to meet requirements of commercial and other enterprises are received from time to time, usually as a matter of urgency.

2. Whilst such requests are not to be encouraged, they should receive prompt and adequate consideration bearing in mind also the goodwill necessary to be maintained in this field to ensure reciprocal attention to RAN fuelling requirements particularly at outlying ports.

3. The basic requirements for such transactions are set out in Navy Accounts Manual (NAM), ABR 5018, Articles 20 and 21. However, to assist in the presentation of such requests for decision by competent authority, the following matters should be covered specifically:

- The type and quantity of oil fuel required.
- The name and nationality of the ship or organisation requiring the oil fuel.
- The name of the organisation to which the sale or loan would be made.
- The reason for the request.
- The nearest alternative source of commercial supply of a suitable grade of oil fuel and why this source cannot be availed of.
- Whether the quantity of oil fuel requested is the minimum necessary to meet the requirement, eg, to ensure safe arrival of ship at next bunkering source on route being followed, and whether the fuel could be made available without detriment to RAN requirements.
- If sale is requested*, whether the organisation has been informed of and will comply with the condition of financial adjustment. In this connection sales to private firms organisations or individuals are subject to pre-payment or lodgment of bank guarantee prior to delivery in accordance with NAM Article 61. The arrangements for financial adjustment for sales to other governments are set out in NAM Article 69A.
- If loan is requested*, whether the organisation at c., guarantees that:
 - the replacement oil fuel would comply with the relevant RAN specification (DEF (AUST) 227 for FFO or DEF (AUST) 213 for DIESO);
 - it would meet all out-of-pocket expenses including storage and handling charges associated with the loan;

- (3) it would provide an indemnity in the terms of Treasury Direction 32/21 (d)(i);
- (4) the fuel would be replaced within a period of time to be stated by the applicant; and
- (5) it would accept RAN calibrations for all oil fuel measurements to determine quantities issued and received.

4. Standing arrangements exist with the USN (for both FFO and DIESO) and with the RNZN (for FFO only) for the supply of oil fuel from RAN stocks, *see* NAM Article 69A. It should be made clear to other applicants for oil fuel supplies that sale would be made at a price not less than that currently charged at the nearest commercial installation or at the ruling RAN price (including lighterage if applicable and any extraneous expenditure incurred) whichever was the greater. The agreement of applicants to this condition should be confirmed before approval of competent authority is sought for sale of oil fuel. This condition should also be taken into account when assessing the value of a bank guarantee, *see* Paragraph 3g. above.

(523/51/687)

Section 6

ESTABLISHMENTS

UNCLASSIFIED

84/73—Lifting Appliances and Associated Equipment—Periodic Survey and Testing Requirements—HMA Naval Establishments

1. All lifting appliances and associated equipment at naval establishments shall be subjected to regular surveys and tests on a programmed basis, as determined hereafter.

This Navy Order has been prepared as follows:

Section 1. Summary of General Requirements for Surveys and Tests.

Section 2. Detailed Requirements for Individual Equipment.

Lifting Appliances and Associated Equipment—Periodic Survey and Testing Requirements

SECTION 1

These general requirements (Section 1) are subdivided into the following categories:

1. General.
2. Summary of lifting appliances and associated equipment (for survey and test).
3. Testing authorities and initiation of tests.
4. New and existing appliance test requirements and rating.
5. Surveys and test loads—definitions.
6. Purchase of lifting appliances.
7. Initial acceptance tests.
8. General test conditions (subsequent tests).
9. Stability test conditions (subsequent tests).
10. Miscellaneous testing.
11. Defects.
12. Test tally plates.
13. Inspection after lifting test loads.

1. General

a. This order cancels and supersedes all previous instructions regarding the periodic survey and testing requirements for lifting appliances and associated equipment in HMA naval establishments. In compiling this order, reference has been made to the relevant Defence, Australian, British or American Codes or Specifications and the various State Acts and Regulations.

b. It should be noted that the survey and test requirements detailed do not apply to the following equipment at RAN air stations, eg, aircraft lifting appliances, bomb hoists, etc, for which *see* Navy Order 78/72 as applicable. For shipboard mounted equipment installed in training establishments, etc, eg, davits, survey and test requirements are shown in Navy Order 78/72 as applicable. For weapon equipments, eg, lifting beams, for gun mountings the survey and test requirements are to be as shown on the applicable drawings and specifications.

c. It should be noted that for equipment in naval armament and weapon equipment depots the requirements for maintenance, survey and testing, etc, are as laid down in BR 1030 (5B) Annexes 9A and 9B and the standard maintenance routine quoted therein, and, therefore, the requirements of this Navy Order will not in general apply to these depots. Equipment not covered in BR 1030 (5B), eg, geared blocks, are to be surveyed and tested in accordance with this Navy Order.

2. Summary of Lifting Appliances and Associated Equipment (For Survey and Test)

- a. Cranes.
- b. Mobile Cranes.
- c. Fork Lift Trucks.
- d. Ropes (Wire).
- e. Chains.
- f. Associated Lifting Gear (Hooks, Slings, Shackles, etc).
- g. Winches.
- h. Geared Blocks and Lever Type Blocks.
- i. Non-geared Blocks.
- j. Hoist Blocks (Electric and Air).
- k. Goods, Passenger and Vehicular Lifts.
- l. Hydraulic Platforms.
- m. Monorails and Runways.
- n. Garage Hoists.
- o. Lifting Beams and Cradles.
- p. Capstans.
- q. Pallet Loader.
- r. Wall Brackets.
- s. Hydraulic Trolley Jacks.

3. Testing Authorities and Initiation of Tests

Equipment surveys and tests will be carried out by the appropriate Inspection and Testing Authority. These authorities are:

- a. *Commonwealth Department of Works*

For appliances and equipment as defined in Paragraph 1, Appendix 56A, RI, and operated in commissioned and civil establishments throughout the Commonwealth. In the main, this will embrace overhead travelling cranes, wharf cranes, dockside cranes, etc.

b. **GMGID**

For appliances and equipment as defined in Paragraph 2, Appendix 56A, RI, and operated in commissioned and civil establishments in the East Australia Area.

c. **GMWD**

For appliances and equipment as defined in Paragraph 2, Appendix 56A, RI, and operated in commissioned and civil establishments in the South Eastern Area.

d. **The Establishment Engineer Officer**

For appliances and equipment at establishments where it is impractical for the Department of Works and/or the Dockyard Inspection and Testing Authority to perform the specified duties. The Inspection and Testing Authorities (ie, Department of Works or Dockyard) will be required to nominate such instances when the request for survey and testing is made by the establishment.

e. **The Testing and Inspection Authority shall:**

- (1) with the assistance of the establishments, compile and maintain a register of all lifting appliances and associated equipment within its responsibility and held at each establishment.
- (2) from the register, notify the respective establishments and yard sections when their appliances and equipment fall due for survey and/or testing. The recipients of this notification shall write to the appropriate authority and arrange, in accordance with work and staff loading, a mutually satisfactory survey and test programme for the appliances and equipment concerned.
- (3) where so nominated, the establishment Engineer Officer shall assume the responsibilities of the Inspection and Testing Authority for the appliances and equipment on the particular establishment.

4. New and Existing Appliance Test Requirements and Rating

a. The test requirements for individual appliances are summarised in Section 2, and have been based on:

- (1) the Safe Working Load; and
 - (2) the Basic Design Load
- } See Category 5 for definitions.

b. Generally, older and existing appliances and equipment test loads are stated as a function of the safe working load since the basic design details required by the current codes are not always available for such appliances. Appliances and equipment placed in service after May 1969 must comply strictly with the applicable codes, etc, and all relevant design data shall be obtained and entered into the appropriate records (Initial Test Sheet) by the Inspection and Testing Authority. Test loads in this instance are stated as a function of the basic design load.

c. In instances where appliances or equipment may be re-rated through alterations and changes to the applicable codes, any up-rating of existing appliances or equipment above the current safe or maximum working load limit is not permitted without the approval of the appropriate Design Authority, eg, Navy Office, a Dockyard, or Department of Works.

d. With approval of the appropriate Design Authority, recently purchased appliances may have their test load ratings modified to comply with the requirements of this Navy Order.

5. Surveys and Test Loads—Definitions

a. **An Appliance Survey** shall consist of a detailed visual inspection of all components—cordage, wire ropes, chains, structural, mechanical and electrical equipment as applicable. Such inspections will comprise:

(1) **Cordage, Wire Rope, and Chains:**

Examination for rust, wear, breakages, etc, including those items not readily accessible, eg, under ponderballs, rope, or chain on winding drums, etc.

(2) **Structural:**

Examination for loose bolts/rivets, rust and pitting, wear, weld and fatigue cracks, etc.

(3) **Mechanical:**

Examination for excessive wear in bearings, gearing, pins, brakes, etc. Equipment should be operated to check for overheating of bearings, brakes, etc, and to listen for knocks or noises which may indicate a defect.

(4) **Electrical:**

- (a) A visual check of all wiring.
- (b) An operational check on limit switches, safety devices, etc.
- (c) Equipment to be resistance tested.
- (d) The current readings taken on all electrical motors and generators under load conditions.

Where defects are located in structural and mechanical items, non-destructive testing, eg, radiography, ultrasonics, etc, shall be employed to determine the extent of the defect.

b. **Test Loads** to be used for conducting static, stability and deflection tests are functions of either the 'Safe Working Load' or the 'Basic Design Load', and these are defined as follows:

(1) **Safe Working Load (SWL).**

The maximum safe load that may be attached and handled by the appliance. Such load includes the weight of the lifting appliances that are not permanently attached to the appliance.

(2) **Basic Design Load (BDL).**

The maximum load for design purposes that may be handled by the appliance, including the weight of lifting appliances such as magnets, grabs, lifting beams and hook blocks. The BDL is obtained from the appliance designer.

6. Purchase of Lifting Appliances

- a. An establishment requiring additional or replacement lifting appliances or associated equipment, shall forward to the Naval Board on Form SO121, a statement of operational requirements so that a technical specification can be prepared for the appliance by the appropriate design authority, eg, Navy Office or Dockyard, as applicable.
- b. Particulars of lifting appliances to form an integral part of a Building or Civil Engineering Works are to be included in the 'New Works Proposals'.
- c. Reference should be made to RI, Chapters 56, 58, and Appendix 56A for necessary guidance in respect to submissions made in accordance with Paragraphs a. and b.

- d. To preclude inadvertent purchases of lifting appliances not approved by the local State authority, all proposals for lifting appliances in accordance with Paragraph a. are to be referred to the General Managers of Garden Island Dockyard or Williamstown Dockyard, or the engineer officer of a commissioned shore establishment, as applicable, to ensure conformity with the requirements and approval of the local State authority.

The above practice is intended to ensure that all appliances can be used throughout the Commonwealth without derating.

7. Initial Acceptance Tests

a. All new appliances and equipment shall be subject to inspection and tests before acceptance unless due to the type of equipment being provided (eg, NSW DLI approved commercial equipment) prior agreement had been given to accept such appliances or equipment without tests.

b. The initial acceptance tests, when carried out in accordance with the details specified for the equipment, are to be witnessed as mutually arranged by:

- (1) the appropriate Design Authority; and/or
- (2) a representative of the appropriate Dockyard Inspection and Testing Department; and/or
- (3) a representative of the appropriate General Overseer and Superintendent of Inspection.

c. In addition to the above, a representative of the establishment for which the equipment has been acquired may attend.

8. General Test Conditions (Subsequent Tests)

a. Working tests will be conducted using test loads as stated in Section 2 as applicable for the particular class of appliance or equipment, to prove safety in operation and, in the case of appliances dependent on gravity for stability, dynamic stability (refer Category 9 re stability tests).

b. Where limitations are not set on the simultaneous operation of the different motion which might reasonably be expected to be used in practice, the tests shall be conducted at full rated speed over a range of movement and under conditions of load in accordance with the test loads specified, and sufficient to prove the appliance adequate for its nominated purpose. Where the appliance is subjected to overload, and the motive power is insufficient to achieve the full rated speed, the speed of each motion under test shall be reduced accordingly. The appliance or equipment shall be considered to have complied with the tests provided the test load has been lifted and each operational function has been performed, without adversely affecting any part of the appliance.

9. Stability Test Conditions (Subsequent Tests)

a. Lifting appliances which depend on gravity for stability shall comply with the following to prove stability unless otherwise directed by the Testing Authority. The test shall be carried out with the test load specified in Section 2, and generally as follows:

- (1) by raising the SWL or BDL (as applicable) just clear of the ground, then adding the overload without shock; or
- (2) at the discretion of the manufacturer (for Acceptance Tests), by raising the test load directly to a height just sufficient to prove stability; or
- (3) for fork lift trucks, in accordance with 'Test Procedures', as detailed in Section 2.

- b. The appliance shall be considered to have complied with the tests, provided:
- (1) the appliance lifts the test load without losing stability;
 - (2) the pneumatic tyres (the inner tyre where dual wheels are fitted) of wheel mounted mobile cranes remain in contact with the ground;
 - (3) the crawler track rollers of crawler type mobile cranes remain in contact with the track surface;
 - (4) the requirements of 'Test Procedures' (Section 2) for fork lift trucks have been satisfied.

c. It should be noted that under conditions of overload (test conditions) and dynamic effects, the margin of stability of appliances which depend on gravity for stability is reduced, and care must be taken to maintain safety under these conditions. All tests shall be carried out on firm, level ground with tyres inflated to manufacturers recommendations. All such appliances to be used on other than level ground shall be appropriately de-rated. Where jacks or packings are required to be used for any load, the jacks or packings shall be set so that they are just gripped by the pressure on them when the jib is set at mid-radius and slewed towards the front of the chassis.

10. Miscellaneous Testing

- a. Any associated or related equipment (spares, etc) which were not subjected to test during the tests of the various systems shall be separately tested by the Testing Authority.
- b. When lifting appliances or equipment due for test have not been used since the last test, a statement to this effect should accompany the request for survey and test. Following the survey, the Survey Officers discretion shall be exercised as to whether a re-test is considered necessary. Note that any such relaxation granted does not apply to appliances handling items or equipment of an explosive nature.
- c. Other conditions or requirements applicable only to certain equipment are separately detailed for the particular class of equipment.

11. Defects

- a. If it is suspected that a lifting appliance has been unduly strained, the user shall request a test to be carried out at the first available opportunity, without waiting for the stipulated test period.
- b. Where repairs are carried out, the appliance is to be re-tested, by and at the discretion of the Inspection and Testing Authority and the results of all tests, examinations and re-tests are to be recorded and copies forwarded to the establishment for future reference.
- c. Any defects that develop during these tests which indicate some form of weakness in design are to be reported to the Design Authority.

12. Test Tally Plates

Unless test particulars are marked on individual items of equipment, test tally plates are to be affixed, or applicable signs painted, in conspicuous locations, following the completion of tests. The requirements may vary from item to item, but the details required, in general, are:

- a. Distinguishing Number.
- b. Safe Working Load.
- c. Minimum and Maximum Radius (as applicable).
- d. Date of Testing.
- e. Date Due for Testing.

Where tally plates are attached to an appliance, care is to be taken to ensure that securing holes, stamp and centre punch markings are positioned so that the strength of a member or fitting is not impaired.

13. Inspection After Lifting Test Loads

All appliances are to be visually inspected at all important features, eg, rope or chain connections, jib pivot points, brakes, etc, as applicable to the satisfaction of the Inspecting Officer after lifting their test loads.

Lifting Appliances and Associated Equipment—Periodic Survey and Testing Requirements

SECTION 2

Summary of Equipment (For Survey and Test)

1. Cranes.
2. Mobile Cranes.
3. Fork Lift Trucks.
4. Ropes (Wire).
5. Chains.
6. Associated Lifting Gear.
7. Winches.
8. Geared Blocks and Lever Type Blocks.
9. Non-geared Blocks.
10. Hoist Blocks (Electric and Air).
11. Goods, Passenger and Vehicular Lifts.
12. Hydraulic Platforms.
13. Monorails and Runways.
14. Garage Hoists.
15. Lifting Beams and Cradles.
16. Capstans.
17. Pallet Loader.
18. Wall Brackets.
19. Hydraulic Trolley Jacks.

1. Cranes

Frequency of Surveys .. Every twelve (12) months.

Frequency of Tests .. a. Once every four (4) years from the date of previous test; or
b. whenever a crane is substantially repaired or altered; or
c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. a. Appliances in Service Before June 1969:
(1) SWL × 1.15 for all cranes (Motions).
(2) SWL × 1.25 stability test only—for cranes depending on gravity for stability.
b. Appliances in Service After May 1969:
(1) BDL × 1.10 for all cranes (Motions).
(2) BDL × 1.25 stability test only—for cranes depending on gravity for stability.

Static Deflection .. a. For fixed cranes with SWL or BDL applied, deflection must not exceed $\frac{1}{500}$ of span.

b. For cantilevers with SWL or BDL applied, deflection must not exceed $\frac{1}{300}$ of cantilever length.

Lateral Deflection .. a. Tension flanges on fixed monorail runways, $\frac{1}{300}$ of span.

b. All other deflections, $\frac{1}{600}$ of span.

2. Mobile Cranes

Frequency of Surveys .. Every twelve (12) months.

Frequency of Tests .. a. Once every four (4) years from the date of previous test; or
b. whenever a crane is substantially repaired or altered; or
c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. a. Appliances in Service Before June 1969:
(1) SWL × 1.15 for all cranes (Motions).
(2) SWL × 1.25 stability test only—for cranes depending on gravity for stability.
b. Appliances in Service After May 1969:
(1) BDL × 1.10 for all cranes (Motions).
(2) BDL × 1.25 stability test only—for cranes depending on gravity for stability.

3. Fork Lift Trucks

Frequency of Surveys .. Every twelve (12) months.

Frequency of Tests .. a. Once every four (4) years from date of previous test; or
b. whenever a vehicle is substantially repaired or altered; or
c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. Loads determined from 'Rating or Determination of Test Loads' and applied in accordance with 'Test Procedures'.

Test Procedures**a. Longitudinal Stability:**

The truck shall be placed with each of the rear wheels on a sheet of brown paper and the rated load, on a standard 46 inch by 46 inch pallet, placed on the forks with the load centre at 24 inches from the front face of the forks. The load shall be raised 6 inches with the mast vertical and an overload equal to 25 per cent of the rated load shall be superimposed on the rated load. The truck has sufficient longitudinal stability if the brown paper cannot be withdrawn from the wheels.

b. Lateral Stability:

Before carrying out this test, the mast should be secured to a firm anchor to prevent the possibility of the truck overturning.

The truck shall be placed transversely on a ramp having a slope of 4 per cent (gradient of 1 : 25).

The rated load shall be placed on the forks with the centre of the load at 24 inches from the front face of the forks and the forks raised to maximum height. Should the wheels lose contact with the ground during this test, the truck shall be rejected.

c. Hydraulic systems: To be checked for creep under load conditions.**Rating or Determination of Test Loads**

Appliances in Service Before June 1969: The rated SWL (test load) is initially determined through the application of practical tests. For all cases, the ratio of the stabilising moment to the over-turning moment when tested on a hard level surface shall not be less than:

- a. 1.25 with the load and the forks in their lowest attainable position and with mast vertical, ie, $SWL = \text{balancing test load} \times 0.8$.
- b. 1.06 with the forks set at their highest attainable position and the load applied on them at a distance ahead of its normal rated position by an amount of $\frac{1}{2}$ inch for each degree of possible forward tilt beyond vertical, and with the truck operating in the tilting motion (without appreciable movement backward or forward) to an extent commensurate with the operations of loading or unloading.

The margin cited above (ie, $SWL = \text{balancing test load} \times 0.95$) shall be applicable only when fork lift trucks handle loads directly on the forks where:

- (1) Loads are transported at the lowest level attainable by the carriage.

- (2) Manoeuvring is carried out with the mast tilted back.
- (3) Forwarding tilting is used only when depositing and picking up loads.
- (4) Prominent warning notices are permanently exhibited on the truck stating the conditions (1), (2) and (3) above.

Otherwise, the provisions of Sub-paragraph a., shall be applied to the truck for all positions.

- c. 1.50 with the load in its highest and furthestmost forward position, where a jib, ram, grab, or other attachment is fitted. The limiting tilting movement shall not in any case exceed 4° forward and 6° backward (ie, $SWL = \text{balancing test load} \times 0.67$). When carrying out these tests on hydraulically operated equipment, the relief valve of the hydraulic circuit must be temporarily adjusted to take this load—the chassis should be stationary. After running tests, the hydraulic relief valves are to be reset and tested to operate at a loading of 10 per cent in excess of the determined safe working load.

Appliances in Service After May 1969: The rated SWL (test load) to be determined in accordance with AS B270-1968.

4. Ropes (Wire)

Frequency of Surveys .. Periodical and often enough to ensure that an appliance shall never be operated in an unsafe condition, but at least every six (6) months.

Frequency of Tests .. a. At least once every year; or
b. in accordance with the specified test frequency of the appliance to which the ropes are attached.

Test Loads .. a. $SWL \times 2$ for ropes separately tested.
b. Specified appliance test load for ropes attached to lifting appliances.

Limit of Wear .. Broken wires in strand, not to exceed 10 per cent in a length equal to eight (8) diameters. If breakage is in excess of this 10 per cent, rope is unfit for use.

Note: Also applicable to wire rope slings.

5. Chains

Frequency of Surveys .. a. Every six (6) months; or
b. every twelve (12) months for Naval Air Stations.

- Frequency of Tests** .. a. Once every four (4) years from date of previous test; *or*
 b. whenever a chain is substantially repaired or altered; *or*
 c. after any repairs or alterations which may affect the safe operation of the equipment.

- Test Loads** .. a. For all chains, $SWL \times 2$; *except*
 b. for chain of HT steel Gr 80 material, where test load = $SWL \times 2.3$.

- Limit of Wear** .. The limit of wear to be observed is up to 10 per cent of the diameter of the material of which the link or pin is made. Any wear or defects located during the surveys are to be marked and the chain reconditioned.

Note: Also applicable to chain slings.

6. Associated Lifting Gear (Hooks, Slings, Shackles, Etc)

- Frequency of Surveys** .. Every twelve (12) months.

- Frequency of Tests** .. a. At least once per year for rope section of slings and at least once every 4 years for associated hooks, shackles, etc; *or*
 b. whenever such equipment is substantially repaired or altered; *or*
 c. after any repairs or alterations which may affect the safe operation of the equipment.

- Test Loads** .. **Hooks (other than Ramshorn and High Tensile Steel):**
 a. $SWL \times 2$ for hooks up to 50 tons.
 b. $SWL + 50$ tons for hooks over 50 tons and up to 100 tons.
 c. $SWL \times 1.5$ for hooks over 100 tons.
 The above when unattached to the appliance.
 d. Specified appliance test load, for hooks attached to an appliance.

Eye Bolts (With and Without Collars):

Axial $SWL \times 2$.

Slings and Links (Chains):

$SWL \times 2$.

Limit of wear to be in accordance with that specified for chains (Section 5).

Slings (Wire):

$SWL \times 2$.

Note: No sling is to have a working load of less than 1 ton. All slings are to have a minimum safety factor of 5 over the working load.

The limit of wear to be in accordance with that specified for wire ropes (Section 4).

Mild Steel Shackles:

$SWL \times 2$.

High Tensile Steel Shackles:

$SWL \times 2$.

Ramshorn Hooks:

- a. $SWL \times 2$ for hooks up to 50 tons.
 b. $SWL + 50$ tons for hooks over 50 tons and up to 100 tons.
 c. $SWL \times 1.5$ for hooks over 100 tons.
 The above when unattached to the lifting appliance.
 d. Specified appliance test load, for hooks attached to an appliance.

High Tensile Steel Hooks:

$SWL \times 2$.

Strong Points:

Axial $SWL \times 2$.

Girder Grabs:

$SWL \times 2$.

7. Winches

- Frequency of Surveys** .. Every twelve (12) months.

- Frequency of Tests** .. a. Once every four (4) years from the date of previous test; *or*
 b. whenever a winch is substantially repaired or altered; *or*
 c. after any repairs or alterations which may affect the safe operation of the equipment.

- Test Loads** .. a. **Appliances in Service Before June 1969:**

$SWL \times 1.15$ for all winches (all gears).

- b. **Appliances in Service After May 1969:**

$BDL \times 1.10$ for all winches (all gears).

Method of Testing ..

Winches shall be tested by the application of the required test load, in the following manner:

- a. A running sheave is to be suitably set up adjacent to the winch.
 b. The test load is to be raised and lowered, by the winch cable operating over the running sheave.

Winch Rating ..

Where a winch has no SWL rating, eg, Automotive and Bush Rescue type equipment, the particular winch details (drum details, shaft sizes, gearing, rope details, etc) shall be referred to the Design Authority, by the Inspector, to enable an SWL to be established.

8. Geared Blocks and Lever Type Blocks

- Frequency of Surveys* .. a. Every twelve (12) months for armament stores or appliances used to handle ammunition.
b. Every two (2) years all other geared blocks.

Note: A survey for geared blocks is to consist of a complete strip.

- Frequency of Tests* .. a. Every twelve (12) months (after survey overhaul) for armament stores or appliances used to handle ammunition.
b. Every two (2) years (after survey overhaul) for all other geared blocks.
c. Whenever a block is substantially repaired or altered; *or*
d. after any repairs or alterations which may affect the safe operation of the equipment.

- Test Loads* a. SWL \times 1.25.
b. All tests are to be of the 'running load' type.

Load Chain or Wire Replacement All blocks are to be marked clearly with the class of load chain or wire to be used. Any replacement chain (roller or link) or wire must be of the same type as that marked on the particular block.

- Standard for Acceptance of New Geared Blocks and Lever Type Blocks*
- After a running load test the Testing Officer shall examine the load link chain or roller chain for cuts, gouging and hard rub marks after its passage over the sprocket wheel. Evidence of such may be cause for the entire geared or lever type block to be rejected.
 - Load wires showing signs of fraying, distortion or fracture after tests shall be cause for rejection of the wires.

9. Non-geared Blocks (Rope Blocks)

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* .. a. Once every four (4) years from the date of previous test; *or*
b. whenever a block is substantially repaired or altered; *or*
c. after any repairs or alterations which may affect the safe operation of the equipment.

- Test Loads* a. SWL \times 4 for single sheave blocks.
b. SWL \times 2 for multiple sheave blocks up to and including 20 ton SWL.
c. SWL \pm 20 tons for multiple sheaves over 20 tons and up to 40 tons.
d. SWL \times 1.5 for multiple sheaves over 40 tons.

The above test loads are for blocks without ropes. Where blocks and ropes are to be tested as a unit the test load used is to be in accordance with the rope SWL.

10. Hoist Blocks (Electric or Air)

Frequency of Surveys .. Every twelve (12) months. (Mechanical and Electrical.)

- Frequency of Tests* .. a. Once every four (4) years from the date of previous test; *or*
b. whenever a hoist is substantially repaired or altered; *or*
c. after any repairs or alterations which may affect the safe operation of the equipment.

- Test Loads* a. *Appliances in Service Before June 1969:*
SWL \times 1.15.
b. *Appliances in Service After May 1969:*
BDL \times 1.10.

11. Goods, Passenger and Vehicular Lifts

Frequency of Surveys .. Major survey every twelve (12) months.

- Frequency of Tests* .. a. *Appliances in Service Before April 1966:*
Major test once every four (4) years from date of previous test (*see Note 1*); *or*
b. *Appliances in Service After March 1966:*
Major test once every five (5) years from date of previous test (*see Note 2*); *or*
c. Whenever a unit is substantially repaired or altered; *or*
d. After any repairs or alterations which may affect the safe operation of the equipment.

- Test Loads* a. SWL \times 1.1 for lift installations made prior to April 1966.
b. SWL for lift installations made after March 1966.

Note 1: The majority of such equipment is covered by a manufacturer/customer regular (monthly) inspection, test and maintenance contract, which is independent of the above surveys and tests.

Note 2: All such lift equipment will be covered by a manufacturer/customer regular (monthly) inspection test and maintenance contract, which is independent of the above surveys and tests.

12. Hydraulic Platforms

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* .. a. Once every four (4) years from the date of previous test; *or*
b. whenever a platform is substantially repaired or altered; *or*
c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. Makers rating and makers rating $\times 1.25$ in accordance with 'Test Procedure'.

Test Procedure ..

- a. During testing the spring lockout is always engaged, tyre pressures correct for the vehicle and type of tyres used, truck left in gear and the brakes applied. The turntable locking screw and boom securing sling must be removed before any movement of the platform is attempted.
- b. With jacks in, the hydraulic platform is put through all motions, ie, rotation in either direction, raising and lowering of both top and bottom booms independently and in conjunction with each other, without any load and operated from the turntable controls.
- c. A working load of makers rating 'without jacks' is put on the floor of the platform and secured from possible interference with the platform controls. In this condition, with jacks in, the platform is put through all motions, controlled from the turntable, ie, rotation in either direction, raising and lowering top and bottom booms, independently and in conjunction with each other.
One complete revolution is made with the platform at its maximum outreach position.
- d. A test load of makers rating, 'without jacks' plus 25 per cent, is placed on the platform floor, secured and tested as in c.
- e. A working load of makers rating 'with jacks out' is placed on the platform floor, and secured from possible interference with the platform controls. In this condition, with jacks out, the platform is put through all motions, controlled from the turntable, ie, rotation in either direction, raising and lowering top and bottom booms independently and in conjunction with each other.
One complete revolution is made with the platform at its maximum outreach position.
- f. A test load of makers rating 'with jacks out' plus 25 per cent is placed on the platform floor, secured and tested as in e.
- g. With jacks out, platform at its maximum outreach, booms directly over a front wheel and the tyre of this wheel deflated, a load of makers rating 'with jacks out' is lowered on to the platform.
- h. With jacks in the out position but raised sufficiently to clear the ground, platform positioned as in g. and tyre as in g. deflated, a makers load 'with jacks in' is lowered on to the platform.

- i. In all tests, from b. to h., the apparatus (truck and hydraulic platform) must be stable.
- j. With jacks in, the platform is put through all motions controlled from the platform, ie, rotation in either direction, raising and lowering top and bottom booms independently and in conjunction with each other.
- k. With the booms stowed and secured, the turntable in the locked position for travelling, and with the hydraulic platform engine running, switch off the engine from the platform control engine cutout. With engine again running, switch off engine from the turntable control engine cutout.

13. Monorails and Runways

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* ..
- a. Once every four (4) years from the date of previous test; *or*
 - b. whenever a monorail is substantially repaired or altered; *or*
 - c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads SWL $\times 1.25$.

This SWL is the monorail SWL and not the SWL of the block or winch which may be used on the monorail trolley.

14. Garage Hoists

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* ..
- a. Every twelve (12) months from the date of previous test; *or*
 - b. whenever a hoist is substantially repaired or altered; *or*
 - c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads SWL $\times 1.25$.

15. Lifting Beams and Cradles

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* ..
- a. Once every four (4) years from the date of previous test; *or*
 - b. whenever a beam or cradle is substantially repaired or altered; *or*
 - c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads a. *Appliances in Service Before June 1969:*
SWL $\times 1.15$.

b. *Appliances in Service After May 1969:*
BDL $\times 1.10$.

16. Capstans

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* .. a. Once every four (4) years from the date of previous test; *or*
 b. whenever a capstan is substantially repaired or altered; *or*
 c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. SWL \times 1.15.

Method of Testing .. Capstans shall be tested by the application of the required test load, in the following manner:

- a. A running sheave is to be suitably set up adjacent to the capstan.
 b. The test load is to be raised and lowered by the capstan cable operating over the running sheave.

17. Pallet Loader (Armament Stores)

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* .. a. Once every four (4) years from the date of previous test; *or*
 b. whenever a loader is substantially repaired or altered; *or*
 c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. SWL \times 1.25.

18. Wall Brackets

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* .. a. Once every four (4) years from the date of previous test; *or*
 b. whenever a bracket is substantially repaired or altered; *or*
 c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. SWL \times 1.15.
 Hydraulically operated systems to be checked for creep.

19. Hydraulic Trolley Jacks

Frequency of Surveys .. Every twelve (12) months.

- Frequency of Tests* .. a. Once every four (4) years from the date of previous test; *or*
 b. whenever a jack is substantially repaired or altered; *or*
 c. after any repairs or alterations which may affect the safe operation of the equipment.

Test Loads .. Makers rating, makers rating \times 1.25 and makers rating \times 1.05 in accordance with 'Test Procedure'.

- Test Procedure* .. a. Each jack to be tested in three positions using makers maximum rating; whilst in the extended position the load to be held five (5) minutes with 'creep' not exceeding 1 per cent of the extension to be checked.
 b. Each jack to be tested, prior to its overload device being set, under a static load equivalent to its rated capacity plus 25 per cent.
 c. Each jack, with its overload device set so that the jack is capable of raising its rated load throughout its range of movement, shall be tested under a static load equivalent to its rated capacity plus 5 per cent.

(400/201/152)

(Navy Order 78/72)

Test Loads ...
 The test load shall be applied in accordance with the Test Procedure.
 The test load shall be applied in three positions using
 master measurement; within in the intended
 position the load to be held for (7) minutes
 with 'Creep' not exceeding 1 per cent of the
 dimension to be checked.
 The load shall be removed prior to the overload
 device being set under a static load equivalent
 to the rated capacity plus 25 per cent.
 The load shall be applied with an overload device set so that
 the 'Creep' or capable of raising its rated load
 throughout its range of movement shall be
 tested under a static load equivalent to its rated
 capacity plus 25 per cent.

(2211012011122)

2.2.2.2.2.2.2.2.2

Property of Material: ...
 Property of Joint: ...
 Test Load: ...

2.2.2.2.2.2.2.2.2

Property of Material: ...
 Property of Joint: ...
 Test Load: ...

2.2.2.2.2.2.2.2.2

Property of Material: ...
 Property of Joint: ...
 Test Load: ...

RESTRICTED

ANOs 85/73-97/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
7 March 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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Section 1

ADMINISTRATIVE AND GENERAL

RESTRICTED

85/73—Ceremonial—Saluting Stations at Commonwealth and Foreign Ports in the Pacific and Indian Oceans

1. Navy Order 446/71 is to be amended as follows:

ANNEX A

Delete all reference to Singapore.

(12/1/65)

(Navy Order 446/71)

UNCLASSIFIED

86/73—Miscellaneous Charges Orders—Overseas Air Travel

1. Navy Order 204/72 is to be amended as follows:

Insert new Paragraphs 7., 8. and 9.

'7. Should an unused or partially used MCO be lost or destroyed in error, full details are to be immediately forwarded to the issuing authority who is to complete a form of indemnity in the format shown hereunder and forward same to the relevant airline company with a request for credit to be allowed.

INDEMNITY—LOST MISCELLANEOUS CHARGES ORDER

I,.....
 (Issuing Authority) (Name, Rank and Title)
 of.....hereby advise the loss of unused/
 (HMA ship or establishment)
 partially used MCO number.....issued to.....
 (Name of traveller)
 by.....on the.....day of.....
 (Branch/Agency of airline company)
 19.... for travel as detailed below and I hereby request that refund in
 respect of the lost MCO be forwarded to.....
 (Certifying officer responsible for
 payment of accounts)
 Australia agrees to indemnify.....
 (Name of airline company)

against all claims, damages, losses and expenses which may accrue against or be suffered by it arising out of or in any way connected with the granting of this request or the improper use of the lost MCO. The Commonwealth undertakes to return the original MCO to the company for cancellation in the event of the MCO coming into the possession of the Commonwealth.

Details of Travel

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

.....
(Issuing officer)

.....
(Witness)

For control purposes, a copy of the indemnity and associated correspondence is to be forwarded to the certifying officer responsible for payment of the original claim (NAM Article 189 (2) is relevant).

8. If, for any reason, it is not possible to return the used MCO in accordance with Paragraph 5. above, the reasons are to be notified to the issuing authority as early as practicable.

9. The above instructions will be incorporated in Navy Accounts Manual (ABR 5018) in due course.

(187/1/211)

(Navy Order 204/72)

UNCLASSIFIED

87/73—Safety—Drill Using SL Rifle with Bayonet Fixed

1. Several men have received injuries when drilling with the self-loading rifle with bayonet fixed. It is possible to impale the hand onto the bayonet of the man on the left when dressing with intervals, particularly if the squad being drilled is not correctly sized.

2. The following precautions should be observed:

- a. The L1A1 bayonet is extremely sharp and great care should be exercised when drilling with bayonets fixed.
- b. The squad should be correctly sized before carrying out drill with the L1A1 rifle.
- c. The drill for dressing with intervals should be modified slightly so that the left arm is moved slightly to the rear of the shoulder of the man on the left before being cut smartly to the side.
- d. During initial training and until the drill outlined in Sub-paragraph c. above is perfected, scabbards may be left on the bayonets.

3. Navy Order 131/70 is hereby cancelled.

(177/1/80)

(Navy Order 131/70)

Section 2

PERSONNEL

UNCLASSIFIED

88/73—Compensation for Loss of or Damage to Watches

1. The amount of compensation payable in accordance with ABR 5020 (Naval Pay Instructions), Naval Financial Regulation 181, for the loss of a watch as a result of a casualty of the service is assessed having regard to original cost and age.

2. Compensation for damage is normally restricted to the cost of repairs.

3. Commanding Officers are to ensure that ships companies are informed of the need to remove watches when they are employed on tasks (eg, handling lines, carrying stores) where there is a danger of the watchband being broken, and the watch being lost overboard.

4. Navy Order 52/71 is hereby cancelled.

(910/251/5)

(Navy Order 52/71)

UNCLASSIFIED

89/73—Officers—Service Records

1. Navy Order 39/70 introduced, for a trial period, the system of forwarding to an officer a copy of Form PH13 produced at the time of his promotion. This practice will be continued.

2. The following records are also available for retention by officers:

- a. a complete service history print. This is produced as Form PH4 and is available on request to Navy Office;
- b. a Certificate of Service (Form PH100-1), which is forwarded to each officer just prior to the termination of his service, and which provides a precis of that service.

3. Navy Order 39/70 is hereby cancelled.

(333/4/139)

(Navy Order 39/70)

UNCLASSIFIED

90/73—Payment of Accounts for Private Medical or Dental Treatment

1. The instructions concerning payment of accounts for private medical or dental treatment have been amended. In future, members who incur expenses for medical or dental treatment from public hospitals or private practitioners without prior approval are to pay such expenses and subsequently claim reimbursement.

2. In such cases the following procedure is to be adhered to:
 - a. A member on leave who arranges private medical or dental treatment without prior approval is to inform the hospital or practitioner that he is responsible for payment of expenses incurred.
 - b. The member is to obtain a certificate that he has been treated and hand it to the supply officer on return to duty.
 - c. The supply officer is to record the financial commitment and advise the medical or dental officer.
 - d. If medical treatment is involved, the medical officer is to create a medical record in accordance with Article 0211 of ABR 1991—Naval Medical and Hospital Instructions.
 - e. If dental treatment is involved the dental officer is to create a dental record in accordance with Article 1013 of ABR 5103—Dental Instructions for the Royal Australian Navy.
3. Form PB112 is presently being amended, however, members who comply with the instructions on the current PB112 (Paragraphs 1 and 5) are to be reimbursed on production of receipted accounts.
4. Annex A to this order contains revised instructions for members on leave and is to be placed on notice boards pending promulgation in poster form.

ANNEX A

Instructions for members on leave regarding private medical or dental treatment:

1. *Treatment*—Immediately contact nearest naval establishment. Failing this, contact one of the following:
 - The nearest Army or Air Force establishment
 - Repatriation establishment
 - Public hospital.
 Only consult a private doctor in extreme urgency or when none of the above services are available.
2. *Reporting*—Immediately cause a telegram to be sent informing your Commanding Officer and stating where sick, followed by a medical certificate stating nature of illness and whether fit or unfit for travel. A further certificate is to be posted every seven days during absence.
3. *When fit to travel (not necessarily fit for duty)*—Return immediately to your place of duty with final medical certificate showing date fit to travel.
4. *Payment of fees*—Pay the doctor and obtain a receipted account.
5. *Dental treatment*—Dental treatment should be obtained through service sources. Where this is not possible, the department will be responsible for the cost of private dental treatment only in cases where the treatment was for the urgent relief of pain or the urgent repair of dentures. In the latter case, cost will be accepted only in exceptional circumstances and subject to Navy Office approval.
6. Pay the dentist and obtain receipted account.

(327/61/42)

UNCLASSIFIED

91/73—RN Personnel—Service in RAN—Travel

1. NPI 1807.4 and 1811.2 state that, in connection with their RAN service, passages for RN Loan and Exchange personnel and dependants between the UK and Australia are granted subject to the conditions applicable in the RN.
2. As indicated in DCI (General) S76/72 the current RN conditions provide that the official method of travel for RN personnel between the United Kingdom and Australia is by RAF aircraft/commercial air via Singapore, terminating at Sydney. This method will, therefore, apply to all RN personnel travelling in connection with their Loan or Exchange service in the RAN.
3. Arrangements for flights from UK will be made by the appropriate RN authorities and advised to the Australian Naval Representative, UK, who will signal flight details and temporary accommodation requirements in Australia to the appropriate RAN authorities. NPI 1807.4.c and 1811.2.b regarding reimbursement of hotel expenses will continue to apply.
4. Arrangements for flights to the UK will be made from Navy Office and to enable this to be done an application for passage is to be forwarded in accordance with NPI 1605.3.a and b. The RAF flight from Singapore and a connecting commercial flight from Sydney to Singapore will both be arranged from Navy Office. No approach is to be made to the ANZUK authorities at Singapore regarding RAF travel for RN personnel returning to the UK. The change of aircraft at Singapore will allow a short stop-over. Accommodation at Singapore will be arranged by the ANZUK authorities but charges for any period exceeding 48 hours, except in circumstances beyond the individuals control, will be a personal liability.
5. In view of Paragraphs 1 and 2 above, any departure from the above official method of travel will constitute an own way passage, the rules for which are contained in BR 1950, Chapter S14, Section 3; these rules require that all arrangements for own way passages be made by the applicant and reimbursement claimed on completion of travel.
6. By recent United Kingdom Ministry of Defence direction RN officers are entitled to first class travel when travelling on duty on domestic routes within Australia during their RAN service. However, first class travel to Australia and to destinations outside Australia is limited to officers of the rank of Rear Admiral and above; when the journey exceeds four hours it is also extended to Captains with six years seniority and over.
7. All other associated passage conditions, eg, baggage allowance, will also be in accordance with the conditions applicable in the RN.
8. Current regulations regarding RN travel are contained in:
 - DCI (RN) 228/70 .. Travelling—Passages—Naval Personnel
 - DCI (RN) S121/72 .. Travelling—Baggage
 - DCI (General) 179/70.. Accompanied Air Baggage Scales
 - DCI (General) 81/70 .. School Childrens Visits
 - DCI (RN) S48/72 .. Private Effects—Insurance

(189/80/480)

UNCLASSIFIED

92/73—Training and Employment of Writer Sailors

1. The increasing complexity of regulations, coupled with additional responsibilities means that writer sailors now require a broader knowledge than previously. To some extent, this added requirement is reflected in the writers course syllabus, but much of the expertise required of a writer, as with any other sailor, must inevitably come from experience gained on the job.

2. Ordinary seamen (writers) undergo a 70 day basic course for promotion to the Able rank, as shown in Article 1911 of ABR 27 Volume II. It will be readily appreciated that on completion of this basic course, writer sailors are equipped only to perform routine tasks and for some time, require extensive supervision. It is not until selected for the Advanced Category Course that these sailors again have the opportunity for programmed or assisted study. As with other categories, great importance is therefore placed on knowledge gained by experience.

3. To this end Commanding Officers are urged to ensure that writer sailors in ships and establishments under their command are given the opportunity to acquire a range of experience as wide as possible in the prevailing circumstances. This opportunity, it is considered, can only be achieved by rotating writers and Leading writers at regular intervals between their various functions; secretarial, pay, accounts, removals and other entitlements, etc.

4. The Naval Board appreciate that such internal movement is not always possible in small ships or establishments with complements of only one or two writer sailors. It is realised also that a certain amount of disruption may be caused to office routine.

5. Navy Order 82/70 is hereby cancelled.

(303/31/73)

(Navy Order 82/70)

UNCLASSIFIED

93/73—Travelling Allowance—Members on Long and Intermediate Term Duty Overseas

1. Various rates of long term duty travelling allowance contained in Navy Order 212/72, as amended by Navy Order 413/72, have been revised. Amended rates and effective dates are as follows:

TABLE A

Delete those rates shown for the ARAB REPUBLIC OF EGYPT and ISRAEL and insert the following in their stead:

TABLE B

Insert new rates for INDONESIA (DJAKARTA):

TABLE C

Amend notation for INDONESIA by inserting '—ELSEWHERE' and insert the following new rates:

TABLE A

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Arab Republic of Egypt	10.7.72	LE	7	7	8
Israel	21.7.72	IL	105	105	114

TABLE B

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Indonesia—Djakarta	3.10.72	Rupiahs	5,725	5,725	6,660

TABLE C

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Indonesia—Elsewhere	3.10.72	Rupiahs	1,335	1,335	1,500

(252/4/177)

(Navy Orders 212/72 and 413/72)

UNCLASSIFIED

94/73—Travelling Allowance—Members on Short Term Duty

1. Various rates of short term duty travelling allowance contained in Navy Order 213/72, as amended by Navy Orders 329/72 and 426/72, have been revised. Amended rates and effective dates are as follows:

TABLE A

Delete those rates shown for the ARAB REPUBLIC OF EGYPT, BAHRAIN and ISRAEL and insert the revised rates shown hereunder in their stead:

TABLE B

Delete those rates shown for INDONESIA and KHMER REPUBLIC (CAMBODIA) and insert the revised rates shown hereunder in their stead:

TABLE A

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Arab Republic of Egypt(c)	10.7.72	LE	12.650	12.650	14.250
Bahrain	13.7.72	BDinars	21.00	21.00	22.00
Israel	21.7.72	IL	140	140	160

TABLE B

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Indonesia	3.10.72	Rupiahs	7,060	7,060	8,160
Khmer Republic (Cambodia)	3.10.72	Riels	1,120	1,120	1,240

2. The notes following Table C in Navy Order 213/72 should be amended by inserting the following:

'(c) If tourist Rate of Exchange is obtained, this rate must be used in calculating travelling allowance.'

(252/4/168)

(Navy Orders 213/72, 329/72 and 426/72)

Section 4**EQUIPMENT, STORES AND SERVICING**

UNCLASSIFIED

95/73—Ammunition—Rounds 40/60—Primers No 12 Mark N4—Withdrawal of Restricted Lots

- Authorities concerned* .. All holders of Rounds QF 40/60 Bofors.
- Information* .. Hangfires have been experienced at proof firings of certain lots of Primers Percussion No 12 Mark N4. As a result the primers concerned are withdrawn from service.
- Items concerned* .. Primers Percussion No 12 Mark N4:
Lot 107 Filled CY11-57
157 CY11-60
176 TH3-54
- Where found* .. These primers may be found in Rounds QF 40/60 Bofors of any type.
- Action to be taken* ..
 - By HMA ships and shore establishments. Return to the nearest RAN armament depot all rounds fitted with the restricted primers and demand replacements in lieu.
 - By RAN armament depots. Circular Letter (A) is being issued.
- Safety category* .. BR 862 Article 2508—Category (ff), ie, not dangerous but may have a percentage of failures to function.

(729/56/114)

UNCLASSIFIED

96/73—Safety Hazards—High Voltages—Navigation and Weapon Electronic Equipment

1. The attention of all personnel maintaining navigation, weapon electronic and peripheral equipment is drawn to the fact that operation of the equipment OFF/ON switch does not necessarily or automatically switch off all high voltages within the equipment. The OFF/ON switch usually controls mains supply and internally produced or processed voltages only. Equipments which contain anti-condensation heaters, servo mechanisms or are remotely controlled, may be connected to independent A/C heater or synchro excitation supplies or may receive voltages from remote sources.

2. Ships staff are to survey equipment falling within this category and demand from SVSO sufficient Type 1 and Type 2 labels to affix to the equipment.

Type 1 Label

3. a. A Type 1 label JS9905-66-054-0801 is a 2½ inch × 1 inch photo-process-printed foil self-adhesive label and bears the legend:

WARNING

SWITCH DOES NOT REMOVE
ALL ELECTRICAL POWER
FROM THIS EQUIPMENT.

- b. This label is designed to fit on the external surface of the equipment, preferably on the door or panel which must be opened or removed to give access to the inside of the equipment. It is anticipated that there will be small demand to fit labels to equipments which are sited in or on positions exposed to the weather. Where such a requirement exists labels are to be fixed both externally and also in a prominent position inside the equipment, and a periodic survey instituted to ensure that the externally fixed labels are replaced as they deteriorate.

Type 2 Label

4. a. A Type 2 label JS9905-66-046-5598 is a 6 inch × 4 inch self adhesive paper label bearing the legend:

WARNING

SWITCH DOES NOT REMOVE
ALL ELECTRICAL POWER
FROM THIS EQUIPMENT.
CONSULT HANDBOOK
BEFORE PROCEEDING.

- b. This label is designed to be fitted inside larger apparatus such as equipment racks and cabinet adjacent, if possible, to the hazardous areas. Should the phrase:

CONSULT HANDBOOK BEFORE PROCEEDING

not be required or not be applicable this part of the label may be cut off.

(177/1/212)

Section 5**BOOKS, CORRESPONDENCE, FORMS AND STATIONERY****RESTRICTED****97/73—ABR 27 Volume 1 Appendix A—Junior Officers Fleet Training Task Book**

1. ABR 27 Volume 1 Appendix A contains under each subject heading of the syllabus, practical tasks and written assignments to be completed by the junior officer as he progresses through his training. The work consists of practical participation in evolutions and exercises, amplified by questions requiring short written answers, carried out under supervision.

2. The aims of ABR 27 Volume 1 Appendix A are:

- to amplify the syllabus of training published in current Navy Orders;
- to indicate to the junior officer through the questions, the depth of knowledge required;
- to indicate to the Examining Board the experience each officer has gained during his time in the Fleet.

3. The syllabus of training is common to midshipmen of both the General List and the Supplementary List (Seamen) and consists of the following main subjects:

- | | |
|---------------------------------------|---------|
| a. Seamanship | 9 weeks |
| b. Engineering | 6 weeks |
| (1) Marine Engineering; NBCD | |
| (2) Weapons Electrical Engineering | |
| c. Operations and Weapons | 5 weeks |
| (1) Gunnery | |
| (2) Anti-submarine | |
| (3) Communications | |
| (4) Air | |
| (5) Action Information Organisation | |
| d. Supply | 3 weeks |
| e. Divisional Officers Duties | 2 weeks |
| Ships Organisation. | |

4. Details of the training pattern and directions concerning supervision of work are contained in the Introduction to the publication. Recommendations for amendments are to be forwarded in the normal manner.

5. Navy Order 227/70 is hereby cancelled.

(465/1/1345)

(Navy Order 227/70)

RESTRICTED

1974

11

1. The aim of this Volume 1 Appendix A is

- 2. to ensure the safety of persons involved in the
- 3. to ensure the safety of persons involved in the
- 4. to ensure the safety of persons involved in the

5. The purpose of this Volume 1 Appendix A is to

- 6. to ensure the safety of persons involved in the
- 7. to ensure the safety of persons involved in the
- 8. to ensure the safety of persons involved in the

- 9. to ensure the safety of persons involved in the
- 10. to ensure the safety of persons involved in the
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- 12. to ensure the safety of persons involved in the

- 13. to ensure the safety of persons involved in the
- 14. to ensure the safety of persons involved in the
- 15. to ensure the safety of persons involved in the

16. Details of the training pattern and duration concerning separation in work

17. Details of the training pattern and duration concerning separation in work

Section 5

TRAINING, CORRESPONDENCE, FORMS AND STATIONERY

RESTRICTED

18. Details of the training pattern and duration concerning separation in work

19. Details of the training pattern and duration concerning separation in work

Historian

RESTRICTED

ANOs 98/73-105/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,

15 March 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

N. Handau

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

98/73—Decommissioning—HMAS DUCHESS

1. The following decommissioning has been effected:
HMAS DUCHESS 29 January 1973
(1211/51/872)

RESTRICTED

99/73—Honours and Salutes on Parade—Inclusion of HRH the Prince of Wales

1. HM the Queen has given her approval to a joint Queens Regulation on honours and salutes on parade in which HRH the Prince of Wales is specifically included. The relevant part of the new regulation is as follows:

Honours and Salutes on Parade

2. The honours and salutes to be given by guards of honour and on parades on the arrival and departure of the personages mentioned are as follows:

- a. to HM the Queen, HRH Prince Philip, the Duke of Edinburgh, HM Queen Elizabeth the Queen Mother and HRH the Prince of Wales:

Royal Salute—Arms presented, Standards, Guidons and Colours lowered. The band is to play the first verse of the National Anthem for the Queen, the Duke of Edinburgh and the Queen Mother, but only the first six bars for the Prince of Wales.

If Prince Philip, Duke of Edinburgh, Queen Elizabeth the Queen Mother or the Prince of Wales arrives or departs during the Queens presence the National Anthem is not to be played.

- b. to other members of the Royal Family:

Royal Salute—Arms presented, Standards, Guidons and Colours lowered and the first six bars of the National Anthem are played, except that:

- (1) when any of the personages at a. are present six bars of the National Anthem are to be played only if specially ordered for the member for whom the parade is held; and
- (2) when none of the personages mentioned at a. is present, but more than one other member of the Royal Family is present, the first six bars of the National Anthem are to be played only for the member for whom the parade is held.

3. Regulations and instructions will be amended in due course.

4. Navy Order 141/70 is hereby cancelled.

(12/1/58)

(Navy Order 141/70)

100/73—Will Not Be Issued

UNCLASSIFIED

101/73—The Collins Trophy Award—1972

1. The Collins Trophy is awarded annually in January to that Naval Air Squadron which has carried out its designated task with the highest degree of efficiency and distinction.

2. In recognition of the high professional standard displayed in meeting all commitments and fulfilling its role, the award for 1972 is made to VS-816.

(38/201/7)

Section 2**PERSONNEL**

UNCLASSIFIED

102/73—Miscellaneous List of Officers—Abolition

1. Officers of the Permanent Naval Forces are grouped into the following lists:
 General List (Seamen, Engineering and Supply and Secretariat Branches).
 Miscellaneous List (Ordnance Inspection, Instructor, Medical and Dental Branches).
 Special Duties List.
 Supplementary List.

2. It has been decided that the Miscellaneous List is inappropriately named and that it would be preferable to establish separate lists in its place. The following lists will therefore apply as from 1 June 1973 and the next edition of the Navy List will conform:

Ordnance Inspection List.

Instructor List.

Medical List (to include Medical and Dental Officers).

3. Chaplains will continue to be shown separately and do not belong to any of the officer lists.

EDP Abbreviations

4. Although it is customary to show four letter abbreviations (two letters representing list and two branch) this is not an absolute necessity, and in the case of the Ordnance Inspection Branch a two letter symbol only will be used. The Instructor Branch is also a single branch list but four letters are necessary to distinguish short service officers from those holding permanent commissions.

5. The following EDP abbreviations will be used:

<i>List</i>	<i>Comprising</i>	<i>EDP Abbreviation</i>
Ordnance Inspection ..	Ordnance Inspection Officers	OI
Instructor ..	Instructor Officers (Permanent Commission)	EDIT
Medical ..	Medical Officers (Permanent Commission)	MDSG
	Dental Officers (Permanent Commission)	MDDN

6. Short Service Commission officers of the branches involved in Paragraph 5 will continue to be shown for EDP purposes as follows:

Instructor Officers ..	SSIT
Medical Officers ..	SSSG
Dental Officers ..	SSDN

7. Attention is drawn to the correct method of describing officers, as set out in Navy Order 238/72.

8. ABR 5063 will be amended.

(303/1/117)

(Navy Order 238/72)

UNCLASSIFIED

103/73—Uniform—Introduction of New Pattern Field Cap

1. A new style cap manufactured from mercerised blue drill has been introduced to eventually replace the current pattern blue denim field cap and will be available for issue to personnel on repayment, as an optional item of kit.

2. The cap, in the following range of sizes, will be made available on demand from the Superintending Victualling Store Officer, Royal Edward Victualling Yard, Pyrmont, Sydney, NSW, at at cost of \$3.04 each, when stocks of the present pattern field denim caps are exhausted:

<i>Class</i>	<i>Catalogue No</i>	<i>Description</i>	<i>Size</i>
8405	66-043-8720	Cap, Field, Blue	6½
8405	66-043-8721	Cap, Field, Blue	6¾
8405	66-043-8722	Cap, Field, Blue	7
8405	66-043-8723	Cap, Field, Blue	7¼
8405	66-043-8724	Cap, Field, Blue	7½
8405	66-043-8725	Cap, Field, Blue	7¾

3. This order will be reprinted for posting on notice boards.

(917/73/97)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

104/73—Machinery—General—Safety Guards on Moving Machinery

1. An accident at sea, in which a sailor lost an arm, was caused primarily by the lack of a safety guard over a rotating shaft.

2. The attention of Commanding Officers is drawn to BR 3000, Article 0608. Where safety guards are removed from moving machinery, for whatever purpose, they are to be replaced as soon as possible. Where also, through failure to observe this instruction in the past, moving machinery is not protected by an efficient guard, this is to be provided without delay. Priority in the latter case is to be given to machinery located in gangways and other positions where accidents are particularly likely.

3. A job card record is to be kept:

- a. of the removal of any safety guard which, for whatever reason, cannot be replaced immediately after work on the machinery concerned is completed;
- b. of the requirement to replace any missing safety guards. Where, in exceptional cases these cannot be provided by ships staff, an item covering the work is to be raised for inclusion in the next defect list.

4. Since refits afford the most serious opportunities for the loss of existing guards, or failure to provide them, Commanding Officers are to ensure that adequate guards have been fitted by the refitting authority, before machinery is again brought into service after refit.

5. Navy Order 239/70 is hereby cancelled.

(177/1/88)

(Navy Order 239/70)

Section 6

ESTABLISHMENTS

UNCLASSIFIED

105/73—Leasing of Office and Store Accommodation

Navy Order 27/73 is to be amended as follows:

Paragraphs 1a and 1c

Delete Department of Interior.

Insert Department of Services and Property.

(1461/31/2)

(Navy Order 27/73)

Historian.

RESTRICTED

ANOs 106/73-112/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
29 March 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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111/73	Projectile Line Throwing—Introduction of the Chemical Light Stick and Adaptor for Night Line Throwing.
112/73	Stores, Spare Parts, Tools and Ordnance Accessories—Armament Stores—Losses—Values for Recovery and Write-off Purposes.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

106/73—Safety Orders for Power Boats—Form TI151

1. Form TI151 is attached as an annex to this order. Copies, suitable for display, are to be demanded from SVSO, Pyrmont, and prominently displayed in all power boats.
2. A daily inspection of all power boats is to be carried out. Attention is drawn to RI Article 3142.
3. Navy Order 248/70 is hereby cancelled.

ANNEX A

Safety Orders for Power Boats

Inspections

1. A daily inspection of all power boats is to be made by the coxswain and driver in accordance with an approved check off list. The result of the inspection is to be reported to the OOW by the coxswain on completion. A weekly inspection by an officer accompanied by the coxswain or driver is also to be carried out. Inspections are to include the following:
 - a. *Fire Fighting Equipment*: inspect to see that the proper fire fighting equipment is on board.
 - b. *Life Saving Equipment*: inspect to see that the proper outfit of life saving equipment is on board.
 - c. *Bilges and Sumps*: inspect before starting the engine and if not dry and free from vapour and oil they are to be pumped out, dried and ventilated.
 - d. *Engine Space Bulkheads*: inspect for tightness in bilges in order to prevent liquid and gas from passing into adjacent compartments.
 - e. *Fuel Pipes and Tank Fittings*: inspect for loose fittings or leaky joints.
 - f. *Electrical*: inspect to see that all leads and connections are in place, secured and properly insulated.
 - g. *Boat Recall Signal*: inspect and see that a copy of the boat recall signal is prominently displayed.
 - h. *Navigation Equipment*: inspect to see that proper lights and sound making apparatus are on board and in working order.
 - i. *Bungs*: inspect to ensure that they are in place and screwed home.

Fuelling/Defuelling

2. The coxswain is to be on board during fuelling or defuelling and is responsible that the following precautions are taken:
 - a. All main and auxiliary engines are to be stopped and fuel supply cocks shut. However, in boats fitted with bilge exhaust blowers and gas detection systems, blowers may be run while boat is being refuelled.

- b. All naked lights are extinguished and no smoking takes place. For this purpose transistorised equipment operating is regarded as a naked light.
- c. In the case of petrol boats fuel hoses are to be properly grounded prior to commencement of fuelling. No electrical switches or connections are to be altered until the boat has been checked gas free by a responsible officer or sailor on completion of fuelling or defuelling. An explosi-meter or other approved gas detecting device is to be used.
- d. Bilges are to be examined before and after fuel transfers and any flammable materials removed.
- e. All practical steps are to be taken to prevent leakages of fuel.
- f. Fuel tank breathing pipes are to be inspected to ensure that gauzes are clean and undamaged.
- g. Guard against over-filling.
- h. Boats should preferably be fuelled in daylight only and with the boat in the water. They are never to be fuelled with passengers embarked.
- i. One member of the crew is to stand by with a CO₂ extinguisher ready for use throughout fuelling or defuelling.
- j. Before starting the engine after refuelling ensure complete absence of oil or fuel or vapours in the bilges or engine compartments. A check with an explosi-meter or other approved gas detecting device is to be made if petrol has been embarked or discharged.

Fire Precautions

3. All members of a power boats crew are to have a thorough knowledge of the safety precautions pertaining to the use and handling of petrol and diesel fuels and the prevention of fires in boats. They must be capable of operating the fire fighting equipment fitted in the boat. In addition:

- a. Smoking, the use of matches, naked lights or transistorised equipment in any engine compartment of a Service boat and in any part of a petrol engined boat is prohibited.
- b. Automatic lighters or non-safety matches are not to be carried in engine compartments.
- c. Flammable liquids are not to be used for engine cleaning purposes.
- d. Cleaning gear is to be stowed in the locker provided for this purpose.

General

4. Good housekeeping in a power boat is essential for the protection of personnel and material. Special attention is to be paid to:

- a. General boat cleanliness.
- b. Dry and clean bilges. Absence of fuel vapour.
- c. Maintenance of fire fighting equipment.
- d. Maintenance of life saving equipment.
- e. Prompt reporting of any defects.

Boat Capacity

5. At no time shall the boat carry more than the authorised load of passengers, stores or combination of both.

Boats Crew

- 6. All members of the boats crew must be able to swim.

EQUIPMENT CHECK LIST

THIS NOTICE IS TO BE DISPLAYED PROMINENTLY
IN ALL POWER BOATS

Firefighting Equipment		Life Saving Equipment		
Type	Stowage	Type	Stowage	
<i>Navigation Equipment</i>				
This Boats Recall Signal and Callsign is		Boat Capacity		
Visual (Draw Flag)	Voice	Personnel (incl. crew)	Stores (in lbs.)	Max. Weight (in lbs.)
		Calm		
		Medium		
		Rough		

(464/78/476)

(Navy Order 248/70)

Section 2

PERSONNEL

UNCLASSIFIED

107/73—Naval Emergency Reserve and Citizen Naval Forces—Sailors Posting Note

1. Notice of Reserve and CNF sailors posted for training or annual Naval service is given in the Annex to the Weekly List of Sailors Postings prepared by the Director of Naval Reserves. Sailors posted to fill a vacancy in the establishment of the PNF will be shown in the PNF section.

2. It is usual to inform RANER sailors of their posting for annual Naval service up to three months in advance of the date of posting, but unless special circumstances dictate, they will not be shown on Posting Lists until about four weeks before they are expected to report for service. In this way, it is hoped to keep amendments to a minimum.

3. The Reserve Posting List will be in the following form:

Examples

Personal Number	Name	Rank	Effective Date	Ship From	Ship To	No of Days	Remarks
a. H38347	SMITH J B	LSQMG	1.3.70	SHORE	ANZAC	13 days	

Explanation

This sailor is a member of the RANER (personal number prefix 'H'). He will join HMAS ANZAC on 1 March 1970 for 13 days Naval service. The Director of Naval Reserves will provide joining instructions and travel warrants.

Personal Number	Name	Rank	Effective Date	Ship From	Ship To	No of Days	Remarks
b. A100427	JONES L M	ORDWTR	1.3.70	WATSON	SYDNEY	13 days	

Explanation

This sailor is a member of the RANR (personal number prefix 'A'). His Reserve training establishment is HMAS WATSON. He will join HMAS SYDNEY for 13 days training on 1 March 1970. HMAS WATSON provides joining instructions and travel warrants.

4. The following instructions regarding payment and discharge procedure are to be followed:

a. *Pay.* Unless otherwise informed, payment is to be made to RANER sailors at the 'on promotion' rate on the last day of service. Marriage, hard lying and diving allowances are to be paid where applicable. Income tax is not to be charged. Payment to RANR sailors will continue to be made in accordance with Naval Reserve Regulations and Instructions.

b. *Travel and Discharge.* Travel warrants and joining instructions will be issued by the Director of Naval Reserves to members of the RANER posted for normal annual service and by the Reserve training establishments for RANR sailors. It is important to ensure that Reserve personnel borne for annual Naval service or training are not discharged before the last day of service. Those required to travel long distances may be discharged on the last day as necessary to meet travel arrangements. Other sailors are not to be discharged before noon on that day. Failure to complete the full 13 days service may result in the member forfeiting his annual bounty or efficiency grant. To obviate losing time on commencement of courses and to economise on travel, all routine RANR and certain RANER postings will be made to commence on a Sunday.

c. *Reports.*

RANER—Forms PP103 (duplicate), PH104 and a certified copy of Form FA119 is to be forwarded to the Director of Naval Reserves as early as practicable after completion of training.

RANR—Forms PP103 and PB121 to the Reserve training establishments as soon as practicable after completion of training.

d. *Uniform.* As soon as convenient after joining, RANER sailors uniform kits are to be inspected and if considered necessary, checked against a copy of the relevant Forms SA279 or SA111 which may be obtained from DVGS. These forms may be destroyed after use. Issue and/or replacements may be made, in accordance with current instructions, on Form SA207 which is not to include details of issues to other than Reserve and CNF sailors. Issues are not to be made to RANR sailors unless authorised by the appropriate Reserve training establishment or the Director of Naval Reserves.

e. *Medical.* Medical history documents of RANER sailors are held by the Medical Director-General (see ABR 1991, Article 0308.3), and those of RANR personnel by their Reserve training establishments. These documents if received during training are to be returned to the appropriate authority as soon as the sailor is discharged from training.

If a sailor's medical fitness is in doubt he is to be discharged to shore immediately, Navy Office being informed by signal.

An RANER sailor found to be medically unfit for immediate service is to be informed that he is responsible for restoring himself to the required standard and for providing the Director of Naval Reserves, within one month, with a doctor's certificate to the effect that any necessary treatment has been taken and that he is now medically fit.

Medical treatment and urgent dental treatment may be provided for members during Naval service.

f. *Certificate of Service and Sailors Service Records.* An RANER sailor holding a Certificate of Service and/or a Sailors Service Record (Form PH14) will bring it with him each time he reports for Naval service. Page 2 only of the Service Certificate is to be completed and the document/s are to be returned to the sailor on his last day of service together with the duplicate copy of Form PP103 (report on Reserve and CNF sailors borne for continuous training or service). An RANR sailor will bring his Certificate of Service on which page 4 only is to be completed and the certificate returned to the Reserve training establishment.

5. Navy Order 183/70 is hereby cancelled.

(333/8/279)

(Navy Order 183/70)

Section 4

EQUIPMENT, STORES AND SERVICING

RESTRICTED

108/73—Ammunition, Shot Guns, Clay Pigeons and Traps—Allowances and Supply on Repayment

1. The allowances of ammunition, shot guns, clay pigeons and traps have been determined observing the following principles:

a. Trap shooting is no longer required as a general training aid in the RAN and accordingly ships and establishments, as a whole, will not be issued with ammunition and clay pigeons. There are, however, specific cases where

training benefit can be gained from trap shooting and other cases where ammunition will be allowed for particular circumstances. These exceptions are shown in Paragraph 2.

- b. Shot guns and traps will be provided from public funds. The allowance of guns is shown in Paragraph 7.
 - c. Ammunition will be provided on repayment for recreational purposes to members of properly instituted gun clubs.
2. The following allowances are approved in accordance with Sub-paragraph 1a:
- a. HMAS CERBERUS and WATSON will be allowed 2,000 rounds of number 6 shot, when hosts in inter-service competitions, and 1,000 rounds per annum for practice for inter-service competition in other years.
 - b. HMAS MELVILLE, TARANGAU and PBF CAIRNS will be allowed number 6 shot as follows, as a training aid for patrol boat 40/60 aimers, as no aerial target facilities are available in these areas:
 - (1) HMAS MELVILLE and PBF CAIRNS: 2,880 rounds per annum each.
 - (2) HMAS TARANGAU: 4,800 rounds per annum.
 - c. HMAS COONAWARRA will be allowed 4,000 rounds of number 2 shot per annum to overcome the depredations of birds.
 - d. HMAS CRESWELL will be allowed 3,000 rounds of number 6 shot per annum for small arms handling familiarisation.
 - e. HMAS NIRIMBA will be allowed 14,000 rounds of number 6 shot per annum for small arms familiarisation and recreational purposes. This allowance has been made as a special case in view of the present limited recreation facilities available.
 - f. NAS NOWRA will also be allowed 2,000 rounds of number 6 shot per annum when host for inter-service sports. This allowance is only to be used if HMAS WATSON is not inter-service host.
3. Clay pigeons will be allowed as required to HMAS CERBERUS, WATSON, TARANGAU, MELVILLE, CRESWELL, NIRIMBA, NAS NOWRA and PBF CAIRNS on the basis of two clay pigeons for every round of ammunition allowed.

4. Non-service shot gun ammunition for recreational purposes may be purchased by members or ship welfare committees, and brought on board and stowed in accordance with the provisions of RI Article 2986.c. In the case of submarines, ammunition may be obtained from Naval armament depots only and ammunition from other sources is not to be embarked.

5. Members of a properly constituted gun club, within a ship or establishment, may obtain shot gun ammunition and clay pigeons from Naval armament and Naval store depots respectively. A necessary condition of this concession is that competent supervision of expenditure is exercised by the gun club, and that supply to individual members is kept within reasonable proportions. The current prices for supply, which are liable to adjustment, are as follows:

Number 6 shot gun cartridges	\$6.72 per 100
Clay pigeons	\$2.50 per 100

The repayment issue price comprises the 'into store' cost plus 25 per cent 'on cost' for departmental expenses (Navy Order 132/72 refers). Gun clubs may find it advisable to check that ammunition and clay pigeons are not obtainable cheaper from non-service sources.

6. Demands by clubs on the store depots are to be made on Form SX14. On issue, a receipt is to be given by either the president or the secretary of the club on this form.

7. Opened packages of shot gun cartridges may not be returned to a depot. Credit on unopened packages returned will be allowed only to the amount of the 'into store' cost.

8. It is emphasised that ammunition and clay pigeons provided in accordance with Paragraph 2 are to be used only for the purposes for which they are provided.

9. Guns, single or double barrelled, are allowed to ships and establishments as follows:

- a. *Ships*—HMAS MELBOURNE, SYDNEY, SUPPLY, STALWART, DDGs, DDs, DEs, training, surveying and oceanographic ships—2 guns.
- b. Submarines, MSCs, HMCs, HMAS PALUMA and KIMBLA—1 gun.
- c. *Establishments*—NAS NOWRA, HMAS CERBERUS, CRESWELL, MELVILLE, COONAWARRA, TARANGAU, WATSON, PBF CAIRNS—2 guns.
HMAS NIRIMBA—5 guns.

10. Navy Order 223/70 is hereby cancelled.

(726/251/132)

(Navy Orders 223/70 and 132/72)

UNCLASSIFIED

109/73—Explosives and Explosive Filled Stores—Hazards of Using for Unauthorised Purposes

1. Records indicate that most accidents involving explosives and explosive filled stores are attributable to insufficient appreciation of safety precautions, or to the neglect of regulations which are framed to prevent unnecessary risks.

2. No explosives or explosive filled store will be used for any purpose other than that for which the store was introduced into service, nor will any trials or experimental use of explosive stores in other than designed role, be carried out without prior approval of the Naval Board.

3. Article 0202.a of BR 862 states, 'The stripping down of, or tampering with explosives and pyrotechnic stores is strictly forbidden'.

(700/51/367)

UNCLASSIFIED

110/73—Fire Appliances Attending Fires Outside Naval Establishments

1. Where response is made by a Navy mobile fire appliance to an incident outside a Naval establishment, the minimum manning of the appliance is to be two persons, these being the driver and one man crew.

2. Navy Order 224/70 is hereby cancelled.

(1427/9/58)

(Navy Order 224/70)

UNCLASSIFIED

111/73—Projectile Line Throwing—Introduction of the Chemical Light Stick and Adaptor for Night Line Throwing

1. *Introduction* .. The purpose of this Navy Order is to introduce into service two items of accessories for the 1095 66-039-3072 Projectile, line throwing, AN1 Mark 1, to enable the projectile to be used more effectively at night.

2. *Description* .. The two items concerned will be held on charge as follows:

Class	Catalogue No	Description	Unit	
			of Issue	Acctg Classn
1095	66-052-5794	Adaptor, light, projectile	NO	C
6260	66-052-5745	Light Stick, chemical actuated	NO	C

3. *Allowances* .. Allowances of the 1095 66-052-5794 Adaptor, and approved outfits of the 6260 66-052-5745 Light Stick are detailed in Annex A to this Navy Order.

4. *Issue procedure* .. Both items will be issued without demand as stocks become available. Replenishment demands for the 1095 66-052-5794 Adaptor are to be lodged with the nearest RAN Weapon equipment depot, whilst future demands for the 6260 66-052-5745 Light Stick are to be directed to SLSO, Sydney (Source Code 0094).

5. *Instructions for use of the accessories* .. Technical instructions for the assembly and use of the two accessory items with the 1095 66-039-3072 Projectile, line throwing, are included as Annex B to this Navy Order.

6. *Warning on toxicity of light stick chemicals* .. If the liquid is found to be leaking from the light stick, avoid contact with the skin and eyes, and dispose of the tube and contents. Skin irritation caused by contact with the chemicals is easily eliminated by washing with soap and water. If the chemical contacts the eyes, wash out with copious amounts of water. Eye irritation, even after washing with water, may last several hours. The toxicity of these chemicals may be considered similar to that of vinegar.

7. *Amendment to warrants* .. Warrants of Naval armament stores will be amended in due course to reflect the allowances of the 1095 66-052-5794 Adaptor.

ANNEX A

Outfits/Allowances of Chemical Light Stick and Adaptor

Ship/Establishment	6260 66-052-5745		1095 66-052-5794	
	Light Stick Outfits		Adaptor Allowances	
MELBOURNE	100	..	30
SUPPLY	100	..	27
SYDNEY	50	..	20
STALWART	50	..	20
DDGs	50 (each)	..	14 (each)
Darings	50 (each)	..	14 (each)
DEs	50 (each)	..	14 (each)
Patrol Boats	12 (each)	..	4 (each)
Minehunters	12 (each)	..	5 (each)
Minesweepers	12 (each)	..	5 (each)
Submarines	12 (each)	..	5 (each)
DIAMANTINA	12	..	7
PALUMA	12	..	4
MORESBY	12	..	14
KIMBLA	12	..	5
TRVs	5 (each) (a)	..	3 (each) (a)
ANZAC	50	..	14
CERBERUS	100	..	9
TARANGAU	20	..	7
PENGUIN	20	..	7
FLINDERS	12	..	3

(a) To be held at base and embarked as required.

ANNEX B

Components and Use

Components

1. The adaptor, light, projectile, and light stick, chemical actuated, are issued to allow the projectile to be used for line throwing at night. Projectiles are to be slightly modified in that the nose cap, at present glued to the nose of the projectile, is to be loosened to allow it to be readily removed/replaced.

2. The adaptor, light, projectile, is used to allow the light stick to be held in the optimum position within the projectile, as viewed from the receiving ship.

3. The light stick will give a minimum 'burning' time of three hours after activation.

ANNEX B—continued

Method of Use

4. a. Ensure that the nose cap can be readily removed from/replaced on the projectile. Replacement may be facilitated by 'working' the removed nose cap with the hands to make it supple.
 - b. Remove the projectile nose cap.
 - c. Activate the light stick by:
 - (1) bending the stick to break the enclosed glass phial; and
 - (2) vigorously shake the stick to mix the two liquids.
 - d. Place the narrow end of the tapered light stick firmly into the adaptor.
 - e. Insert the adaptor with light stick fitted, into the body of the projectile, adaptor first.
 - f. Replace the nose cap on the projectile.
 - g. The line throwing equipment is then used in the normal manner.
 - h. On completion of use the adaptor, with light stick, is removed from the body of the projectile, holding the projectile nose uppermost.
- Note:* Care should be taken when removing the nose cap in case the chemical contents of the light stick have leaked into the body of the projectile.
- i. The light stick is removed from the adaptor, the adaptor being retained for future use and the light stick destroyed by cutting open and *washing* the chemical contents down a scupper or sink. The empty case is then ditched.

5. Attention is drawn to Paragraph 6 of this Navy Order re the safety precautions to be observed when using this equipment.

(714/51/311)

UNCLASSIFIED

112/73—Stores, Spare Parts, Tools and Ordnance Accessories—Armament Stores—Losses—Values for Recovery and Write-off Purposes

(DCI/RN Conf 36/71)

1. The book value of certain items of Naval armament stores listed in Annex A to this order may be used, until further notice, for the purpose of recovery from individuals held responsible for their loss, or for stocktaking purposes. This should enable Forms SA116 and SS1 to be completed more expeditiously.

2. These values are not to be used for any other purpose whatsoever, eg, to determine prices for issues on repayment. Application for such rates is to be made on each occasion to the Director of Armament Supply, Navy Office, Canberra.

3. Similarly values for loss or stocktaking purposes of other armament stores, not included in Annex A, are to be sought from the Director of Armament Supply.

ANNEX A

Stock No	Description	Value for Loss Purposes Only
		\$
249157	Anklet, web, undyed, size 1 pair	0.95
249170	Anklet, web, undyed, size 2 pairs	0.95
249183	Anklet, web, undyed, size 3 pairs	0.95
249196	Anklet, web, undyed, size 4 pairs	1.44
24901511	Belt, waist, extra large, khaki	0.99
24904111	Belt, waist, large, khaki	1.25
24909311	Belt, waist, normal, khaki	0.99
24904112	Belt, waist, large, undyed	0.86
24909312	Belt, waist, normal, undyed	0.95
24901512	Belt, waist, extra large, undyed	0.92
24905312	Bottle, water, mark 6 assembly	1.07
24905311	Bottle, water, mark 7 assembly	1.05
249066	Bottle, water, mark 1 assembly	1.16
249029	Brace, long	0.71
249042	Brace, normal	0.54
24910812	Carrier, water-bottle OP	0.49
24910811	Carrier, water-bottle NP	0.52
249018	Case, pistol	1.55
253197	Cloth, impregnated	0.02
249006	Cover, no 2 breech rifle	0.69
24917613	Frog, bayonet, undyed	0.32
249009	Haversack	2.32
25221413	Haversack, mark 6 assembly	1.18
25221411	Haversack, mark 7 assembly	2.47
249035	Head, implement entrenching	1.05
251 (various)	Helmet, RAC mark 2	4.60
249048	Helve, implement, entrenching	0.77
223617	Launcher, rifle grenade L1A1	13.91
249061	Pack	2.36
249011	Pouch, ammunition, pistol	0.84
249050	Pouch, basic mark 1, 2 and 3	2.26
249076	Pouch, magazine, left modified	5.61
249102	Pouch, magazine, right modified	5.61
249128	Pouch, utility, front	1.91
249141	Pouch, utility, rear	1.70
249012	Strap, shoulder, haversack, left	0.43
249025	Strap, shoulder, haversack, right	0.43
249038	Strap, supporting pack	0.17

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ANNEX A—continued

<i>Stock No</i>	<i>Description</i>	<i>Value for Loss Purposes Only</i> \$
249051	Strap, thigh, normal	0.17
24905211	Tin, mess, rectangular aluminium assembly ..	1.42
24905212	Tin, mess, rectangular steel assembly ..	0.77
249143	Yoke	0.49
253009	Respirator, anti-gas SR6 large	24.01
253022	Respirator, anti-gas SR6 normal	24.01
253035	Respirator, anti-gas SR6 small	24.01
844066-039-3388 ..	Gaiter, canvas, AMF type, undyed, ceremonial use, size 3	2.78
844066-039-3389 ..	Gaiter, canvas, AMF type, undyed, ceremonial use, size 4	2.78
844066-039-3390 ..	Gaiter, canvas, AMF type, undyed, ceremonial use, size 5	2.78
844066-013-4403 ..	Gaiter, canvas, AMF type, dyed black, opera- tional use, size 3	2.94
844066-013-4404 ..	Gaiter, canvas, AMF type, dyed black, opera- tional use, size 4	2.94
844066-013-4405 ..	Gaiter, canvas, AMF type, dyed black, opera- tional use, size 5	2.94
424000-926-4199 ..	Mask, protective field M17A1, small ..	22.92
424000-926-4201 ..	Mask, protective field M17A1, medium ..	22.92
424000-926-4200 ..	Mask, protective field M17A1, large ..	22.92

(710/251/16)

Navy Orders 1/70 to 90/70 are now over three years old and may be disposed of accordingly.

RESTRICTED

ANOs 113/73-122/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
5 April 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

113/73—McNicoll Trophy

1. The Grumman Aircraft Corporation, in 1968, presented to the RAN a trophy to be awarded annually to the Fleet Air Arm Squadron with the best flying safety record. The award is known as the McNicoll Trophy.

2. The trophy is to be held by HMAS ALBATROSS. A miniature of the trophy will be held by the winning Squadron for a 12 month period immediately following its award.

3. The Naval Board will decide the winner of the trophy on the advice of the Co-ordinator of Naval Safety who will collate and analyse all aircraft occurrences reported.

4. To allow a fair assessment and comparison to be made between Squadrons with differing aircraft establishments and hours flown, each occurrence which is assessed as being avoidable at Squadron level will carry a points loss. The points lost by a Squadron for a particular occurrence will be assessed from the following table using the major cause categories from the RAN Flying Safety Manual (ABR 5147) as a guide:

<i>Cause Category</i>	<i>Points Loss</i>	
	<i>Accident</i>	<i>Incident</i>
Aircrew error	20	10
Inspection and servicing error	20	10
Organisation fault (Squadron)	20	10
Supervisory error (Squadron)	20	10
Ground handling error (Squadron)	20	10

5. Although a particular occurrence may be categorised under a single cause category, eg, equipment failure, and this would normally not involve a points loss, occasionally the evidence may clearly indicate a contributory cause which had a definite bearing on the occurrence, eg, inspection and servicing error, or supervisory error. In such cases the assessing authority will decide whether the contributory cause should be debited, in addition to any applicable primary cause, against the Squadron concerned. In such cases the contributory cause will carry half the value of the points loss indicated in the above table. For example, an accident with a cause category of equipment failure and a clearly defined contributory cause of supervisory error would carry a total points loss of 10; an accident with a cause category of inspection and servicing error and a contributory cause of supervisory error would carry a points loss of 30.

6. At the end of each calendar year, Squadron point losses will be totalled and assessed against the Squadrons flying effort, the final figure being factored to 3,000 hours, eg:

Hours Flown	1,500
Total Points Loss	50
Assessment Factored to 3,000 Hours	$3,000 \times 50$
	= 100
	1,500

The Squadron with the least number of corrected total points will be the winner of the McNicoll Trophy.

7. Any Squadron which has an accident directly attributable to deliberate contravention of flying regulations or discipline will become ineligible for award of the trophy for the year in question.

8. The award will be announced by the Naval Board on 1 February each year.

(138/1/93)

UNCLASSIFIED

114/73—Naval Agent—Mackay

1. Mr Barry John DEAN has been appointed as Naval Agent at Mackay. The following particulars are relevant:

Business address Roylen Cruises
River Street
MACKAY QUEENSLAND
Telephone Mackay 2595.

Private address 6 Marsh Street
MACKAY QUEENSLAND
Telephone Mackay 2825.

Telegraphic address 'ROYLEN CRUISE'
MACKAY.

(2/4/269)

Section 2

PERSONNEL

UNCLASSIFIED

115/73—Resettlement—Corps of Commissionaires—Employment of Ex-servicemen

1. In order to ensure that members due for discharge may be made aware of an avenue of employment open to them as ex-servicemen, attention is directed to the aims and objects of the Corps of Commissionaires. The Corps should be of particular interest to members who have reached retiring age or who have been discharged PUNS or BNPS.

2. The objectives of the Corps, which is established under the patronage of the Governors of the various Australian states, are:

- the provision of employment for men who possess honourable discharges from service in HM Armed Forces;
- the ensuring that every member of the Corps is a disciplined and trustworthy citizen; and
- the provision for employers of a service on which they can rely for either permanent or temporary staff.

3. The types of employment usually available to members of the Corps include messengers, lift attendants, drivers, gatekeepers, caretakers, watchmen, storemen, receptionists, club stewards and porters, couriers, dispatch clerks, and security tasks.

4. There are only two qualifications required for membership, these being:

- permanent service for at least six years or active overseas service in any of the armed forces of the British Commonwealth; and
- good character.

5. Further information may be obtained from the appropriate Commandant Secretary at the addresses shown:

Corps of Commissionaires (NSW) Inc

107 Bathurst Street

SYDNEY NSW 2000. Phone 61 4141.

Corps of Commissionaires (VIC) Ltd

182 King Street

MELBOURNE VIC 3000. Phone 67 5286.

It should be noted that Corps are established only in Sydney and Melbourne.

6. This order will be reprinted for posting on notice boards.

(165/3/18)

UNCLASSIFIED

116/73—Travel by Naval Personnel in RAAF Aircraft

1. RAAF movement regulations require Service personnel, when travelling on RAAF aircraft, to wear uniform.

2. On all occasions where Naval personnel are required to travel by RAAF aircraft, uniform is to be worn.

(187/1/337)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

117/73—Sailors Course Programme 1973—Amendment

1. The deletions, alterations and additions shown in Annexes A, B and C of this order are promulgated as Amendment No 1 to Navy Order 398/72.

2. The amendment list of the reference Navy Order should be noted with this first amendment.

ANNEX A

Deletions

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Promotion	911710	ABQMG ..	CERBERUS ..	68	—	—	12.2.73 5.3.73 26.3.73	—	8-12	Delete all detail 3, 4 and 5/73
	911770	ABFC ..	CERBERUS ..	69	—	—	19.2.73	—	4-6	Delete all detail 2/73
	911750	ABRP ..	WATSON ..	75	—	—	19.3.73	27.7.73	—	Delete all detail 4/73
Seaman Career and PCT	902560	Support Craft Charge	WATSON ..	15	FOCAF	—	2.4.73	19.4.73	4-8	Delete all detail 1/73
	951720	ABQMG/WM	CERBERUS ..	10	—	—	19.3.73	30.3.73	10-12	Delete all detail 2/73
	904090	T10 Ords PWT ..	WATSON ..	5	—	—	26.3.73	30.3.73	—	Delete all detail 2/73
	904100	T11 Team PWT ..	WATSON ..	5	—	—	2.4.73	6.4.73	—	Delete all detail 2/73
	NN	TAS (UC) PCT/PWT	WATSON ..	10	—	—	15.1.73 28.9.73 19.3.73	26.1.73 14.10.73 30.3.73	—	Delete all detail 1/73 Delete all detail 3/73 Delete all detail 2/73
WRANS	907710	WRCK ..	CERBERUS ..	40	—	—	19.2.73	16.4.73	6-8	Delete all detail 1/73
	907780	WRSV ..	CERBERUS ..	25	—	—	19.2.73	26.3.73	—	Delete all detail 1/73
	907790	WRSTD ..	CERBERUS ..	40	—	—	19.2.73	16.4.73	10-20	Delete all detail 2/73

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ANNEX B

Alterations

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
New Entry	910700	Adult Male Entry	CERBERUS ..	58	—	—	25.10.72 8.11.72 22.11.72	2.2.73 16.2.73 2.3.73	—	Amended completion dates 1972 courses
Seaman Career and PCT	902490	MWV Coxn ..	WATSON ..	20	FOCAF	—	14.5.73	8.6.73	—	Sea 28.5.73 to 1.6.73
	904090	T10 Ords PWT ..	WATSON ..	5	—	—	21.5.73	25.5.73	—	Amended completion date 4/73
Marine Engineering Promotion	913950	DE AMTP	CERBERUS ..	95	—	—	12.2.73	29.6.73	6-12	Amended dates 1/73
	913960	DE AMTP(D) (DEERA/DE ERA(D))								
Marine Engineering Career and PCT	913650	Artificer Diver ..	PENGUIN ..	20	—	—	9.7.73	3.8.73	4-8	Amended dates 2/73
WEE Career and PCT	954410	Ikara System ..	RANITE ..	20	—	—	29.10.73	23.11.73	-6	Amended dates 2/73
Air Weapons	917910	POATW (POEAW)	ALBATROSS	145 (incl 10 NBCD)	ALBATROSS PENGUIN ALBATROSS	— NBCD —	5.2.73 12.3.73 26.3.73	9.3.73 23.3.73 14.9.73	—	Amended dates 1/73
Sick Berth Promotion	918710	SBA ..	CERBERUS ..	185 (incl 5 NBCD)	—	—	19.2.73	23.11.73	—	Amended dates 1/73

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ANNEX B—continued

117/73

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Training Technology	903640	Quality Control ..	NIRIMBA ..	3	—	—	14.5.73	16.5.73	8-16	Amended venue
NBCD	902400	Standard ..	PENGUIN ..	5	JBMR	—	23.7.73 30.7.73 27.8.73 10.9.73	27.7.73 3.8.73 31.8.73 14.9.73	—	Allocated to NAAs
WRANS	907750	WRWTRST ..	CERBERUS ..	40	—	—	8.1.73 2.4.73	5.3.73 31.5.73	—	Amended completion dates

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ANNEX C
Additions

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Promotion	911760	ABUC.. ..	WATSON ..	40 (incl 5 NBCD)	WATSON CERBERUS	TAS NBCD and Ship	15.1.73 19.2.73	16.2.73 —	—	Additional Course 1A/73
Seaman Career and PCT	911630	Seacat Aimer ..	CERBERUS ..	15	FOCAF	—	5.2.73 19.3.73	23.2.73 6.4.73	6	
	904090	T10 ORDS PWT	WATSON ..	5	—	—	19.2.73 12.3.73	23.2.73 16.3.73	—	HMAS STUART HMAS VENDETTA

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	904100	T11 TEAM PWT	WATSON ..	5	—	—	26.2.73 19.3.73	2.3.73 23.3.73	—	HMAS STUART HMAS VENDETTA
		TAS (UC) PCT/ PWT	WATSON ..	10	—	—	5.2.73 26.2.73 28.5.73 3.9.73 26.3.73	16.2.73 9.3.73 8.6.73 14.9.73 30.3.73	—	HMAS PARRA- MATTIA TTA HMAS STUART
		TAS (UW) PCT/ PWT	WATSON ..	10	—	—	26.3.73	30.3.73	—	HMAS VENDETTA
Supply and Secretariat Career and PCT	919830	Small Ships Cook PCT	CERBERUS ..	5	—	—	26.2.73 14.5.73 28.5.73 16.6.73 23.6.73 24.9.73 1.10.73 12.11.73 26.11.73 3.12.73	2.3.73 18.5.73 1.6.73 20.6.73 27.7.73 28.9.73 5.10.73 16.11.73 30.11.73 7.12.73	2-5	
Sick Berth Career and PCT	918410	Dental Hygienist	CERBERUS ..	85	—	—	30.7.73	30.11.73		
Training Technology	903640	Quality Control ..	CERBERUS ..	3	—	—	26.11.73	28.11.73		

(312/21/231)

(Navy Order 398/72)

117/73

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

118/73—EDP Supply Aids—Ships Under New Construction and Recommissioning After Modernisation, etc

1. It has been established, through experience gained with the extended refit of HMAS VAMPIRE that, because of the numerous equipment changes affecting the range of maintenance spares, the Supply Operations Assistance Programme (SOAP) procedures detailed in Chapter 38 of ABR 4 are not entirely appropriate for ships undergoing modernisation, conversion and extended refits.

2. New procedures were developed to facilitate the restoring of HMAS VAMPIRE and these procedures enabled EDP to provide assistance in the production of ledger pages, stocktake/stowage location records and issue vouchers for general stores and electrical/electronic repair parts. Similar procedures are being applied to HMAS VENDETTA during the current extended refit.

3. As a result of further investigations and the expansion of the duties of the SOAP team it has been found that these procedures can also be applied to other categories of stores. Procedures have now been developed to provide assistance in the production of ledger pages, stocktake/stowage location records and issue vouchers for all categories of stores under the control of the Supply Officer, except publications. These procedures are described in the following paragraphs. (Separate procedures have been designed to assist ships undergoing SOAP at normal refit and ships which will be subject to RANSAL.)

4. Approximately six months prior to the ships commissioning, EDP uses the NAVEST I file to produce the following information:

- a. issue vouchers for items recorded on NAVSTOK for which stock is available—these are forwarded to the appropriate supply depot for processing;
- b. deferred supply advices for items on NAVSTOK for which stock is not available—these are forwarded to the SOAP team; and
- c. a printout of items not on NAVSTOK together with issue vouchers which are passed to the SOAP team for vetting, registration and onforwarding to the appropriate supply depot.

5. Approximately five and a half months prior to ships commissioning, EDP produces SOAP Review Sheets (SRS). These are forwarded to the SOAP team to be endorsed with the quantity of items received and stowage locations. Forms SX37, SOAP Review Variation Sheets (SIS) are raised by the SOAP team.

6. No later than two months before ships commissioning (cut off date) the SOAP team returns the SRS and SIS to EDP for production and forwarding to the SOAP team of the following:

- a. ledger pages;
- b. stocktake/stowage location records;
- c. register of ledger pages;
- d. list of items not received by cut off date;
- e. initial supply of serially numbered blank permanent and consumable ledger pages.

7. Ledger pages produced by EDP include the first charge postings and stowage locations shown on the SRS and SIS for items received up to the cut off date. These details are posted manually by the SOAP team for items received after the cut off date.

8. Five weeks prior to commissioning date the SOAP team completes posting and checking of first charge entries. After checking, the account is handed over to the ships Supply Officer.

9. Storing of the ship commences three weeks prior to commissioning date and is completed with the ship fully stored and operational for stores and relevant accounts at least one day prior to the commissioning date.

(400/1/2070)

UNCLASSIFIED

119/73—Form TF119—Nomogram—For Use with Boiler Compound

1. Form TF119 boiler water compound—Nomogram has been introduced into service for use in conjunction with boiler water test kits and for instructional purposes.

2. Copies of the form will be issued to all relevant ships in due course.

(464/78/429)

UNCLASSIFIED

120/73—Machinery and Plant Proposals—Rotary Mowers

1. Impulse starters installed in rotary mowers to simplify starting have been found to have a high failure rate.

2. In some establishments it has been necessary to fit rope pulley type starters to minimise maintenance.

3. Consideration should be given to the degree of use intended for rotary mowers and whether 'impulse' or 'rope pulley' starters are required, when proposals for supply are raised.

(1121/51/389)

UNCLASSIFIED

121/73—Navigation Timepieces

1. Investigations in the Fleet have confirmed that the peacetime usage of chronometers and chronometer watches is minimal. Radio time signals are used to check deck watches used for astro navigation.

2. Time signals will be available in any situation short of global war and in these circumstances the deck watch is a satisfactory timepiece for navigation purposes.

12208/73—3

3. Issue of chronometers and chronometer watches to ships will be discontinued and adequate stocks will be retained in store to allow re-issue to ships at the present scales if necessary. These items will be stocked at the Electrical Store Depot (0094) in future.

4. All chronometers and chronometer watches held in HMA ships and establishments should be returned to the Superintending Electrical Stores Officer (Supply Depot Code 0094).

5. ABR 4 will be amended.

(400/1/2953)

RESTRICTED

122/73—NBCD—NBC Personnel Protection—Gloves, Protective NBC—Introduction into Service

1. Hand protection when wearing the CB suit is provided by gloves, protective NBC (short title CB gloves). These gloves are disposable after contamination.

Description

2. The CB glove assembly consists of two pairs of gloves—an inner pair made of lightweight cotton interlock material, and an outer pair of Neoprene rubber.

3. The Neoprene gloves provide the main chemical protection. The gripping surfaces of the fingers and thumbs are rough, the rest of the glove being smooth.

4. The inner cotton gloves are of stockinette. This material is not specially treated and the function of these is to improve the comfort of wearing the Neoprene gloves.

Use and Fitting

5. CB gloves are an integral part of the CB personnel protective system. The outer gloves should be worn outside the sleeves of the CB suit and the inner gloves under the cuffs. See Annex A to Navy Order 397/71 concerning the correct procedure for the removal of these gloves.

6. The CB gloves are designed to provide maximum manual dexterity and comfort but the former will only be achieved with correct sizing.

Caution

7. The outer gloves must not be worn to give protection against electric shock as they provide no such protection.

Training

8. Gloves may be used in association with CB suit training. Gloves used for such demonstrations are also to be used for exercising, separately, personnel whose operational tasks require a substantial measure of manual dexterity.

Scale of Issue and Stowage

9. The scale of issue is the same as that for the CB suit. The initial issue is to be stowed with the suits.

10. Item details are as follows:

<i>Class</i>	<i>Catalogue No</i>	<i>Description</i>	<i>Unit of Issue</i>	<i>Acctg Classn</i>
8415	99-9705-7909	Gloves, protective, NBC, outer, size 8	PR	P
8415	99-9705-7910	Gloves, protective, NBC, outer, size 8½	PR	P
8415	99-9705-7911	Gloves, protective, NBC, outer, size 9	PR	P
8415	99-9705-7912	Gloves, protective, NBC, outer, size 9½	PR	P
8415	99-9705-7913	Gloves, protective, NBC, outer, size 10	PR	P
8415	99-9705-7914	Gloves, protective, NBC, inner, size 8/8½	PR	P
8415	99-9705-7915	Gloves, protective, NBC, inner, size 9/9½	PR	P
8415	99-9705-7916	Gloves, protective, NBC, inner, size 10	PR	P

(910/252/115)

(Navy Order 397/71)

RESTRICTED

1952

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1. The Commission is authorized to... (mirrored text)

2. The Commission is authorized to... (mirrored text)

Year	Month	Day	Event	Location	Remarks
1952	12	15
1952	12	16
1952	12	17
1952	12	18
1952	12	19
1952	12	20
1952	12	21
1952	12	22
1952	12	23
1952	12	24
1952	12	25
1952	12	26
1952	12	27
1952	12	28
1952	12	29
1952	12	30
1952	12	31

3. The Commission is authorized to... (mirrored text)

4. The Commission is authorized to... (mirrored text)

5. The Commission is authorized to... (mirrored text)

6. The Commission is authorized to... (mirrored text)

7. The Commission is authorized to... (mirrored text)

General

8. The Commission is authorized to... (mirrored text)

9. The Commission is authorized to... (mirrored text)

Other

10. The Commission is authorized to... (mirrored text)

Final

11. The Commission is authorized to... (mirrored text)

ANOs 123/73-130/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
9 April 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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SECTION 4—EQUIPMENT, STORES AND SERVICING	
125/73	Aerials—Aerial Outfit AJE Series—Replacement of Feeder UR141 by Line RF 598599-521-4854.
126/73	Electrical—Ships Main AC Generators—Insulation Resistance of Rotor and Stator Windings.
127/73	Stores (General), Class 6850, Compound Heat Absorption—Introduction.
128/73	Supply of Firescreens to Navy Owned Residences.
SECTION 5—BOOKS, CORRESPONDENCE, FORMS AND STATIONERY	
129/73	Control and Use of Photocopying Equipment.
130/73	RAN Catalogue of Material (ABR 5074)—Production in Miniaturised Format.

Section 2

PERSONNEL

UNCLASSIFIED

123/73—Civil Certificates of Competence as Engine Driver or Boiler Attendant

1. RI Appendix 10D lists the recognition given by the various States for Naval service for sailors of the Marine Engineering Propulsion category.
2. The New South Wales Department of Labour and Industry has advised that certificates in the format detailed at the Annexes to this Navy Order are to be used in future by sailors seeking civil recognition of their Naval service employment with that department.
3. The applicable forms are to be compiled by the ship or establishment in which a sailor is serving prior to completion of his service engagement, or earlier if requested, and signed by the Marine Engineer Officer or suitable officer if an MEO is not borne.

ANNEX A

**ROYAL AUSTRALIAN NAVY
NSW DEPARTMENT OF LABOUR AND INDUSTRY
Factories, Shops and Industries Act, 1962—as amended**

**ENGINE DRIVERS AND BOILER ATTENDANTS CERTIFICATION REGULATIONS
APPLICANTS ELIGIBLE FOR CERTIFICATES OF COMPETENCY WITHOUT EXAMINATION**

This is to certify that.....
has served for.....years from.....to.....and
attained the rank of.....in
the Royal Australian Navy. (Service No.....)
and the following are true and actual statements of his qualifications
and operating experience attained during this service.

1. That he has since qualifying for the rank of.....
(Promotion to Rank) date....., has had since this
date the following RAN service experience (give dates and details).
2. That his sobriety, ability and general good conduct are satisfactory.
3. That he has since the completion of his apprenticeship in an
approved trade has for not less than three months been employed in the
making, repairing or installing of refrigeration engines and has for not
less than 80 hours assisted in the operation of refrigeration machinery in
excess of 10 tons capacity. (Regulation 14—1st Class Refrigeration
Engine Drivers.)
4. That he has completed an apprenticeship as a mechanical fitter
and turner (proof of apprenticeship or tradesmens rights to be
produced).

Delete any
reference
which is
not
applicable.

.....
MARINE ENGINEER OFFICER
(Full rank and RAN establishment or ship)

ANNEX B

ROYAL AUSTRALIAN NAVY
NSW DEPARTMENT OF LABOUR AND INDUSTRY
Factories, Shops and Industries Act, 1962—as amended

ENGINE DRIVERS AND BOILER ATTENDANTS CERTIFICATION REGULATIONS
TRADESMEN

This is to certify that.....
has served for.....years from.....to.....and
attained the rank of.....in
the Royal Australian Navy. (Service No.....)
and the following are true and actual statements of his qualifications
and operating experience attained during this service.

1. That he has completed an apprenticeship as a mechanical fitter
and turner (proof of apprenticeship or Tradesmens Rights to be
produced).

2. That he has assisted in the operation of boiler (.....square
feet heating service) for not less than 300 hours during any period of six
months. (Regulation 16—Boiler Attendant.)

3. That he has since the completion of his apprenticeship had for
not less than three months been employed in the making, repairing or
installing of steam engines and has for not less than 80 hours assisted
to operate a steam engine or engines. (Regulation 8—1st Class Steam
Engine Driver.)

Turbines SHP
Reciprocating Combined Cylinder Areas.

4. That he has since the completion of his apprenticeship had for not
less than three months been employed in the making, repairing or instal-
ling of internal combustion (compression ignition) engines and
has for not less than 80 hours assisted to operate an internal combus-
tion engine or engines. (Regulation 12 1st Class IC Engine Driver.)

Combined Cylinder Areas.

5. That he has since the completion of his apprenticeship had for
not less than three months been employed in the making, repairing or
installing of refrigeration engines and has for not less than 80 hours
assisted in the operation of refrigeration machinery in excess of 10 tons
capacity. (Regulation 14—1st Class Refrigeration Engine Driver.)

6. That his sobriety, ability and general good conduct are satisfactory.

.....
MARINE ENGINEER OFFICER
(Full rank and RAN establishment or ship)

Delete any
reference
which is
not
applicable.

ANNEX C

ROYAL AUSTRALIAN NAVY
NSW DEPARTMENT OF LABOUR AND INDUSTRY
Factories, Shops and Industries Act, 1962—as amended

ENGINE DRIVERS AND BOILER ATTENDANTS CERTIFICATION REGULATIONS
NON-TRADESMEN

This is to certify that.....
has served for.....years from.....to.....and
attained the rank of.....in
the Royal Australian Navy. (Service No.....)
and the following are true and actual statements of his qualifications
and operating experience attained during this service.

1. That he has assisted in the operation of a boiler (.....square
feet heating surface) for not less than 300 hours during any period of six
months. (Regulation 16—Boiler Attendant.)

2. That he has assisted to drive a steam turbine in excess of 750
SHP or reciprocating engine the combined cylinder area of which
exceeds 750 square inches for at least 12 hours in each of not less
than 52 weeks. (Regulation 9—2nd Class Steam Engine Drivers.)

3. That he has assisted to drive an internal combustion (compres-
sion ignition) engine the combined area of the cylinders exceeding 80
square inches for not less than 500 hours during a period of six
months. (Regulation 13—2nd Class Internal Combustion (Compres-
sion Ignition) Engine Drivers.)

4. That he has assisted to maintain and/or operate refrigeration
plant in excess of 10 tons capacity for 800 hours during a period of 12
months. (Regulation 15—2nd Class Refrigeration Engine Drivers.)

5. That his sobriety, ability and general good conduct are satisfactory.

Delete any
reference
which is
not
applicable.

.....
MARINE ENGINEERING OFFICER
(Full rank and RAN establishment or ship)
(134/1/70)

UNCLASSIFIED

124/73—Long Term Illness, Entitlements and Rehabilitation of Members

Annex A of Navy Order 286/72 is to be amended as follows:

Delete Paragraph 2 and insert the following:

Sick on Leave

2. If sick on leave then the instructions on the reverse side of the leave
pass must be followed. These are:

Illness or Injury

Treatment—Immediately contact the nearest Naval establishment.

Failing this contact one of the following:

- a. the nearest Army or Air Force establishment;
- b. Repatriation establishment; or
- c. public hospital.

Only consult a private doctor in extreme urgency or when none of the above services are available.

Reporting—Immediately cause a telegram to be sent informing your Commanding Officer and stating where sick, followed by a medical certificate stating the nature of illness and whether fit or unfit for travel. A further certificate is to be posted every seven days during absence. When fit to travel (not necessarily fit for duty)—return immediately to your place of duty with final medical certificate showing date fit to travel.

Payment of Fees—Pay the doctor and obtain a receipted account.

Dental Treatment—Dental treatment should be obtained through Service sources. Where this is not possible, the department will be responsible for the cost of private dental treatment only in cases where the treatment was for the urgent relief of pain or the urgent repair of dentures. In the latter case, cost will be accepted only in exceptional circumstances and subject to Navy Office approval.

Pay the dentist and obtain a receipted account.

See also Navy Order 90/73.

(347/1/69)

(Navy Orders 286/72 and 90/73)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

125/73—Aerials—Aerial Outfit AJE Series—Replacement of Feeder UR141 by Line RF 598599-521-4854

1. 0561-910-0306 Uniradio 141 is fitted with Aerial Outfits AJE (1), (4) and (5) and provides the connection between the antenna and the termination of the main run feeder at 0568-61338 Junction Box.
2. UR141 is obsolete and, in this application, is superseded by 598599-521-4854 Line, Radio Frequency Transmission now available in Naval stores.
3. 598599-521-4854 Line, RF, is a prepared length of 25 feet of a solid copper sheathed cable with a PTFE dielectric and thus does not require the cable sealing necessary with MIMS cables. The length of the cable is dictated by manufacturing considerations but is suitable for all installations since a maximum length of 24 feet of UR141 was mandatory.
4. The 0561-521-6501 MIMS cable introduced as a replacement for UR141 in other applications **MUST NOT BE USED FOR AERIAL OUTFITS AJE** since it will result in a loss of performance.

5. The revised fitting arrangements are briefly:

- a. **Outfits AJE (1) and (4)**. If the cable tail is to be replaced or major repair of the antenna undertaken, it is considered that advantage should be taken of the improved design of 598599-519-7609 Antenna part of Outfit AJE (5).
- b. **Outfit AJE (5)**. The existing antenna cable glands and 0568-62140 Plug will accommodate the smaller end of 598599-521-4854 Line RF. However, in future production, it is intended to replace, in the antenna, 0268-199149 Cable Gland (two positions) by 597599-521-7413 Cable Gland, and 593599-522-2206 Plug will supersede 0568-62140 to make connection to 0568-61338 Junction Box.

6. **Documentation**. The documentation changes are:

Handbook. BR 2472 (*Handbook for Aerial Outfits AJE Series*) will not be revised but full information will be included in the revision of BR 1610 (*VHF and UHF Aerial Outfits*) now being prepared.

Installation Specification. Full information is included in B 1032/R dated November 1969.

E List. S1558 Amendment No 1 refers.

(519/73/484)

UNCLASSIFIED

126/73—Electrical—Ships Main AC Generators—Insulation Resistance of Rotor and Stator Windings

1. Consequent on reports from a number of ships of generator rotor insulation resistance readings of less than the one megohm minimum specified in Standard Electrical Specifications this requirement has been investigated with a view to obtaining a more realistic acceptable minimum figure which could be attained under service conditions.
2. Insulation resistance is affected by the machine construction, moisture, temperature, cleanliness, and age and condition of the windings, and the best indication of the condition of the insulation is given by a comparison of the observed insulation resistance reading with previously measured values, a significant change from the last measured value being more important than the numerical value.
3. It is difficult, therefore, to set a rigidly fixed value for the minimum permissible insulation resistance and to state positively that, if the measured value is less, the machine will fail or, if higher, the machine will operate satisfactorily.
4. Experience has shown, however, that the insulation resistance of a generator rotor which operates on a low dc voltage can be considered acceptable at a minimum value of 0.1 megohms measured cold (20° C to 25° C). When figures less than this are obtained, copper and carbon dust, oil and grease, etc, should be removed from the slip-rings and brushgear and, in machines where the slip-rings have not been isolated from the main generator enclosure, the windings and coil clamps should be similarly cleaned. This should normally increase the insulation resistance well above the minimum limit. Failing this, more detailed inspection and remedial measures should be taken.

5. The insulation resistance of stator windings should not be lower than one megohm.

6. The values quoted above are the minimum acceptable and normally would be expected to be exceeded.

7. With the introduction of brushless generators and consequent absence of copper and carbon dust, rotor and stator insulation resistances should normally remain high, but no experience to date is yet available.

8. Navy Order 70/70 is hereby cancelled.

(400/1/798)

(Navy Order 70/70)

UNCLASSIFIED

127/73—Stores (General), Class 6850, Compound Heat Absorption— Introduction

1. Following successful testing of Magna 904 Heat Ban as a welding aid, it has been decided to include the item in the Authorised List of Consumable Stores for use in the RAN:

Class	Catalogue No	Description	U/I	Acctg Class
6850	66-056-2655	Compound, Heat Absorption in 5 lb Packs.	EA	C

2. This product is a heat absorption compound which is intended for the following applications:

- protection of adjacent surfaces such as insulation, galvanising coatings, etc, which may otherwise be damaged during welding or burning operations;
- retarding the unwanted transmission of heat during welding of thin sheet metal or bending small diameter pipes; and
- prevention of heat build up whilst welding aluminium or zinc die castings.

3. The material is safe to use on any surface, is non-toxic and requires no special storage or handling procedures. It may be used in confined spaces.

4. HMA ships and establishments are to raise demands on Superintending General Store Officer, Sydney (0027), for supply of this item.

(400/1/1738)

UNCLASSIFIED

128/73—Supply of Firescreens to Navy Owned Residences

1. Supply of firescreens to all furnished Navy owned residences with open hearths is now authorised. The item will be subject to normal 10 per cent recovery charges.

2. ABR 4, RAN Storekeeping Manual, and ABR 5076, Married Quarters Policy and Administration, Appendixes 10 and 6 respectively—Scales of Furniture in Married Quarters will be amended in due course.

(1/7290/4)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

129/73—Control and Use of Photocopying Equipment

1. Treasury have issued instructions in the past concerning the efficient utilisation of photocopying equipment and the need to ensure that suitable controls operate to prevent misuse and wastage of equipment and associated materials. In addition to managements responsibility in this regard, such controls are necessary to enable Audit Office queries to be answered, and to assure the Commonwealth Stores Supply and Tender board and the Public Service Board when requesting approval to purchase new or replacement equipment, that the use of photocopiers is both economic and properly supervised.

2. If not already in force, action is to be taken to introduce the following controls to prevent wastage and misuse:

- access to equipment is to be restricted to authorised staff;
- a system of proper authorisation is to be adopted to ensure that only departmental work is processed and that excessive numbers of copies are not produced. The officer giving approval for photocopying should consider alternative methods of reproduction in appropriate cases;
- appropriate records of usage of equipment (including the number of copies made of each document copied) are to be kept for audit purposes, to support proposals for replacement or updating of equipment and to show whether equipment is fully utilised; and
- appropriate records of the usage of associated materials are to be kept to avoid over ordering and consumable materials are to be used in date of receipt order, ie, earliest deliveries should be used first.

3. There is considerable variance in the per copy cost for copies produced on the various types of photocopiers in use in the Department and this cost varies also in accordance with the monthly workload performed on the machine. The following figures show the approximate cost per copy for copies produced on the more widely used copying machines:

Heavy Workload Areas (10,000 copies or more per month)

Rank Xerox 3600; Rank Xerox 720; Rank Xerox 422 Varies from 2.8 cents per copy down to 0.6 cents per copy depending on machine model, monthly workload and number of copies taken from the one original.

Savin 220 1.66 cents per copy.

Hired Apeco Systematic 1.66 cents per copy (1.3 cents when workload exceeds 11,500 copies per month).

Light Workload Areas (less than 10,000 copies per month)

Savin 215 Varies between 4.8 cents per copy at 1,000 copies per month and 2 cents at 8,000 copies per month.

3M Thermofax 45 6-8 cents per copy.

3M Thermofax 107	4-6 cents per copy.
3M Model 209	Varies between 6.5 cents per copy at 1,000 copies per month and 3.6 cents at 8,000 copies per month.

4. In all cases where in excess of 25 copies of any one original is required serious consideration should be given to ink or spirit duplication or where facilities are available, offset printing of copies rather than that these be obtained on a photocopier. Though this may involve delays not attendant on photocopying the cost difference can be considerable as shown below:

No of Copies Required	Duplicating		Hired Apeco	Savin 220	Xerox 3600
	Ink	Offset			
	cents	cents	cents	cents	cents
15	7.5	13	19.5	25	28.5
20	8.5	14	26.0	33	38.0
25	9.5	15	32.5	42	47.5
30	10.5	16	39.0	50	57.0
40	12.5	18	52.0	66	76.0
50	14.5	20	65.0	83	95.0

5. Navy Order 167/70 is hereby cancelled.

(462/3/61)

(Navy Order 167/70)

UNCLASSIFIED

130/73—RAN Catalogue of Material (ABR 5074)—Production in Miniaturised Format

Navy Order 421/72 is to be amended as follows:

Paragraph 5—ABR 5074D—Stock Number Re-reference Index:

Delete 'Complete issue every six months'. Insert 'Complete issue every quarter'.

(465/1/1750)

(Navy Order 421/72)

RESTRICTED

ANOs 131/73-138/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
17 April 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

131/73—Concessional Postage and Telegraph Rates to Members of the Armed Forces

1. Navy Order 322/72 is to be amended as follows:

Delete Paragraph 1 a. and *insert* the following:

- '1 a. Mail matter posted to and from Australian service personnel serving in Malaysia, Singapore and Thailand and in HMA ships assigned to the ANZUK Force under the Five Power Arrangement'.

(68/3/45)

(Navy Order 322/72)

UNCLASSIFIED

132/73—Diving—Decompression Sickness—Treatment

1. Therapeutic recompression is normally to be carried out under the supervision of an officer qualified Minewarfare and Clearance Diving, or Clearance Diving. In emergency, a Senior Sailor Clearance Diver may supervise therapeutic treatment. They should, however, call for the assistance, as soon as possible, of a suitably qualified officer.

2. The diving officer supervising the therapy is to be advised by the medical officer. A medical officer specialised in Underwater Medicine may recommend the modification of decompression routines if he considers it indicated in that specific case.

3. Any diver who is thought to have decompression sickness is to be treated strictly in accordance with the instructions in these articles except in extreme emergency or on the advice of a medical officer (*see* Paragraph 5 'Unusual or difficult cases' below). Even symptoms which could be attributable to some other cause, for instance, a recent injury, are to be considered as bends since such an injury can bring on a bend and only recompression will give the answer. Recompression is most unlikely to do harm and may prevent very serious consequences.

4. If the medical officer is available promptly and there are no serious symptoms present, the patient is to be examined carefully before treatment. If no medical officer is immediately available or if the symptoms are serious the patient is to be placed in a recompression chamber, with an attendant whenever possible, and the chamber pressurised without delay. The choice of treatment is summarised in Annex E to this order.

Unusual or Difficult Cases

5. Although the majority of cases of decompression sickness will respond to the treatment laid down here, there are occasions, including those specified below, when the advice of a specialist medical officer with considerable experience in the treatment

of decompression sickness should be sought. An unusual or difficult case should be regarded as an emergency and an immediate telephone call should be made as follows:

- a. *In working hours* .. The Officer-in-Charge,
School of Underwater Medicine,
HMAS PENGUIN,
Sydney 969 1444 ext 311
- OR
- The Diving Training Officer,
HMAS PENGUIN,
Sydney 969 1444 ext 337.
- b. *Out of working hours* .. The Duty Diving Supervisor,
HMAS PENGUIN,
Sydney 969 1444.

If the use of the telephone is not possible the request should be sent by priority signal to HMAS PENGUIN for information ACNB and should include details of the previous dive, the present clinical condition, and the chamber and gas-mixture available.

All Cases

6. In cases where specialist advice is not necessary a signal should be made at the earliest opportunity, in accordance with ABR 155 Article 3601. The therapeutic table being used and estimated time of arrival at the surface should be included under Paragraph k.

7. **If the symptoms are pain only and there is no evidence of a more serious condition**, the patient is first to be treated as in a. or b. below, depending on the availability of oxygen:

- a. **If oxygen is available** the patient is to start breathing oxygen before leaving the surface. The attendant may breathe chamber air throughout unless it is a repetitive dive for him in which case he should breathe oxygen for the last 30 minutes, from 30 feet to surface. Descend to 60 feet in one to two minutes. Do not stop descent to verify a report of symptom relief. Do not include descent time as bottom time but begin to record elapsed time from arrival at 60 feet (ie, set hands of clock to 0000 on arrival at 60 feet).

If symptoms are fully relieved within 10 minutes at 60 feet decompress in accordance with treatment Table 6A.

If symptoms are not fully relieved within 10 minutes at 60 feet breathing oxygen, the patient should breathe air and be recompressed to 165 feet. He should then be decompressed on Table 5B. When a suitably experienced medical officer is available (*see* Paragraph 5), **on his advice only**, Table 6B may be used. Table 6B can be lengthened on the advice of such a medical officer by an additional 25 minutes at 60 feet (20 minutes O₂-5 minutes air) or an additional 75 minutes at 30 feet (60 minutes O₂-15 minutes air) or both.

- b. **If oxygen is not available**, the chamber is to be pressurised at a steady rate of 25 feet per minute to 65 feet. **If pain is fully relieved** within 10 minutes at that depth the chamber pressure is to be increased, as soon as the relief is reported, to 100 feet and Table 5A used. **If pain is not fully relieved**

within 10 minutes at 65 feet and sooner if pain continues to be severe, the chamber pressure should be increased to 165 feet and Table 5B used. (These Tables are detailed in the Annexes.)

Next, following a. or b., **if pain is not relieved both quickly and completely on arrival at 165 feet** specialist medical advice is to be sought immediately (Paragraph 5 refers). Treatment will be advised based on the particular circumstances of the case and, until this advice is received, use Table 5B if pain is fully relieved within 30 minutes at 165 feet and Table 5D (if oxygen is available) or Table 5E if no oxygen is available) if the pain is not fully relieved within 30 minutes.

8. **If there are serious symptoms (with or without concurrent bend pain)** the chamber is to be pressurised without delay with air to 165 feet at the fastest rate that can be tolerated by the patient. If pain increases during the descent, descent must be halted and then continued at a slower rate more tolerable to the patient. The treatment of serious cases on oxygen at 60 feet with Table 6B may be advantageous when there has been delay (relief of secondary hypoxia may be of greater importance than the shrinkage of the primary bubble) but this treatment can be used only under specialist medical advice. The serious symptoms include:

- a. *'Spinal Bends'* Weakness or paralysis, tingling or numbness in the limbs; girdle pains of body; difficulty in passing urine.
- b. *'Cerebral Bends'* Unconsciousness; visual disturbance; convulsions, headache, loss of speech or hearing; depression; confusion or other unusual behaviour.
- c. *'Staggers'* Staggering gait, inability to balance, giddiness or vomiting.
- d. *'Chokes'* Pain or tightness in chest, breathlessness, shallow rapid respiration; collapse, shock.

If symptoms are fully relieved on arrival at 165 feet, treatment Table 5C is to be used. Only a suitably experienced medical officer can authorise the use of treatment Table 5B for such cases.

If symptoms are not fully relieved on arrival at 165 feet, specialist medical advice is to be sought immediately (Paragraph 5 refers). Pending such advice and if the symptoms are fully relieved within 30 minutes at 165 feet, use treatment Table 5C, but where there is the slightest doubt about the completeness of recovery, remain at 165 feet for two hours and use Table 5D (when oxygen is available) or 5E (when oxygen is not available). When Table 5D is used, both patient and attendant are to breathe oxygen as indicated.

If the conventional therapies outlined in these paragraphs do not succeed promptly the therapeutic depth of 165 feet may be exceeded but only on the advice of suitably experienced medical officers. The treatment Table 7, ie, to 230 feet is included as a guide to the type of decompression that may then be followed.

9. a. Treatment in the Chamber

The medical officer should question and examine the patient as soon as possible and satisfy himself that the correct table is in use. He must not hesitate to advise recompression or a change to a longer Table if he suspects any residual or new lesion. In consideration of the difficulties of making a satisfactory physical examination of the patient while under pressure in a chamber, it needs to be emphasised that, in the absence of abnormal signs, it is necessary to treat the patient symptomatically.

The following checks are to be made by the medical officer, if present, or by the attendant. On reaching maximum depth, the patient is to be questioned and examined as completely as possible to detect incomplete

relief or the presence of any symptoms previously unnoticed. The patient must at least be stood up and made to walk the length of the chamber. Rechecking is required before commencing each ascent. The patient is to be asked how he is on arrival at each stop and periodically during the longer stops. The patient should be woken from sleep through changes in depth and at approximately hourly intervals at stops since symptoms can recur during sleep.

- b. **Chamber Ventilation.** The chamber needs to be flushed through periodically in order to avoid accumulation of carbon dioxide and to ensure the comfort of those within. The frequency and degree of ventilation will depend on the size of the chamber and the number of persons within but the continued comfort of the patient and attendant should be the guide. Ideally a minimum flow of 10 cubic feet of compressed air should be delivered per man per minute, the volume being 10 cubic feet at the appropriate depth.

10. **Onset of new symptoms in patient or attendant or a recurrence of previous symptoms,** whether occurring during treatment or after arrival at the surface. Recompress to the depth of relief of symptoms and if this is less than 30 feet recompress to 30 feet. In all cases, inform HMAS PENGUIN (as in Paragraph 5) to obtain specialist medical advice. Do not exceed 165 feet without this advice even if symptoms are not fully relieved. After 30 minutes at the depth of relief (or two hours at 165 feet if incompletely relieved) reduce pressure to next stoppage and continue on Table 5D (or, if either the previous treatment was 5D or if oxygen is not available, on Table 5E). If a suitably qualified medical officer is in attendance and the patient is on Table 6A, on the medical officers advice, the depth may be increased to 60 feet and the patient treated in Table 6B. The schedule may be lengthened as considered appropriate by the medical officer.

11. **On arrival at surface** the patient should be kept close to a chamber for six hours and within one hours travelling time for the next 18 hours.

12. **Stand-off Period.** Any diver who has had decompression sickness must have a period of recovery after completion of treatment. Decompression sickness leads to many difficulties in assessing the degree of recovery even after therapeutic recompression. If the diver had such minor symptoms that recompression was not carried out, no restrictions need to be imposed. If his symptoms were limited to pain in his limbs and recompression on Table 5A was completely successful in clearing his trouble then he should not be allowed to dive at all for 24 hours and no deeper than 25 feet (ie, safe oxygen depth) for a further two days. If his symptoms are cleared by any other therapeutic regime, then his restriction would be complete for 24 hours and limited for a further four days, to 25 feet. If any symptoms or signs of decompression sickness persist and further recompression is not advised, no diving is to be allowed until he has been examined by the School of Underwater Medicine. The periods given are to be considered the minimum acceptable duration and in certain cases a period of seven days complete rest from diving may be considered suitable.

13. Avoid these errors:

- a. Divers failure to report symptoms early.
- b. Failure to treat dubious cases.
- c. Failure to treat promptly.
- d. Failure to recognise serious symptoms.
- e. Failure to treat adequately.
- f. Failure to keep patient close to chamber after treatment.

Treatment of Decompression Sickness When There Is No Recompression Chamber Available at The Diving Site

14. These instructions are issued as a guide because the action to be taken must be decided upon in consideration of the rapidity of onset and severity of the illness, and the duration and means of transfer to the nearest chamber.

a. **Transfer of the Patient to a Chamber must be achieved wherever possible.**

- (1) Get in touch by telephone or signal with the nearest authority controlling a chamber and request that chamber be made available.
- (2) Dispatch patient by the quickest available means. If he has to be sent by air the aircraft cabin pressure should not exceed that of a height of 1,000 feet.
- (3) Patient should be accompanied by a diving supervisor who was in charge of diving operations and, if available, a medical officer. If it is not possible for the Diving Supervisor to attend, the patient must be accompanied by another diver who knows the full details of the case.
- (4) If a civilian-manned chamber is to be used, the Diving Supervisor must accompany the patient and be responsible for treatment.
- (5) Oxygen should be administered from the time of diagnosis to arrival at the chamber.

b. **If there is no chamber in which the patient can be treated, consideration must be given to dressing the diver and sending him down again. Success is uncertain** and if the diver is brought up too quickly after recompression due to adverse conditions in the water the symptoms **may recur in more severe form** than they were originally. Sufficient compressed air for the duration of the treatment is obviously essential and the diver is to be dressed quickly and sent down with another diver to attend him. The diver is to be supported, eg, a suspended chair and the efficiency of the support and the degree of exhaustion of the diver is to be taken into account when deciding which Table is to be used.

c. The diver is to be lowered to 100 feet and is to remain at this maximum depth for five minutes. He is then to be brought back to the surface in accordance with Table 8A if this is at all possible. Conditions of cold, tide, weather and the exhaustion of the diver may make it necessary to bring the diver up on Table 8B but this reduces the chances of success of these heroic measures.

Therapeutic Recompression in One-man Recompression Chamber

15. a. One-man recompression chambers are provided for surface decompression (particularly in Minehunters) but they can be used in an emergency for the treatment of decompression sickness. However, apart from the confined space within them, they have two other major disadvantages:

- (1) An attendant or doctor cannot enter to be with the patient.
- (2) When the patient is under pressure there is no means of access for food, hygiene or treatment.

b. For these reasons, if a **two-compartment chamber** is available it should **always** be used. Successful treatments can, and have been, carried out in one-man chambers, although conditions may be extremely uncomfortable and unpleasant.

- c. If serious symptoms are present, the patient should be recompressed in the one-man chamber without delay. If only mild joint pain is present the patient may be kept in the vicinity of a one-man chamber pending treatment in a two-compartment chamber **provided** that the delay between the onset of symptoms and arrival of the patient at the two-compartment chamber is less than two hours. If only mild joint pain is present, air transfer (below 1,000 feet altitude) is possible provided that the hazardous interval, during which the patient is away from the immediate vicinity of both chambers, is less than 15 minutes. However, if joint pain markedly worsens, or a new site is affected, or if any of the more serious symptoms occur, treatment is **not** to be delayed further and the one-man chamber is to be used.
- d. As far as is practicable, treatment is to be governed by the same rules as those for treatment in larger chambers. If the patient is unconscious, there is a danger that vomit may be inhaled. He is to be placed in the chamber prone and the head is to be turned to one side with the airway clear. The transfer of a patient from a one-man chamber to a two-compartment chamber, by a surface decompression technique, should only be considered in a real emergency, and then only on the advice of a medical officer, preferably one qualified and experienced in diving physiology (Paragraph 5). However, the patient within a one-man chamber should be taken to the vicinity of a two-compartment chamber, if this is possible, so that should symptoms recur after surfacing the patient can be treated in the large chamber. A transfer under pressure system can be improvised.
- e. A one-man chamber containing a man is not to be lifted by helicopter.
- f. In view of the limitations referred to above it is recommended that the following be kept readily available for all one-man chambers:
- (1) About six pints of fresh water in suitable containers with a length of non-collapsible flexible polythene tubing to assist drinking.
 - (2) Glucose sweets.
 - (3) Other food.
 - (4) Reading material.
 - (5) Writing pad and pencil.
 - (6) Fireproof mattress.
 - (7) Fireproof blanket.
 - (8) Urine bottle with stopper.
 - (9) Towel.
 - (10) Box of paper tissues.
- g. Due to its small size it will be necessary to vent a one-man chamber more frequently than a larger one.
- h. In hot conditions salt tablets and extra fluids should also be provided for the patient. The chamber should be kept in the shade and cooled as necessary by directing fans onto wet towels placed over the chamber. The temperature within is to be determined by the comfort of patient. A mercury thermometer is not allowed within the chamber.

Method of Treating Pulmonary Barotrauma Using a Multi-man Chamber

16. a. Use recompression with air at the fastest rate than can be tolerated by the patient to 165 feet.

- b. Decompression in accordance with Table 5 (B-E). If symptoms are fully relieved on arrival at 165 feet use Table 5C. If symptoms are not fully relieved on arrival at 165 feet seek medical advice and meanwhile use Table 5D if O₂ is available or 5E if O₂ is unavailable. Where medical advice is available and the symptoms indicate that further relief is needed, Table 7 may be used, ie, maximum compression using air descent to 230 feet.

Note: If there has been delay in instituting treatment and if **medical advice is available** use Table 6B, ie, oxygen at 60 feet.

Oxygen Administration, Rules, Routines, Reactions and Precautions

17. a. If Oxygen Intolerance Occurs or is Anticipated

- (1) Halt ascent, remove mask at once, maintain depth constant.
- (2) Protect a convulsing patient from injury due to violent contact with fixtures, deckplates or hull, but do not forcefully oppose convulsive movements.
- (3) With a padded mouthbit protect the tongue of a convulsing patient.
- (4) For non-convulsive reactions, have patient hyperventilate—with chamber air for several breaths.
- (5) Administer sedative drugs upon direction of a medical officer.
- (6) Fifteen minutes after the reaction has entirely subsided resume the schedule at the point of its interruption.
- (7) If the reaction occurred at 60 feet, on the 135 minute schedule upon arrival at 30 feet switch to 285 minute schedule (15 minutes air—60 minutes oxygen, 15 minutes air—60 minutes oxygen).

b. Oxygen Reactions—Symptoms

Twitching (fasciculations or tremors) of facial muscles and lips, nausea, dizziness and vertigo, vomiting, convulsions, anxiety, confusion, restlessness and irritability, malaise, disturbances of vision and narrowing of visual fields, inco-ordination, tremors of arms or legs, numbness or 'tingling' of fingers or toes, fainting, spasmodic breathing.

c. Oxygen Administration Preparedness

- (1) Sufficient cylinder supply.
- (2) Demand valves operative.
- (3) Emergency kit stocked.
- (4) Tenders trained to manage reactions.
- (5) O₂ humidified if possible.
- (6) Depth gauges currently calibrated.

d. Oxygen Administration Routine Practices

- (1) Ensure patient is as comfortable as possible.
- (2) Patient at complete rest.
- (3) Ensure snug face-mask fit.
- (4) Follow air-O₂ schedule closely.
- (5) Be alert for signs or symptoms of reactions.
- (6) Patient to take a few deep breaths every five minutes during treatment.
- (7) Fireproof clothing must be worn.

e. Fire Warning

Danger of ignition and propagation of fire is increased under pressure as O₂ is exhaled into the chamber atmosphere the hazard is magnified. Ample ventilation must be provided. Do not use electrical appliances, keep combustibles clear of the chamber.

18. Navy Order 76/70 is hereby cancelled.

ANNEX A

Air Recompression Therapies—Table 5

Descent time is NOT included with bottom time.

Record elapsed time (which is given below as hours and minutes in brackets) from the time of arrival at maximum pressure.

Stoppage in hours (hr) and minutes (m) at different gauge pressures and depths. Time of leaving (L) a stop is also given.

Ascent between each stoppage is to take five minutes and has not been included in the times.

Patient is to remain in chamber for at least one minute after arrival on surface.

psig	Feet Seawater	5A	5B	5C	5D	5E
73.4	165	—	30m (L00 30)	30m (L00 30)	2hr (L02 00)	2 hr(L02 00)
62.3	140	—	12m (L00 47)	12m (L00 47)	30m (L02 35)	30m (L02 35)
53.4	120	—	12m (L01 04)	12m (L01 04)	30m (L03 10)	30m (L03 10)
44.5	100	30m (L00 30)	12m (L01 21)	12m (L01 21)	30m (L03 45)	30m (L03 45)
35.6	80	12m (L00 47)	12m (L01 38)	12m (L01 38)	30m (L04 20)	30m (L04 20)
26.7	60	30m (L01 22)	30m (L02 13)	30m (L02 13)	6hr (L10 25)	6hr (L10 25)
22.3	50	30m (L01 57)	30m (L02 48)	30m (L02 48)	6hr (L16 30)	6hr (L16 30)
17.8	40	30m (L02 32)	30m (L03 23)	30m (L03 23)	6hr (L22 35)	6hr (L22 35)
13.4	30	1hr (L03 37)	2hr (L05 28)	12hr (L15 28)	11hr (Air) 1hr (O ₂) (L34 40)	12hr (L34 40)
8.9	20	1hr (L04 42)	2hr (L07 33)	2hr (L17 33)	1hr (Air) 1hr (O ₂) (L36 45)	4hr (L38 45)
4.5	10	2hr (L06 47)	2hr (L09 38)	2hr (L19 38)	1hr (Air) 1hr (O ₂) (L38 50)	4hr (L42 50)
Surface		Arrive 06 52	Arrive 09 43	Arrive 19 43	Arrive 38 55	Arrive 42 55

ANNEX B

Table 6

Oxygen Recompression Therapies

Commence oxygen breathing prior to descent; the attendant may remain on air unless it is a repetitive dive for him or the treatment schedule is lengthened in which case he must breathe oxygen for the final 30 feet to the surface.

Descend in one to two minutes; descent time is NOT included with bottom time. If serious symptoms are present descend as rapidly as possible. If symptoms are of pain only do not exceed a rate tolerable to the patient.

ANNEX B—continued

Record elapsed time from the time of arrival at 60 feet.

Ascent is at a continuous bleed rate 1 foot/minute; do not compensate for slowing by subsequent acceleration. If necessary halt ascent if rate has been exceeded. Also halt chamber if rate cannot be maintained accurately during flushing of chamber.

Oxygen toxicity has not yet occurred on these tables but the attendant and supervisor must be prepared in case it does. If so, halt ascent, remove mask, maintain depth, protect the tongue of convulsing patient, protect him from injuring himself, 15 minutes after fit or other reaction is over continue ascent on Table 5E.

Treatment 6A

Elapsed Time (hrs and mins)	Depth		Breathing Mixture	Duration
	psig	Feet Seawater		
00.00	26.7	60	O ₂	20m
00.20			Air	5m
00.25			O ₂	20m
00.45	Begin Ascent		O ₂	30m
01.15	13.4	30	Air	5m
01.20			O ₂	20m
01.40			Air	5m
01.45	Begin Ascent		O ₂	30m
02.15	Arrive Surface		Air	—

Treatment 6B

Elapsed Time (hrs and mins)	Depth		Breathing Mixture	Duration
	psig	Feet Seawater		
00.00	26.7	60	O ₂	20m
00.20			Air	5m
00.25			O ₂	20m
00.45	13.4	30	Air	5m
00.50			O ₂	20m
01.10			Air	5m
01.15	Begin Ascent		O ₂	30m
01.45	13.4	30	Air	15m
02.00			O ₂	6m
03.00			Air	15m
03.15	13.4	30	O ₂	60m
04.15			O ₂	30m
04.45			Arrive Surface	

ANNEX C

Table 7

Maximum Recompression Using Air

(Only to be used on the advice of a medical officer experienced in diving physiology—see Paragraph 5)

Descent from, and previous time at, 165 feet or below is not included in bottom time.

Maximum pressure may be less than given and depends on maximum working pressure of the chamber available.

Record elapsed time (which is given below in hours and minutes) from time of arrival to maximum pressure.

Ascent is to be continuous at the rates indicated. Do not compensate for slowing by subsequent acceleration. Halt ascent if rate has been unintentionally exceeded. Also halt chamber if rate cannot be maintained accurately during flushing of chamber or use of air lock. (Particular attention is required for the last few feet; if air begins to escape around door seal, compensation by admitting more compressed air may be needed. The gauges may indicate arrival on the surface while there are still some inches of water pressure within the chamber, and in this circumstance continue to vent at the established rate until equalised.)

Elapsed Time (hrs and mins)	Depth		Stoppage	Rate of Ascent
	psig	Feet Seawater		
00.00	102.2	At 230	30	—
00.30	102.2	L 230	—	6 ft/min
00.35	88.9	L 200	—	15 ft/hr
03.35	68.9	L 155	—	10 ft/hr
07.05	53.3	L 120	—	6 ft/hr
15.25	31.1	L 70	—	4 ft/hr
22.55	17.8	L 40	—	2 ft/hr
Approx 42.55	Arrive Surface	—	—	—

ANNEX D

Table 8

Emergency Treatment in the Water

Descent is to take about one minute and is not included in bottom time. Elapsed time begins on arrival at 100 feet.

Treatment 8A

Elapsed Time	Depth	Stoppage	Rate of Ascent
00.00	At 100	5	—
00.05	L 100	—	2 ft per 3 mins
00.50	L 70	—	2 ft per 5 mins
02.17½	L 35	—	2 ft per 8 mins
04.37½	Arrive Surface	—	—

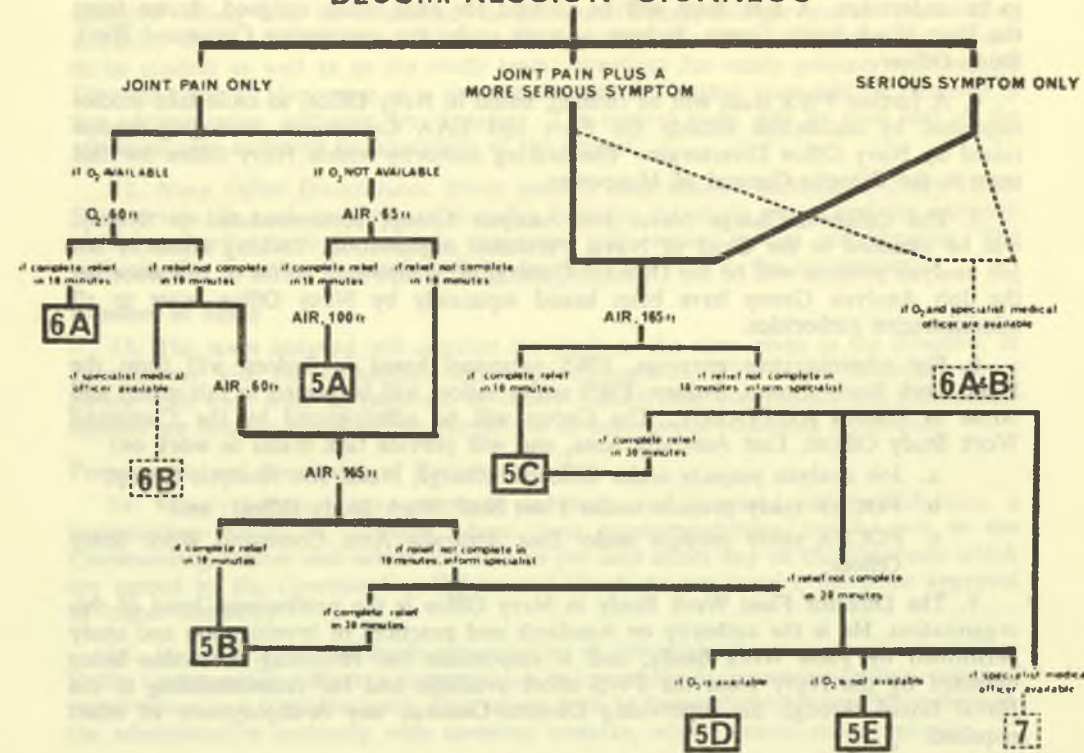
ANNEX D—continued

Treatment 8B

Elapsed Time	Depth	Stoppage	Rate of Ascent
00.00	At 100	5	—
00.05	L 100	—	2 ft per 1 min
00.20	L 70	—	2 ft per 2 mins
00.55	L 35	—	2 ft per 3 mins
01.10	L 25	—	2 ft per 5 mins
02.12½	Arrive Surface	—	—

ANNEX E

DECOMPRESSION SICKNESS



(327/54/114)

UNCLASSIFIED

133/73—Fleet Work Study—Organisation and Operating Procedures

1. Approval has been given for a re-organisation of Fleet Work Study, with the aim of bringing the Work Study Groups into closer working contact with Command at ship and establishment levels. The general purpose of Fleet Work Study, to assist Command in attaining efficient manpower utilisation, remains unchanged. The new organisation will be brought into effect by signal as the additional personnel required by the new structure become available.

2. The purpose of this order is:

- a. to explain how FWS assistance can be obtained;
- b. to establish effective working relationships between administrative authorities, ships and establishments, and the Naval Job Analysis group and Fleet Work Study teams; and
- c. to establish administrative responsibilities.

Organisation

3. A position of Command Work Study Officer will be established in both the Fleet and East Australia Area Commands. Each of these CWSOs will work under direction of the Chief of Staff concerned, who is authorised to direct the study tasks to be undertaken. A task team will be formed for each study assigned, drawn from the Fleet Work Study Group, Sydney, to work under the appropriate Command Work Study Officer.

4. A further FWS team will be formed, based in Navy Office, to undertake studies requested by authorities outside the Fleet and EAA Commands, including studies raised by Navy Office Directorates. The tasking authority within Navy Office for this team is the Director-General of Manpower.

5. The Officer-in-Charge Naval Job Analysis Group, accommodated in Sydney, will be attached to the Chief of Naval Personnel organisation. Tasking authority for job analysis projects will be the Director-General of Manpower. Terms of reference for the Job Analysis Group have been issued separately by Navy Office letter to all administrative authorities.

6. For administrative purposes, FWS personnel based in Sydney will form the Fleet Work Study Group, Sydney. FWS senior sailors will be posted to this group and borne in HMAS KUTTABUL. The Group will be administered by the Command Work Study Officer, East Australia Area, and will provide task teams to work on:

- a. Job analysis projects under Officer-in-Charge, Naval Job Analysis Group;
- b. FOCAF study projects under Fleet Staff Work Study Officer; and
- c. FOCEA study projects under East Australia Area Command Work Study Officer.

7. The Director Fleet Work Study in Navy Office is the professional head of this organisation. He is the authority on standards and practices of investigation and study performed by Fleet Work Study, and is responsible for reviewing the value being obtained by the Navy from the FWS effort available and for recommending to the Naval Board through his supervising Director-General, any re-deployment of effort required.

8. It is emphasised that tasking of the FWS groups and acceptance, implementation, or rejection of FWS recommendations are line Command functions over which DFWS has no authority.

Procedure

Initiation of Studies

9. Whenever a problem of manpower utilisation arises, or methods in use appear unduly expensive in effort, commanding officers may request, or staff officers may propose, the initiation of a study project. A general description of the problem should be given with a broad indication of what it would be hoped to gain from a study of the subject. Such requests or proposals should be addressed to administrative authorities.

Processing and Selection of Proposals

10. *Fleet and EAA Commands.* In these Commands, the relevant Command Work Study Officer should contact the originator of the request/proposal and discuss with him the most appropriate form in which study of the subject raised could be undertaken. As a result of such discussion the CWSO, in agreement with the originator, will draw up a draft study directive proforma. A copy of this draft is to be passed to Director Fleet Work Study who will comment on the availability of FWS effort in relation to other commitments. The draft will then be submitted to the Command Chief of Staff, who will decide whether or not to commit effort.

11. *Other Commands.* In the case of requests/proposals originated in other Commands, the administrative authority will, if he endorses the proposal, forward it to Navy Office. A basically similar procedure will be followed: DFWS or his representative will contact the originator of the proposal and draw up in consultation a draft directive which will be submitted to Director-General Manpower, as the tasking authority for the central team. Since study directives constitute a direction to the unit to be studied as well as to the study team, directives for study projects accepted by Director-General Manpower as a commitment for the central team will be returned to the administrative authority for signature. The central team will be then lent to the administrative authority for execution of the project.

12. *Navy Office Directorates.* Study projects may also be initiated by Navy Office Directorates. In each case, the relationship between the study group and the administrative authorities/unit Commands concerned will require special consideration. The authority for directing the study will be decided according to the circumstances.

Conduct of Study

13. The team assigned will conduct the study to the aims given in the directive, in consultation with the authorities concerned throughout. DFWS will maintain direct liaison with each team as required, to satisfy himself that conclusions and recommendations are soundly based on the proper use of appropriate recording techniques.

Presentation and Processing of Recommendations

14. When the team has completed its study and prepared recommendations, a presentation should be arranged where these recommendations can be put to the Commanding Officer and action initiated to put into effect any of the proposals which are agreed by the Commanding Officer and which do not require the prior approval of higher authority.

15. In addition to making its presentation of proposals, the team is also to deliver to the Commanding Officer a report which is to include its recommendations, supporting evidence and considerations. This report is to be forwarded to Navy Office through the administrative authority with covering remarks, which should state explicitly:

- a. what action has been taken/is being taken locally to implement any of the recommendations; and
- b. which of those recommendations requiring Navy Office action are endorsed.

16. On receipt in Navy Office these reports and covering letters will be passed via DFWS to the Director-General Manpower. DGM will assume responsibility for initiating and co-ordinating action required to put approved recommendations into effect, and for keeping Command authorities informed on progress of action.

17. In the case of studies originated by Navy Office Directorates the questions of implementation will require consideration at the time of project initiation. Special instructions to meet the particular case will be included in the study directive.

Joint FWS/Civilian Studies

18. In commenting on draft directives (*see* Paragraph 10) DFWS may, in cases where it seems appropriate, consult with the Director of Methods, Director of Organisation and Establishments, or Director of Value and Industrial Engineering, on the possibilities of establishing a joint study team for the project. Resulting proposals would then be put to the administrative authority for discussion on detail arrangements for control of the study and subsequent action responsibility.

Studies Involving Civilian Employees

19. It is the responsibility of the authority signing a Fleet Work Study directive to ensure that, if the study will include the need to study work being performed by civilians, appropriate steps are taken before the study commences to inform recognised trade union representatives concerned by normal channels. If the requirement was not foreseen but arises in the course of the study, the senior member of the FWS team is to represent the need for union notification to the Commanding Officer of the unit in which the requirement arises. He is not to permit his team to interview civilians about their jobs or to apply work measurement techniques to civilian work until specifically authorised to do so by the Commanding Officer.

Procedure for Job Analysis Projects

20. A standard procedure for job analysis projects, indicating tasks involved for all authorities concerned, has been issued separately by Navy Office letter. For non-standard projects, special instructions will be issued in each case.

Administration

Personnel Administration

21. *Command and Control.* The Command Work Study Officer East Australia Area will act as the Divisional Officer for personnel posted to HMAS KUTTABUL for FWS duties. In consultation with DFWS he is authorised to assign personnel to study projects. When assigned to FOCAF or job analysis projects, personnel will work under the direction of the Fleet Staff Work Study Officer or the Officer-in-Charge, Naval Job Analysis Group, as appropriate.

22. *Temporary Transfers and Travel Authorisation.* Arrangements for temporary transfers of personnel to ships and establishments and authorisation for travel are the responsibility of the administrative authority under whose direction a team is employed. Copies of movement signals are to be forwarded to Navy Office.

23. *Personnel Reporting.* Officers reports on Form PP101 are to be dealt with as in RI Article 1042.5. PP1 reports on senior sailors posted to HMAS KUTTABUL FWS duties are to be signed by the officer in charge of the task team as the immediate supervisor, and by DFWS as head of department.

Stores and Stationery

24. FWS Group, Sydney, holds stores on an inventory account to a separate allowance list. Should additional items be needed the requirement is to be referred to DFWS.

25. Stores items required for trial of new methods should be drawn by the user unit. If the user unit (or administrative authority) is not authorised to draw such stores, the requirement is to be referred to DFWS to initiate Navy Office action.

Previous Orders

26. Navy Order 184/72 remains effective until issue of ACNB signals bringing this order into effect.

(1605/3/95)

(Navy Order 184/72)

RESTRICTED

134/73—Interservice Responsibilities for Air Defence

1. The following responsibilities for Air Defence, having been approved by the Chiefs of Staff Committee, are promulgated for the guidance of all concerned.

Introduction

2. Air Defence is a complex union of many sub-systems, all of which are complementary and combine to achieve the aim. The overall policy direction of the Air Defence system is the responsibility of the Chiefs of Staff Committee.

3. Implementation of the Air Defence policy is primarily a role of the RAAF. There is a requirement for defining the responsibilities of all the Services in providing elements of the Air Defence system.

4. Air Defence definitions will be found in JSP (AS) 101.

Object

5. The object of this order is to outline the responsibilities of each of the three Services for the air defence of Australia, its Territories and forces deployed overseas.

Responsibilities for Air Defence

6. Responsibility for the air defence of Australia, its Territories and forces deployed overseas is as follows:

- a. The Chief of the Air Staff is responsible to the Chiefs of Staff Committee for the air defence of Australia and its Territories;
- b. The Chief of Naval Staff is responsible to the Chiefs of Staff Committee for air defence of sea communications outside Air Defence Operations Areas;
- c. Each Service Board is responsible for the organisation, command, training and administration of the components of its Service employed in air defence;
- d. The Chief of the Air Staff is to appoint an Air Defence Commander for Australia and its Territories;
- e. Air defence within Australia and its Territories will be carried out within Air Defence Operations Areas (ADOAs);

- f. Within those ADOAs the components of the Air Defence system may include:
- (1) low-cover, early-warning and ground-controlled interception radars,
 - (2) control and reporting (CARU) units,
 - (3) fighter aircraft,
 - (4) surface-to-air weapons system, both missiles and guns,
 - (5) communications and data-link systems,
 - (6) appropriate electronic-warfare units, and
 - (7) Air Defence intelligence facilities;
- g. Air Defence plans for ADOAs will be submitted to the Chief of the Air Staff and then to the Chiefs of Staff Committee. The number of the ADOAs and the composition of the air defence within each of these ADOAs will be detailed in these plans;
- h. For designated ADOAs, the Air Defence Commander will appoint an Area Air Defence Commander. All elements of an Air Defence System, irrespective of the Service responsible for their provision will, on allocation to an ADOA be placed under the operational control of the Area Air Defence Commander for the purpose of directing and co-ordinating their operational activities and preventing mutual interference between friendly air and Air Defence forces;
- i. In cases where the air threat to the area of responsibility of a Joint Force Commander appointed by the Chiefs of Staff Committee requires establishment of an Air Defence Operations Area, the RAAF Commander (Air Component Commander) will be appointed Area Air Defence Commander under the operational command of the Joint Force Commander;
- j. In overseas areas, when Australian Forces are operating as part of a larger Allied Force, a suitable contribution to allied air defence arrangements may be provided. Directives for the command, training and administration of these forces, when assigned, will be issued as appropriate by the Chiefs of Staff Committee;
- k. The allocation of responsibilities is not, in itself, authority for the provision of resources. These will be provided taking into account threat, priorities and overall resources available.

Division of Responsibility Between the Services

7. Service responsibility for the elements required for air defence is as follows:

- a. *Air Force*
- (1) aircraft,
 - (2) control and reporting units,
 - (3) low-cover and early-warning radar units,
 - (4) electronic-warfare units,
 - (5) area defence, surface-to-air missile systems,
 - (6) air defence intelligence, and
 - (7) co-ordination of IFF policy;
- b. *Army*
- (1) mobile, point defence, surface-to-air weapon systems for close defence against low-level air reconnaissance or attack,
 - (2) early-warning radar units required to support Army mobile surface-to-air weapons, and
 - (3) personnel and communications required in the Army component of RAAF control and reporting units;

c. *Navy*

The Navy is responsible for the air defence of sea communications but is not responsible for the provision of components specifically for overall air defence. However, the air defence facilities on naval ships may be made available to the Air Defence Commander and when operating within a designated ADOA ships are to co-ordinate their air defence activities with the Air Defence Commander;

d. *All Services*

Each Service is responsible for:

- (1) providing communications compatible with inputs to and from appropriate units of other Services,
- (2) providing passive defence measures for its own installations,
- (3) electronic-warfare devices appropriate to their responsibility in air defence, and
- (4) the exchange of Air Defence information with other Services where appropriate.

8. Navy Order 247/70 is hereby cancelled.

(1600/3/77)

(Navy Order 247/70)

Section 2

PERSONNEL

UNCLASSIFIED

135/73—Academic Instructor Category

1. Entry to the category of Academic Instructor (AI) is by transfer from other sailor categories.

2. Academic Instructors may be employed as instructors in academic subjects, instructional technique and professional subjects associated with their former categories; or in training research; or in various duties associated with the supervision and administration of training.

3. Sailors transferring to the category will attend a three-years part-time course at Mount Lawley Teachers College, WA, leading to the award of Teachers Certificates. While under training, they will gain practical experience by instructing Junior Recruits at HMAS LEEUWIN.

Educational Pre-requisites for Selection

4. Applicants are normally required to have achieved passes in English and three other subjects at one of the following levels:

Queensland: Senior.

New South Wales, Victoria, Tasmania: Higher School Certificate.

Western Australia: Leaving.

South Australia: Matriculation.

5. However, sailors who cannot meet fully the subject prescriptions in Paragraph 4 but who have been granted Mature Age or Adult Matriculations may apply and will be considered for selection, subject to acceptance of their qualifications by the Western Australia Education Department.

Conditions of Service

6. Eligibility is limited to sailors of confirmed Leading rank or Petty Officers rank of any category, but shortages in certain technical categories may preclude such sailors from selection. Selected applicants will be required to re-engage if necessary to cover the period of teacher training and a further period of four years.

Promotion

7. The general regulations governing promotion, as detailed in ABR 10, are applicable. Regulations relating to professional qualifications in this category are detailed hereunder.

8. Part III of the Command Test for POAI will be possession of a Teachers Certificate. Seagoing service is not a pre-requisite for promotion to POAI or CPOAI.

9. Sailors possessing a Teachers Certificate before transfer will be categorised LAI or POAI as appropriate to their rank on transfer. Sailors entering the category as LAIs are eligible for promotion to POAI after two years service in the category. Sailors entering as POAIs, or promoted to this rank will be eligible for promotion to CPOAI after three years service as POAI.

10. Selected sailors, lacking a Teachers Certificate on transfer, will be categorised P/LAI or P/POAI, as appropriate, and will retain a provisional rank for the duration of their training. They may be reverted to their former categories if they show unsatisfactory progress during the period. Seniority in previous rank will be retained. Paragraph 14 also refers.

Two-years Teacher Training Course (Prior to 1972)

11. Sailors entering the category as P/LAI are eligible for promotion to POAI after two years service, subject to satisfactory completion of training. These sailors, and those entering as P/POAI, are eligible for promotion to CPOAI after three years service as POAI or P/POAI provided that they have served, after completion of training, for a minimum period of two years.

Three-years Teacher Training Course (1972 Onwards)

12. Sailors entering the category as P/LAI may be promoted P/POAI on a provisional basis after two years service as P/LAI if course progress is satisfactory and if they are otherwise qualified for promotion. These sailors, and those entering as P/POAI, are eligible for promotion to CPOAI after three years service as POAI or P/POAI provided that they have served, after completion of training, for a minimum period of one year.

Further Promotion

13. Academic Instructors may apply for a 10-year Short Service Commission in the Instructor Branch on achieving the necessary qualifications, ie, a Teachers Certificate together with a pass in either Mathematics or Physics at First Year University level.

Pay

14. Until the award of a Teachers Certificate, a sailor will receive rates of pay appropriate to his former category and his current rank. In the case of a sailor undergoing the three-year teachers course, pay on completion of course remains at the Petty Officer incremental level applicable to the sailor at the time and continues by annual increments along the Petty Officer scale in the normal manner.

Applications

15. Applications for transfer to this category, accompanied by documentary evidence of educational qualifications, are to be forwarded through normal channels to reach Navy Office not later than 30 September each year.

16. A maximum of four sailors will be selected annually to commence training in the following January.

17. Navy Order 240/71 is hereby cancelled.

(307/3/170)

(Navy Order 240/71)

UNCLASSIFIED

136/73—Allowances and Conditions for Oversea Service Trainees Training in Australia Under an Aid Agreement

1. The Royal Australian Navy is providing courses of training in RAN ships and establishments for Service trainees from certain oversea countries. Some of this training is provided under the SEATO Aid Programme, Aid to Malaysia Programme, Aid to Singapore Programme or under special defence co-operation arrangements, and facilities for training personnel from some other countries is provided on a direct repayment basis. This order details the allowances and conditions which are to be applied to Service trainees training under the aid agreements as direct payments by the RAN. For these purposes a Service trainee is defined as a serviceman coming to Australia from an aid country for training mainly in RAN ships or establishments and includes personnel on liaison visits from aid countries to observe training and other facilities in Australia. Advice of training approved, periods involved, etc, will be forwarded to administrative authorities and ships and establishments concerned in individual instances from Navy Office.

2. Allowances and conditions are now similar for Service trainees as defined in Paragraph 1 above, and may be paid by ships and establishments direct to Service trainees, providing that where a trainee has been under the control of another department since arrival in Australia, advice is to be obtained from that department regarding allowances already paid to avoid duplications or overpayments. The following allowances and conditions will apply:

a. Basic Pay

- (1) the basic pay of a Service trainee will normally be the responsibility of, and payments will be made as arranged between the trainee and his Government; and
- (2) no payments of basic pay will be made by RAN authorities except as approved by Navy Office.

b. *Travel Entitlement*

- (1) *To and from Australia—fares.* A Service trainees fares to and from Australia are the liability of the Australian Government. Trainees of officer or warrant officer rank are eligible to travel first class and other trainees should travel economy class. These arrangements may be varied where necessary (for example, where officers are booked on the same flight as other ranks, or where accommodation in the authorised class cannot be obtained). Whenever possible travel by Service or charter aircraft is to be used.
- (2) *To or from Australia—hotel accommodation.* Where accommodation and meal costs are incurred in travel to or from Australia, because of either lack of Service accommodation or the need to use Service or charter aircraft, such costs may be considered to have been incurred on duty and are the liability of the Australian Government.
- (3) *Within Australia.* Travel is normally by road or rail as a liability of the Australian Government. Officers and warrant officers have a first class travel entitlement; other trainees a second class travel entitlement. Where travel on duty by air is desirable for Service reasons, eg, where trainees are members of a class under training and movement of the class is to be by air, this form of travel may be authorised, but should be kept to a minimum.

c. *Baggage Allowance*

- (1) in addition to the airlines free baggage allowance service trainees travelling commercial air:
 - (a) to Australia are entitled to 22 lb (10 kg) excess baggage allowance which may be sent as accompanied air freight, and
 - (b) from Australia are entitled to 33 lb (15 kg) excess baggage if sent as accompanied air freight, or 132 lb (60 kg) excess baggage if sent as unaccompanied air freight;
- (2) when travelling to or from Australia by Service or charter aircraft, normal provisions for RAN personnel on these aircraft will apply;
- (3) when a Service trainee, in exceptional circumstances moves to a new place of training within Australia by air the trainee will be entitled to transport accompanied baggage as an Australian Government liability of up to three suitcases, each of linear measurement not more than 56 inches (142.24 cm) in accordance with the airlines method of measurement—this includes the free amount allowed by the airline;
- (4) the Australian Government will meet the cost of freight or postage by surface mail from Australia on documents and other material provided it is evident that these are directly connected with the trainees course of study.

d. *Living Allowance*

Where a Service trainee lives in a ship or establishment, a living allowance may be paid at the rate of \$3.14 per day for officers and POs and above and at the rate of \$2.43 per day for ranks below Petty Officer. First year apprentices are to be paid living allowance at a rate equivalent to the rate of pay of an RAN first year apprentice or the rate of \$2.43 per day living allowance, whichever is less.

Note: Compulsory mess fees are the responsibility of the trainee and must be paid from the living allowance which contains a component to cover this item.

e. *Leave Subsistence Allowance*

A leave subsistence allowance of \$3.50 per day may be paid to officers and POs and above, and an allowance of \$2.64 per day to all ranks below PO during authorised leave periods in excess of 72 hours (eg, Easter, mid-term break, end of term leave) when trainees are not resident in a Service establishment. This allowance may be paid in addition to living allowance payable under Sub-paragraph 2.d.

f. *Clothing Allowance*

- (1) *Civilian.* A clothing allowance of \$62.00 may be paid to trainees who are in Australia for more than 30 days and who will not spend at least seven days in Australia between 1 May and 30 September. A clothing allowance of \$124.00 may be paid to trainees spending more than 30 days in Australia who will spend at least seven days in Australia between 1 May and 30 September. Trainees in Australia for 30 days or less shall be paid clothing allowance at half the above rates. In the case of trainees entitled to \$124.00 clothing allowance, \$62.00 may be paid on arrival to trainees who arrive in Australia during the period 1 November and 31 March, with a second payment of \$62.00 in May-June. A clothing allowance of \$124.00 may be paid to trainees who are in Australia for more than 30 days and who will spend at least seven days between 1 April and 31 October in the following designated 'cold' areas: Kiewa Victoria, Snowy Mountains, Australian Capital Territory, Tasmania.
- (2) *Service.* A Service trainee may be issued with items of uniform kit which are essential for his particular course of training and which the trainee does not have within his normal parent Service entitlement. Details and charges of items issued are to be shown in Section K of the proforma furnished in accordance with Paragraph 9 of these instructions, and are to be endorsed as 'essential items'.

g. *Establishment Allowance*

Service trainees will be eligible to receive an establishment allowance of an amount equal to 14 days living allowance at the rate payable under Sub-paragraph 2.d on arrival in Australia.

h. *Travel Warrants*

A Service trainee may be granted travel warrants or mileage allowance up to the value of \$50.00 per year for travel within Australia during authorised leave periods. (See also Paragraph 8.c.)

Book Allowance

3. A trainee may be reimbursed expenditure on approved books or educational materials (ie, books and materials endorsed by their instructors as being of value in their training) up to \$45 per trainee. This allowance may be expended either during the course or up to three years after the student returns to his home country. In respect of the residue which may be outstanding on return of the trainee to his home country, should the trainee desire to take advantage of this benefit, an application, together with advice of the trainees selection should be forwarded to Navy Office.

Medical and Dental

4. On courses lasting less than six months, medical and dental treatment will be given only in cases of need and, other than in emergencies, with the prior approval of the Commanding Officer.

Leave

5. a. Commanding Officers may at their discretion grant leave to Service trainees in accordance with the routine of the ship or establishment.
- b. In the case of a trainee other than those specified in Sub-paragraph c. below special leave may be granted for major national and religious holidays at the discretion of the Commanding Officer. The criterion governing such a decision should include an assessment of the effect of such holidays on the continuation of instruction, and the personal effect on the trainee where he is refused leave for religious purposes.
- c. In the case of a Singapore or Malaysian trainee, requests for special leave recommended by the Commanding Officer of the ship or establishment will be submitted by the trainee direct to the High Commission or Embassy in Canberra. Written approval in reply will constitute the necessary authority for such leave. Leave is not normally granted for special days of religious observance or Singapore/Malaysian/public holidays, and trainees are entitled only to those Australian holidays normally granted by the ship or establishment in which they are undergoing courses of training. However, should Commanding Officers receive a request for leave to observe a particular religious or national day supported by a convincing explanation, the matter may be referred to Navy Office which will obtain and communicate a decision from the High Commission or Embassy in Canberra.

Victualling and Accommodation Charges

6. a. The victualling and accommodation charges where a trainee lives in, in a ship or Service establishment is \$5.50 per day.
- b. Where trainees are required to live out in hotel type accommodation as an essential part of a Service course in training (ie, other than when on leave) in an area where Service accommodation is not available, the provision of reasonable accommodation and meals may be accepted and the cost taken as a charge against Departmental funds.

Note: Adjustment in respect of Sub-paragraphs a. and b. above will be effected in Navy Office against the relevant Aid Programme from information furnished in accordance with Paragraph 9.

Tuition Fees

7. Where training is in the nature of a technical course, instructional costs of \$26.00 per week for each trainee are to be charged. No charge for 'on the job' training is to be made.

Note: Adjustment in respect of instructional costs will be effected in Navy Office.

Accounting Instructions

8. a. All payments made directly to trainees in compliance with these instructions are to be brought to account in cash accounts under the appropriate dissections under the following heads of expenditure:

Defence Aid to Malaysia	Division 608
Defence Aid to Singapore	Division 610
Defence Co-operation with Indonesia	Division 611
Defence Aid to South Vietnam and SEATO Aid Programme				Division 612

- b. Medical and dental treatment of a minor nature will be provided to trainees without charge but where a set charge can be ascertained, eg, hospitalisation, the amount concerned is to be furnished in section f. of the proforma.
- c. Travel warrants (including excess baggage) issued under the authority of this order are to be endorsed payable by and to be rendered with the claim on the certifying officer at the office or establishment responsible for payment of accounts for the State or Territory in which the expenditure was incurred except for warrants issued by sea-going ships which are to continue to be endorsed payable by and to be rendered with the claim on Director of Navy Accounts. All such warrants are to be paid as a charge to RAN votes and items as appropriate. Proformae forwarded in accordance with Paragraph 9 of these instructions are to include (in section e.) details and value of warrants issued and/or mileage allowance paid in compliance with Sub-paragraph 2 h. of these instructions.

Note: On receipt of proformae, adjustment in respect of Sub-paragraphs b. and c. above to bring these charges to correct head of expenditure will be effected in Navy Office.

Proformae

9. a. In order that all expenditure incurred in respect of the foregoing instructions may be correctly brought to account, a proforma, the format of which is shown in the annex to this order, for each trainee borne is to be forwarded by the supply officer in order to reach Director of Navy Accounts by not later than the fifteenth day of the month following that in which expenditure was incurred.
- b. Where details are identical in respect of students in any one particular serial (eg, Malaysian 1970 Programme—Serial 6—Apprentice Training) one proforma only, supported by a list of students to whom the details apply, is acceptable.
- c. Names are to be furnished in full (initials and/or abbreviations are not to be used).
- d. One proforma is also acceptable in cases where all details are identical with the exception of Service clothing issues and/or repairs (Section k) provided that a statement is attached giving names, details and charges as applicable. Section k should then be endorsed 'see attached statement'.
- e. In all other cases separate proformae are required.

10. Navy Orders 615/70 and 360/71 are hereby cancelled.

ANNEX A**Seato/Singapore/Malaysia/South Vietnam Aid Programme or Defence Co-operation with Indonesia**

For Director of Navy Accounts Navy Office MELBOURNE	Statement of amounts expended in Training
HMAS.....	Month.....19.....
Name.....	Rank.....
Ship/Establishment to which Transferred.....	Date of Transfer (where applicable)

a. Living Allowance:

Assessment of Entitlement:

\$

Period: From to days @
Period: From to days @

Total

Details

b. Leave Subsistence Allowance:

c. Clothing Allowance:

Details

d. Establishment Allowance:

Details

e. Travel warrants (up to \$50.00 per year)

Authorised Leave Period. Details of Travel and Charges

f. Medical and Dental Treatment:

\$

Naval Hospital: From to days @
Other Hospital: From to days @
Amounts paid to civilian doctors
Amounts paid to civilian dentists

Total

Details

g. Victualling and Accommodation in

Mess:

\$

From to days @
From to days @

Total

h. Tuition Fees:

Periods actually under tuition:

\$

From weeks @
From weeks @

Total

i. Hotel type accommodation and meals, see Sub-paragraph 6.b. in Navy Order 136/73

at

Necessitated by

\$

From to days @
From to days @

Total

j. Other charges, eg, fares, excess baggage (give details):

k. Service clothing (essential items, replacement issues and/or repairs—give details and charges):

Summary of Above

\$

- a.
b.
c.
d.
e.
f.
g.
h.
i.
j.
k.

GRAND TOTAL

(252/4/211)

(Navy Orders 615/70 and 360/71)

UNCLASSIFIED

137/73—Prize—Entry 1/1972 Supplementary List Seamen Midshipmen

1. The 'United Service Institute of Victoria Prize' for Midshipmen SLEX entry 1/1972 has been awarded to:

Midshipman SLEX R. H. Crane, RAN.

(38/6/31)

Section 4**EQUIPMENT, STORES AND SERVICING**

UNCLASSIFIED

138/73—Safety of Personnel Exposed to Dust from Materials Containing Asbestos

1. The principal object of this order which applies to all personnel, uniformed as well as civilian, and to contractors employees in HMA ships, Naval dockyards and establishments, is the elimination of the hazard arising from breathing air laden with dust from asbestos and compound mixtures of asbestos and other minerals. The hazard is principally associated with the handling, fitting and stripping of dusty insulating materials. Certain other materials contain asbestos in a more closely bonded form. These are not dusty in nature but in some cases, a dust hazard may be created when they are cut or machined. In such cases, discretion is to be used in deciding where protection is necessary. In all cases the deciding factor is whether airborne dust is generated. Steps are being taken to reduce this hazard by the introduction of improved forms of material; however, a large amount of lagging exists in HMA ships of the material standard which produces the dust health hazard when disturbed. The unique insulating and refractory properties of asbestos also means that this material cannot at present be completely replaced and the necessity to apply precautions when working asbestos materials will remain.

2. All asbestos insulation and compound mixtures of asbestos and other minerals should be sprinkled with water to minimise the dust hazard. Care should be taken that the working surfaces are not too wet before application of insulation, as this would cause corrosion of underlying pipework, etc. During the removal of insulation, however, the surface should be liberally wetted by injection of water where the surface has been rendered impervious by paint.

3. Drop sheets are to be positioned on the underside of the section to be lagged and delagged and as close as practicable to the work.

4. Where practicable all cutting and machining of asbestos and/or composition mixture, is to be done in the open air, and where practicable asbestos insulation should be damped when being cut and fitted to minimise dust. Cutting and shaping of the insulation is to be carried out on trays so designed to prevent spillage of off cuts on to the decks, etc.

5. All sealing and finishing coats are to be pre-mixed off the job and taken to the working area in containers.

6. All personnel working with asbestos are to wear dust respirators giving full protection against dust particles down to $\frac{1}{2}$ micron diameter. The respirators are to be of the twin cartridge type currently approved by the RAN. Each respirator is to be personal to the individual and on issue it is to be examined to ensure a good fit and that air enters only through the filter. It is to be inspected by a supervisor and cleaned at intervals of not more than 10 working days. Before re-issue, returned respirators are to be disinfected in accordance with procedure laid down for General Service Respirators. Cartridge dust filters are to be removed after 14 days use, or earlier if clogged with dust. The risk is particularly high during lagging/delagging processes, when pre-filters need to be changed frequently (at least twice daily). RAN personnel are to be issued with respirators on temporary loan when this is necessary. In the event of not being able to obtain an airseal and/or if any difficulties are experienced with breathing (not caused by a blocked cartridge), a compressed air respirator with necessary air line filters and regulating valves may be used instead of cartridge type respirator.

7. All personnel working with asbestos are to wear nylon or cotton overalls and a skull cap for head covering. A considerable amount of dust will become entrapped in the top clothing of men directly involved in the removal of lagging. Special precautions are to be taken to provide either a personal vacuum cleaner to remove the dust, or pre-wetting of the overalls before removal. In the case of vacuum removal this should not be done in the locker room and the men should wear respirators during this operation. If cotton overalls are worn, they should be changed daily and washed as soon as they are taken off. A summary of the notices required and the personal protection to be implemented is given as Annex A to this order.

8. Adequate supply ventilation is to be provided but precautions are to be taken to avoid disturbance of the settled dust.

9. Where asbestos insulation work is in progress in machinery spaces, exhaust ventilation fans are to be run at full speed. Where practicable flexible ducts are to be led from exhaust fan intake to the vicinity of the work to extract dust at source. In other spaces fitted with recirculation ventilation, care is to be taken that dust-laden air is not spread about the ship via recirculation ducting. Adequate air supply and local exhaust ventilation via a dustfilter capable of retaining particles down to $\frac{1}{2}$ micron diameter is to be provided.

10. All asbestos dust is to be cleared away at regular intervals using an industrial vacuum cleaner. Under certain circumstances particularly where sprayed limpet asbestos has been removed, it may be necessary to wash down the compartment boundaries with fresh water subsequent to final vacuuming. Where vacuuming and washing does not satisfactorily remove the asbestos dust, surfaces are to be sealed by painting. All debris is to be damped and then placed in impervious bags which are to be disposed of by burying at municipal rubbish tips by prior arrangements with the municipal Controller of Cleansing and in accordance with municipal by-laws covering secure disposal of industrial wastes.

11. No person is to prepare or partake of food or drink in compartments in which asbestos work is being carried out. No smoking is to take place where removal of lagging, major relagging or other asbestos dust forming operations are being carried out.

12. A register is to be kept in all ships, dockyards and establishments of workers employed regularly on asbestos processes. When first included on the register each employee is to be medically examined and to have a full plate X-ray of the chest. All employees on the register are thereafter to be examined annually whilst they remain in the Department of Navy employment even if they are no longer employed on asbestos work, as the effect of asbestos dust is insidious and may not become apparent for some time after the worker has stopped working with asbestos.

13. All personnel not normally handling asbestos must observe all the above precautions when in dusty conditions arising from asbestos working, whether or not they are working with the asbestos. They need not be subject to routine medical examination as in the case of the asbestos workers but in cases of doubt the opinion of the Medical Officer is to be sought.

14. The number of personnel employed in a compartment in which asbestos is being used or stripped, and who are not directly engaged in lagging operations, is to be kept to a minimum. A notice with the appropriate warning as shown in Annex A to this order is to be displayed at all entrances to compartments where asbestos is being worked or stored.

15. No living spaces are to be occupied out of working hours until asbestos working has been completed and the compartment cleansed.

16. Laundry and other personnel regularly handling lagger's clothing should be acquainted with the need to avoid raising dust by shaking out such clothing, etc.

17. This order supplements but does not replace the relevant instructions under Clause 41 of the New South Wales Factories Act or the Harmful Gases, Vapours, Fumes, Mists, Smokes and Dust Regulations 1945 (as amended) made under the Victorian Health Acts.

ANNEX A

Type of work	Sprayed limpet asbestos	Major de-lagging	Major lagging and other major dust forming operations on asbestos materials	Minor lagging/de-lagging and other small scale dust forming operations	Lagging shop (covered by own regulations)	Asbestos stores
Notices to be displayed	Sprayed limpet asbestos work. Entry prohibited	Asbestos de-lagging. No entry	Asbestos lagging. No entry	Asbestos work in progress. Obtain respirator before approaching	Asbestos shop. No unauthorised entry	Asbestos store. No unauthorised entry
Registered asbestos worker: protection	Fully protected with impervious suit, gloves, boots. Air fed hood. Shower at end of forenoon and afternoon	Fully protected with nylon overall, gloves, boots, skull cap. Air fed hood or approved respirator. Shower on completion of day or night shift	As for major de-lagging	Nylon overall, skull cap. Approved respirator. Shower on completion of day or night shift		
Neighbourhood worker: protection	Not allowed entry. (If vital, as for registered asbestos worker)					
Management visitor: protection	Visit to be of less than half hour (if longer as for registered asbestos worker)					
	Impervious suit, gloves, boots, skull cap. Approved respirator	Nylon overall, skull cap. Approved respirator	As for major de-lagging	No restriction on entry. Respirators available on loan	Respirators available on loan	
				No restriction to entry. Respirators available on loan		

(177/1/82)

Historian

RESTRICTED

ANOs 139/73-143/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
9 April 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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<i>No</i>	<i>Title</i>
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141/73	Officers Course Programme 1973—Amendment No 1.
142/73	RAN Ikara Training Establishment (RANITE).
SECTION 4—EQUIPMENT, STORES AND SERVICING	
143/73	Food Preparation and Serving Equipment—Single Service Management by the Department of the Army.

Section 2

PERSONNEL

UNCLASSIFIED

139/73—Jewish Faith—Sacred Festivals 1973

1. Subject to the exigencies of the Service, leave of absence may be granted to Royal Australian Naval personnel belonging to the Jewish Faith who may desire to observe the following festivals in 1973:

<i>Passover</i>	1st day—Tuesday 17 April 1973 2nd day—Wednesday 18 April 1973 7th day—Monday 23 April 1973 8th day—Tuesday 24 April 1973
<i>Feast of Weeks</i>	1st day—Wednesday 6 June 1973 2nd day—Thursday 7 June 1973
<i>New Year (5734)</i>	1st day—Thursday 27 September 1973 2nd day—Friday 28 September 1973
<i>Day of Atonement</i>	Saturday 6 October 1973
<i>Feast of Tabernacles</i>	1st day—Thursday 11 October 1973 2nd day—Friday 12 October 1973
<i>Eighth Day of Solemn Assembly</i>		Thursday 18 October 1973
<i>Rejoicing of the Law</i>	Friday 19 October 1973.

2. Leave should be granted, if possible, so as to enable those concerned to reach their destinations by sunset on the previous day in each case.

3. Navy Order 505/71 is hereby cancelled.

(319/1/8)

(Navy Order 505/71)

UNCLASSIFIED

140/73—Medical Documentation—Midshipmen within the Fleet

1. All ships and establishments dispatching Forms PM168 (AF Med 4) relative to Midshipmen posted to ships within the Fleet are to complete a duplicate Form PM110 (AM46Z) and forward it to the Fleet Wardmaster Officer, Fleet Headquarters Staff, Garden Island, in addition to the normal procedure.

2. The Fleet Wardmaster Officer is to keep a register of Midshipmens Forms PM168 (AF Med 4) and all requests for these forms are to include COMAUSFLT as an information addressee.

3. ABR 1991 will be amended.

4. Navy Order 4/73 is hereby cancelled.

(327/58/47)

(Navy Order 4/73)

Section 3

OPERATIONAL AND TRAINING

RESTRICTED

141/73—Officers Course Programme 1973—Amendment No 1

1. The deletions, alterations and additions shown in Annexes A, B and C of this order are promulgated as Amendment No 1 to Navy Order 432/72.
2. The amendment list of the reference Navy Order should be noted with this first amendment.

ANNEX A

Deletions

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
ASW ..	901437	Demolitions Supervisor ..	WATSON ..	5	19.2.73	23.2.73	4-6	Delete all detail 1/73
Orientation ..	901730	SDEN ..	CERBERUS ..	10	7.5.73	18.5.73	—	Delete all detail 1/73
Supply and Secretariat	901490	SD(S) ..	CERBERUS ..	—	—	—	}	Delete all detail
	901491	SD(W) ..	CERBERUS ..	—	—	—		
	901800	SCSAC ..	CERBERUS ..	—	5.5.73	7.9.73		

ANNEX B

Alterations

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
Aircrew ..	901115	Tracker TACCO ..	ALBATROSS ..	—	28.5.73	3.8.73	—	Revised dates and EDP Number WATSON 26/3 to 30/3 and 30/4 to 4/5 amended dates 1/73 Amended completion date 1/73 Ex 83 Ex 84 Ex 86
	901131	Helo OFS ..	ALBATROSS ..	80	23.1.73	24.5.73	—	
	901132	Tracker OFS ..	ALBATROSS ..	—	15.1.73	8.6.73	—	
	901345	Aircrew Pilot ..	CERBERUS ..	10	12.2.73 2.4.73 24.9.73	23.2.73 13.4.73 5.10.73	—	
AIO/Navigation	901061	Post PWO RAN Famil ..	WATSON .. CERBERUS ..	—	19.4.73 7.5.73	4.5.73 18.5.73	4-6	Amended dates
	901431	RAN Tactical ..	WATSON ..	15	22.10.73	9.11.73	—	Senior Officers
			WATSON ..	105	8.1.73	2.2.73		
	901448	ORO ..	CERBERUS ..	—	5.2.73	9.2.73	}	Last 2 weeks with Junior Officers TAC Course
			WATSON ..	—	12.2.73	16.3.73		
			ALBATROSS ..	—	19.3.73	23.3.73		
			WATSON ..	—	26.3.73	27.4.73		
			SEA ..	—	30.4.73	18.5.73		
			WATSON ..	—	21.5.73	1.6.73		
			WATSON ..	—	16.7.73	10.8.73		
CERBERUS ..			—	13.8.73	17.8.73			
WATSON ..	—	20.8.73	21.9.73					
901448	ORO ..	ALBATROSS ..	—	24.9.73	28.9.73	}	Last 2 weeks with Junior Officers TAC Course	
		WATSON ..	—	2.10.73	2.11.73			
		SEA ..	—	5.11.73	23.11.73			
901448	ORO ..	WATSON ..	—	26.11.73	7.12.73	—		

ANNEX B—continued

141/73

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
	904110	CTT PWT	WATSON	8	15.2.73 20.2.73 27.2.73 5.10.73 9.10.73 16.10.73	16.2.73 22.2.73 1.3.73 8.10.73 11.10.73 18.10.73	—	AIO with T11 Tactical } Amended Tactical } dates 1/72 AIO with T11 } Amended Tactical } remarks Tactical } 4/72 Amended title
	NN	XO DESIG (ND)	—	—	As required	—	—	Amended title
ASW ..	901404	Joint ASW Intro	AJASS	5	25.6.73	29.6.73	35	Amended dates 2/72
Orientation ..	901533	Maths Bridging	CERBERUS	20	8.1.73	2.2.73	—	RMIT New Entry amended dates
Instructor ..	901181	IO Duties Pt 1	CERBERUS	5	15.1.73	19.1.73	}	
		IO Duties Pt 2	CERBERUS	10	12.2.73	23.2.73		
	901300	Prelim NBCD	CERBERUS	5	26.2.73	2.3.73		
	901446	IO ND	WATSON	60	5.3.73	1.6.73		
	901182	IO TAS						
	901600	IT	CERBERUS	5	4.6.73	8.6.73		
	901183	Basic Electronics	CERBERUS	35	2.7.73	17.8.73		
	901181	IO Duties Pt 1	CERBERUS	5	9.7.73	13.7.73		
		IO Duties Pt 2	CERBERUS	10	6.8.73	17.8.73		
	901300	Prelim NBCD	CERBERUS	5	20.8.73	24.8.73		
	901446	IO ND	WATSON	60	27.8.73	23.11.73		
	901182	IO TAS						
	901183	Basic Electronics	CERBERUS	35	26.11.73	.1.74		
	901600	IT	CERBERUS	5	.1.74	—		
Supplementary List Seaman	901444	AIO/NAV	WATSON	—	16.4.73	25.5.73	—	Amended WATSON component title 2/71
	901598	SLEX 1/73	CERBERUS	—	5.3.73	29.6.73	5-24	Amended dates
			WATSON	—	2.7.73	10.8.33		
			SEA	—	20.8.73	26.10.73		
			CERBERUS	—	29.10.73	2.11.73		

6

Training Technology	903640	Quality Control	CERBERUS	5	14.5.73	16.5.73	—	To be conducted at NIRIMBA
RANR ..	901341	Orientation	CERBERUS	10	12.2.73	23.2.73	}	Amended dates List 1
	901323	Basic Comms	CERBERUS	5	26.2.73	2.3.73		
	901300	Prelim NBCD	CERBERUS	5	5.3.73	9.3.73		
	NN	Basic Gunnery	CERBERUS	5	12.3.73	16.3.73		
	NN	AIO/TAS	WATSON	15	19.3.73	6.4.73		

ANNEX C
Additions

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
AIO/Navigation	901447	Navigation Officer Desig	WATSON	13	8.1.73	19.1.73	—	RMIT New Entry
	901340	New Entry	CERBERUS	10	5.5.73	21.5.73	—	

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(312/3/185)

(Navy Order 432/72)

141/73

RESTRICTED

142/73—RAN Ikara Training Establishment (RANITE)

1. The RAN Ikara Training Establishment (RANITE) at Salisbury, South Australia, is an establishment for training officers, sailors and civilian personnel in the operation and maintenance of the Ikara system other than launcher and handling equipment.

2. The establishment is situated 17 miles north of Adelaide, South Australia.

3. Correspondence should be addressed to:

RAN Ikara Training Establishment
C/o EMI Electronics (Aust) Pty Ltd
Box 161 PO
Elizabeth 5112, South Australia.

The signal address is:

RANITE EMIDATA
Salisbury.

4. When personnel are joining RANITE a signal in accordance with RI Article 1703 is to be sent from their normal place of duty to the Naval Officer-in-Charge, South Australia, and for information to the Officer-in-Charge, RAN Ikara Training Establishment. On receipt of the signal the Naval Officer-in-Charge, South Australia, will arrange transport for students from Adelaide to Salisbury.

5. Courses commence AM Mondays and finish at mid-day Fridays. All students should join AM on the Friday preceding the commencement of their course to enable security passes to be arranged, and drafting in procedure to be carried out. A train arrives in Adelaide on Friday morning and departs Friday night.

6. Staff and students are normally accommodated at RAAF Edinburgh which is situated approximately 1 mile from RANITE and 3 miles from Elizabeth. The South Australian Government Railways provides regular public transport daily between Adelaide and Elizabeth.

7. As most officers and sailors posted for courses at RANITE are accommodated at RAAF Edinburgh, uniform must be worn. The correct form of dress is:

Winter—Officer No 5; Sailor No 3.

Summer—Officer No 9W; Sailor No 10.

8. Payment for service personnel at RANITE is made by individual cheque from HMAS LONSDALE. Pay account cards should be forwarded to reach HMAS LONSDALE by the Thursday prior to the first pay day spent at RANITE. If this is not possible, personnel should be paid in advance before leaving their ship or establishment.

9. The terms of reference for the Officer-in-Charge at RANITE are as follows:

- a. to be responsible to the Naval Officer-in-Charge, South Australia, for general Naval administration (including divisional duties) associated with service staff and students at the training establishment;
- b. to be Officer-in-Charge, RANITE, and Co-ordinator of training for personnel sent to WRE. He may correspond direct with the Director of Training in accordance with RI Chapter 52 and Appendix 52A;

- c. to be the supervisor of the operating contract with EMI Electronics (Aust) Pty Ltd and to communicate directly with the Directorate of Training on matters relating to the contract;
- d. to prepare syllabuses for the courses held at the RAN Ikara Training Establishment;
- e. to produce handouts, notes, diagrams, wall charts, projection slides, etc, subject to the terms of purchase order current at the time with EMI on Ikara training and to submit requests for training equipment;
- f. to be responsible for the security of handbooks and associated material in accordance with ACB 0337, and for the amendment of handbooks;
- g. to demand, receive, care for and issue equipments and stores in accordance with standard Naval procedures, and to maintain accurate records and accounts associated with equipments and stores—in this regard the Officer-in-Charge may request assistance of a stores sailor from HMAS ENCOUNTER as necessary;
- h. to render reports and documents associated with equipment maintenance, defects, repair and modification, liaising with Lead Contractor where necessary; and
- i. to render reports and documents associated with technical vetting and amending of handbooks.

(303/3/13)

Section 4**EQUIPMENT, STORES AND SERVICING**

UNCLASSIFIED

143/73—Food Preparation and Serving Equipment—Single Service Management by the Department of the Army

1. The purpose of this order is to advise all concerned of the implications of single service management of food preparation and serving equipment, including mess gear.

2. Under direction from the Department of Defence, the Department of the Army is to assume supply responsibility for all three Services for those items of mess gear contained in the following DSC classes:

7330—Kitchen Hand Tools and Utensils

7340—Cutlery and Flatware

7350—Tableware

7360—Sets, Kits and Outfits: Food Preparation and Serving Equipment.

3. In the RAN inventory, such items are currently contained in Groups V6 (Consumable Mess Gear) and V7 (Permanent Mess Gear); however, action has been taken to have these items progressively codified to Defence Stock Numbers.

4. An exception to the above is existing RAN badged items. These will not be included in the single management arrangement as they will be replaced by items bearing a Joint Service badge which has been accepted by all three Services. The RAN badged items will be progressively phased out of RAN messes upon introduction of Joint Service badged items.

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5. The assumption of full supply responsibility by Army will be carried out on a progressive basis commencing on 1 April 1973, with full implementation being dependent on:

- a. agreement on standard specifications for badged tableware;
- b. introduction of Joint Service badged items;
- c. introduction of tri-Service scales; and
- d. delivery lead time for standardised items.

Sources of Supply

6. Agreed Single Service Management arrangements provide that, when full implementation is effected, commissioned establishments in NSW and the ACT, and all HMA ships will demand requirements of mess gear from the SVSO, Sydney. Commissioned establishments outside NSW and the ACT will demand their requirements from nominated Army supply depots in the relevant states.

7. Until such time as Army can assume full supply responsibility for the range of items concerned, all HMA ships and commissioned establishments are to continue to demand requirements from SVSO in accordance with current procedures.

8. Advice concerning variations of the current supply arrangement, together with detailed procedures for demanding requirements from the relevant Army supply depot, will be issued by Navy Order in due course.

Initial Effect of Single Service Management

9. One of the goals of the Single Service Management arrangement is to achieve standardisation of items between the Services. In this regard, commonalty has already been established in some areas, mainly classes 7340 and 7350, and it is these items that will be available as from 1 April 1973. Bulk stocks of these will be obtained from Army by SVSO, Sydney, as required.

10. These items and others added later to the range of items to be covered by the Single Service Management arrangement can therefore be expected to be seen progressively in Naval messes. It is planned to avoid, as far as possible, having mixed sets of mess gear in use in HMA ships and establishments; however, normal economy will require present stocks to be used where possible, and it may be necessary for some ships or messes to accept mixed stocks of some items in the interim period.

Implications of Single Service Management

11. Three major implications of the Single Service Management of mess gear are:

- a. the introduction of tri-Services scales for tableware (yet to be approved) but offering a considerable improvement on existing scales for senior and junior sailors, and some improvement for officers (scales for senior officers have yet to be determined);
- b. improved quality of tableware generally; and
- c. use of a Joint Service badge which is a stylised version of the Commonwealth Coat of Arms in **gold** for officers messes and **blue** for sailors messes.

(903/51/177)

Historian.

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ANOs 144/73-154/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
13 April 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

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Section 1

ADMINISTRATIVE AND GENERAL

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144/73—Submarine Operating Procedures

1. The procedures set out in this order are promulgated for use by RAN submarine operating authorities and submarines.
2. It is intended to incorporate these procedures in Australian Submarine Search and Rescue Instructions (AUSTSUB)—ABR 5180, to be issued in the near future.
3. Definitions are given in Annex A to this order.

Routing and Safety of Submarines

Responsibility for Routing and Safety of Submarines

4. The Submarine Operating Authority (SUBOPAETH) acting on behalf of the Flag Officer (*see* RANOP 0101), is normally responsible for the routing and safety of submarines under his operational control. In certain circumstances, a change of SUBOPAETH may be necessary during a submarine passage or operations; in this case the time of the change of SUBOPAETH is to be clearly stated in the submarine notice/operation order and acknowledged by both the submarine and all SUBOPAETHs assuming operational control of that submarine.

Prevention of Mutual Interference

5. By agreement, the overseeing of the prevention of mutual interference between dived submarines, variable depth sonar and detonating of live ordnance, etc, is exercised by the United States Submarine Movement Advisory Authorities (SMAAs). The areas of control of these authorities are shown in Annex B Table 2, and Appendix 2. When submarines are routed outside the exercise areas controlled by the Submarine Exercise Area Co-ordinator—SEAC (normally FOCAF) the appropriate SMAA is to be an action addressee on the SUBNOTE and any subsequent amendments.

Sailing and Routing of Submarines

6. Submarines are sailed and routed by means of submarine notice (SUBNOTE) procedure. The format is given in Annex B to this order.

Mobile Exercise Area (MXA)

7. In peace-time the SUBNOTE procedure requires the submarine, whether dived or surfaced, to remain within a Mobile Exercise Area (MXA) of a size to be specified in the SUBNOTE. If the submarine has to change her speed of advance and as a result would leave her MXA, an amendment to the SUBNOTE must be made specifying the new speed of advance and ETA. An amendment originated by a submarine must be acknowledged by her SUBOPAETH before a dived passage can be continued in the revised MXA. The format and addressees for SUBNOTES is given as Annex B to this order together with the sizes of MXAs and general guidance for the completion of SUBNOTES.

Moving Havens

8. During periods of tension or in war the SUBNOTE procedure requires the submarine to remain within a Moving Haven, and no submarine within such a haven is

to be attacked unless positively identified as enemy. The submarine is responsible for maintaining herself within her haven. The instructions for Submarine Moving Havens are given in ATP 1A Vol 1 Chapter 20.

Surfacing Zero Time

9. This is specified in a SUBNOTE and is normally the ETA of the rear of the MXA (or Moving Haven) at a port at the end of a passage or leg of a passage, plus an assessed transmission time for a surfacing signal. If a surfacing signal is not received by the SUBOPAETH by one hour after the surfacing zero time, SUBMISS procedure is initiated.

General Instructions for Diving Signals

10. Submarines on passage are not required to make diving signals when covered by a SUBNOTE which specifies, in Paragraph E:

- a. the precise route; and
- b. the positions and times between which the submarine is permitted to dive,

in Paragraph L:

- a. the check report interval in force; and
- b. the surfacing zero time.

11. On all other occasions, a diving signal is always to be made before a submarine dives, whether an attendant vessel is present or not, and she is not to dive until this signal has been cleared; one diving signal may cover a series of dives in any specific exercise.

Amendments to Diving Signals

12. Diving signals are never to be corrected after transmission whether they have been cleared or not. If a correction is necessary the original signal is to be cancelled by a surfacing signal and a new diving signal made.

Responsibility for Clearing Diving Signals

13. Responsibility for clearing diving signals lies with the submarine. They should be passed by the most rapid route available at the time and if passed through a signal link, full passing instructions must be included on each transmission.

Precedence and Classification of Diving Signals

14. Diving signals are to be made with the precedence PRIORITY and may be classified if the operation order requires it.

Form of Diving Signal

15. Diving signals are to be made in the following form:

Diving at (date and time with zone indicator).....until
(date and time with zone indicator).....
in (area).....
or (position) latitude/longitude.....
for (exercise).....
or (EAXP).....serial.....
or (serial, part, phase).....of exercise.....

All figures quoted in the text are to be spelt out in full; lettered abbreviations should also be spelt out using the phonetic alphabet.

Address of Diving Signals, Check Reports and Surfacing Signals

16. Addressees of diving signals, check reports and surfacing signals on the Australian Station are to be:

- Action .. SUBOPAETH.
- Information .. a. COMAUSFLT;
b. the Naval authority responsible for submarine search and rescue (if other than COMAUSFLT);
c. the local area (or sub-area) commander (if the submarine changed areas within the previous check report interval or is due to change areas within the next check report interval)—see Annex B Tables 1 and 2, and Appendixes 1 and 2;
d. the last or next SUBOPAETH if this changed within the previous check report interval or is due to change within the next check report interval; and
e. when applicable, the OCE or the senior ship of those exercising with the submarine. This should not normally be necessary when the exercise is promulgated in EAXPs.

Note: The addressees of diving signals for submarines carrying out operations or strategic and large scale tactical exercises are to be specified in the operation/exercise order.

General Instructions for Surfacing Signals

17. A surfacing signal is transmitted by a submarine to indicate the completion of a dived period as covered by a diving signal; alternatively it concludes a passage or the leg of a passage as required by the SUBNOTE and thereby cancels any extant diving signal or concludes any preceding series of check reports. The surfacing signal must be transmitted in sufficient time to ensure its receipt by the SUBOPAETH prior to the expiry of the diving signal or surfacing zero time given in the SUBNOTE.

Precedence and Form of Surfacing Signals

18. Surfacing signals are normally to be made precedence IMMEDIATE. They are always unclassified and contain the one word SURFACED; they are not to be combined with diving signals, nor are they to contain any other subject matter. A surfacing signal made in response to a SUBMISS/SUBSUNK signal is to be given precedence FLASH.

Responsibility for Clearing Surfacing Signals

19. The instructions in Paragraph 13 for diving signals are equally applicable to surfacing signals.

General Instructions for Check Reports

20. In order that they can be assured of the continued safety of submarines under their control, SUBOPAETHs should instruct submarines to make check reports at specified intervals in SUBNOTE/exercise orders.

Precedence and Form of Check Reports

21. These reports are to be unclassified and have a precedence of IMMEDIATE; they are to contain the word CHECK followed by the check report interval ordered in hours, eg, CHECK THREE SIX. They are to be treated in exactly the same manner as surfacing signals (Paragraphs 17-19) and apart from a surfacing signal, no other signal may replace a check report.

The Check Report Interval

22. The period between consecutive check reports is at the discretion of the SUBOPAETH and will depend on the type of exercise or passage, area of operation and state of training of the submarine. The following rules summarise the check report intervals which are not normally to be exceeded (*see* Definition No 12 in Annex A):

- a. unworked-up submarines: 18-hour interval;
- b. worked-up submarines:
 - (1) Inside the 100-fathom line: 36-hour interval.
 - (2) Distant passage: 72-hour interval.

All submarines on passage are to make reports within the interval ordered whether they dive or not.

Waiving of Check Reports

23. SUBOPAETHs may with FOCAFs covering approval waive the requirement for check reports when submarines are required to make prolonged or frequent dives covered by one diving signal (such as advanced exercises) in depths of water exceeding 100 fathoms provided only fully worked-up submarines participate.

Sailed and Arrived Signals

24. These are not required when a submarine is sailed under SUBNOTE procedure.

ANNEX A**Definitions****Submarine Operating Authority (SUBOPAETH)**

1. The Naval authority responsible for the safe-routeing of assigned submarines and initiation of submarine notices. He is the authority who originates SUBMISS/SUBSUNK procedure when a submarine is overdue. (*See* RANOP 0101.)

Submarine Movement Advisory Authority (SMAA)

2. An authority who monitors submarine movements in a laid-down area and advises Submarine Operating Authorities and, if necessary, submarines concerned, if risk of mutual interference exists (Paragraph 5).

Submarine Exercise Area Co-ordinator (SEAC)

3. An authority who supervises the avoidance of interference within permanently established published national submarine exercise areas (eg, FOCAF).

Submarine Search and Rescue Authority

4. The Naval authority responsible for the planning and conduct of submarine search and rescue operations in a specified area.

Senior Officer Search Force (SOSF)

5. The Commanding Officer of a ship, or the Senior Officer of the ships, which first reach the vicinity of the accident or datum point.

Submarine Notice (SUBNOTE)

6. The method of sailing and routeing submarines in peace and war. The format is given in Annex B.

ANNEX A—continued**Mobile Exercise Area (MXA)**

7. A moving area of stated size and speed of advance within which the submarine must remain, whether surfaced or dived (Paragraph 7), to be used in SUBNOTES in normal peace-time exercises and passages.

Moving Haven

8. A moving area of stated size and speed of advance within which the submarine must remain, whether surfaced or dived, in periods of tension or in war. No submarine within such a haven may be attacked unless positively identified as enemy (*see* ATP 1A, Vol 1 Chapter 20).

Diving Signal

9. Signal transmitted by a submarine before it dives indicating the time, area, completion, and reason for diving (Paragraphs 10-16).

Surfacing Signal

10. A surfacing signal is transmitted by a submarine to indicate the completion of a dived period as covered by a diving signal; alternatively it concludes a passage or the leg of a passage as required by a SUBNOTE and thereby cancels any extant diving signal or concludes any preceding series of check reports (Paragraphs 17-19).

Check Reports

11. In order that the Submarine Operating Authority can be assured of the continued safety of submarines under its control, submarines are required to signal their Submarine Operating Authorities at specified intervals by Immediate Unclassified Signal (Paragraphs 20-23).

Check Report Interval

12. The time interval between consecutive check reports is at the discretion of the Submarine Operating Authority. It is measured from either:

- a. the latest ETD as promulgated in Paragraph c of the SUBNOTE; or
- b. the time of diving as stated in the diving signal; or
- c. the DTG of the last check report, whichever is the later (Paragraph 22).

Surfacing Zero Time

13. The time laid down in a SUBNOTE before which the Submarine Operating Authority must have received a surfacing signal (Paragraph 9).

Distant Passage

14. Passages of over three days duration, largely outside the 100-fathom line, ie, spending less than 36 hours inside the 100-fathom line in any one period on any one leg of the passage (Paragraph 23).

SUBMISS

15. The codeword of the signal originated by any authority when the safety of a submarine is in doubt or by a submarines operating authority when a surfacing signal or check report is one hour overdue.

ANNEX A—continued

SUBSUNK

16. The codeword of the message originated by any authority when a submarine has been observed to sink or has reported that she is sinking, or by a submarines operating authority when a surfacing signal or check report is two hours overdue.

SMASHEX

17. The short title for a submarine search and rescue exercise. Also used are the codewords SMASHEX ONE and SMASHEX TWO which replace the codewords SUBMISS and SUBSUNK respectively during a submarine search and rescue exercise.

COMCHECK

18. The signal meaning 'communication is urgently required with submarine (name, callsign). Inform me immediately if submarine is heard'. It is originated by a submarine operating authority only in a real emergency. It is not to be used in connexion with SMASHEX.

Specific Exercise

19. An exercise of specified duration within a defined area (Paragraph 11).

ANNEX B

Submarine Notice—Format

1. Submarine notices contain the following information. Items asterisked are optional; all other items are mandatory:

- A. identifier—SUBNOTE followed by MXA or Moving Haven, Zone Time used and month;
- B. submarine name and hull number—submarine(s) in company and hull number(s) name(s) and hull number(s) of escorts if assigned and duration of escort if a partially escorted move;
- C. sailing information—ETD(s) and place(s) of departure. ETA(s) and place(s) of arrival (each ETD is the start time for a Check Report Series);
- D. speed of advance for MXA or Moving Haven;
- E. precise details of the route to be taken—the tracks between points are assumed to be rhumb lines unless otherwise specified;
- *F. direction as to diversion of mails;
- G. broadcast to be copied and watch to be kept;
- H. dates and times of any broadcast shifts;
- *I. abnormal or unusual cryptographic or communications arrangements;
- *J. dates and times of any Chops;
- *K. Details of navigation lights to be activated;
- L.
 - (1) description of MXA or Moving Haven if not standard,
 - (2) surfacing zero time(s),
 - (3) intervals at which check reports are required,
 - (4) acknowledgements required,
 - * (5) times available for exercises on route,
 - (6) non-standard addressees of diving, surfacing signals and check reports, and
 - (7) indicator buoy numbers;

ANNEX B—continued

M. check following numbers (CFN)—repeat against this paragraph heading all numbers appearing in the text to provide an accuracy check—Check Sum Digits are to be used.

Addressees

2. Addressees who are to be included in SUBNOTES are shown below:

- a. *Originator*—the SUBNOTE signal is raised by the submarine operating authority who has OPCON of the submarine on departure from the initial position shown in Paragraph C of the SUBNOTE. Submarines do not normally issue their own SUBNOTE but request (by signal if necessary) the submarine operating authority to issue the SUBNOTE;
- b. *Action Addressees*:
 - (1) the submarine to whom the SUBNOTE refers,
 - (2) any submarine operating authority to whom the submarine is to be chopped (as shown in Paragraph J of the SUBNOTE),
 - (3) authorities responsible for the prevention of mutual interference between dived submarines, variable depth sonar, live ordnance, etc—SMAA and SEAC, and
 - (4) necessary authorities at the point(s) of arrival;
- c. *Information Addressees*:
 - (1) authorities controlling Search and Rescue areas (COMAUSFLT/NOCWA/NOCNA/COMPNGFOR on the Australia Station),
 - (2) COMAUSFLT (also COMAUSFLT AFLOAT if submarine is likely to be operating in the same theatre as the flagship),
 - (3) ACNB,
 - (4) FOCEA if the submarine passes through the East Australian Sub-area,
 - (5) HQ Operational Command RAAF—in order that unidentified submarine contacts may be assessed,
 - (6) HQ—RAAF Townsville/Edinburgh (dependent on route) in order that opportunity may be taken to exercise with the submarine when passing within range of these bases,
 - (7) NOICs of the East Australian Sub-areas through which the submarine will pass, in order that reports from coast-watchers, etc, may be assessed,
 - (8) NAVCOMSTAs Canberra and HE Holt to inform them what broadcast the submarine will be reading (normally North West Cape C-Sub broadcast controlled from HMAS PLATYPUS),
 - (9) other national authorities (eg, NZDEF, NZDEF NAVY, COMANZUKFOR, COMANZUKNAV, etc) if the submarine is to be routed through nationally claimed stations or the ANZUK area,
 - (10) COMSUBPAC, and
 - (11) US authorities shown in Column 4 of Table 2 as appropriate for submarines routed off the Australia Station.

Amendments to SUBNOTES

3. Authorities entitled to amend SUBNOTE signals are:
- a. the authority holding operational control of the submarine; and
 - b. the Commanding Officer of the submarines.

ANNEX B—continued

Action:

Authority holding OPCON.
 Authority to whom the submarine is to chop at a later date.
 Submarine Movement Advisory Authority.

Information:

COMAUSFLT.
 ACNB.
 HQOC.
 COMAUSSUBRON (if not authority holding OPCON).
 Search and Rescue Authority (as detailed in Table 1 and Appendix 1).
 Other interested authorities.

- Notes: 1. The SUBNOTE is to include details, when applicable, of the time at which the SUBOPAETH will change. This other authority is to be ordered in Paragraph L of the SUBNOTE to acknowledge receipt of the SUBNOTE whenever there is such a change.
2. Surfacing zero times must be stated in Paragraph L of the SUBNOTE for each place of arrival. The SUBOPAETH, when ordering the surfacing zero time in the SUBNOTE, must make adequate allowance for the arrival of the complete MXA at the place in question, plus time for routing the surfacing signal to the appropriate submarine operating authority.
3. **Size of MXA**—one of the following MXAs should be used:
- a. *The Standard MXA*—an area 20 miles ahead, 30 miles astern and 5 miles either side of the submarines routed DR position.
 - b. *Distant Passage MXA*—an area 75 miles ahead and astern and 10 miles either side of the routed DR position.
4. **Moving Havens**—details of moving havens are included in ATP1A Volume 1, Article 2033.

TABLE 1

SUBNOTE Addressees on the Australia Station

Note: Search and Rescue Authorities are indicated by an asterisk.

1. The following addressees are included in all SUBNOTES issued on the Australia Station:

Australia Station

Action Submarine concerned
 Other SUBOPAETHS concerned
 COMSUBFLOT 7
 (COMSUBFLOT 5 East of 160 Degrees East).

Info COMAUSFLT
 ACNB
 HQOC
 NAVCOMMSTA CANBERRA
 NAVCOMMSTA HE HOLT
 COMSUBPAC.

ANNEX B—continued

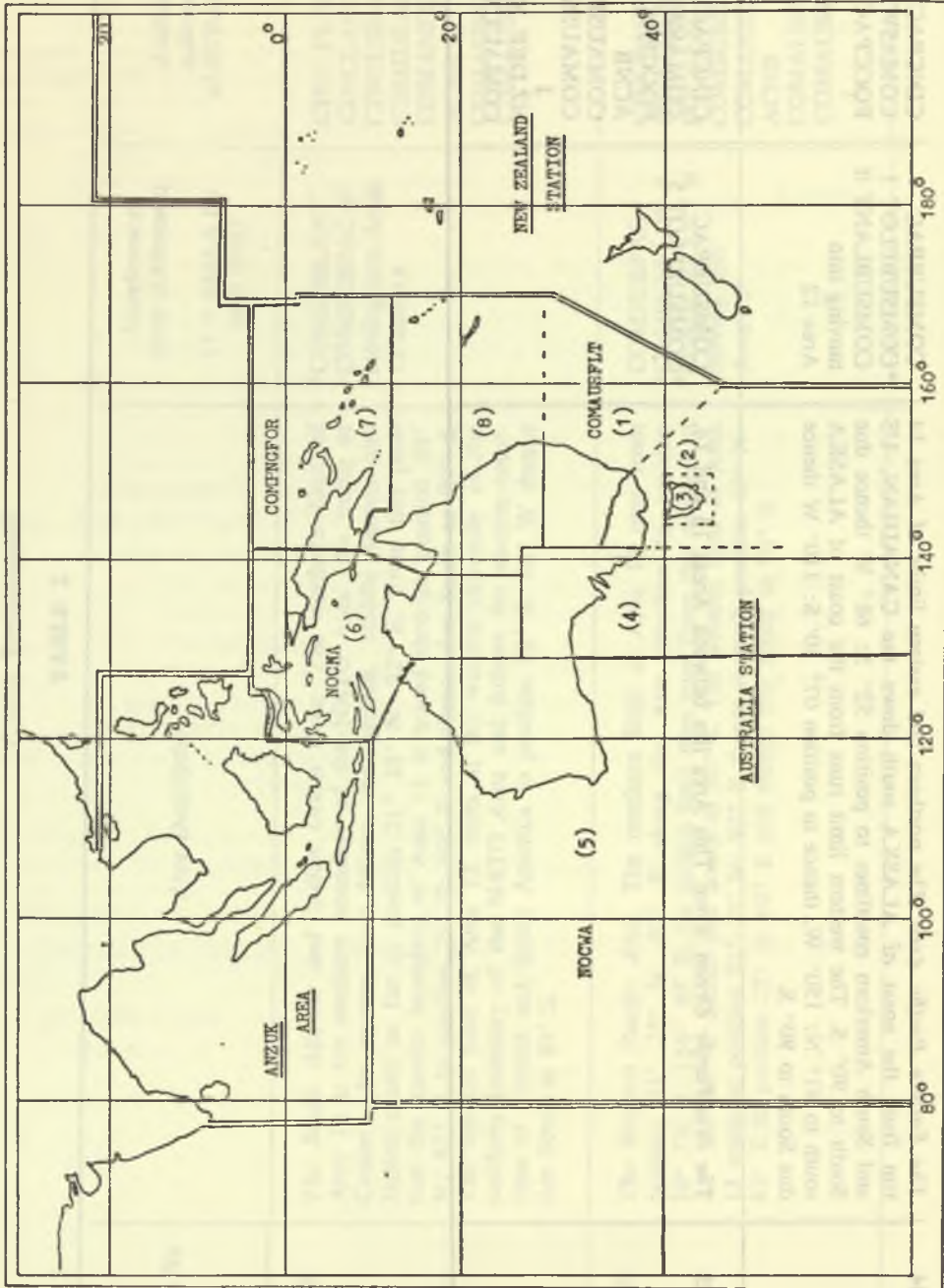
2. The following additional information addressees are included if the submarine is routed through the areas indicated in the chart at Appendix 1:

- Area 1** FOCEA
 NASNOWRA (if routed through the Sydney/Jervis Bay Exercise Areas)
 (*COMAUSFLT is the SAR Authority)
- Area 2** FOCEA
 NOIC VIC
 (*COMAUSFLT is the SAR Authority)
- Area 3** FOCEA
 NOIC TAS
 NOIC VIC
 (*COMAUSFLT is the SAR Authority)
- Area 4** FOCEA
 NOIC SA
 HQ RAAF EDINBURGH
 (*COMAUSFLT IS THE SAR Authority)
- Area 5** *NOCWA
- Area 6** *NOCNA
- Area 7** *COMPNGFOR
- Area 8** FOCEA
 NOIC QLD
 HQ RAAF TOWNSVILLE
 (*COMAUSFLT is the SAR Authority)

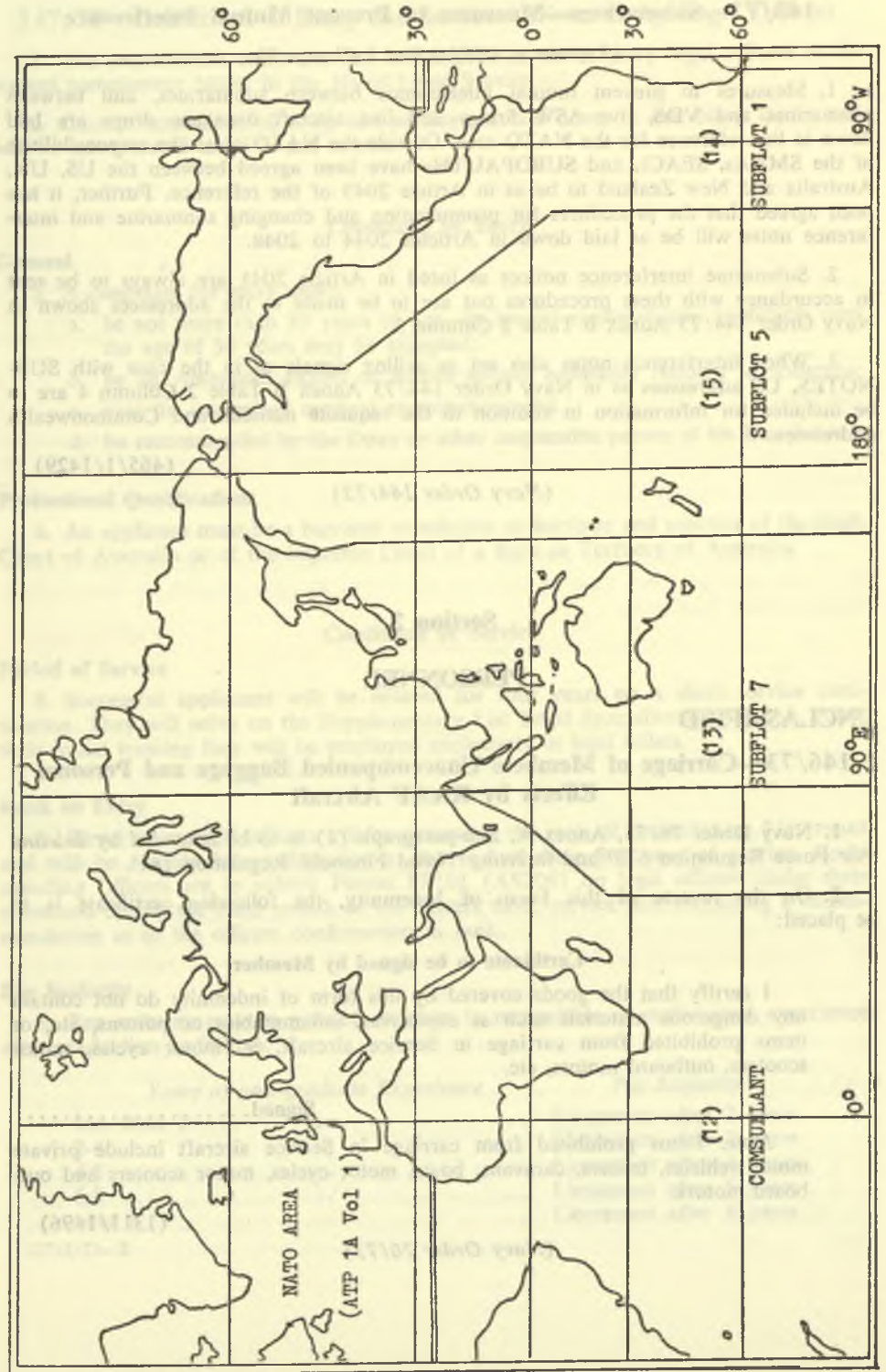
TABLE 2

Area No	Area Description	Interference Note Addressees (* = SMAA for each area)	Additional Addressees of SUBNOTES
12	<i>The South Atlantic and Indian Ocean Area.</i> The northern limit of Area 12 is the southern boundary of the NATO Area (the tropic of Cancer). Its eastern limit follows the African, Middle eastern and Indian coasts as far as position 21° 25' N: 92° E. From this position the eastern boundary of Area 12 is traced through position 60° N: 83° E to position 25° S: 60° E and thence due South to 90° S. The western limit of Area 12 starts at the western extremity of the southern boundary of the NATO Area and follows the eastern coastlines of Central and South America to position 52° S: 68° W thence due South to 90° S.	*COMSUBLANT COMSUBPAC if moving into Areas 13 and 14	CINC FLEET CINCLANTFLEET CINCUSNAVEUR COMIDEASTFOR COMANZUKNAV ACNB COMAUSFLT COMAUSSUBRON 1
13	<i>The Western Pacific Area.</i> The northern limit of Area 13 runs from position 21° 25' N: 92° E along the Asia coastline to position 50° 53' N: 156° 40' E. Its eastern limit then runs from this position to 41° N: 160° E thence due South to 90° S. The western limit of Area 13 starts at position 21° 25' N: 92° E thence through position 60° N: 83° E to position 25° S: 60° E and thence due South to 90° S.	COMSUBPAC *COMSUBFLOT 7 COMSUBLANT if moving into Area 12	CINCPACFLT COMASWFORPAC FOCCPAC (NDC) COMSUBRON 15 COMANZUKNAV ACNB COMAUSFLT COMAUSSUBRON 1
14	<i>The Eastern Pacific Area.</i> The northern and eastern limits of Area 14 run from the coast of ALASKA south down the CANADIAN, US and South American coastlines to position 52° S: 68° W thence due South to 90° S. The western limit runs from the coast of ALASKA south to 41° N: 150° W, thence to position 07° 30' S: 110° W thence due South to 90° S.	COMSUBPAC *COMSUBFLOT 1 COMSUBLANT if moving into Area 12	CINCPACFLT COMASWFORPAC FOCCPAC (NDC)
15	<i>The Mid-Pacific Ocean Area.</i> This Area lies between Areas 13 and 14.	COMSUBPAC *COMSUBFLOT 5	CINCPACFLT COMASWFORPAC FOCCPAC (NDC) ACNB COMAUSFLT COMAUSSUBRON 1 NZ DEF NAVY COMAUCK

ANNEX B—continued
APPENDIX 1



ANNEX B—continued
APPENDIX 2



RESTRICTED

145/73—Submarines—Measures to Prevent Mutual Interference

(Reference ATP1A Vol 1 Change 9)

1. Measures to prevent mutual interference between submarines, and between submarines and VDS, live ASW firings and live aircraft ordnance drops are laid down in the reference for the NATO area. Outside the NATO areas the responsibilities of the SMAAs, SEACs, and SUBOPAUTHs have been agreed between the US, UK, Australia and New Zealand to be as in Article 2043 of the reference. Further, it has been agreed that the procedures for promulgating and changing submarine and interference notes will be as laid down in Articles 2044 to 2048.

2. Submarine interference notices as listed in Article 2041 are always to be sent in accordance with these procedures but are to be made to the addressees shown in Navy Order 144/73 Annex B Table 2 Column 3.

3. When interference notes also act as sailing signals as in the case with SUB-NOTES, US addressees as in Navy Order 144/73 Annex B Table 2 Column 4 are to be included for information in addition to the requisite national and Commonwealth addressees.

(465/1/1429)

(Navy Order 144/73)

Section 2

PERSONNEL

UNCLASSIFIED

146/73—Carriage of Members Unaccompanied Baggage and Personal Effects by RAAF Aircraft

1. Navy Order 76/73, Annex A, Sub-paragraph (1) is to be amended by deleting 'Air Force Regulation 673' and inserting 'Naval Financial Regulation 181'.

2. On the reverse of this Form of Indemnity, the following certificate is to be placed:

Certificate to be signed by Member

I certify that the goods covered by this form of indemnity do not contain any dangerous materials such as explosives, inflammables or poisons, etc, or items prohibited from carriage in Service aircraft, ie, motor cycles, motor scooters, outboard motors, etc.

Signed.....

Note: Items prohibited from carriage in Service aircraft include private motor vehicles, trailers, caravans, boats, motor cycles, motor scooters and outboard motors.

(1311/1/96)

(Navy Order 76/73)

UNCLASSIFIED

147/73—Conditions of Entry and Service—Direct Entry Legal Officers

1. The requirement exists for the recruitment of direct entry legal officers to fill vacant complement billets in the Naval Legal Service.

2. Current conditions of entry and service are laid down in this Navy Order and will be incorporated in RI in due course.

Conditions of Entry

General

- 3. A candidate for entry must:
a. be not more than 30 years of age—in special circumstances applicants over the age of 30 years may be accepted;
b. be an Australian citizen or British subject ordinarily resident in Australia;
c. pass the prescribed medical examination; and
d. be recommended by the Dean or other responsible person of his Law School.

Professional Qualifications

4. An applicant must be a barrister or solicitor or barrister and solicitor of the High Court of Australia or of the Supreme Court of a State or Territory of Australia.

Conditions of Service

Period of Service

5. Successful applicants will be entered for four years on a short service commission. They will serve on the Supplementary List Legal Specialisation (SLJA). After their initial training they will be employed exclusively in legal billets.

Rank on Entry

6. Direct entry legal officers will be entered in the rank of Probationary Lieutenant and will be eligible for confirmation at the end of their first year of service. Commanding Officers are to submit Forms PP101 (AS206) on legal officers under their command during the tenth month of the officers naval service and containing a recommendation as to the officers confirmation in rank.

Pay Seniority

7. Pay seniority may be granted on entry in recognition of professional experience after graduation as follows:

Table with 2 columns: Years of post-graduate Experience and Pay Seniority. Rows include: less than 2 years (Lieutenant after 2 years), 2-4 years (Lieutenant after 3 years), 4-6 years (Lieutenant after 4 years), 6-8 years (Lieutenant after 5 years), over 8 years (Lieutenant after 6 years).

Extensions and Transfers

8. At the end of his four year short service commission the legal officer may volunteer to extend his period of service by two or four years while remaining on the Supplementary List. Six months before the expiration of his period of service he is required to indicate whether, and if so for how long, he desires an extension. Should the services of an officer who desires to continue beyond the period of his original appointment not be required he will normally receive three months notice to that effect.

9. At any time during his service the Supplementary List legal officer may volunteer to transfer to the General List, Supply and Secretariat Specialisation. Selected volunteers will be given the opportunity to obtain a Certificate of Competence and to qualify professionally for promotion to Lieutenant-Commander (GLSU). A legal officer who accepts a Permanent Commission on the General List will be required to serve under the normal conditions of service applying to the General List of Officers. Depending upon his age and experience on entry it may be necessary to adjust his seniority so that neither he nor his GL counterparts are at a disadvantage in comparison with each other.

Promotion

10. Legal officers will be promoted to Lieutenant-Commander after five years service or age 31½ whichever is the later. Thereafter promotion to Commander will be by selection.

Training

11. Successful applicants will be entered and kitted up at HMAS CERBERUS. They will undergo initial training there of approximately four months duration before taking up their legal posts.

(307/3/169)

UNCLASSIFIED**148/73—Conditions of Service for PNG Personnel Undergoing Training in Australia**

1. Living Out Allowance payable to members of the Papua New Guinea Division of the Royal Australian Navy has been increased to \$0.72 per day with effect from 26 January 1973.

2. Navy Order 39/73, Paragraphs 6 and 7, should be noted accordingly.

(302/2/180)

*(Navy Order 39/73)***UNCLASSIFIED****149/73—Issue of Aiguillettes and Royal Cyphers**

1. The notification of appointment of an officer to a position requiring an Aiguillette or Royal Cypher to be worn, constitutes authority for loan issue of these items. Aiguillettes and Royal Cyphers are to be demanded from Royal Edward Victualling Yard.

2. Details of the name and appointment of the officer for whom the Aiguillette or Royal Cypher is required are to be included on Forms SX38 or 39. The information is to be limited to 40 characters, abbreviations being used as necessary.

3. When received, Aiguillettes and Royal Cyphers are to be taken on charge in the ships clothing account and issued on loan to the officer concerned.

4. ABR 93, Manual of Victualling Stores, Part I, Appendix 35 (3)(2) will be amended.

5. Navy Orders 174/70 and 295/70 are hereby cancelled.

(917/87/16)

*(Navy Orders 174/70 and 295/70)***UNCLASSIFIED****150/73—Ships Sporting Colours**

Navy Order 168/72 is to be amended as follows:

Insert colours for AUSLANCRON One:

Jumpers

Navy blue with 2-inch red band at wrist and 2-inch red vee. White turn down collar.

Socks

Red—navy blue tops.

(138/6/31)

*(Navy Order 168/72)***Section 3****OPERATIONAL AND TRAINING****UNCLASSIFIED****151/73—Task Books for Sailstruc Trained Sailors of the Engineering Branches**

1. An objective training system relies on clearly defined job standards from which Course Training Standards (CTS) and On the Job Training Standards (OJTS), can be developed.

2. CTS are those standards which can be taught in the school situation; OJTS are those which can only be achieved by training and experience in the work situation. To ensure uniformity of OJT throughout the RAN, the concept of the Task Book has been introduced. The Task Book is a management tool which will enable this uniformity to be achieved.

3. Each Engineering Branch sailor trained under Sailstruc rules will be required to complete a Task Book in order to:

a. *Adult Entry*

Be eligible for selection for the next phase (grade) of training.

b. *Apprentice Entry*

Be eligible for promotion to the next technical grade (apprentices complete all of their formal training to grade 3 status at HMAS NIRIMBA, but pass out as grade 1 sailors, progressing to grade 2 and grade 3 status on completion of Parts 1 and 2 of their Task Book).

4. A common Task Book format for all engineering branches has been developed, modified as necessary to meet specific branch/category requirements.

5. The major elements of the Task Book are:

- General details and regulations,
- OJT standards and codes,
- Task lists,
- Record of training and employment, and
- Certificate of completion.

6. Task Books will ordinarily be kept in the Engineers office and will be compiled on a regular basis by the Quality Assurance Training Officer of each Engineering Branch (Branch Warrant Officer or Regulating Chief).

7. Engineering Officers are to keep themselves informed on the progress sailors of their division are making towards the completion of their Task Books, and are to ensure that Task Books are progressed in a timely manner.

8. Task Books are to be inspected during annual inspections.

9. On the completion of the Task Book the qualification must be reported on Form PA6 in accordance with current regulations (ABR 5063 Vol 2 and ABR 27 Vol 2 refer).

10. The following qualification numbers have been allocated:

Adult Entry

Phase 1 Task Book	33000
Phase 2 Task Book	33010
Phase 3 Task Book	33020

HMAS NIRIMBA Apprentice Entry

Grade 2 Qualification Task Book	33030
Grade 3 Qualification Task Book	33040

Qualification numbers are common to all branches.

11. Task Books will be issued by the parent school to the ship concerned. When a sailor is posted from a ship before the Task Book is completed it is to be dispatched to his next ship without delay.

12. On completion of the Task Book and the forwarding of the EDP report, the Task Book may be retained by the sailor or disposed of.

13. Task Books can be expected to appear in the Fleet by April 1973. These Task Books are of an interim design to meet a real time situation and will ultimately (1974) be replaced by a more compact, robust, design.

14. Navy Orders 328/72 and 53/73 also refer to Task Books.

(311/3/111)

(Navy Orders 328/72 and 53/73)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

152/73—Electronic Test Equipment—Introduction of Clevite Brush 220 Recorder for Testing of Weapon Systems

1. *Introduction* .. The purpose of this Navy Order is to introduce into service the Brush Recorder Outfit. This item will replace the Duplex Pen Recorder currently in service.

2. *Description* .. The Brush Recorder Outfit is held on charge as follows:

Class	Catalogue		Description	Unit of Acctg	
	No			Issue	Class
6625	66-TSN-9616		Brush Recorder Outfit comprising the following items:	ST	P
			(1) 1-No Brush Mk 220 Recorder		
			(2) 2-No Phase sensitive de-modulator pre-amplifiers		
			(3) 1-No Carrying Case for pre-amplifiers		
			(4) 2-No Cables connecting pre-amplifiers to recorder		
			(5) 1-No Dust Cover for recorder.		

3. *Allowances* .. Allowances of the Brush Recorder Outfit and associated spares, accessories and publications are detailed in Annex A.

4. *Issue Procedure* ..
- a. The Brush Recorder Outfit and the initial spares, accessories and publications, will be issued without demand;
 - b. replaced Duplex Pen Recorders are to be returned to the nearest RAN weapon equipment depot, to whom separate disposal instructions will be notified;
 - c. on receipt of the Brush Recorder Outfits, ships/establishments are to amend their list of test equipment holdings by inserting this item, and amend their weapons list by deleting the Duplex Quick Response Recorder which should be returned as per Sub-paragraph 4. b above.

5. Maintenance .. a. Details of the level of onboard and other local maintenance authorised to be undertaken by ships, establishments and other authorities holding the Brush Recorder Outfit, are stated in Annex B;
- b. the calibration periodicity of this Recorder Outfit is 18 months; surrender of these items for repair and/or calibration is to be in accordance with Navy Order 441/72;
- c. when recording outfits are returned for repair and/or calibration as per Sub-paragraph 5. b, all component items detailed in Paragraph 2 above are also to be returned.
6. Demands .. As indicated in Sub-paragraph 4. a. above, initial supplies of the Brush Recorder Outfit, accessories, spares and publications, will be issued without demand. Recorder outfits will be available at GI and WD calibration facilities, if required by ships when their instrument is surrendered for repair and/or calibration. Replenishment demands for all items other than the recorder outfit, are to be forwarded to the appropriate SSO, as indicated by the management codes beside each item on Annex A.
7. ... Navy Order 468/71 is to be amended by deleting Paragraph 3, and deleting the Duplex Quick Response Recorder from the Annex thereto. The Brush Recorder Outfit and its allowance as per Annex A to this Navy Order, will not be incorporated in Navy Order 468/71 since this is a general purpose commercial instrument and not a special-to-type weapon test set. This item will be added to the list of test equipment allowances for each ship/establishment.

Item No	GMGID	GMWD	RANTAU	RNO BENDIGO	PERTH	HOBART	BRISBANE	SASO GARDEN ISLAND	DIRECTOR OF FLEET MAINTENANCE	DIRECTOR OF ARMAMENT SUPPLY	NAVY OFFICE CENTRAL LIBRARY	WRLO SYDNEY
1	7‡	8‡	2	2	2	2	2	—	—	—	—	—
2	2	2	2	2	2	2	2	1	1	1	1	1
3	2	2	2	2	2	2	2	1	1	1	1	1
4	1	1	1	1	1	1	1	—	—	—	—	—
5	1	1	1	1	1	1	1	—	—	—	—	—
6	1	1	1	1	1	1	1	—	—	—	—	—
7	12	14	6	6	6	6	6	—	—	—	—	—
8	2	2	2	2	2	2	2	—	—	—	—	—
9	2	2	2	2	2	2	2	—	—	—	—	—
10	2	2	1	1	1	1	1	—	—	—	—	—
11	6	6	6	6	6	6	6	—	—	—	—	—
12	6	6	6	6	6	6	6	—	—	—	—	—
13	6	6	6	6	6	6	6	—	—	—	—	—
14	3	3	3	3	3	3	3	—	—	—	—	—

issued to both authorities without demand.

ANNEX B

Level of Maintenance Authorised for Ships, Establishments and Other Authorities

1. The extent of maintenance which may be conducted by ships, establishments and other authorities on the 6625 66-TSN-9616 Brush Recording Outfit is shown below.

2. The maintenance procedures and the relevant handbook (MBR 9691) references are:

Procedure	Handbook Reference
a. Change chart paper	Paragraph 4.2 page 4.1
b. Replace analog pen	Paragraph 4.4 page 4.3
c. Replace event pen	Paragraph 4.5 page 4.4
d. Adjust pen pressure	Paragraph 4.7 and 4.8 page 4.6
e. Lap pen	Paragraph 4.9 page 4.7
f. Replace ink cartridge	Paragraph 4.10 page 4.8
g. Clean pen	Paragraph 4.11 page 4.9
h. Replace fuse on both recorder and pre-amplifier	Paragraph 4.11 page 4.9
i. Replace recorder lamp	
j. Replace post binding	
k. Performance check	Paragraph 5.3 page 5.1.

3. The trouble shooting chart, Section 7 page 7.1 of the handbook, is a useful guide to locating a defect that has caused a malfunction of the recorder outfit.

4. Planned maintenance documentation will be issued to cover maintenance aspects of this equipment.

Note: It is important that no maintenance or adjustments other than those listed in Paragraph 2 of this Annex be attempted. If the necessary performance cannot be obtained, the complete recording outfit is to be returned to a repair/calibration facility in accordance with Navy Order 441/72.

(712/51/636)

(Navy Orders 468/71 and 441/72)

UNCLASSIFIED

153/73—Stores (General) Class 4240—Belt, Safety, Linesman, for Men Working Aloft

1. There is a continuing requirement for safety belts for men working aloft on radar aerials and equipment fitted on masts. 4240-66-026-5074 Belt, Safety, Linesman, has been introduced into service and now supersedes all other belts used for similar functions in the RAN.

2. A list of allowances is included as Annex A to this order. Demands should be forwarded to SGSO, Sydney (Depot Code 0027). Superseded belts should be returned to the supply depot when the new belts have been received.

3. Additional to each Belt, Safety, Linesman, either of the GS type Anti-gas Respirator Haversacks listed hereunder, should be demanded from the nearest RAN weapon equipment depot, for the purpose of carrying tools when the safety belt is worn:

Stock No	Description	Unit of Issue	Acctg Classn
25221412	Haversack Mk 6 Assembly	No	P
	or		
25221411	Haversack Mk 7 Assembly	No	P

Maintenance and Testing of Belts

4. A leaflet giving inspection and maintenance instructions, and an inspection record card is issued with every belt. The inspection record card and instruction leaflet should always be enclosed with any belts being returned to store. These instructions and the requirement for monthly inspections are to be issued as a Ships Standing Order. Maintenance instructions are in Annex B to this order.

ANNEX A

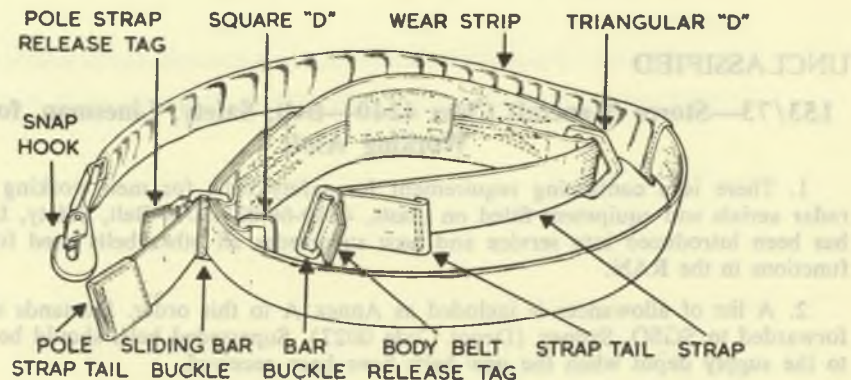
	No
DEs and above (except SUPPLY)	2
SUPPLY	4
Survey/Hydrographic/MSC/MHC Establishments (except below)	1 (includes LCH)
CRESWELL (for Seamanship Training Craft)	2 (includes STIRLING)
TARANGAU	8
CERBERUS	6
MORETON / HUON / ENCOUNTER / WATERHEN / PBF CAIRNS / LONSDALE	4
COONAWARRA	1
HARMAN	3
	4

ANNEX B

THE TERYLENE SAFETY BELT

Care and Use

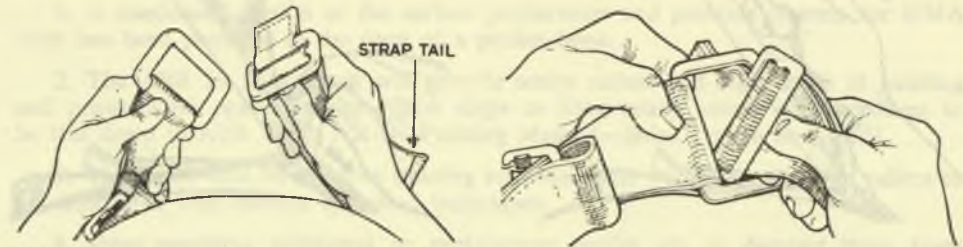
YOU HAVE JUST BEEN ISSUED WITH A NEW SAFETY BELT, MADE FROM TERYLENE WEBBING. LOOK AFTER IT—YOUR LIFE DEPENDS ON IT!



ANNEX B—continued

A. To Fasten Belt

IMPORTANT. The body belt fastening is of a friction type and must be fastened correctly, otherwise it will not hold. The correct method is as follows:



1. Grasp the square 'D' with left hand, pass body belt around buttocks and hold strap and STRAP TAIL behind the bar buckle with right hand.

2. Pass release tag and lower portion of bar buckle through the square 'D'. With light pressure of the thumb, push the top portion of bar buckle down and through the square 'D'.



3. Pull strap tail to fit correctly.

B. To Release Belt

1. Grasp the release tag on bar buckle with left hand.
2. Pull to left to release.
3. Remove bar buckle.

Note: This procedure places the snap hook on the right hand side of the body. Where it is more convenient to have the snap hook on the left side of body, change the procedure accordingly.

C. To Fasten or Unfasten Pole Strap

The snap hook fastens the pole strap to the body belt. All the weight must be taken off the pole strap before the snap hook can be secured or released.

ANNEX B—continued

D. To Adjust Pole Strap



1. *Shortening.* Pull the pole strap tail towards the pole. The sliding bar buckle is self-locking and will not slip.

2. *Lengthening.* Keep weight on belt and pull release tag attached to sliding bar buckle until desired position is obtained.

Care of the Belt

The polyurethane treated terylene webbing needs no further preservative treatment but to ensure that the belt is kept in good condition the following care should be taken:

- (i) If the belt has become soiled or has been in contact with any chemical solution, it should be washed in warm soapy water and rinsed in clean water, excess water dried with a clean cloth and the belt hung in a cool dry place.
- (ii) **DON'T ALLOW THE POLE STRAP AND SNAP HOOK TO TRAIL ALONG THE GROUND.** This causes dirt to lodge in the snap hook and unnecessary wear of the webbing.
- (iii) Never store the belt when wet, wipe off moisture before placing in the carrying bag.
- (iv) When not in use always place the belt in the carrying bag.

Defects

If your belt shows any of the following defects take it to your Leading Hand or Petty Officer:

- (i) Badly frayed or cut webbing.
- (ii) Worn, frayed or broken stitching.
- (iii) Distorted metal work.
- (iv) Wear strip worn and frayed.

(1/4240/2)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

154/73—ABR 19 RAN Painting Manual—Pocket Book—Introduction

1. A condensed version of the surface preparation and painting systems for HMA ships has been prepared in the form of a pocket book.
2. The ABR 19 Pocketbook will provide senior sailors and supervisors of painting and preservation operations on HMA ships to have ready access to procedures to be laid down in ABR 19 Pt 1 RAN Painting Manual—Ships (yet to be issued).
3. The issues held by Reserve training establishments will enable Reserve sailors to be acquainted with current approved techniques.
4. Ships requiring additional or replacement copies are to demand these from SVSO stocks.
5. ABR 19 Pt 2 RAN Painting Manual—Submarines is currently in course of preparation.
6. ABR 19/65 RAN Painting Manual is under review and an amendment has been issued to refer to the relevant sections of the pocketbook.
7. Initial allowances will be issued by SVSO and supply will be effected as stock becomes available.

(465/5/127)

Section 2

BOOKS, CORRESPONDENCE, FORMS AND STATISTICS

UNCLASSIFIED

1. A complete review of the entire program and printing program for HMA this has been prepared in the form of a pocket book.

2. The ABR in 1947 will provide entire tables and experience of printing and production operations for HMA this to have ready access to procedures to be laid down in ABR in 1947.

3. The ABR will be used for training and indoctrination with reference to printing and production operations.

4. ABR will be used for reference to procedures and to demand from HMA.

5. ABR will be used for reference to procedures and to demand from HMA.

6. ABR will be used for reference to procedures and to demand from HMA.

7. Initial allotment will be made by VPO and supply will be ordered as such.

8. ABR will be used for reference to procedures and to demand from HMA.

9. ABR will be used for reference to procedures and to demand from HMA.

10. ABR will be used for reference to procedures and to demand from HMA.

11. ABR will be used for reference to procedures and to demand from HMA.

Notes

- (1) ABR will be used for reference to procedures and to demand from HMA.
- (2) ABR will be used for reference to procedures and to demand from HMA.
- (3) ABR will be used for reference to procedures and to demand from HMA.
- (4) ABR will be used for reference to procedures and to demand from HMA.



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
25 April 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

155/73—Commissioning—HMAS LABUAN

The following commissioning has been effected:

HMAS LABUAN 9 March 1973
(1211/51/872)

156/73—Will Not Be Issued

UNCLASSIFIED

157/73—Recreational Films

1. The Films Liaison Officer is the co-ordinating authority responsible for booking and supplying recreational films to HMA ships and establishments. The Film Liaison Officer is situated in the Superintending Electrical Stores Officer Stores building at 74 Dowling Street, Woolloomooloo, telephone 35 0444 extension 485. The postal address is Naval Headquarters, Potts Point 2011, signal address FOCEA.

2. HMA ships and establishments are to make all recreational film bookings with the Film Liaison Officer except as follows:

- a. shore establishments—see Paragraph 11a;
- b. ships operating in the Papua New Guinea area—see Paragraph 11b;
- c. ships operating in the Singapore, Hong Kong or other areas which are covered by the Royal Naval Film Corporation—see Paragraph 11c;
- d. HMAS DIAMANTINA—see Paragraph 11d; and
- e. ships operating in North American waters—see Paragraph 11e.

Bookings

3. Requests for films should show:

- a. date required;
- b. place at which required;
- c. date on which films will be returned and from what location;
- d. number of films required; and
- e. preferred titles (if any).

Notes: 1. Requests for films to be collected in Sydney on Mondays, Wednesdays and Fridays should indicate whether collection is to be made before or after 1400. The later time of day is preferred.

2. When films are required at ports other than Sydney, the date at least one day prior to the sailing date should be nominated.

3. Bookings should be made as soon as possible, by signal or letter. If, in cases of urgency, verbal bookings are made, they are to be confirmed in writing as soon as possible.

Collection and Dispatch

4. a. Ships in Sydney are to arrange for collection of films from the SLSO store.
- b. Films for areas other than Sydney will be packed and dispatched by the staff of CSS, Sydney, dispatch details being provided by the FLO.
- c. When films are dispatched as in Sub-paragraph b. above, the FLO will release a signal to the recipient giving information to facilitate collection.

Return

5. a. Ships in Sydney are to arrange the return of films to the Electrical Store, Woolloomooloo.
- b. Delays in returning films are to be avoided if at all possible. When films cannot be returned on the date stated at the time of booking, the reason and the expected date of return are to be communicated by signal to FOCEA.
- c. The following points concerning the care of films are to be observed:
 - (1) feature films are not to be rewound—films supplied on a complimentary basis by commercial or government bodies are to be rewound on their original spools;
 - (2) the ends of films are to be secured with adhesive tape;
Note: Masking tape is not suitable for this purpose.
 - (3) each film is to be in the correct box which is to be cleaned internally; paper is to be used in the corners of the box to prevent movement of the spools; and
 - (4) where the film boxes are placed in an outer container, they are to be sealed with paper to prevent any loose packing material entering the boxes.
- d. Returned films are to be accompanied by the following documents:
 - (1) films collected by hand in Sydney—copies 4 and 5 of the Form SX125 supplied with the film; and
 - (2) films received elsewhere—Forms SX27 or SX28 raised by the ship or establishment.
- e. Shipment of films to the SLSO store are to be notified by signal to FOCEA info CSS, Sydney. The following details are to be included:
 - (1) airline or other method of transport;
 - (2) consignment note number;
Note: This is the document issued by the carrying company.
 - (3) case number; and
 - (4) date of shipment.

Note: This sub-paragraph does not apply to HMAS CRESWELL or HMAS HARMAN.

- f. Films being returned from outside Australia are to be accompanied by a customs statement giving details of the shipment, and the certificate that the films are re-imports. These are combined in the one document which will be supplied to the Ships Film Officer by the Film Liaison Officer at the time of supply of the films. This document is to be secured to the back of the copy of the consignment note which travels with the shipment. Neglect of this instruction may cause long delays in clearing films through Customs.

Freight

6. The costs of freight, including air freight where essential, will be met from public funds for both ships and shore establishments. Forms ST100 Freight Warrant/Consignment Notes are to be used for the dispatch of films. Claims for payment arising from Forms ST100 are to be dispatched for payment in accordance with the provisions of ABR 5018, Article 189. Expenditure is to be charged to the vote pertaining to 'Other Freight and Cartage'.

Hire Charges and Accounts

7. a. Hire charges are payable for the period a hirer holds a film, plus transit time from and to the distributor. A standard hire period is established, this being seven days in the case of HMAS CRESWELL and HMAS HARMAN, and for other ships or establishments 14 days. A period of grace of seven days is allowed before further charges are incurred. For any time additional to the above, a weekly surcharge based on the original charge is imposed.
- b. Ships or establishments who consider they have become liable for additional hire charges through no fault of their own may submit a claim for re-imbusement of the additional charges to the Film Liaison Officer. The Flag Officer Commanding East Australia Area may authorise re-imbusement from the RAN Recreational Film Account of up to \$100 in any one instance.
- c. Schedules of hire charges will be issued to all ships and establishments by the Film Liaison Officer. Two months notice of intended changes will be given.
- d. Accounts are issued weekly by the distributors and are to be paid promptly. Payment is to be made direct to the distributors. Receipt for payments are sent to those ships which are entitled to claim partial re-imbusement for hire charges in accordance with Paragraph 10.

Conditions of Hire

8. Films are not to be transferred between ships without the permission of the distributors. Serving Naval personnel only are to attend screenings.

Conduct of Business

9. All business with the film distributors is to be conducted through the Film Liaison Officer.

Film Hire Subsidy

10. The RAN Central Canteens Board has approved payment of a film hire subsidy from the RAN Recreational Film Account subject to certain conditions. Claims for film hire subsidy are to be forwarded to the Film Liaison Officer, supported by receipts

and giving details of the names of the films, the cost and the date of showing. Payment is limited to:

- a. small ships, including submarines, for periods at sea which extend over four consecutive nights;
- b. two feature films for each completed four consecutive nights spent at sea; and
- c. two-thirds of the cost of hiring films.

Special Arrangements (see Paragraph 2)

11. a. Shore establishments, at the discretion of the Commanding Officer, may deal directly with local film distributors.
- b. Ships operating in the Papua New Guinea area may deal directly with Messrs George Page Pty Ltd, Port Moresby, Papua. (Postal address PO Box 25.)
- c. Ships operating from Singapore, Hong Kong or other areas in which the Royal Navy Film Corporation operates should use the facilities provided. It is essential that early application should be made. Copies of BR 2186, giving conditions of membership and facilities available are obtainable on temporary loan from the Film Liaison Officer.
- d. When convenient, and at the Commanding Officers discretion, HMAS DIAMANTINA may deal directly with the film distributors in Western Australia.
- e. Ships operating in North American waters may make their own local arrangements for the supply of films.

United States Naval Motion Picture Exchange

12. The contracts between the USN and the American film distributors do not permit the hiring of films by other nations. Requests for films should **not** be made to the USN Motion Picture Exchange.

Insurance

13. Insurance cover is to be obtained for the periods recreational films are held or are in transit. The standard policy, issued by the Motion Picture Distributors Association of Australia is to be used. This covers all risks, except damage during projection. The insurance year commences on 1 May. The Film Liaison Officer will indicate when premiums are due, and all payments should be made through him, cheques being made payable to Edward Lumley and Sons (NSW) Pty Ltd. In cases where a full years cover is not required, policies for shorter periods may be arranged.

RAN Recreational Film Account

14. The Film Liaison Officer is the treasurer of the RAN Recreational Film Account. This account represents an advance of cash from the RAN Central Canteens Board to be used mainly for the purposes stated in this order, ie, re-imburement of claims for film hire and additional charges. The account may also be used for the payment of film services and any other purposes authorised by the RAN Central Canteens Board.

15. The accounts are to be closed monthly and audited by a Supply Branch Officer. The monthly audited balance sheet and income and expenditure statement are to be forwarded to the Secretary, RAN Central Canteens Board, who will re-imburse the account as necessary.

(164/201/9)

Section 2

PERSONNEL

158/73—Will Be Issued Separately

UNCLASSIFIED

159/73—Programme of Professional Tests for Promotion to SD List— September 1973

1. The planned programme of professional tests in the Royal Australian Navy to be conducted from Navy Office on Tuesday 4 and Wednesday 5 September 1973, is shown in Paragraph 3 of this order. Successful candidates selected for the SD list will proceed to qualifying courses during 1974.

2. Applications for these tests are to reach Navy Office one month in advance.
3. The list of professional tests is as follows:
SBLT SDSU S and W
SBLT SDEN ME MECH MED and MESM
SBLT SDSH
SBLT SDEN AE
SBLT SDEN L, R, AL, AR
SBLT SDWM or WD.

4. This order will be reprinted for posting on notice boards.

5. Navy Order 156/72 is hereby cancelled.

(312/6/5)

(Navy Order 156/72)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

160/73—Naval Stores (General) 5180 66-049-5825—Demolition Tool Kit

Navy Order 294/72 is to be amended as follows:

Paragraph 1—under heading 'Description'—**line 1:**

Insert after Scabbard: (To Spec RAN 438-5180-001).

(1/5180/2)

(Navy Order 294/72)

UNCLASSIFIED

161/73—RAN Common Planned Maintenance System of Documentation (1972)

1. A revised system of Planned Maintenance Documentation will be issued to HMA ships (excluding DDGs and submarines), establishments and dockyards in the immediate future.

2. Implementation will be effected by a presentation team from Navy Office. As ships and establishments are progressively issued with revised documents, superseded systems of Planned Maintenance Documentation will be removed.

3. Ships and establishments will be advised of impending issue by signal.

4. Instructions for the operation of the Common Planned Maintenance System of Documentation (1972) are contained in each schedule.

5. Navy Order 553/70 remains extant until installation is effected.

(400/1/3189)

(Navy Order 553/70)

Section 5**BOOKS, CORRESPONDENCE, FORMS AND STATIONERY**

UNCLASSIFIED

162/73—ABR 5074—RAN Catalogue of Materiel—Inclusion of Service Stock Numbers as Part Numbers

1. It may not generally be known that in many cases Service Stock Numbers (for definition *see* ABR 5074A) used to identify items in the RAN prior to being changed to Defence Stock Numbers, are shown as part numbers in ABR 5074B—Master Cross Reference List—Part Number to Stock Number and vice versa. This is additional information to the codes and part numbers of the actual manufacturer which are also shown when known.

2. The undermentioned manufacturers codes are used to indicate the service departments associated with the Service Stock Numbers when used as part numbers for Defence Stock Numbers (DSNs):

U1278 = MOD (NAVY)	} Used against DSNs which have '99' as the NATO code for nations.
U1725 = MOD (RAF)	
Z9991 = RAN	.. Used against DSNs which have '66' as the NATO code for nations.

3. Some examples are as follows:

PN 0633-804844	U1278	5975	99-418-7334
PN 27FS5358	U1725	4820	99-452-4188
PN 0561L24315	Z9991	6145	66-058-1306

4. The above information is promulgated in order that all concerned may be aware of the availability of this cross reference information in ABR 5074B.

(465/52/1957)

Section 6**ESTABLISHMENTS**

UNCLASSIFIED

163/73—Fire Precautions—Establishments

1. Fire prevention surveys have revealed instances in establishments and married quarters where open fireplaces are not provided with any device to prevent burning fuel falling from the grate, or to prevent sparks being thrown past the hearth and onto combustible materials, ie, flooring, floorcovering.

2. Administrative authorities are to ensure that all such fireplaces are provided with adequate kerbing and with metal firescreens.

3. Non-combustible kerbing in brick or concrete or hardwood kerbs covered with sheet metal of at least 22 gauge are approved.

4. Firescreens should be constructed to fit closely to the fireplace and the mesh should be of such size as to prevent the passage of sparks.

(1426/1/51)

DECLASSIFIED

14173-240 General Foreign Information System of Information (1973)

1. It is the policy of the DEPARTMENT OF STATE to provide information to the public on the activities of the DEPARTMENT OF STATE and its personnel, including the following:

- 2. Information on the activities of the DEPARTMENT OF STATE and its personnel, including the following:
- 3. Information on the activities of the DEPARTMENT OF STATE and its personnel, including the following:
- 4. Information on the activities of the DEPARTMENT OF STATE and its personnel, including the following:
- 5. Information on the activities of the DEPARTMENT OF STATE and its personnel, including the following:

(151024)

Section 5

GENERAL INFORMATION, HISTORY AND DEVELOPMENT

DECLASSIFIED

14173-240 241-242 General Information of Material - Division of Foreign Trade Relations and Foreign Trade

1. It is the policy of the DEPARTMENT OF STATE to provide information to the public on the activities of the DEPARTMENT OF STATE and its personnel, including the following:

2. The information, information, and other data on the activities of the DEPARTMENT OF STATE and its personnel, including the following:

- 14173-240 241-242 (1973) - General Information of Material - Division of Foreign Trade Relations and Foreign Trade
- 14173-240 241-242 (1973) - General Information of Material - Division of Foreign Trade Relations and Foreign Trade
- 14173-240 241-242 (1973) - General Information of Material - Division of Foreign Trade Relations and Foreign Trade

3. The information, information, and other data on the activities of the DEPARTMENT OF STATE and its personnel, including the following:

4. The information, information, and other data on the activities of the DEPARTMENT OF STATE and its personnel, including the following:

DECLASSIFIED



AUSTRALIAN NAVY ORDER

Navy Office, Canberra,
8 May 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

Section 2 PERSONNEL

UNCLASSIFIED

158/73—Naval Police Structure and Conditions of Entry and Service

1. The Naval Board has approved changes in the structure of the Naval Police Branch and conditions of eligibility for entry. The changes are made in order to develop the Branch to meet the future requirements of the Service and to provide opportunities for recruits to enter at a younger age and pursue a career in a Branch which will provide a career structure and promotion opportunities comparable to those of other Branches.

Conditions of Eligibility for Entry

Transfers from Other Branches

2. Applications for transfer to the Naval Police will be accepted from sailors of any Branch meeting the following conditions of eligibility:

- a. have completed a minimum of six years naval service after attaining the age of 18 years and have at least nine months to serve before expiration of engagement (RI 0824);
 - b. hold rank not lower than the Able Rank level;
 - c. have three years continuous 'Very Good' conduct immediately preceding date of recommendation; and
 - d. are recommended by their Commanding Officer.
3. To warrant recommendation a candidate must have:
- a. a high degree of loyalty to the Service;
 - b. complete honesty and probity of character;
 - c. good sense of discipline and power of command; and
 - d. good physique and smart appearance.

4. Applications are to be forwarded to Navy Office. The sailors preference locality for Naval Police service is to be stated in the application. To prevent administrative delays in processing applications a medical examination in accordance with ABR 1991, Article 0716, is to be completed as soon as the application is made. The dispatch date of Form PM149 is to be included in the letter of application.

Entry from Shore

5. Ex-sailors who meet the following conditions may apply to enter the Naval Police from shore as Recruit Constables:

- a. completed a minimum of six years naval service after attaining the age of 18 years;
- b. have not been discharged from naval service in excess of five years;
- c. held rank on discharge not lower than the Able Rank level; and
- d. held a conduct assessment of 'Very Good' for the three years immediately preceding discharge.

Suitability Assessment

6. Transferees and entrants from shore will be interviewed by a Naval Psychologist and where practicable by a Naval Police Officer to assess their suitability. This will be arranged by Navy Office for serving personnel and by the Recruiting Staff Officer for applicants from shore.

7. Since Naval Police duties involve dealing with naval and civilian personnel and the general public, and are mainly of a continuous watchkeeping nature, factors influencing a candidates suitability will include possession of the qualities of tact, discretion and initiative, and freedom from compassionate problems requiring his presence at home at night.

Medical Fitness

8. Applicants must conform to the same physical standards as for other branches of the Permanent Naval Forces but with a minimum height of 67 inches.

Structure and Conditions of Service

9. The restructured Naval Police is composed of the following ranks:

<i>Rank</i>	<i>Relative Rank</i>
Superintendent	Commander SD
Chief Inspector	Lieutenant-Commander SD
Inspector	Lieutenant SD
Sub-Inspector	Sub-Lieutenant SD
Warrant Officer	Warrant Officer
Sergeant	Chief Petty Officer
Senior Constable	Petty Officer
Constable	Leading Rank
Constable 2nd Class	Acting Leading Rank
Recruit Constable	Able Rank

Initial Training

10. Successful candidates will undergo the Naval Police New Entry Training Course in HMAS KUTTABUL as soon as practicable after entry or transfer. In addition, transferees or entries from the Able or ex-Able Rank will be required to pass parts 1 and 2 of the Command Test for promotion to Constable 2nd Class.

11. Whilst on course, transferees from other Branches will retain their existing rank, pay and uniform. Recruits from shore will be entered as Recruit Constable and will wear civilian dress.

Promotion or Recategorisation to Constable 2nd Class

12. On successful completion of the New Entry Training Course, trainees will be promoted to, or recategorised as Constable 2nd Class and will undergo a six months period of on job training culminating in a Promotion/Retention test.

Promotion to the Rank of Constable

13. Constables 2nd Class who pass the Promotion/Retention test and have completed six months service in the Constable 2nd Class rank will be promoted to the rank of Constable. Those who do not pass the test and whose performance of duty and aptitude indicate that further training will not fit them for the rank of Constable will be:

- a. in the case of those transferred from another Branch on completion of an engagement:
 - (1) discharged **unsuitable**; or

(2) given the option of reverting to their former Branch for the remainder of their engagements;

b. in the case of those transferred from another Branch during an engagement reverted to their former Branch;

c. in the case of those entered from shore discharged **unsuitable**.

Pay and Seniority

14. Seniority in rank and for pay purposes will be determined by actual service in the Naval Police irrespective of previous Naval service. On entry from shore as Recruit Constable, the rate of pay applicable to the Able Rank at skill level 3 is payable. Transferees from other Branches will retain pay in accordance with their existing rank and category until completion of the New Entry Training Course. On promotion to, or recategorisation as Constable 2nd Class the rate of pay applicable to the Leading Rank at skill level 3 is payable.

Specialist Skills

15. Opportunities are available for members from the Constable Rank who display initiative and aptitude to undertake further training in the specialist areas in which Naval Police operate, eg, investigation and fire prevention.

Promotion

16. Conditions of eligibility for promotion to Senior Constable, Sergeant and Warrant Officer, are aligned with those for promotion to corresponding ranks in other Branches.

Postings

17. Members are liable for service within or beyond the limits of the Commonwealth. As far as practicable, postings are arranged so that a member serves at an establishment in his preference locality. A list will be maintained in Navy Office of volunteers for all areas where Naval Police are borne. Postings will normally be made from this list after taking into consideration the experience of the volunteer in relation to the type of billet to be filled. Where no suitable volunteers are available, postings will be issued after first taking into consideration the requirements of the Service and secondly, any personal inconvenience which would be involved.

Victualling and Accommodation

18. Naval Police Constables will be victualled and accommodated in the Petty Officers messes.

Effect of New Structure on Existing Personnel

19. With effect from 18 April 1973 existing Naval Policemen will translate to the new structure as follows:

<i>Existing Rank</i>	<i>New Rank</i>
Constable (irrespective of seniority)	Constable
Sergeant 2nd Class	Sergeant
Sergeant 1st Class	Sergeant
Warrant Officer	Warrant Officer

20. Constables in receipt of the rate of pay equivalent to Leading Rank (level 3) will continue to receive that rate until promoted to the rank of Senior Constable.

21. Constables in receipt of rates of pay equivalent to Petty Officer and who are not promoted to Senior Constable will retain their entitlement to those rates (ie, the rates of pay applicable to a Senior Constable under the new structure) and will continue to receive increments in the normal manner.

22. Sergeants 2nd Class will continue to receive rates of pay equivalent to Chief Petty Officers whilst Sergeants 1st Class who are not promoted to Warrant Officer will remain on the rate of pay applicable to them on translation (ie, the Warrant Officer 'on promotion' rate of pay) until such time as that rate is exceeded by the rate of pay prescribed for the new rank of Sergeant.

23. Aggregate seniority in the ranks of Sergeant 1st and 2nd Class will be recognised for the purpose of promotion to Warrant Officer.

24. As an interim measure, Constables serving on 1 January 1973, who are subsequently promoted to the new rank of Senior Constable will be permitted to count seniority in the rank of Constable and Senior Constable as a prerequisite for promotion to Sergeant. Constables who were on the promotion roster for Sergeant as at 1 January 1973, will remain on the roster, and subject to being recommended, will be promoted to the rank of Senior Constable.

25. All Constables and Senior Constables who previously passed section one, parts one or two of the Promotion Board for Petty Officer or Chief Petty Officer respectively, will be granted an exemption in that part.

Duties and Responsibilities

26. The duties and responsibilities of the Naval Police are contained in RI Chapter 57.

27. All relevant books of reference will be amended in due course.

(252/2/96)

21. Consider the number of ways of selecting a committee of 5 members from a group of 12. The number of ways of selecting a committee of 5 members from a group of 12 is given by $\binom{12}{5}$.

22. Suppose that the probability of a person having a certain disease is 0.05. If a person is selected at random, the probability that the person has the disease and is also a member of a certain club is 0.01.

23. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3.

24. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1.

25. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1. The probability that the person has a certain property is 0.2.

26. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1.

27. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1.

28. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1. The probability that the person has a certain property is 0.2.

29. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1.

30. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1.

Person	Member of Club	Has Property
1	Yes	No
2	No	Yes
3	Yes	Yes
4	No	No

31. A person is selected at random from a group of 100. The probability that the person is a member of a certain club is 0.3. The probability that the person is a member of a certain club and has a certain property is 0.1.

ANOs 164/73-173/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
3 May 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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165/73	Late Notification of Medical Categorisations.
166/73	Priorities for the Employment of the RAAF Air Transport Force.
167/73	Radio Telegrams—SNM (Special Naval Message) Service.
168/73	Seat Belts.
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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

164/73—Fire Precautions—Overfilling of Fire Extinguishers

1. Attention is drawn to the dangers associated with filling water or foam extinguishers beyond the correct level.
2. Accidents resulting in serious injury to personnel have recently occurred within the Army and the RAAF.
3. These accidents, due to insufficient air space being maintained in the extinguisher, in two cases caused the body of the extinguisher to be propelled upward with explosive violence, striking the operator.
4. Therefore strict attention is to be given to ensure that extinguishers are filled only to the fixed water level indicator.
5. Any extinguishers which do not have a fixed and readily visible indicator are to be withdrawn from service.

(1446/1/85)

UNCLASSIFIED

165/73—Late Notification of Medical Categorisations

1. Concern is felt about the number of sailors serving in ships programmed for service off the Australia Station, or for long periods away from operating ports, who are found to be medically unfit, or require medical treatment/surgery, shortly before ships scheduled departure dates.
2. Vacancies in complements caused by medical categories notified close to departure dates not only disrupt ships teams training but cause short notice postings of reliefs with consequent domestic upsets. The repercussions of short notice postings are not always immediately apparent, but obviously have adverse effects on re-engaging intentions and are a catalyst for Free discharge applications.
3. Immediate reliefs cannot be anticipated for sailors landed for medical reasons close to departure, especially in cases where the need for routine surgery or medical categorisations could have been determined earlier.
4. Although every effort will be made to ensure reliefs prior to sailing dates, these will not always be forthcoming having regard to the reliefs family circumstances, service availability, etc. In these cases ships will be expected to carry underbearings until reliefs can be given reasonable notice of postings.
5. It is stressed that timely reporting of medical categories, etc, will largely overcome this problem, particularly during the current manpower shortages.

(465/3/153)

UNCLASSIFIED

166/73—Priorities for the Employment of the RAAF Air Transport Force**Background**

1. A general increase in the volume of air cargo together with increased operational commitments has resulted in an increase in the number and variety of demands being made on the Air Transport Force as a whole. In order to resolve conflicting demands with a minimum of delay and disruption to operations it is necessary to have an acceptable set of principles and priorities which can be used as a guide to the best use of available resources.

2. Headquarters Operational Command, RAAF, is responsible for command, control and allocation of the Air Transport Force. Whenever airlift capacity is insufficient to meet the demand at any level, the principles set out in Paragraph 4 will be used to determine the employment of aircraft.

Function of the Air Transport Force

3. The broad responsibility of the RAAF Air Transport Force is to provide air movement for the Australian Armed Forces. It also includes a contribution to national aeromedical evacuation and search and rescue services.

Priorities

4. A schedule of priorities is set out below:

Priority 1 Tasks Affecting the Security and Capability of Australian Forces Engaged in Operations of War, Tasks Involving the Preservation or Saving of Human Life, and Special Flights having International Military or Political Implications.

Tasks in this category include:

- a. Air Transport Support affecting the security and capabilities of Australian Armed Forces engaged in operations of war;
- b. Emergency flights for saving or preservation of human life such as:
 - Urgent aeromedical evacuation,
 - Search and rescue; and
- c. Special flights transporting military or political dignitaries when movement has important international implications.

Priority 2 Tasks in Direct Support of Forces Located in Operational Areas or where Deployment to an Operational Area is Imminent, Routine Aeromedical Evacuation and SAR Operations, Priority VIP Movements and Aircrew Training.

Tasks in this category include:

- a. Approved pre-planned missions, emergency logistic transport and scheduled services which directly support Australian Armed Forces located in operational areas or where deployment to an operational area is imminent;
- b. Approved unit moves to, from, or within operational areas;
- c. Pre-planned rotation of units or personnel;
- d. Aircrew training involving conversion, route and airfield familiarisation, the attainment and maintenance of flying standards and air support training;

- e. Routine aeromedical evacuation missions;
- f. VIP movements which have been designated by higher authority as warranting priority; and
- g. SAR operations, where, through elapse of time, the saving of life is not involved, but where it is still necessary to search for wreckage, human remains, etc.

Priority 3 Tasks Required to Maintain the Operational Efficiency of the Forces and Commitments to Pre-planned Training and Exercises.

Tasks in this category include:

- a. Routine air transport operations and scheduled services required to maintain the operational efficiency of Australian Armed Forces;
- b. Non-scheduled and special services affecting the operational status of the Australian Armed Forces;
- c. Pre-planned commitments to joint and single Service training and exercises; and
- d. VIP movements which have not been designated by higher authority as warranting priority.

Priority 4 Other Tasks.

Tasks in this category include:

- a. Non-scheduled administrative passenger and cargo movement;
- b. Movement of special parties not included in other categories; and
- c. Tasks for other government departments, semi-government and other organisations.

(1605/1/68)

UNCLASSIFIED

167/73—Radio Telegrams—SNM (Special Naval Message) Service

1. The SNM service is a special Naval radio telegram service which allows a certain reduction in charges. This service is operated in co-operation with the Post-master-General's Department and the Overseas Telecommunications Commission.

2. SNM messages may be originated:

- a. by friends and relatives in Australia if addressed to Naval personnel who are serving in one of HMA ships or at HMAS TARANGAU;
- b. by Naval personnel at sea in one of HMA ships or serving in HMAS TARANGAU addressed to an address in Australia.

3. The service is NOT available:

- a. between personnel serving in HMA ships;
- b. between personnel serving in shore establishments other than HMAS TARANGAU;
- c. to or from Australian overseas territories;
- d. to or from any foreign countries.

4. The SNM service employs a text of numeral groups to represent given phrases or words. Only three such groups, qualified as permitted by the code, may be used in any one message.

5. A flat rate of 55 cents (Australian) is charged for each message transmitted.

6. The SNM service is in addition to, and does not replace, the normal full rate private radio telegram. As with the full rate telegram, messages are accepted for transmission subject to operational commitments and the electronic emission policy currently in force, and will be transmitted only after all Service traffic has been cleared.

7. Procedural and accounting instructions are contained as Annex A to this order and a list of permitted groups as Annex B.

8. Navy Order 241/70 is hereby cancelled.

ANNEX A

Procedure

1. Normal international Commercial procedure is to be employed. The letters SNM, which constitute a Paid Service Indicator, are to be inserted in each SNM message in accordance with ACP 124 COM SUPP (A)-1 Article 108, and are to be counted as one word. This indicator is not to be omitted.

2. All messages handed in for transmission from shore to HMA ships at sea are to include in the address the addressee's rank, name, personal number, the name of the ship and SYDNEYRADIO.

3. All messages handed in for transmission from HMA ships at sea are to include an address which is sufficiently complete to ensure delivery. Paid Service Indicator TF may be used.

4. Messages of the SNM category to and from HMA ships are to be routed, without exception, via SYDNEYRADIO. This is necessary to ensure proper accounting and, where necessary, decoding. Messages to HMA ships will be passed from Sydney Radio to NAVCOMMSTA Canberra for onward transmission over Naval circuits. Decoding of messages received on board HMA ships will be done by the Communications Staff before delivery to the addressee. Messages from HMA ships at sea are to be passed to Sydney Radio. Decoding will be performed by the PMG at CTO Sydney and the message then forwarded over inland telegraph circuits.

5. Coding of messages will be performed by the originator of the message. No deviation from the prescribed list of phrases, amplified as allowed, is permitted and the Communication Staff is responsible for checking each message. No SNM message is to contain more than three textural numeral groups.

Accounting

6. The charge for each message is 55 cents (Australian) regardless of the number of words in the group count.

7. The normal accounting arrangements for radio telegram traffic to and from HMA ships at sea will apply.

Special Arrangements

8. These messages will be accepted for transmission via RN, RCN and RNZN circuits. However, United States authorities may, under certain circumstances, be unable to accept such transmissions on their operational circuits. In such cases special circuit arrangements or delivery by air mail may have to be employed.

9. Where appropriate, NAVCOMMSTAs will refile messages in ACP 127 procedure for relay via the Australian Defence Tape Relay System or overseas Fixed Services.

ANNEX B

Groups for use in SNM Messages

Note: No deviation from groups and amplifying data contained herein is permitted.

A. CORRESPONDENCE

1. Letter received many thanks
2. Letters received many thanks
3. Telegram received many thanks
4. Parcel received many thanks
5. Parcels received many thanks
6. Letters and parcels received many thanks
7. Letter and telegram received many thanks
8. Telegram and parcels received many thanks
9. Letters sent
10. Parcels sent
11. Letters and parcels sent
12. Many thanks for letter
13. Many thanks for parcel
14. Many thanks for telegram
15. No news of you for some time
16. Writing
17. Urgent
18. Please write or telegraph
19. Please write
20. Please telegraph
21. Please reply worried
22. Airgraph letter received many thanks
23. Letters arriving regularly
24. Have you received letters?
25. Your letters not received
144. Please address letters home
145. Have you received telegram?
146. No parcel for some time
147. Write same address
148. Parcel sent
149. Writing regularly
150. Your parcels not received
151. Have you received parcel?
301. Writing in detail
302. Letter you mentioned not received
303. Parcel was just what I wanted many thanks
304. Letters coming in fine
305. Send me letter by V-mail
306. Received your nice letter
307. *Tell.....to write
308. V-mail letter received, many thanks

B. GREETINGS

26. Greetings
27. Loving greetings
28. Fondest greetings
29. Love
30. Darling
31. All my love
32. All my love dearest
33. All our love
34. Fondest love
35. Fondest love darling
36. Best wishes
37. Greetings from us all
38. Loving greetings from all of us
39. Best wishes from all of us
40. Fondest wishes from all of us
41. Best wishes and good health
42. Kisses
43. Love and kisses
44. Fondest love and kisses
45. Well
46. All well at home
47. Best wishes for Christmas
48. Best wishes for Christmas and New Year
49. Loving wishes for Christmas
50. Loving wishes for Christmas and New Year
51. Loving Christmas thoughts
52. Happy Christmas
53. Happy Christmas and New Year
54. Good luck
55. Keep smiling
56. My thoughts are with you
57. Many happy returns
58. Birthday greetings
59. Loving birthday greetings
60. Happy anniversary
61. You are more than ever in my thoughts at this time
62. Best wishes for a speedy return
63. Good show keep it up
64. Best wishes for New Year
65. May God grant you a year of happiness
66. God bless you and keep you safe

* Necessary additional information to be inserted by senders in texts above where blank space provided.

ANNEX B—continued

67. My thoughts and prayers are ever with you
152. Love and best wishes for New Year to all at home
153. Best love from Daddy
154. God be with you till we meet again
155. God bless you
156. Love to Daddy
157. My love and greetings on Mothers Day
158. My love and greetings on Fathers Day
309. Regards to the gang
310. Greetings from the gang
311. Love to my Valentine
312. I hope you are still my Valentine
313. Love to all at home
314. Best wishes for a happy Easter
315. Best wishes for Thanksgiving
316. Love to the best mother in the world
317. Greetings to the best of fathers
318. Regards to everyone
319. May you be inscribed in the book of Life
320. May the Passover bring new hope and courage
- C. HEALTH**
68. Family all well
69. All well children evacuated
70. All well children returned home
71. All well and safe
72. Are you all right?
73. Are you all right worried about you
74. Please don't worry
75. Hope you are improving
76. Please telegraph that you are well
77. Are you ill?
78. Have you been ill?
79. Illness is not serious
80. Illness is serious
81. I have left hospital
82. In bad health
83. Health improving
84. Health fully restored
85. Son born
86. Daughter born
87. Am well and fit
88. Delighted to hear you are safe and well
89. So glad to hear you are better
90. Have not been ill
159. Hope you will soon be better
160. Have not been well
161. Injury is not serious
162. Anxiety unnecessary
163. Going into hospital
164. Operation over condition satisfactory
165. Hope children all well
166. Both well
167. Twins born
168. How are all the family?
169. Injury is serious
170. I am in hospital
321. Am getting along all right
322. *Received news of birth of.....
323. Expecting blessed event
324. Very happy in receipt good news
325. *How is.....?
- D. PROMOTION**
91. Congratulations on your promotion
92. Very pleased to hear of your promotion
93. Delighted hear about your promotion
94. Have been promoted
95. Have been decorated
96. Have received commission
97. Congratulations on your commission
326. *Have received decoration.....
- E. MONEY**
98. †Please send me £.....
99. †Please send me..... Dollars
100. †Have sent you £.....
101. †Have sent you..... Dollars
102. Can you send me any money?
103. Glad if you could send some money
104. Have received money
105. Have you received money?
106. Have you sent money ?
107. Thanks for money received

* Necessary additional information to be inserted by senders in texts above where blank space provided.

† The amount in words is to be inserted immediately following the text number.

ANNEX B—continued

108. Have not received money
109. Unable to send money
110. Sorry cannot send money
111. Do you need money ?
112. †Have paid £/\$.....into your banking account
113. I do not need money
114. Can you make me daily allotment?
171. Have sent money
172. Can you increase the allotment
173. Are you receiving allotment?
174. Business very bad grateful financial assistance
175. Expect to be able to send you money next pay day
327. Can you make me an allotment?
328. Put money I sent in Savings Account
329. Shall I increase allotment?
330. To what address was money sent?
331. Buy war bonds with money
332. *Do not purchase.....
333. *Buy.....at best price without delay
334. *Sell.....at best price obtainable
335. *Will send money in.....days
336. Receiving allotment regularly
- F. CONGRATULATIONS**
115. Congratulations on Anniversary best wishes
116. Congratulations lasting happiness to you both
117. Glad and proud to hear of your decoration everybody thrilled
118. Loving greetings and congratulations
119. Good luck keep it up
120. I wish we were together on this special occasion, all my best wishes for a speedy reunion
121. Very pleased to hear you have passed examination
122. Best wishes to all at home
123. Our thoughts are with you
124. Love to all the family
337. Congratulations on your decoration
338. We are all very proud of you
339. Congratulations on your graduation
340. Congratulations
- G. WAR DAMAGE**
125. *.....injured and in hospital
126. Injured and in hospital
127. Sorry to hear of damage hope all well
128. Sorry to hear of injury and hope not serious
129. Sorry to hear of injury and hope progress favourable
130. Sorry to hear of injury and hope soon be better
- H. MISCELLANEOUS**
131. What things do you need most urgently?
132. Have done as you asked
133. Rumour not true
134. No
135. Very happy to hear from you dearest am fit and well
136. Hearing your voice on the wireless gave me a wonderful thrill
137. Hope to see you soon
138. Hope
139. Your telegram not received
140. Yes
176. Father
177. Mother
178. Wife
179. Fiance
180. †.....writing telegraphing frequently
181. †.....writing weekly
182. †.....writing regularly receiving no reply
183. †.....anxious welfare no news recently
184. †.....receiving letters regularly
185. †.....receiving letters occasionally
186. †.....well, receiving allotment

* Necessary additional information to be inserted by senders in texts above where blank space provided.

† The word Father, Mother, Wife or Fiance may be inserted before texts 180 to 186 if desired.

‡ The amount in words is to be inserted immediately following the text number.

ANNEX B—continued

187. §.....recovering operation returning home
 188. §.....is entering hospital
 341. Tell children about me
 342. Tell me about children
 343. Send me a late photo
 344. Hospitality of people here wonderful
 345. Be happy and brave
 346. Consult lawyer before taking action
 347. Wait instructions in my letter
 348. Am sending legal papers today
 349. Have acted as you requested
 350. Will keep you fully advised
 351. Let me know when you find out
 352. Wish I could be with you
 353. Please send duplicate
 354. †Has been sick
 355. †Much better
 356. †In good health
 357. Expect to be home soon. Do not write further
358. Will contact you on arrival
 359. Plans to return home changed. Letter follows
 360. Leaving.....(day of week or date in month to be inserted)
 361. Departure delayed
 362. Departure further delayed
 363. Delayed.....days (number to be inserted)
 364. Arriving.....(day of week or date of month to be inserted)

I. BEREAVEMENT

141. *Sorry to tell you.....died
 142. *Sorry to hear.....died
 143. The Lord bless you and sustain you in your loss

NOTIFICATION OF PERSONAL BROADCAST

189. Hope to broadcast greetings from Radio Australia listen.....‡

* Necessary additional information to be inserted by senders in texts above where blank space provided.

† These texts can be inserted following selections of items in texts 176 to 179.

‡ Day of week to be added.

§ The word Father, Mother, Wife or Fiance may be inserted before texts 187 to 188 if desired.

(68/1/68)

(Navy Order 241/70)

UNCLASSIFIED

168/73—Seat Belts

The Road Safety Council has produced a pamphlet titled 'Seat Belts reduce the effects of the Vicious Second Impact'. The text of this pamphlet is promulgated as Annex A to this Navy Order.

ANNEX A

Seat Belts Reduce the Effects of 'Vicious Second Impact'

Second Impact

1. The collision by occupants of a vehicle with objects within the vehicle or outside it (if they are ejected) is called the 'Second Impact'. This 'Second Impact' occurs as a result of sudden deceleration of the motor vehicle either through accident conditions or severe braking.

2. Immediately following the initial impact of a vehicle colliding with another object offering sufficient resistance, there is a short period during which the front of the vehicle is crushed before it stops its forward motion.

3. This period extends for approximately $\frac{1}{10}$ of a second, and towards the latter end of this extremely brief period, the occupants of the vehicle and any other loose objects within it are thrown forward AT THE SAME SPEED at which the vehicle was travelling before the initial impact.

4. Severe braking has the same effect as a collision on vehicle occupants and this occurs approximately $\frac{1}{10}$ of a second after the brakes take effect.

5. It is important for people to realise that the 'Second Impact' is the chief injury producing agent for motor vehicle occupants.

The Forces Developed

6. In certain collisions the impact forces involved can reach extremely destructive proportions.

7. For example, in the case of a vehicle travelling at 60 mph, which is subjected to a crash stop in 2 feet, a 14 stone man will strike the interior of the vehicle (or outside object) with an estimated force of 5½ tons.

8. There are many instances on record where fatal and serious injuries have occurred at speeds as low as 15 mph. Furthermore, even though you may be driving at a relatively low speed, another vehicle travelling at a much greater speed could collide with your vehicle without warning and contribute its speed to the total impact force.

The Action of Seat Belts

9. The primary function of a seat belt is to limit the effects of these forces, by restraining the movement of an occupants body. The external structure of the vehicle may crumple without serious deformation of the passenger space and it is the ability of the seat belt to hold the occupant in this space which reduces so dramatically the likelihood of fatal or serious injury in a motor vehicle collision.

10. Immediately following sudden deceleration, the normal slack in the belt is first taken up, and thereafter the belt will stretch as the body is decelerated. Again, in the event of a sudden impact, a particularly important benefit which arises from wearing a seat belt is that the wearer is afforded protection from ejection. Statistics show that occupants who are ejected from a vehicle will generally suffer more serious injuries than those who remain in the vehicle.

11. It is vital to remember, however, that a seat belt is of no value in a motor vehicle UNLESS IT IS BEING WORN.

Seat Belts Effectiveness

12. In 1960, the Commissioner of the Snowy Mountains Hydro Electric Authority, Sir William Hudson, KBE, made the wearing of seat belts in authority vehicles compulsory for all occupants. Sir William subsequently announced: 'In the five years since the authority made seat belts compulsory, 30 million vehicle miles have been travelled, and notwithstanding a number of accidents—some quite serious—no fatal or serious injury was suffered by any drivers or passengers—except for the death of a driver who removed his belt to reverse his vehicle.'

13. A study conducted at Brisbane General Hospital showed that in 1,000 road accidents, not one person who had been fatally injured had been wearing a seat belt, but where seat belts had been worn, including in many spectacular crashes, there was a consistent avoidance of serious injury.

14. A further study of 1,890 accidents in New Jersey, USA, revealed that seat belts were worn in 99 of the cars involved. None of these persons was killed and 21 sustained some injury. In the vehicles not fitted with belts, 30 people were killed and 755 injured.

15. Related to the number of accidents, injuries were almost twice as high in cars where seat belts were either not fitted or not worn.

16. Statistics available from countries throughout the world indicate that wearing seat belts will reduce fatalities by at least 35 per cent and injuries up to 75 per cent.

Fallacies About Seat Belts

17. It is a fallacy that a seat belt is a problem where the wearer is in a burning or sinking vehicle. The fact is that all accidents involving fire and immersion together total less than one accident in every 100. Even in such accidents the belt will provide the wearer with maximum protection against being knocked unconscious, and thus give him a better chance of getting out of the vehicle in these rare circumstances.

18. The buckle of every approved seat belt is designed to open easily and quickly in emergency, and of course, in normal use.

19. It is a fallacy that it is safer to be ejected from the vehicle in an accident. A study of 3,000 accidents in which 286 people were fatally injured showed that the risk of death for those thrown out was FIVE TIMES GREATER than for those remaining in the vehicle.

20. It is a fallacy that seat belts are needed only for country trips. The reverse is, in fact, true, for statistics show that 50 per cent of fatalities occur within 5 miles of the victims home.

21. It is a fallacy to claim that seat belts damage clothing. When properly adjusted, crushing of the wearers clothes is minimal.

Seat Belt Installation

22. Proper installation of belts is vital to their effective operation, and for this reason, fitting should only be undertaken by experienced persons. This is particularly important where anchorage points have not been provided by the manufacturer as standard equipment.

23. In practically all cars produced since 1965 (with some even earlier), appropriate anchorage points have been provided for the installation of 'three point' (lap/sash) belts in two front seat positions, and in one make of vehicle, anchorage points have also been provided in the rear seat positions.

24. In those vehicles providing three seat belt positions in the front seat, the 'three pointer' (lap/sash) belt is recommended for the two outside positions, and the lap type belt is suggested for the centre position (no upper restraint fixing position being available).

25. The Motor Traffic Regulations in NSW now require that seat belts and seat belt anchorages be installed for the front seat positions in all new passenger cars, station waggons and their utility and panel van derivatives presented for initial registration after 1 January 1969.

Types of Seat Belts

26. There are four principal types available as described below:

- a. *The Lap Belt.* Similar to that used in aircraft. The body is restrained at the pelvis which is very strong. This belt must be worn with as little slack as possible consistent with comfort.
- b. *The Diagonal Sash.* Extends from the floor up and over one hip, diagonally across the body and over the shoulder to the door pillar. The body is restrained at the chest level.
- c. *The Lap/Sash or Three Pointer.* This is a combination of a and b and provides both upper and lower body restraint.
- d. *Shoulder Harness.* This comprises a lap belt and two shoulder straps passing vertically upwards from the belt and over the shoulders. This restrains the body to the fullest extent possible, ie, at the pelvis and the shoulders (but as indicated earlier, needs to be fitted correctly).

27. Several manufacturers also produce SPECIAL HARNESS FOR PREGNANT WOMEN AND FOR SMALL CHILDREN under six years.

28. The Road Safety Council of NSW recommends the installation of seat belts in the terms of the Motor Traffic Regulations, and also to the rear seat positions. The Council favours the 'three pointer' lap and sash design wherever practicable, on the basis of its effectiveness in preventing ejection and jack-knifing, its ease of installation and its economy and acceptability to the wearer.

29. Information on approved brands and types of seat belts is available from the ROAD SAFETY COUNCIL in your state.

30. Navy Order 297/70 is hereby cancelled.

(177/1/213)

(Navy Order 297/70)

Section 2

PERSONNEL

UNCLASSIFIED

169/73—Inclusion of Suffix SM in Submarine Sailors Titles

1. Approval has been given for the suffix SM to be shown alongside the titles of all sailors qualified for service in submarines. The suffix will be added to sailors titles on successful completion of Part III Training and implementation of Form PE5 to the sailors EDP record. This suffix should then be used in all official correspondence, eg, CPOUCSM.

2. This suffix will be retained throughout the service career of the sailor unless removed by decision of the Naval Board.

3. Navy Order 318/70 is hereby cancelled.

(302/1/13)

(Navy Order 318/70)

UNCLASSIFIED

170/73—Promotion Signals in the RAN

1. Attention of all personnel is drawn to the following:

- a. The Royal Australian Navys half-yearly promotion signals will be transmitted at 0200Z (and not 0500Z as was previously the case), on the days before the effective dates of promotion which are 1 April, 30 June, 1 October and 31 December. Transmission dates will therefore be 31 March, 29 June, 30 September and 30 December except where one of these days falls on a weekend or public holiday common to all states, when the signal will be issued at the same time on the last preceding working day.
- b. RN promotion signals will be re-promulgated throughout the RAN.

2. Navy Order 301/71 is hereby cancelled.

(77/1/53)

(Navy Order 301/71)

UNCLASSIFIED

171/73—The Sheila McClemons Trophy

1. The Sheila McClemons Trophy awarded annually for competition for efficiency in Naval establishments where members of the WRANS are serving, has been awarded, for 1972, to the WRANS unit at HMAS CERBERUS.

2. Navy Order 205/72 is hereby cancelled.

(138/6/43)

(Navy Order 205/72)

Section 3**OPERATIONAL AND TRAINING**

UNCLASSIFIED

172/73—Officers Joint Warfare Courses

1. The courses at Annex A to this order are sponsored by the Royal Australian Air Force. A Junior Joint Warfare Course of one weeks duration has recently been introduced and it is intended to conduct three courses annually.

2. Nominations for courses are to be forwarded to Navy Office at least six weeks before course commencement. The aim is that all RAN vacancies on the courses should be filled. In many cases numbers in excess of places allocated are acceptable.

3. This information will be promulgated in future as part of the annual Navy Order covering the Officer Course Programme.

ANNEX A

Course	Location	Aim of Course	Duration (Days)	Start	Complete	Remarks
Junior Joint Warfare Course (JUN JOINT WAR)	ASU RAAF Williamtown	To introduce junior officers of all Services to Joint Warfare doctrine, procedures and techniques	5	26.11.73 4.2.74 20.5.74	30.11.73 8.2.74 24.5.74	4 RAN per course ASLT/LEUT
Joint Warfare Course (JOINTWAR)	ASU RAAF Williamtown	To instruct selected officers of all Services in the functions and roles of the Armed Services in the organisation, deployment and maintenance of a Joint Force	10	3.9.73 4.3.74	14.9.73 15.3.74	4 RAN per course LEUT/LCDR
Forward Air Controllers (FACONT)	ASU RAAF Williamtown	To train selected RAN and RAAF officers for Forward Air Controller/Air Liaison Officer duties	15	17.9.73 18.3.74	5.10.73 5.4.74	1 RAN per course To have previously completed a JOINTWAR course and be qualified fighter ground attack pilots
Senior Officers Joint Warfare Study Periods (SEN OFF JWSP)	ASU RAAF Williamtown	To study joint warfare concepts and promote study and discussion of joint tactical operations, in particular the employment of the joint command and control structure	4	25.6.74	28.6.74	4 RAN per course CMDR and above
Command Joint Warfare Study Periods (COMMJWSP)	Brisbane Melbourne Sydney Adelaide TASMANIA Perth	To introduce officers of all Services to appropriate aspects of Joint warfare as a basis for further joint warfare training	4	24.7.73 9.10.73 6.11.73 19.2.74 2.4.74 30.4.74	27.7.73 12.10.73 9.11.73 22.2.74 5.4.74 3.5.74	5 RAN per course 7 RAN per course 7 RAN per course 2 RAN per course 1-2 RAN per course 3 RAN per course Junior and Senior Officers including Reserve Officers

(311/3/135)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

173/73—Transfer of Supply Division Records to EDP (NAVSTOK)

- 1. Navy Order 294/71 is to be amended as follows:
 - a. Delete Class 1075 with Store Depot Code 0094.
 - b. Store Depot Code against Class 4540 is to be amended to read 0027.
- 2. See also Navy Orders 491/71, 197/72 and 420/72.

(178/1/170)

(Navy Orders 294/71, 491/71, 197/72 and 420/72)

RESTRICTED

ANOs 174/73-181/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
17 May 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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SECTION 2—PERSONNEL	
176/73	Entertainment Subsidy to Sailors Messes.
177/73	The Peter Mitchell Trust British Commonwealth Navies Essay Competition—1973.
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180/73	Repair of Printed Circuit Cards.
181/73	4.5 inch Mark 6 Series Gun Mountings—Hydraulic Fluid Sampling—Introduction of 'Millipore' Field Sampling Kits.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

174/73—ACNB General Messages

1. In accordance with Navy Order 377/71, the state of ACNB General Messages as at 1 April is as shown in Annex A to this order.
2. Navy Order 73/73 is hereby cancelled.

ANNEX A

As at 0001Z April, the following F Messages were in force:

1972

44, 46, 47, 49, 50, 52, 53, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 69, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 110, 111, 112, 113, 114, 116, 119, 120, 122, 123, 124, 125, 126, 127, 128, 130, 132, 134, 135, 137, 138, 139, 140, 141, 142, 143, 144, 147, 148, 149, 150, 151, 152, 153, 154, 155, 157, 160, 161, 162, 163, 164, 165, 166, 168, 169, 170, 171, 172, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 200, 201, 202, 203, 204, 205, 206, 207

1973

1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50

(77/1/14)

(Navy Orders 377/71 and 73/73)

UNCLASSIFIED

175/73—Supply of Petroleum Products to Commonwealth Departments

Navy Order 81/72 is to be amended by *inserting* in Paragraph 1 (a) after 'Motor Spirit' the words 'and Outboard Motor Fuel'.

(184/1/20)

(Navy Order 81/72)

Section 2

PERSONNEL

UNCLASSIFIED

176/73—Entertainment Subsidy to Sailors Messes

1. The RAN Central Canteens Board will subsidise excessive costs incurred by numerically small sailors messes who are required, as part of an officially organised programme, to entertain Naval personnel from foreign warships visiting the Australia Station. The amount of reimbursement will be dependent upon the cost of entertainment, but normally will not exceed one dollar per foreign Navy guest.

2. Claims for reimbursement are to include the following information:

<i>Details of Entertainment</i>	<i>Number Attending</i>
Date.....	Mess Members.....
Place.....	Guests.....
Time.....	Foreign Navy Guests.....
Nature of Entertainment.....	Name of Ship Entertained.....
Claimant.....	Total Attending.....
	Total Cost.....
	Cost per Head.....
	Total Claimed.....

3. Claims are to contain a specific recommendation in regard to the amount of reimbursement and should be signed by the Commanding Officer. Claims are to be forwarded to the administrative authority for onward transmission to the Secretary, RAN Central Canteens Board, Victoria Barracks, Melbourne 3000, Victoria.

4. Navy Order 267/70 is hereby cancelled.

(252/4/50)

(Navy Order 267/70)

UNCLASSIFIED

177/73—The Peter Mitchell Trust British Commonwealth Navies Essay Competition—1973

General

1. Under the terms of the Peter Mitchell Trust, there is held an annual essay competition open to all members of British Commonwealth Navies of the rank of Commander and below.

2. The essays are judged by one or more officers selected by the Australian Commonwealth Naval Board and will when possible include officers of British Commonwealth Navies other than the Royal Australian Navy.

Prizes

3. Seven prizes are awarded annually in the following three groups:

- Group 1. Open competition (for officers and sailors), \$1,250 and books or instruments to the value of \$250.
- Group 2. Prizes of \$1,000, \$500 and \$250 for the three best essays submitted by officers (*see notes*).
- Group 3. Prizes of \$1,000, \$500 and \$250 for the three best essays submitted by sailors (*see notes*).

Notes: 1. Prizes in Groups 2 and 3 will be considered after the prize for open competition has been awarded, and the winner of that prize will not be eligible for a further prize.

- 2. In the event of insufficient entries of merit being received for either Group 2 or Group 3 prizes:
 - a. the Australian Commonwealth Naval Board have a discretion to transfer prizes from Group 2 to Group 3 or vice versa;
 - b. the Australian Commonwealth Naval Board reserve the right not to award prizes at all levels within each group.

Essay Rules

4. Essays must be original, and be of between 5,000 and 10,000 words. They are to be in the English language, typewritten, double-spaced and on paper approximately international size A4 (297 × 210 mm).

5. Footnotes and bibliography should give full acknowledgement to source material and correct essay presentation will be taken into consideration.

6. Each competitor is to sign a declaration that the essay is the competitors own unassisted work. The declaration is to be countersigned by the competitors Commanding Officer. A specimen declaration is attached as Annex A to this order.

7. Competitors names must not appear on essays. Instead, competitors must use a pseudonym, which is to appear on the title page of the essay.

8. The authorship of the entries, including country of origin, will be unknown to the judges until the time comes to allocate prizes to the three groups of prize-winners.

9. The Trustees, in consultation with the Australian Commonwealth Naval Board, will have power to alter or terminate the competition.

Submission of Essays

10. Accompanying each essay is to be a sealed envelope, on the outside of which is to be written the competitors pseudonym. The envelope is to contain:

- a. the declaration referred to in Paragraph 6 above; and
- b. a sheet on which is to be typed the competitors pseudonym, and his name, rank and address.

The envelopes will not be opened until the final selections have been made.

11. Essays and identifying envelopes are to be airmailed, in a large sealed envelope, marked 'Peter Mitchell Trust Essay Competition'. They are to be sent to the following address, postmarked on or before 31 October 1973:

Director of Naval Education Service
Navy Office
Canberra ACT 2600 AUSTRALIA.

12. Competitors are advised that copyrights will reside with the Australian Commonwealth Naval Board.

13. Prizewinners will be notified individually, and full results will be published as soon as possible.

1973 Essay Title

14. The title of the essay for 1973 is:

'Naval Manpower Management in the Next 25 Years'.

ANNEX A

Specimen Declaration

1. Attached in a separate envelope is my entry for the 1973 Peter Mitchell Essay Competition.

2. The essay may be identified by the pseudonym.....

3. The essay is my own unassisted work.

4. I accept as final the judgement of the officers appointed by the Australian Commonwealth Naval Board to judge the competition.

5. I hereby assign to the Australian Commonwealth Naval Board my copyright in the essay.

Countersigned..... Signed.....
(Commanding Officer) Date.....

(212/1/26)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

**178/73—Electrical Stores—Sonar Type 182—5975 99-924-9229
Protector, Cable—Introduction**

1. The undermentioned item has been added to the authorised list of Consumable Naval Stores:

Class	Catalogue No	Description	Acct Class	UI
5975	99-924-9229	Protector, Cable	C	EA

2. This item is being introduced to prevent abrasion and wear of the cable, towing assembly, where it passes through the roller fairlead. It consists of a length of tough rubber tubing, whose internal diameter is slightly less than the outside diameter of the cable, cut spirally along its length to form a rubber close-wound spring.

3. Fitting of the protector to the towing cable should be carried out immediately the operation of streaming the decoy has been completed, ie, when it is at long stay. Conversely the protector should be removed before commencing recovery of the decoy. Fitting or removal of the protector must be carried out at streaming or recovery speeds of the ship.

4. To fit the protector to the towing cable, open it at one end, hold the end against the cable and wind the remainder round and onto the cable until fitting is complete. Grip each end of the protector, turn the ends in opposite directions so as to unwind the spiral slightly, move the protector to the desired position on the cable and then reverse the rotation of the ends of the protector to bring the turns together and to lock the protector to the cable. As an additional precaution against movement, the ends of the protector may be whipped with twine.

5. The protector should be so positioned on the cable that it prevents contact between the roller fairlead and the cable. Dependent on towing speed and weather conditions, the protector will wear locally and it will be necessary periodically to change its contact point with the roller fairlead. A change in position of only 2 to 3 inches along the cable, or rotation of the protector, is all that is necessary to provide a new point of chafe.

6. HMA ships fitted with or to be fitted with Sonar Type 182, are to raise demands for 6 EA 5975 99-924-9229 Protector, Cable, to complete to establishment as the outfit becomes operational. Supply will be effected by Superintending Electrical Store Officer, Sydney (Depot Source Code 0094), as stocks become available.

7. BR 214, Maintenance Schedules, and Establishment List U429, will be amended.

(519/67/385)

RESTRICTED

179/73—Modification Instructions (TM 188)

1. The following is a list of Modification Instructions issued from Navy Office for the period 1 August 1972 to 31 January 1973.

2. Ships and establishments which have not yet received applicable Modification Instructions are to inform the Director of Fleet Maintenance, Navy Office, Canberra.

3. Lists attached are:

Alterations and Additions (Annex A).

Modifications (Annex B).

ANNEX A

ALTERATIONS AND ADDITIONS	DISTRIBUTION																																							
	MELBOURNE	SYDNEY	STALWART	SUPPLY	MORESBY	PARRAMATTA	DERWENT	YARRA	STUART	TORRENS	SWAN	BRISBANE	PERTH	HOBART	VAMPIRE	VENDETTA	DUCHESS	STALWART (FMU)	ANZAC	DIAMANTINA	KIMBLA	BANKS	BASS	PALUMA	CURLEW	SNIPE	HAWK	IBIS	GULL	TEAL	PATROL BOATS	OXLEY	OTWAY	OVENS	ONSLOW	SEA I	OTTER			
Modification Number—																																								
A/0048/70	X																																							
A/0072/70																		X				X	X																	
A/0120/71							X		X									X																						
A/0135/70												X	X	X				X																						
A/0186/71			X	X	X	X		X					X	X			X					X	X		X	X	X	X	X	X						X	X			
A/0194/71				X																																				
A/0196/71																																				X	X			
A/0230/69												X	X	X				X																						
A/0238/71																		X											X											
A/0254/71	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																				
A/0275/71															X	X	X																							

ANNEX A—continued

ALTERATIONS AND ADDITIONS	DISTRIBUTION																																							
	MELBOURNE	SYDNEY	STALWART	SUPPLY	MORESBY	PARRAMATTA	DERWENT	YARRA	STUART	TORRENS	SWAN	BRISBANE	PERTH	HOBART	VAMPIRE	VENDETTA	DUCHESS	STALWART (FMU)	ANZAC	DIAMANTINA	KIMBLA	BANKS	BASS	PALUMA	CURLEW	SNIPE	HAWK	IBIS	GULL	TEAL	PATROL BOATS	OXLEY	OTWAY	OVENS	ONSLOW	SEA I	OTTER			
Modification Number—																																								
A/0287/71																		X														X								
A/0308/71																		X													X									
A/0322/71										X	X							X																						
A/0346/71															X	X		X																						
A/0363/72			X															X																						
A/0397/72																		X			X																			
A/0421/72						X	X	X	X									X																						
A/0439/72																																					X	X		
A/0452/72	X																																							
A/0453/72			X															X																						
A/0465/72															X	X	X																							

ALTERATIONS AND ADDITIONS		DISTRIBUTION																																													
Modification Number—		9 Sig Reg S/Pore	RN MAURITIUS	WHGR	CERBERUS	HARMAN	COONAWARRA	MORETON	MELVILLE	TARANGAU	LONSDALE	NIRIMBA	LEEWIN	ENCOUNTER	WATSON	KUTTABUL	GMGID	GMGID DRC	GMWD	ALBATROSS	FOCAF	FOCEA	DA (M)	MSO (M)	RANTAU	CSS	PENGUIN	PLATYPUS	NOC VIC	NOC NT	NOIC PNG	NOIC WA	NOIC SA	ANRUK	ANA (W)	WATERHEN	GOSIEAA	PBF CAIRNS	CRESWELL								
A/0048/70	..																X	X	X						X	X																					
A/0072/70	..													X			X	X	X						X																						
A/0120/71	..																X	X	X						X	X																					
A/0135/70	..																X	X	X						X	X																					
A/0186/71	..																X	X	X						X														X	X							
A/0194/71	..																X	X	X						X	X																					
A/0196/71	..																X	X	X						X	X	X	X											X								
A/0230/69	..																X	X	X						X	X																					
A/0238/71	..									X							X	X	X						X																	X	X	X			
A/0254/71	..																X	X	X						X	X																					
A/0275/71	..																X	X	X						X	X																					

ALTERATIONS AND ADDITIONS		DISTRIBUTION																																																
Modification Number—		9 Sig Reg S/Pore	RN MAURITIUS	WHGR	CERBERUS	HARMAN	COONAWARRA	MORETON	MELVILLE	TARANGAU	LONSDALE	NIRIMBA	LEEWIN	ENCOUNTER	WATSON	KUTTABUL	GMGID	GMGID DRC	GMWD	ALBATROSS	FOCAF	FOCEA	DA (M)	MSO (M)	RANTAU	CSS	PENGUIN	PLATYPUS	NOC VIC	NOC NT	NOIC PNG	NOIC WA	NOIC SA	ANRUK	ANA (W)	WATERHEN	GOSIEAA	PBF CAIRNS	CRESWELL											
A/0287/71	..																X	X	X						X	X																								
A/0308/71	..									X							X	X	X						X	X																	X	X	X					
A/0322/71	..																X	X	X						X	X																								
A/0346/71	..																X	X	X						X	X																								
A/0363/72	..																X	X	X																															
A/0397/72	..																X	X	X						X	X																								
A/0421/72	..																X	X	X						X	X																								
A/0439/72	..																X	X	X						X	X																								
A/0452/72	..																X	X	X						X	X																								
A/0453/72	..																X	X	X						X																									
A/0465/72	..																X	X	X						X	X																								

MODIFICATIONS	DISTRIBUTION																																					
	MELBOURNE	SYDNEY	STALWART	SUPPLY	MORESBY	PARRAMATTA	DERWENT	YARRA	STUART	TORRENS	SWAN	BRISBANE	PERTH	HOBART	VAMPIRE	VENDETTA	DUCHESS	STALWART (FMU)	ANZAC	DIAMANTINA	KIMBLA	BANKS	BASS	PALUMA	CURLEW	SNIPE	HAWK	IBIS	GULL	TEAL	PATROL BOATS	OXLEY	OTWAY	OVENS	ONSLow			
Modification Number— M/CT471/001 ..	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		
M/CT471/012 ..	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		
M/KL-7/011 ..	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		
M/KW-7/007 ..	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
M/KW-7/021 ..	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
M/KW-7/028 ..	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
M/KW-26/013 ..																																						
M/KW-26/013 Amdt 1 ..																																						
M/KW-26/020 ..																																						
M/KWR-37/009 ..	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
M/KWT-37/010 ..																																						
M/M22/A01 ..											X	X			X	X		X																				
M/M22/A02 ..											X	X			X	X		X																				
M/QH00/006 ..					X	X	X	X	X	X	X				X	X		X																				

ANNEX B—continued

MODIFICATIONS	DISTRIBUTION																																					
	MELBOURNE	SYDNEY	STALWART	SUPPLY	MORESBY	PARRAMATTA	DERWENT	YARRA	STUART	TORRENS	SWAN	BRISBANE	PERTH	HOBART	VAMPIRE	VENDETTA	DUCHESS	STALWART (FMU)	ANZAC	DIAMANTINA	KIMBLA	BANKS	BASS	PALUMA	CURLEW	SNIPE	HAWK	IBIS	GULL	TEAL	PATROL BOATS	OXLEY	OTWAY	OVENS	ONSLow			
Modification Number— M/QH00/007 ..						X	X	X	X	X	X				X	X		X																				
M/YA00/001 ..																																						
M/YB00/001 ..	X	X	X	X	X	X	X	X	X									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
M/170/087 ..						X	X	X	X	X	X				X	X																						
M/177/A03 ..																																						
M/177/A04 ..																																						
M/193/008 ..																			X						X	X												
M/193/012 ..																			X						X	X												
M/193/013 ..																			X						X	X												
M/193/024 ..																			X						X	X												
M/193/027 ..																			X						X	X												
M/8GR-301/A01 ..										X	X				X	X																						
M/975/A01 ..																			X						X	X												

MODIFICATIONS	DISTRIBUTION																																							
	9 Sig Reg S/Pore	RN MAURITIUS	WHGR	CERBERUS	HARMAN	COONAWARRA	MORETON	MELVILLE	TARANGAU	LONSDALE	NIRIMBA	LEEWIN	ENCOUNTER	WATSON	KUTTABUL	GMGID	GMGID DRC	GMWD	ALBATROSS	FOCAF	FOCEA	DA (M)	MSO (M)	RANTAU	CSS	PENGUIN	PLATYPUS	NOIC VIC	NOC NT	NOIC PNG	NOIC WA	NOIC SA	ANRUK	ANA (W)	WATERHEN	OIC (MARYBYRNONG)	OIC (BENDIGO)	CRESWELL	HUON	WESO (SYDNEY)
Modification Number— M/CT471/001 ..			X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X			X	X	X	X									X		X	X	
M/CT471/012 ..			X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X			X	X	X	X									X		X	X	
M/KL-7/011 ..				X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X			X	X	X	X									X		X	
M/KW-7/007 ..				X	X	X		X	X			X		X	X			X	X	X	X	X			X	X														
M/KW-7/021 ..				X	X	X		X	X			X		X	X			X	X	X	X	X			X	X														
M/KW-7/028 ..				X	X	X		X	X			X		X	X			X	X	X	X	X			X	X														
M/KW-26/013 ..						X									X			X		X	X	X			X	X														
M/KW-26/013 Amdt 1 ..						X									X			X		X	X	X			X	X														
M/KW-26/020 ..				X		X		X				X		X	X			X	X	X	X	X			X	X	X													
M/KWR-37/009 ..				X		X		X						X	X			X		X	X	X			X	X														
M/KWT-37/010 ..	X				X	X									X	X		X		X	X			X																
M/M22/A01 ..			X												X			X		X				X	X															
M/M22/A02 ..			X												X			X		X				X	X															
M/QH00/006 ..			X												X			X		X				X																

MODIFICATIONS	DISTRIBUTION																																								
	9 Sig Reg S/Pore	RN MAURITIUS	WHGR	CERBERUS	HARMAN	COONAWARRA	MORETON	MELVILLE	TARANGAU	LONSDALE	NIRIMBA	LEEWIN	ENCOUNTER	WATSON	KUTTABUL	GMGID	GMGID DRC	GMWD	ALBATROSS	FOCAF	FOCEA	DA (M)	MSO (M)	RANTAU	CSS	PENGUIN	PLATYPUS	NOIC VIC	NOC NT	NOIC PNG	NOIC WA	NOIC SA	ANRUK	ANA (W)	WATERHEN	OIC (MARYBYRNONG)	OIC (BENDIGO)	CRESWELL	HUON	WESO (SYDNEY)	
Modification Number— M/QH00/007 ..			X												X		X	X	X	X			X												X	X					
M/YA00/001 ..															X		X	X	X	X			X	X																	
M/YB00/001 ..				X				X		X					X		X	X	X	X			X		X																
M/170/087 ..			X											X	X		X	X	X	X			X	X																	
M/177/A03 ..														X	X		X	X	X	X			X	X										X							
M/177/A04 ..														X	X		X	X	X	X			X	X																	
M/193/008 ..														X	X		X	X	X	X			X												X						
M/193/012 ..														X	X		X	X	X	X			X											X							
M/193/013 ..														X	X		X	X	X	X			X											X							
M/193/024 ..														X	X		X	X	X	X			X											X							
M/193/027 ..														X	X		X	X	X	X			X										X								
M/8GR-301/A01 ..															X		X	X	X					X	X																
M/975/A01 ..															X		X	X	X					X	X																

UNCLASSIFIED

180/73—Repair of Printed Circuit Cards

1. Navy Order 430/72 revised the allowances of 5180 66-032-6356 Kit, Electronic Repair and Maintenance. This is a comprehensive kit which was introduced to facilitate the repair of printed circuit cards on HMA ships. The majority of HMA ships are authorised to hold the kit.

2. Training in high reliability soldering techniques and in the use of the above kit now forms a part of Weapons Electronics qualifying courses and a large number of sailors has now completed the course. Both senior and junior high reliability soldering PCT courses are available on demand from HMAS NIRIMBA and HMAS CERBERUS.

3. Ships may repair printed circuit cards provided that the repair is carried out by a sailor qualified by the above course. The only tools to be used are those contained in 5180 66-032-6356 Kit, Electronic Repair and Maintenance.

(740/252/1/71)

(Navy Order 430/72)

UNCLASSIFIED

181/73—4.5 inch Mark 6 Series Gun Mountings—Hydraulic Fluid Sampling—Introduction of 'Millipore' Field Sampling Kits

1. The 'Millipore' field sampling outfit has been introduced for issue to ships fitted with the 4.5 inch Mark 6 Mod 3 gun mounting, to provide a method for determining hydraulic fluid contamination levels.

2. The basic 'Millipore' sampling set is designed for direct connection to systems using hydraulic pressures up to 150 psi. When used in the 4.5 inch Mark 6 mounting, a reducing valve and a tee adaptor are required, which will be issued as part of the complete sampling outfit.

3. Instructions on the use of the sampling outfit will be issued together with an amendment to the 4.5 inch Mark 6 Mod 3 planned maintenance schedule.

4. The components of the sampling outfit, together with a brief description of the sampling method are detailed in Annex A of this order.

5. Sampling outfits will be issued without demand to ships and establishments on the following basis:

			Sampling Kit	Master Slide	Comparison Kit
Type 12 DEs (six ships)	1	1	1
HMAS VENDETTA	1	1	1
HMAS VAMPIRE	1	1	1
West Head Gunnery Range	1	1	1
HMAS STALWART	1	1	1
HMAS NIRIMBA	1	1	1
WND	1	1	1

Note: WND will also be issued with back projection microscope to facilitate the sizing and counting of micro-particulate. (GID already hold.)

ANNEX A

Components of the Outfit

1. The outfit contains the following items:

a. 'Millipore field sampling set	6695-99-924-1147
b. Reducing control valve	6695-99-924-1159
c. Particle comparison kit with microscope	6695-99-924-1160
d. Master slide	6695-99-924-8295
e. Tee adaptor to drg DGW (N) (S) 258	Not catalogued

Sampling the System

2. Periodic sampling will be carried out with the outfit connected to the self-sealing couplings fitted throughout the system. At present these couplings are only fitted throughout the general service system, further modifications are required to fit couplings in the training and elevation system. These will be introduced in due course.

3. The sample taken is slide mounted and can then be compared with the master slide. Filtration runs using the portable British Filter unit will be necessary if the sample shows a greater contamination level than the master slide. Garden Island and Williamstown Dockyard have portable flushing and filtration units which are available for use by ships with serious contamination problems.

Hydraulic Hygiene

4. It is important that good hydraulic hygiene be maintained whilst carrying out the sampling process. Recommendations for maintenance of hydraulic hygiene are detailed in BR 292 Chapter 6A.

5. The sampling equipment must be flushed through using system fluid prior to sampling and residual fluid removed prior to return to stowage case.

(736/59/230)

RESTRICTED

ANO 182/73



AUSTRALIAN NAVY ORDER

Navy Office, Canberra,
23 May 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

P. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

RESTRICTED

182/73—Ships Usage/Upkeep Plans, Refit Cycles and Standard Terms Used in Materiel Usage, Upkeep and Related Fields for All Surface Ships and Ship Equipment

1. The usage/upkeep plans which are issued as Annexes to this order have been prepared for the guidance of all concerned in planning the routine operation and maintenance of RAN ships. These usage/upkeep plans are specified guide lines and operational authorities still bear the responsibility for issuing ships programmes.

2. Usage/upkeep plans for submarines are specified in Confidential Navy Order 26/71.

3. The aims of the usage/upkeep plan are:

- a. to establish a basis for achieving a high sustained ship uptime in peacetime without detriment to the reserve of serviceability, required in war or in an emergency;
- b. to provide a basis upon which to assess any detrimental effect upon materiel by a deviation from the plan;
- c. to provide a guide for wartime operation having regard to the scale of support then prevailing; and
- d. to provide a common target for authorities concerned with:
 - (1) programming, refitting, maintenance or logistic support,
 - (2) assessing and reviewing complements, and
 - (3) determining maintenance support facilities.

4. Detailed usage/upkeep planning data for DEs, DDs and DDGs for normal refits, IDs and maintenance periods are shown in Annex A.

5. Lengths of principal events in the usage/upkeep plans for DEs, DDs and DDGs have been extracted and, together with all relevant figures for specified usage, are set out in tabular form in Annex B with similar data for all other surface ships.

6. Standard terms relating to materiel usage, upkeep and related fields are given in Annex C to this order.

Refit Periods

7. The refit lengths specified in the Annexes are minimum target figures. They represent the periods in which a ship would refit in favourable circumstances, ie, where the refit takes place in a dockyard with a balanced workload, the defect list is not abnormal, no major defects are found during the course of the refit, the mandatory A and A work package is compatible with the specified refit length and the allocation of work to the dockyard is advised in sufficient time to allow the dockyard to organise the resources necessary to carry out the refit. If the above conditions cannot be met, the planned length of the refit must be extended accordingly.

8. Where a dockyard refit occurs over a Christmas or Easter period, the length of the refit will be increased by two weeks and one week respectively.

Dockyard Setting to Work and Trials at the End of Refit

9. Experience emphasises the need for the insertion in the ships programme of adequate periods to complete the processes of setting to work, testing and tuning of each system before harbour acceptance and sea acceptance trials begin. The refit plan is also to take full account of the work to be undertaken by the ships or base staff.

10. Planning must therefore set out to achieve completion of:

- a. basin trials, generator trials and airconditioning trials, in good time to allow set to work of electronics systems to meet the refit completion date; and
- b. the dockyard refit work package and HATS, by refit completion date.

11. For destroyers and larger ships, approximately eight weeks after refit start date, a meeting is to be held between:

Ships Staff
Fleet Staff
RANTAU
Refitting Authority
Repair Yard
DGDM

to co-ordinate dockyard setting to work, dockyard refit trials and HATS, together with further requirements for SATS and/or SQTS.

Maintenance Periods and Leave

12. Long leave is to be programmed by the administrative authority in accordance with the instructions given in Regulations and Instructions, Article 0947 (a). Leave dates will depend upon the total ships programme and must be flexible.

13. The self-maintenance and assisted maintenance periods specified in this order are the minimum necessary for the upkeep of RAN ships. Maintenance periods may be extended at the discretion of the administrative authority if there is a shortfall in the specified availability of the ships company or external manpower support, or as required to meet operational, leave or maintenance commitments.

14. For the purposes of determining the length of maintenance periods, the following are not to be planned as effective working days:

- a. the day of arrival in harbour;
- b. Saturdays, Sundays and authorised holidays; and
- c. the day of sailing.

15. Ideally, the specified maintenance periods should be evenly spaced throughout the operational time of the ship. To permit flexibility, however, maintenance periods may be advanced or deferred as required, provided that the specified maximum maintenance interval is not exceeded and that the total maintenance entitlement is achieved in each period.

16. As new construction and post major refit ships may be in commission and operating at sea for a considerable time between acceptance date and operational date, their programmes are to include downtime for assisted and self-maintenance periods in accordance with these instructions, to take into account usage prior to the operational date.

17. The basic requirements for the achievement of a successful assisted maintenance period are specified as follows:

- a. a secure berth at extended notice;
- b. an adequate supply of fresh and distilled water;
- c. full external power supplies;
- d. domestic steam supplies;
- e. cramage;

- f. external workshop facilities;
 - g. the assistance of Fleet Maintenance resources where available;
 - h. testing facilities for equipment;
- and in the case of submarines and small craft:
- j. technical advice and assistance beyond the scope of ships staff;
 - k. spare gear and stores facilities;
 - l. supply of equipment for unit replacement beyond that carried onboard; and
 - m. accommodation ashore for non-duty personnel.

18. The minimum requirement for a self-maintenance period is a secure berth. When SMPs are carried out away from a dockyard port, there is a requirement for a good access to an airfield for the receipt of stores.

19. Pending amendment, ACB 0332 (66) (RANOPS) Article 0192 and all appendices to RANOPS Chapter 1 are to be annotated with a reference to this order.

20. A list of the Annexes attached is shown below:

- Annex A—Usage/Upkeep Plans for DEs, DDs and DDGs.
- Annex B—Tabulated Usage/Upkeep Data for all Vessels.
- Annex C—Standard Terms in Materiel Usage, Upkeep and Related Fields.
 - Appendix 1—Non-operational Time.
 - Appendix 2—Life, Usage and Upkeep Terms for Ships.
 - Appendix 3—Availability Relationships.

21. Navy Order 84/71 is hereby cancelled.

ANNEX A

Part (1)

USAGE UPKEEP PLAN

Ship/Class	Cycle Length	Maximum Continuous Usage	Maximum Maintenance Interval	Main Refit Time	Intermediate Docking	Docking Length
DDG	156 weeks (1)	6 weeks	8 weeks	30 weeks	Once between refits	7 weeks

Notes:

Note 1—Cycle may be altered to fit dockyard planning.

Maintenance Requirements:

- (A) In each period of 15 weeks operational time an AMP of 10 consecutive effective working days and a SMP of 5 consecutive effective working days must be achieved. To meet operational requirements these periods may be deferred or advanced provided that the maximum maintenance interval is not exceeded and that the total specified maintenance is achieved in each 15 week period.
- (B) During the final maintenance period before refit, dockyard officers will board for refit assessment.

Remarks:

Main Refit:

- To be preceded by one week of pre-refit preparation.
- To be followed consecutively by:
 - (1) 7 weeks post refit sea trials.
 - (2) one week shakedown.
 - (3) one week SMP.
 - (4) 5 weeks workup.

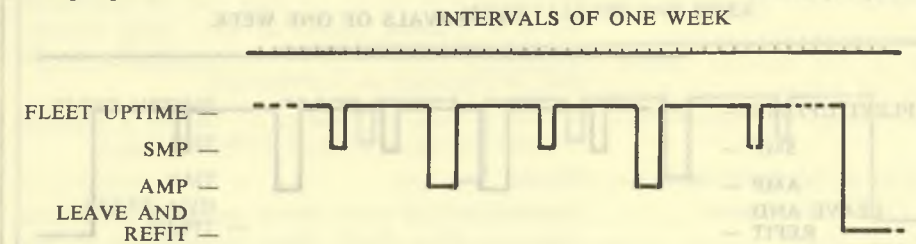
Intermediate Docking:

- To be followed consecutively by:
 - (1) One week shakedown } If required.
 - (2) 3 weeks work up }

Leave:

Leave is to be programmed by the Administrative Authority.

Ideal Upkeep Profile:



ANNEX A—continued

Part (2)

USAGE UPKEEP PLAN

Ship/Class	Cycle Length	Maximum Continuous Usage	Maximum Maintenance Interval	Main Refit Time	Intermediate Docking	Docking Length
DD Daring Class	156 weeks (1)	5 weeks	8 weeks	25 weeks	Once between refits	7 weeks

Notes:

Note 1—Cycle may be altered to fit dockyard planning.

Maintenance Requirements:

- (A) In each period of 15 weeks operational time an AMP of 10 consecutive effective working days and a SMP of 5 consecutive effective working days must be achieved. To meet operational requirements these periods may be deferred or advanced provided that the maximum maintenance interval is not exceeded and that the total specified maintenance is achieved in each 15 week period.
- (B) During the final maintenance period before refit, dockyard officers will board for refit assessment.

Remarks:

Main Refit:

To be preceded by one week of pre-refit preparation.

To be followed consecutively by:

- (1) 5 weeks post refit sea trials.
- (2) one week shakedown.
- (3) one week SMP.
- (4) 5 weeks workup.

Intermediate Docking:

To be followed consecutively by:

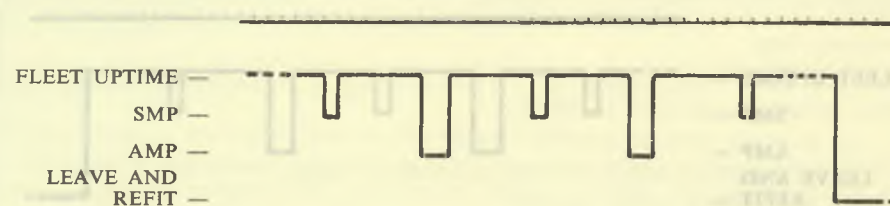
- (1) One week shakedown
 - (2) 3 weeks work up
- } If required.

Leave:

Leave is to be programmed by the Administrative Authority.

Ideal Upkeep Profile:

INTERVALS OF ONE WEEK



ANNEX A—continued

Part (3)

USAGE UPKEEP PLAN

Ship/Class	Cycle Length	Maximum Continuous Usage	Maximum Maintenance Interval	Main Refit Time	Intermediate Docking	Docking Length
DE River Class	156 weeks (1)	5 weeks	8 weeks	25 weeks	Once between refits	7 weeks

Notes:

Note 1—Cycle may be altered to fit dockyard planning.

Maintenance Requirements:

- (A) In each period of 15 weeks operational time an AMP of 10 consecutive effective working days and a SMP of 5 consecutive effective working days must be achieved. To meet operational requirements these periods may be deferred or advanced provided that the maximum maintenance interval is not exceeded and that the total specified maintenance is achieved in each 15 week period.
- (B) During the final maintenance period before refit, dockyard officers will board for refit assessment.

Remarks:

Main Refit:

To be preceded by one week of pre-refit preparation.

To be followed consecutively by:

- (1) 7 weeks post refit sea trials.
- (2) one week shakedown.
- (3) one week SMP.
- (4) 5 weeks workup.

Intermediate Docking:

To be followed consecutively by:

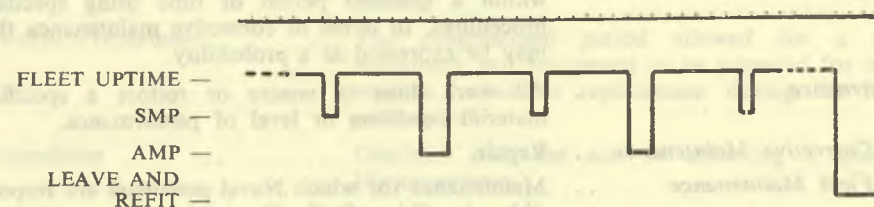
- (1) One week shakedown
 - (2) 3 weeks work up
- } If required.

Leave:

Leave is to be programmed by the Administrative Authority.

Ideal Upkeep Profile:

INTERVALS OF ONE WEEK



ANNEX C

Standard Terms in the Usage, Upkeep and Related Fields

Standard Term	Definition
Group A—General	
<i>Available</i> An item is available when it is performing a specified function at a specified level of performance or could do so within a specified period of notice.
<i>Availability</i> The fraction of a specified period or sum of a set of periods of time for which the item is available.
<i>Confidence Level</i> The probability that a given statement is true or that the confidence interval contains the true value.
<i>Confidence Limits</i> The extremes of a confidence interval.
<i>Confidence Interval</i> A range of values which is calculated from the data to have a given probability (confidence level) of containing the true value.
<i>Cycle</i> The recurrent period, between the start of one main refit preparation and the start of the next.
<i>Defect</i> Any deviation from any relevant specification.
<i>Dockyard Defect</i> Any defect beyond the capacity and/or capability of a ships staff, base staff, FMP or FMU.
<i>Ship Defect</i> A material shortcoming which, in the opinion of the appropriate technical authority, requires repair, whether or not an official specification exists.
<i>Downtime</i> Time during which an item is not available.
<i>Failure</i> The termination of the ability of an item to perform its specified function with a specified level of performance under specified conditions.
<i>Intermediate Docking (ID)</i> A docking of a ship between main refits when scheduled dockyard planned maintenance and approved defects are undertaken.
<i>Leave Period</i> A programmed period when a ship gives leave. May be combined with a maintenance period.
<i>Maintainability</i> The ease with which an item can be maintained within a specified period of time using specified procedures. In terms of corrective maintenance this may be expressed as a probability.
<i>Maintenance</i> All work done to ensure or restore a specified material condition or level of performance.
<i>Corrective Maintenance</i> Repair.
<i>Fleet Maintenance</i> Maintenance for which Naval personnel are responsible, ie, Ships Staff, Fleet Maintenance Parties, Maintenance Units, etc.

ANNEX C—continued

Standard Term	Definition
<i>Preventive Maintenance</i> Maintenance directed towards restricting the incidence of defects, eg, RAN system of Planned Maintenance.
<i>Maintenance Interval</i> The length of time from the end of one maintenance period to the start of the next.
<i>Maximum Maintenance Interval</i> The longest period for which a ship may be operated without a maintenance period.
<i>Maintenance Periods:</i>	
<i>Self-maintenance Period (SMP)</i> A programmed period of maintenance to a ships machinery and equipment by the ships staff. <i>Note:</i> Generally, ships are at 24 hours notice for sea during self-maintenance periods. If the ship is at a dockyard, the dockyard may progress approved defects provided such work does not affect the ships notice for sea.
<i>Assisted Maintenance Period (AMP)</i> As for self-maintenance periods, except that the ships staff will receive assistance. <i>Note:</i> Generally ships are at 48 hours notice for sea during assisted maintenance periods.
<i>Material Condition</i> Fitness to perform a specified function or to meet a material specification.
<i>Mean Time between Failure (MTBF)</i> The cumulative times or numbers of cycles for which items of a population of similar items are available or running under specified common conditions and for a specified period in the life of the items, divided by the total number of failures within the population in that period.
<i>Mean Time to Repair (MTTR)</i> A specified mean of the individual times taken to repair similar items of a population under specified common conditions.
<i>Mid Cycle Survey</i> An intermediate docking where major surveys of structure and equipment are undertaken.
<i>Overhaul</i> Maintenance directed towards restoring an item to a specified material condition before wear-out occurs.
<i>Pre-refit Preparation</i> The programmed period allowed for a ships machinery and equipment to be prepared for maintenance, repair or replacement during the forthcoming refit.
<i>Recondition</i> Overhaul with the aim of achieving a specified life expectancy.
<i>Refit</i> A programmed period during which specified material is maintained or improved.

ANNEX C—continued

Standard Term	Definition
<i>Dockyard Refit</i>	A programmed period in dockyard hands, during which a ship is maintained or improved, ie, modernisation, conversion, extended refit, main refit, or intermediate docking.
<i>Conversion</i>	Dockyard or contract work required to prepare a ship to meet a new or modified role. (It may include an element of modernisation.)
<i>Extended Refit</i>	Dockyard or contract work, subject to project Directive, which is in excess of the work that could be carried out at a normal refit. It may include an element of modernisation or conversion.
<i>Long Refit</i>	Dockyard refits referred to as conversions extended refits or modernisations.
<i>Modernisation</i>	Dockyard or contract work undertaken to modernise a ship without altering the ships role.
<i>Reliability</i>	The extent to which an item performs its specified function with a specified level of performance during a specified period of time or number of cycles under specified conditions.
<i>Predicted Reliability</i>	The probability that an item will perform its specified function with a specified level of performance during a specified period of time or number of cycles under specified conditions.
<i>Repair</i>	Maintenance directed towards restoring an item to a specified condition or level of performance after a defect has occurred.
<i>Running</i>	An item is running when it is exceeding a minimum specified level of performance.
Trials:	
<i>Pre-refit Trials</i>	A period prior to the compilation of a refit defect list when ships machinery and equipment is tested to approved specifications.
<i>Refit Trials</i>	A period at the latter end of refit time when set to work, basin trials, and harbour acceptance trials are completed culminating in refit completion date. In fact hard to define due to the intermeshing of activities at this time.
<i>Post-refit Sea Trials</i>	A programmed period immediately following refit completion date in which the ship proceeds to sea for sea acceptance trials and ships qualification trials. As this is the first period at sea following refit, certain at sea system tuning will have to be carried out.

ANNEX C—continued

Standard Term	Definition
<i>Ships Qualification Trials (SQT)</i>	Special trials used to prove the material readiness of a ships systems and to provide adequate training for ships staff including vetting of documentation and stores support. Does not apply to submarines.
<i>Upkeep</i>	All resources required to ensure or restore a specified material condition or level of performance.
<i>Uptime</i>	Time during which an item is available.
<i>Usage</i>	The fraction of a specified period or sum of a set of periods of time for which the item is in use.
<i>In Use</i>	An item is 'in use' when it is BOTH available and running.
<i>Maximum Continuous Use</i>	The longest period for which a ship may normally be expected to be employed continuously at sea.
Group B—Dates	
<i>Acceptance Date</i>	The date of initial and formal acceptance of a ship into the RAN.
<i>Completion Date of Dockyard Refit</i>	The yard completion date. The date by which work in a ship is complete, all yard trials including basin and specified harbour trials are complete; all painting, etc, is complete. The ship is ready for sea trials. For submarines see ABR 1313.
<i>Date Accepted into Reserve</i>	The date on which Commanding Officer Reserve Ships accepts a ship into reserve.
<i>Date Brought Forward from Reserve</i>	The date on which Commanding Officer Reserve Ships transfers administrative control of a ship.
<i>Non-operational Date</i>	The date of beginning of preparation for either dockyard refit (ie, de-ammunitioning, tank cleaning, etc) commencing Reserve Preparation or being placed on the disposal list.
<i>Operational Date</i>	The date on which a ship is accepted as ready to start working up (ie, after ammunitonning, storing, and post-refit trials).
<i>Start Date of Dockyard Refit</i>	The date on which a ship is taken in hand by the dockyard.
<i>Terminal Date(s)</i>	The date(s) during a dockyard refit by which refitting and installation work is completed with the exception of certain trials, cleaning and paint work. Applies to particular systems or equipments rather than to a ship.

ANNEX C—continued

Standard Term	Definition
Group C—Period Limits	
Fleet Time	All days from and including either operational date or date work-up reported completed whichever is the latter through day preceding non-operational date.
Half Life	The stage of a ships life when fighting equipment is updated and major dockyard work is carried out. <i>Note:</i> For planning purposes this is taken to be 10 years after acceptance date.
Net Work-up Time	The periods during overall work-up time when a ship is engaged in work-up activities, ie, excluding time spent in long leave, emergency repairs, SMP, AMP or operational duties.
Non-operational Time	The sum of the periods of all days from and including non-operational date through day preceding operational date, ie, this includes pre-refit preparation, dockyard refit (which includes STW period) time and post-refit trials.
Operational Time	All days from and including operational date through day preceding non-operational date.
Overall Work-up Time	The sum of the periods of all days from and including operational date through day preceding work-up reported completed.
Post-refit Sea Trials Time	All days from and including completion date through day preceding the subsequent operational date.
Post-commissioning Trials	All days from and including acceptance date through day preceding the subsequent operational date.
Pre-refit/ Reserve Preparation	All days from and including non-operational date through day preceding start date of subsequent refit or date accepted into reserve.
Refit Time	All days from and including start date through day preceding completion date.
Ship Life	Whole ships life less time in reserve and long refit time (in this context, long refit includes conversions, modernisations and extended refits).
Whole Ship Life	All days from acceptance date to date placed on the disposal list inclusive. <i>Note:</i> For planning purposes this period is normally considered to be 20 years.

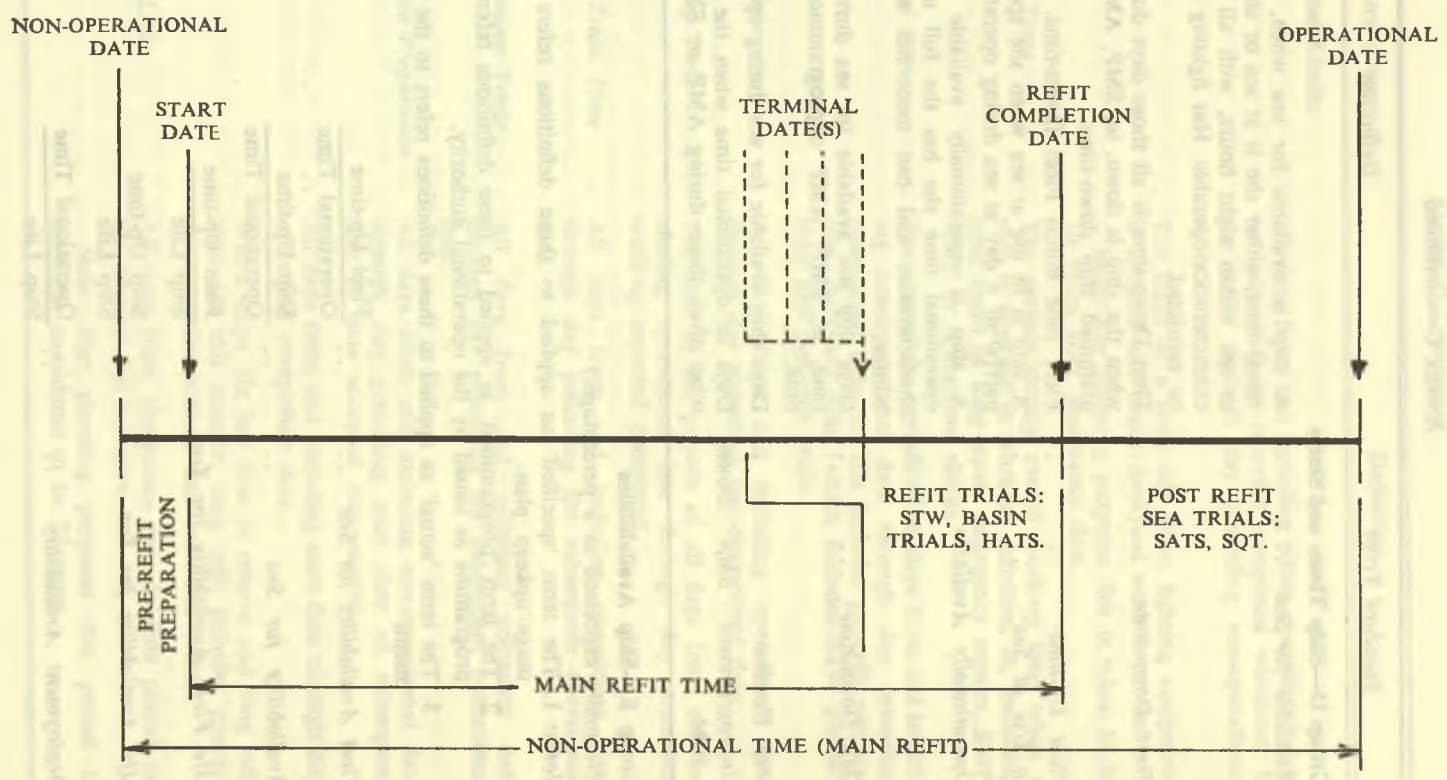
ANNEX C—continued

Standard Term	Definition
Group D—Ship Times and States	
Available for Sea	A ship is available for sea when, during operational time, either she is at sea or she can proceed to sea within eight hours, with all essential ship characteristics operable. Her fighting capability may be restricted.
Fleet Down-time	Fleet Down-time is all those days during fleet time when the ship is down, ie, SMP, AMP and unprogrammed ship down-time.
Fleet Up-time	Fleet time minus Fleet Down-time.
In Use at Sea	A ship is in use at sea when she spends a day or part(s) of a day at sea during operational time.
Operationally Available	A ship is operationally available when during operational time she has the full use of all her characteristics and can meet her specified capabilities.
Ship Down-time	Days ship not available for sea during operational time, ie, SMP, AMP unprogrammed ship down-time.
Ship Up-time	Days ship available for sea during operational time.
Unprogrammed Ship Down-time	Days in operational time when the ship is down other than those during AMP or SMP.
Group E—Ship Availabilities (Normally expressed as a percentage.)	
<i>Notes:</i> 1. The term 'specified' as applied to those definitions refers to the ships usage/upkeep plan.	
2. The term 'programmed' as applied to these definitions refers to the ships programme as issued by the operational authority.	
3. The term 'actual' as applied to these definitions refers to the ships achievement.	
Fleet Availability for Sea	$\frac{\text{Fleet Up-time}}{\text{Operational Time}}$
Availability for Sea	$\frac{\text{Ship Up-time}}{\text{Operational Time}}$
Life Fleet Availability for Sea	$\frac{\text{Fleet Up-time}}{\text{Ship Life}}$
Life Availability for Sea	$\frac{\text{Ship Up-time}}{\text{Ship Life}}$
Deployment Availability	$\frac{\text{Operational Time}}{\text{Ship Life}}$

ANNEX C—continued

Appendix 1

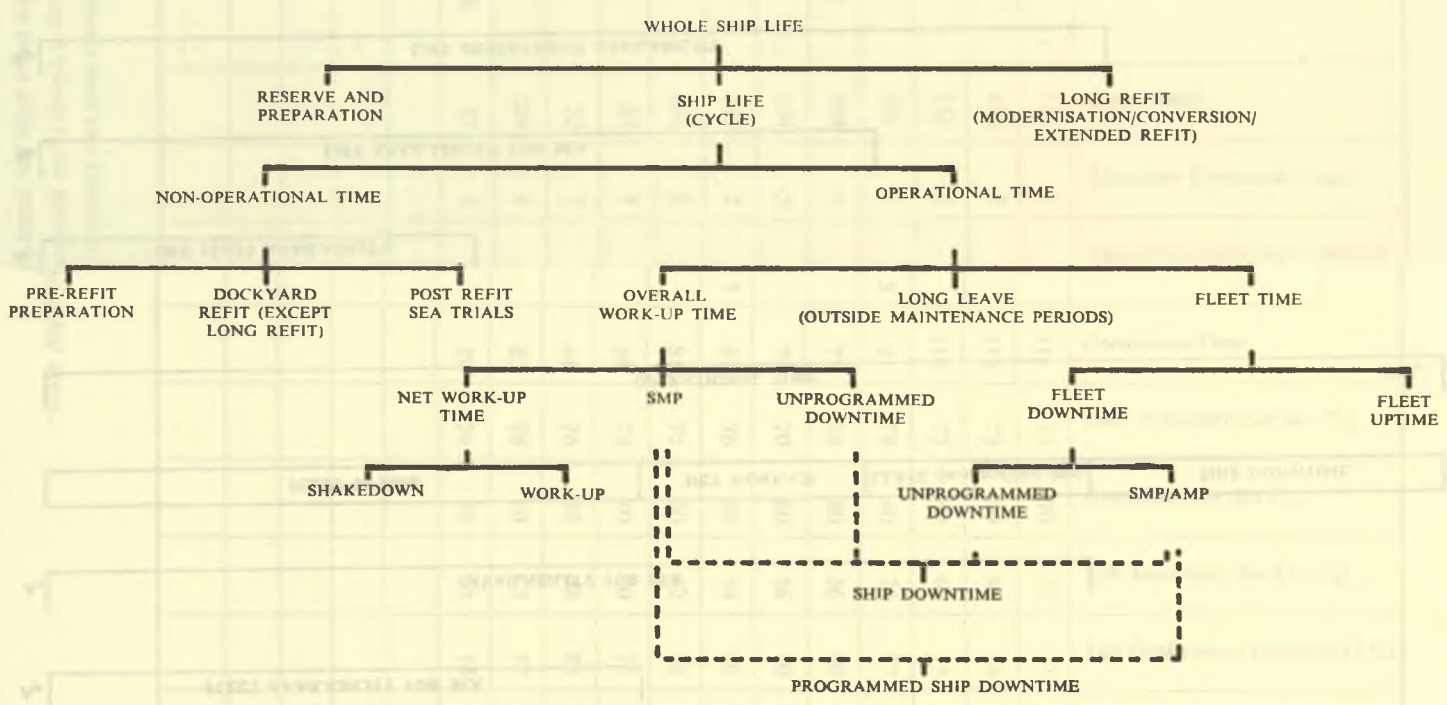
Non-operational Time



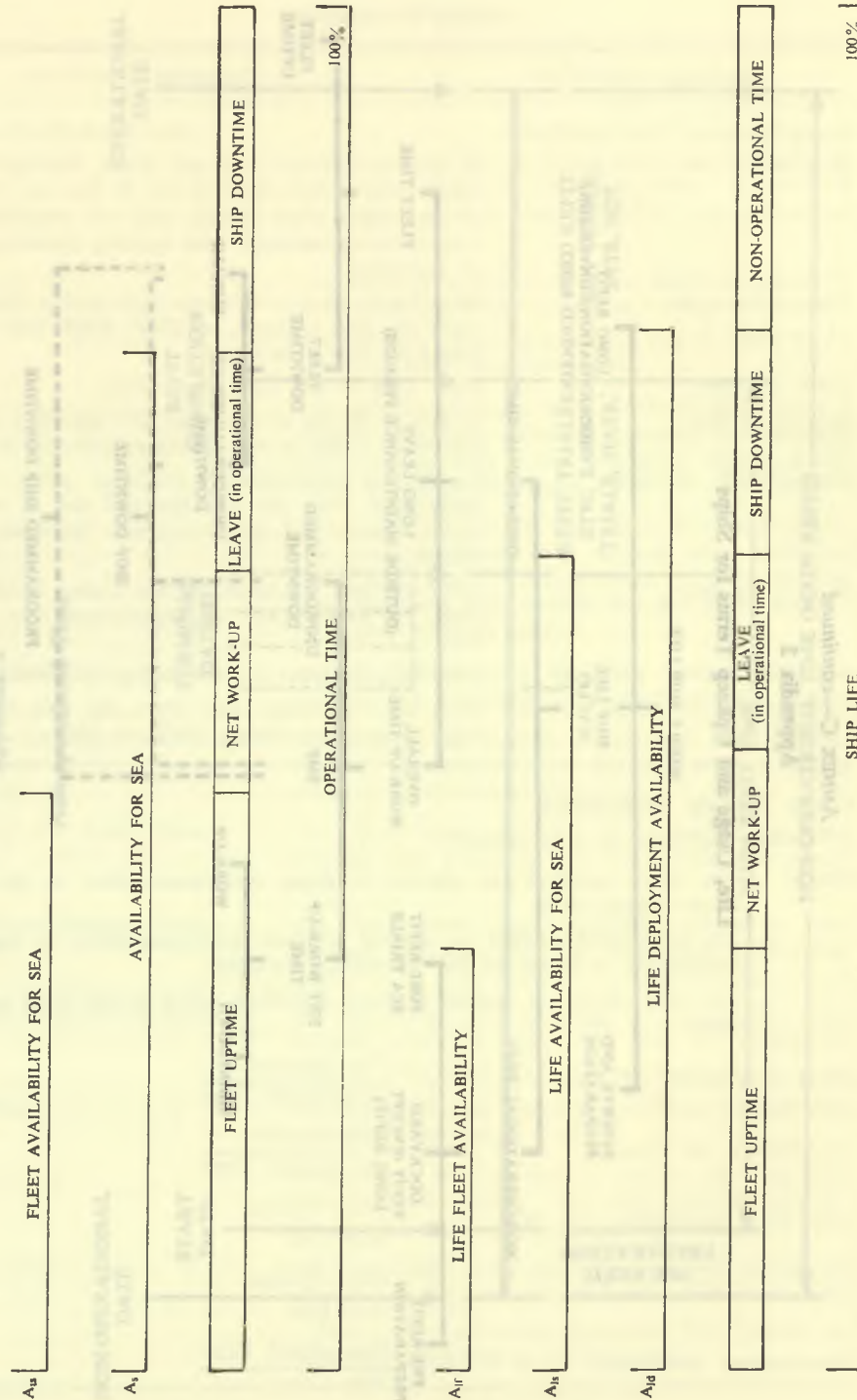
ANNEX C—continued

Appendix 2

Life, Usage and Upkeep Terms for Ships



ANNEX C—continued
Appendix 3
Availability Relationships



(Navy Order 84/71 and Confidential Navy Order 26/71)

ANNEX B
Usage Upkeep Cycles

Ship/Class	Cycle Length	Maximum Continuous Usage	Maximum Maintenance Interval	Non-Operational							Operational							Operational Time	Fleet Availability for Sea (%)	Availability for Sea (%)	Life Availability for Sea (%)	Life Deployment Availability (%)	Notes
				Main Refit			I.D.		Non-Operational Time	Following Main Refit			Following I.D.		Overall Workup	Maintenance Periods (Consecutive Effective Working Days) in Each 15 Week Period of Operational Time							
				Pre-Refit Preparation	Main Refit	Post Refit Sea Trials	I.D.	Post Refit Sea Trials		Shutdown	Workup	SMP	Shutdown	Workup									
DDG	156	6	8	1	30	7	7	0	45	1	5	1	1	3	11	AMP: 10; SMP: 5	111	73	80	57	71		
DD	156	5	8	1	25	5	7	0	38	1	5	1	1	3	11	As for DDG	118	73	80	61	76		
DE	156	5	8	1	25	7	7	0	40	1	5	1	1	3	11	As for DDG	116	73	80	60	75		
Patrol Boats ..	104	2	5	1	9	1	1/1	0	13	1	1	0	0	0	2	AMP: 5; SMP: 10 or 2 x 5	91	78	80	70	87	Notes 1, 3	
MELBOURNE ..	104	6	8	1	21	1	8	0	31	2	5	1	1	2	11	As for DDG	73	69	80	56	70		
DUCHESS ..	104	5	8	1	22	3	6	0	32	1	5	1	1	2	10	As for DDG	72	70	80	56	70		
MCM Vessels ..	104	2	5	1	10	2	4/4	0	21	1	3	0	0	0	4	AMP: 10 or 2 x 5; SMP: 5	83	76	80	64	80	Notes 1, 3	
SUPPLY ..	104	6	8	1	16	1	5	0	23	1	2	0	1	1	5	As for DDG	81	75	80	62	78		
ANZAC ..	52	5	8	1	11	1	0	0	13	1	2	0	0	0	3	As for DDG	39	74	80	60	75		
STALWART ..	52	7	9	1	6	1	0	0	8	1	1	0	0	0	2	As for DDG	44	76	80	68	85	Note 2	
KIMBLA ..	104	4	6	1	15	1	5	0	22	1	1	0	0	0	2	As for DDG	82	78	80	63	77		
DIAMANTINA ..	52	5	6	1	11	1	0	0	13	1	1	0	0	0	2	As for DDG	39	76	80	60	75		
FLINDERS ..																						Note 3	
MORESBY ..																						Note 3	
LCH																						Note 3	

Notes:

1. These vessels have two Intermediate Docking periods equally spaced between Main Refits.
2. The Usage Upkeep cycle specified for STALWART is based on deployment in the Sydney area and will be revised in the case of lengthy deployments to other areas.
3. Cycles for these ships are under review.

Table 1

1. General information

2. Description of the study area

3. Summary of the data

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1955	10	15	20	25	30	35	40	45	50	55	60	65
1956	12	18	22	28	32	38	42	48	52	58	62	68
1957	11	16	21	26	31	36	41	46	51	56	61	66
1958	13	19	24	29	34	39	44	49	54	59	64	69
1959	14	20	25	30	35	40	45	50	55	60	65	70
1960	15	21	26	31	36	41	46	51	56	61	66	71
1961	16	22	27	32	37	42	47	52	57	62	67	72
1962	17	23	28	33	38	43	48	53	58	63	68	73
1963	18	24	29	34	39	44	49	54	59	64	69	74
1964	19	25	30	35	40	45	50	55	60	65	70	75
1965	20	26	31	36	41	46	51	56	61	66	71	76
1966	21	27	32	37	42	47	52	57	62	67	72	77
1967	22	28	33	38	43	48	53	58	63	68	73	78
1968	23	29	34	39	44	49	54	59	64	69	74	79
1969	24	30	35	40	45	50	55	60	65	70	75	80
1970	25	31	36	41	46	51	56	61	66	71	76	81
1971	26	32	37	42	47	52	57	62	67	72	77	82
1972	27	33	38	43	48	53	58	63	68	73	78	83
1973	28	34	39	44	49	54	59	64	69	74	79	84
1974	29	35	40	45	50	55	60	65	70	75	80	85
1975	30	36	41	46	51	56	61	66	71	76	81	86
1976	31	37	42	47	52	57	62	67	72	77	82	87
1977	32	38	43	48	53	58	63	68	73	78	83	88
1978	33	39	44	49	54	59	64	69	74	79	84	89
1979	34	40	45	50	55	60	65	70	75	80	85	90
1980	35	41	46	51	56	61	66	71	76	81	86	91
1981	36	42	47	52	57	62	67	72	77	82	87	92
1982	37	43	48	53	58	63	68	73	78	83	88	93
1983	38	44	49	54	59	64	69	74	79	84	89	94
1984	39	45	50	55	60	65	70	75	80	85	90	95
1985	40	46	51	56	61	66	71	76	81	86	91	96
1986	41	47	52	57	62	67	72	77	82	87	92	97
1987	42	48	53	58	63	68	73	78	83	88	93	98
1988	43	49	54	59	64	69	74	79	84	89	94	99
1989	44	50	55	60	65	70	75	80	85	90	95	100
1990	45	51	56	61	66	71	76	81	86	91	96	101

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ANOs 183/73-188/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
23 May 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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No	Title
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184/73	Policy for Joint Maritime Operations.
185/73	Royal Australian Navy RADHAZ Committee—Composition and Terms of Reference.
SECTION 2—PERSONNEL	
186/73	Medical Examinations—Fitness to Dive After Illness.
SECTION 4—EQUIPMENT, STORES AND SERVICING	
187/73	Fixed Issuing Prices for Provisions and Victualling Allowances as from 1 April 1973.
188/73	Foodstuffs—Change of Metric Packs.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

183/73—General Overseers and Superintendents of Inspection (GOSI)— Terms of Reference

1. a. The main function of a GOSI is to ensure that orders placed on contractors are completed to specified standards. In order to achieve this the GOSI are responsible for the inspection and acceptance of all materials and equipment, excluding Armament, Victualling, Medical and Air Stores, manufactured and/or repaired by contractors (other than HMA Naval dockyards and areas covered by the Directorate of Quality Assurance, Department of Air, on behalf of Air Engineering Branch) against orders placed by, or on behalf of, the Department of the Navy; and for ensuring that such items are manufactured or repaired in accordance with relevant drawings and/or specifications. Such orders may range from the repair or manufacture of small machinery or equipment components to the new construction of ships.
- b. In addition, the GOSI provide technical advice and guidance to contractors as required, and as requested by ordering authorities, to progress and certify the physical and financial aspects of orders on contractors on their behalf.
2. There are two Naval overseeing area organisations, each headed by a General Overseer and Superintendent of Inspection with location and other details for communication as follows:
 - a. *New South Wales, Queensland, Northern Territory and Papua New Guinea*
The General Overseer and Superintendent of Inspection, 54 Miller Street, North Sydney.
Postal Address: Garden Island, NSW 2000.
Telephone: 929 7722.
Signal Address: GOSIEAA.
Representative in Newcastle
The Resident Naval Overseer, Suite 410, 4th Floor, 526 Hunter Street, Newcastle. Postal: PO Box 11, Waratah, NSW. Telephone: 2 5181 Ext 289.
Representative in Port Kembla
The Resident Naval Overseer, PO Box 57, Wollongong, NSW.
Representative in Queensland
The Resident Naval Overseer, Box 1416, GPO, Brisbane. Telephone: 31 1611 or 31 1616.
 - b. *Victoria, South Australia, Western Australia and Tasmania*
The General Overseer and Superintendent of Inspection, Chicago Street, Maribyrnong, Victoria.
Postal Address: Private Bag No. 8, Ascot Vale, Victoria 3032.
Telephone: 31 7222 Ext 1425.
Signal Address: GOSIVIC.
Representative in Western Australia
The Resident Naval Overseer, 18 High Street, Fremantle, WA 6160. Telephone: 35 6128.

3. Each Naval Overseeing Area organisation is under the administrative Control of the local Flag or Senior Officer within the terms of RI Article 2757.

4. The GOSI are functionally responsible to the Director-General, Naval Production, as follows:

- a. Inspect new construction, modernisations, conversions, refits, extended refits, dockings, slippings, and any other work when requested by the ordering authority (other than those excluded by Paragraph 1) for which orders have been placed by, or on behalf of, the Department of the Navy, except for work which is carried out in HMA Naval dockyards; and provide technical support to contractors engaged on such work. Ensure that all work is completed to specified standards.
- b. Draft, in conjunction with outside contractors, RANTAU and ships officers concerned, trials programmes for ships under construction, modernisation, conversion, extended refit and for submarine main refits at commercial yards; and for the co-ordination of inspections, tests and trials at commercial yards associated with these programmes.
- c. Act as the main contact with commercial shipbuilders and other outside contractors:
 - (1) on all matters associated with the planning and programming of inspections;
 - (2) for the purpose of advising the contractor of modifications to be incorporated, after the order has been placed;
 - (3) for the purposes of granting concessions/production permits during repair and/or manufacture;
 - (4) for the purpose of arranging trials;
 - (5) as requested by the Supply Division, for providing technical information relating to the progress of orders placed through the Supply Division;
 - (6) as required, providing advice to DGNP on production problems; and
 - (7) for advising DGNP of delays, observed during the course of each project, which may affect progress.
- d. Keep senior officers standing by ships under construction, modernisation, conversion, extended refits, and Commanding Officers of ships in refit at commercial yards, fully informed of matters which may affect progress, including the supply of technical information. Arrange for the attendance of ships staff at meetings, trials, etc, as necessary.
- e. Advise the appropriate ordering authority of any happening which is likely to cause a significant variation to time or cost targets for orders concerned including any change to critical dates or cost targets designated for special report by ordering authorities.
- f. For the implementation of quality assurance and delegated inspection in accordance with DNQA policy as incorporated in contract documents.
- g. Inspect and ensure the adequacy of contractors safety precautions for ships, support craft and equipment against risk of fire and flooding, and against the risk of damage during launch, docking, undocking, movements and whilst changes are being made in ships loading or structure which may affect stability or structural strength. (This does not relieve ships Commanding Officers of their responsibilities defined in current regulations.)

- h. Co-ordinate visits by department representatives and representatives of other Government departments engaged on Navy work to commercial shipyards and other contractors as requested.
- i. Inspect and survey Naval stores (except those items for which inspection is delegated to the Directorate of Quality Assurance, Department of Air), machinery spares and weapon equipment stores except those manufactured or repaired at HMA Naval dockyards. Undertake inspection as required under the Major User Inspection Scheme.
- j. Provide technical advice, when requested, to storekeeping authorities upon all routine matters relating to the manufacture and repair of stores carried out by outside contractors.
- k. When requested by an ordering authority:
 - (1) provide recommendations on tenders received for supply or repair of machinery, equipment and stores; and
 - (2) provide particulars of repairs required to machinery, equipment, support craft and stores which require preliminary survey to determine the nature and extent of such repairs.
- l. Inspect and report on the installation of technical equipment in establishments at the request of the authority concerned.
- m. Provide technical support and inspection services, as requested, to the Department of the Army in the building and maintenance of marine craft.

5. The GOSI provide inspection and overseeing services to GMGID and GMWD for surface ship, submarine and support craft work undertaken at commercial yards, but the overall responsibility for each of these projects rests with the ordering authority.

6. The GOSIEAA is required to progress the physical and financial aspects of the submarine main refits and patrol boat refits on behalf of the respective ordering authorities.

7. The GOSI are to maintain a close liaison and are to keep each other informed of all work sub-contracted from their own area. In this regard they are to ensure that the GOSI in the area to which work has been sub-contracted receives full details of the sub-orders together with sufficient detail of the main order to ensure satisfactory overseeing.

8. Where it is decided that overseeing will not be required at the contractors works the GOSI is to notify the contractor accordingly. On each occasion that an item of an order is inspected and passed as being in accordance with the contract Quality Standard the GOSI is to furnish the contractor and ordering authority, as applicable, with a certificate to the effect. Apart from the necessity for the GOSI to have some knowledge of the numbers of items or quantity being supplied by a contractor, he is not, in the case of bulk orders, required to be concerned whether the quantity purported to be delivered is correct or not.

9. Purchases of items of a simple nature to current commercial standards and not to specification, and which, on receipt, can readily be recognised by ordering authorities as being suitable for Service use, should not normally be subjected to Naval inspection. Such items are to be purchased 'To the satisfaction of the ordering authority on receipt into store'.

10. Ordering authorities are to ensure that all procurement demands raised on Department of Supply, all invitations to tender, and all orders placed directly with contractors, which are for the attention of the GOSI, are endorsed 'To be in accordance with the requirements of Naval inspection' or 'The requirements of Naval Quality Assurance' as applicable. They are to ensure that orders are clear and sufficient in all details regarding quantities, delivery dates, specifications and drawings. Three copies of all such demands, tenders, orders and amendments to orders, together with the relevant specification and drawings are to be forwarded by the ordering authority to the GOSI in the area in which the work is to be carried out, and the ordering authority is to ensure that the contractor is provided with a copy of Form TI161 (latest revision) 'The Requirements of Naval Inspection' or Form TI364 (latest revision) 'The Requirements of Naval Quality Assurance' whichever is applicable. Where the extent of repairs required is not known and it is to be determined by the GOSI during a survey, the invitation to tender is to indicate the fact.

11. GOSI are authorised to correspond direct with the Secretary, Department of the Navy, Naval Technical Services Directors-General, administrative authorities, Commanding Officers of HMA ships and establishments and other authorities on routine technical matters in connection with overseeing and inspection.

12. In areas where there is a Principal Overseer acting on behalf of the GOSI, Paragraph 11 will apply to the relevant Principal Overseer. In these cases, also, copies of such correspondence are to be forwarded to the GOSI.

13. All correspondence from and to shipbuilders and contractors, in connection with orders for which the GOSI has a responsibility, should be passed through the GOSI except where time precludes this procedure, when correspondence may be passed direct with a copy to the GOSI.

14. The Weapon Repair Liaison Officer and Mechanical Repair Liaison Officer are responsible to GOSIEAA for their functions.

15. Navy Order 222/71 defines the repair and manufacturing functions of GOSIEAA.

16. Navy Orders 344/71 and 412/71 are hereby cancelled.

(2/4/290)

(Navy Orders 222/71, 344/71 and 412/71)

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184/73—Policy for Joint Maritime Operations

1. The following policy for Joint Maritime Operations, having been approved by the Chiefs of Staff Committee, is promulgated for the guidance of all concerned.

Introduction

2. The common roles of the Navy and Air Force include joint operations and assisting each other in fulfilling Single Service roles.

3. Fulfilment of these roles will require joint operations by the RAN and the maritime element of the RAAF. This navy order defines the policy for the responsibility and control of such joint operations.

4. Although this policy statement does not cover the employment of RAAF strike aircraft operating in support of maritime operations, nor of RAAF fighter aircraft operating under the control of RAN ships at sea, requests for the employment of these aircraft will originate from the Maritime Headquarters.

5. Definitions for use in joint maritime operations are given as Annex A to this navy order.

Higher Command and Control

6. The defence of sea communications in the Australia Area is an integral part of the defence of Australia and the Territories, which is the responsibility of the Chiefs of Staff Committee. The Chiefs of Staff Committee is responsible for the direction of joint operations and for the policy under which they will be conducted.

7. Within policy approved by the Chiefs of Staff Committee, the Chief of the Naval Staff and the Chief of the Air Staff will be jointly responsible for the development of procedures for the conduct of joint maritime operations.

8. The Chief of Naval Staff and the Chief of Air Staff, in conjunction with the Naval and Air Boards, are responsible for the training and administration of the Naval and Air Forces, respectively, employed in joint maritime operations.

Operational Control in the Australia Area

9. The Chief of Naval Staff is responsible to the Chiefs of Staff Committee for the defence of sea communications in the Australia Area and is designated the Operational Control Authority. He is to appoint a Maritime Defence Commander for the Australia Area who is to control a jointly staffed Maritime Headquarters. The Maritime Defence Commander is to command assigned Naval forces, and is to exercise operational control, through the senior RAAF officer on the joint staff of the Maritime Headquarters of RAAF elements assigned by the Chiefs of Staff Committee.

10. The Maritime Defence Commander may appoint an Officer in Tactical Command in accordance with principles set down in ATP 1A. The Officer in Tactical Command will exercise tactical control over those elements of the maritime defence forces assigned to him.

11. When the Maritime Headquarters is not activated and forces are not specifically assigned by the Chiefs of Staff Committee, operations or exercises will be conducted under arrangements mutually agreed by the Chief of Naval Staff and the Chief of Air Staff or their nominated representatives.

Operational Control Outside the Australia Area

12. It is beyond Australias capacity to provide independently a complete maritime defence environment for forces deployed to South East Asia. Reliance must therefore be placed on allied maritime defence arrangements in other areas, under which elements contributed by Australia would be part of a larger allied maritime force. Such arrangements would be determined by the appropriate Operational Control Authority, who would take into account the particular maritime defence requirements of all forces in the area. Australian policy for maritime defence in areas outside the Australia Area is therefore to provide a suitable contribution to allied maritime forces under conditions which will be decided by the Chiefs of Staff Committee at the time.

13. RAN and RAAF maritime elements assigned outside the Australia Area will be controlled by the appropriate United States or AUST/NZ/UK Commander in accordance with arrangements agreed by the Chiefs of Staff Committee. The Chiefs of Staff Committee will issue directives and instructions as required.

Division of Responsibility*Provision of Maritime Forces*

14. The RAN will provide the following elements of the Forces required for the conduct of maritime operations:

- a. surface ships;
- b. submarines;
- c. Naval anti-submarine aircraft;
- d. Naval fighter aircraft;
- e. Naval SAR facilities;
- f. the Naval component of the Maritime Headquarters, including the Maritime Defence Commander for the Australia Station; and
- g. the Naval control of shipping organisation.

15. The RAAF will provide the following elements of the forces required for the conduct of maritime operations:

- a. RAAF maritime aircraft;
- b. RAAF SAR facilities; and
- c. the RAAF component of the Maritime Headquarters.

Communications

16. Division of responsibility for the provision of maritime communications will be contained in the Australian Manual of Joint Warfare entitled 'Joint Tactical Communications' when it is produced. Until then JSP 2 and ACP 176 provide guidance:

17. Navy Orders 334/70 and 35/73 are hereby cancelled.

ANNEX A**Definitions for Use in Joint Maritime Operations Australia Area**

1. The limits of the Australia Area are as follows:

- a. Eastern. The eastern limits of the Australia Area run from 3° 30' North 169° East, south to 1° South, thence east to 170° East, thence south along this meridian to 30° South, thence to 45° South 160° East, thence south along the 160° East meridian to the Pole.
- b. Northern. The northern limits of the Australia Area run from 3° 30' North 169° East, west to 125° East, thence south to the coast of Celebes, thence west along the coast of Celebes to 120° East, thence south along this meridian to 10° South, thence west to 78° West.
- c. Western. The western limits of the Australia Area run from 10° South 78° East south along the 78° East meridian to the Pole.

Operational Control Authority

2. The Operational Control Authority (OCA) is the Naval Commander responsible for the control of the movement and for the protection of all allied merchant shipping within specified geographical limits.

Maritime Headquarters

3. The Maritime Headquarters is the joint headquarters specially established from which the Maritime Defence Commander controls maritime forces through the joint Naval and Air Staff components.

Officer in Tactical Command

4. The Officer in Tactical Command (OTC) is the senior Officer in Command or officer to whom he has delegated tactical command.

Naval Control of Shipping Organisation

5. The Naval Control of Shipping Organisation is the Naval organisation exercising control of shipping during time of war or emergency.

(1624/201/63)

(Navy Orders 334/70 and 35/73)

UNCLASSIFIED**185/73—Royal Australian Navy RADHAZ Committee—Composition and Terms of Reference**

Navy Order 612/70 is to be amended as follows:

Delete from membership of Committee:

Director of Weapons and Electrical Engineering Design.

Insert under membership of Committee:

Director of Weapons System Design.

Director of Communications System Design.

(8/1/405N)

(Navy Order 612/70)

Section 2**PERSONNEL****UNCLASSIFIED****186/73—Medical Examinations—Fitness to Dive After Illness**

1. Problems could arise with ships and clearance divers returning to diving duties after medical and surgical treatment when not in fact fully fit for such arduous activity.

2. Any diver who has been temporarily unfit to dive for a period of 28 days or more is to have a full diving medical examination before resuming duty. The result of this examination should be recorded on Form PM149. If the diver is fit, this examination may be regarded as the annual medical examination required by regulations.

3. ABR 1991, Article 0720, will be amended.

(327/53/264)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

187/73—Fixed Issuing Prices for Provisions and Victualling Allowances as from 1 April 1973

1. The price list for fresh fruit and vegetables which has operated since 1 January 1973 has been amended.
2. A revised price list, operative from 1 April 1973 has been distributed to all HMA ships and establishments.
3. Consequent upon the revision of these prices the following rates of victualling allowance per head per day will apply as from 1 April 1973.

	<i>Ashore</i>	<i>Afloat</i>
	\$	\$
Messes of 50 or less victualled from a separate galley ..	0.89	0.92
All other messes of 300 or less messes separately ..	0.87	0.90
Messes of more than 300 ..	0.85	0.88
Additional for ships and submarines deployed with the ANZUK force ..	—	0.04
Supplementary 'Broadside' messing allowance for HMAS Anzac and Diamantina ..	—	0.01
HMAS Coonawarra ..	0.91	—
HMAS Tarangau and small craft (messes of 50 or less) under the operational control of COMPNGFOR ..	0.93	—
Cadet Midshipmen at RANC ..	} 0.96	*
Junior Recruits at Training Establishments ..		
Apprentices at RANATE ..		
Naval Reserve Cadets attending camps and courses ..		

* The allowance of 96 cents per day for Cadet Midshipmen, Junior Recruits, Apprentices and Naval Reserve Cadets, is increased to 99 cents per day when victualled on board ships undergoing training and when messes separately.

4. Navy Order 46/73 is hereby cancelled.

(901/66/3)

(Navy Order 46/73)

UNCLASSIFIED

188/73—Foodstuffs—Change of Metric Packs

1. In accordance with the policy enunciated by the Metric Conversion Board the packaging of a number of foodstuffs has changed or is in the process of changing to the metric system.
2. Changes will be introduced gradually and it is not intended to convert to metric accounting in the RAN until a substantial number of items is affected.

3. For the time being any receipts in metric packages that are invoiced in metric units should be converted to the nearest equivalent imperial unit. For this purpose the following conversion factors may be used:

- a. Commodities invoiced in kilograms .. Convert to pounds at the rate of 2.2 lb per kilogram.
(eg, flour, sugar)
- b. Commodities invoiced in litres .. Convert to gallons or pints as appropriate at the rate of .22 gallons per litre or 1.75 pints per litre.

4. Commodities invoiced per can, per bottle, etc, where the contents differ from the standard packages obtained from the Victualling Yard should be converted using the factors shown in Paragraph 3a or b above. As stated in ABR 93, Chapter 7, Paragraph 6 (2) a pro-rata adjustment of the issuing rate, based on the fixed issuing price, is to be made.

5. In regard to Sub-paragraph 3 it can be expected that, for the transitional period at least, most packages will be branded in both metric and imperial measures. In the event that an imperial measure is not shown, metric measures may be converted on the basis of 28.4 millilitres per fluid ounce or 28.35 grams per ounce avoirdupois.

(901/52/17)

RESTRICTED

1. For the time being any receipt of money or property which are received in whole or in part from the Government of India or from any other Government or from any other authority shall be deemed to be received from the Government of India.

2. The Commission may, if it thinks fit, make such regulations as it may think fit for the purpose of giving effect to the provisions of this Act.

3. The Commission may, if it thinks fit, make such regulations as it may think fit for the purpose of giving effect to the provisions of this Act.

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ANNEXURE

1947-48—Final—Change of Name of the Commission

1. The Commission may, if it thinks fit, make such regulations as it may think fit for the purpose of giving effect to the provisions of this Act.

2. The Commission may, if it thinks fit, make such regulations as it may think fit for the purpose of giving effect to the provisions of this Act.

RESTRICTED

ANOs 189/73-194/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
23 May 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

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SECTION 2—PERSONNEL	
190/73	Postings, Compassionate Cases and Discharge Procedures.
191/73	Returned Services League of Australia Sword.
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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

189/73—Naval Officer-in-Charge Victoria (Short Title—NOIC VIC)— Change of Responsibilities

1. The dual posting of Naval Officer-in-Charge, Victoria, and Commodore Superintendent of Training, HMAS Cerberus, has been discontinued from 14 February 1973, when separate billets of Naval Officer-in-Charge, Victoria, and Commanding Officer, HMAS Cerberus, were created. An officer remains posted in command of HMAS Lonsdale. The titles of Deputy Naval Officer-in-Charge, Victoria, and Commodore Superintendent of Training have lapsed.

2. The Naval Officer-in-Charge, Victoria, is borne on the books of HMAS Lonsdale and is located at Victoria Barracks, Melbourne. His responsibilities remain as laid down in RI Chapter 27 and Confidential Navy Order 8/73 and in accordance with RI 2717 he will carry out biennial inspections of HMAS Cerberus and HMAS Lonsdale. In addition, NOIC VIC is to carry out biennial inspections of HMAS Encounter and HMAS Huon. RI 2718 (2) will be amended. NOIC VIC has been appointed as a Naval Trustee of the Services Canteen Trust Fund.

(2/4/10)

(Confidential Navy Order 8/73)

Section 2

PERSONNEL

UNCLASSIFIED

190/73—Postings, Compassionate Cases and Discharge Procedures

1. The principles governing posting in the RAN take into account the current manpower situation for the tasks in the Service and the need to stabilise postings, as far as possible, for the operational efficiency of the Fleet. This order is divided into parts as follows:

- Part 1—Posting Plan
- Part 2—Exchange Postings
- Part 3—Volunteering for Service
- Part 4—Sea and Shore Rosters
- Part 5—Elective Discharges
- Part 6—Compassionate Cases
- Part 7—Naval Social Work Service

Part 1—Posting Plan

2. The posting of sailors is dictated by the following major considerations:
- a. billet requirements as laid down in Scheme of Complement;
 - b. the sea shore roster;
 - c. type posting requirements;

- d. home ports of sailors;
- e. refit ports of ships; and
- f. special billet requirements.

There are of course many other factors in posting which further complicate the task. Sickness, welfare situations, promotions, sudden discharges, course requirements, volunteers for specific duties, changes in the Fleet programme and shortages in some categories. It will be seen that on occasions the above requirements conflict, and it is not always possible for sailors to be posted to their home ports for shore service or to ships re-fitting in their home ports for sea service. The following paragraphs amplify the above factors with the aim of informing all personnel concerned of the posting principles in use.

Stabilised Complements

3. An ideal posting plan would allow complete stabilisation of each ships company throughout the operational period of a commission. However, changes are necessitated by:

- a. replacement of ordinary seamen under training at varying intervals (during the phasing out of Common Sea Training);
- b. changes of technical personnel by trickle posting throughout a commission to maintain the highest possible level of skill and experience;
- c. replacement of sailors in some categories whose normal period of sea service is 12 months;
- d. removal of sailors due to training courses, promotions, sickness, discipline or discharges.

4. To these factors must be added the effect of changes to ships planned programmes due to operational requirements, defects or maintenance delays. Every effort is made to stabilise HMAS Melbourne, DDGs, Daring Class Destroyers, Destroyer Escorts and Submarines within the above limitations.

5. Where manpower shortages exist, establishments must bear proportionately larger underbearings than ships fulfilling major operational roles. Shortages necessarily affect the sea/shore ratio and a reduction in the periods of shore service is then inevitable, resulting in increased turnover of personnel ashore. Where shortages of senior sailors exist special consideration is given to filling essential billets in training establishments.

Losses and Ineffectives

6. When all the billets required for each rank of category ashore and afloat are totalled to ascertain the RAN manpower requirement, a percentage is added to each category to allow for 'ineffective' personnel. This percentage is calculated to offset losses when sailors are on courses, in transit, on leave or absent from duty due to sickness, disciplinary or other causes. It will be appreciated that this provision for additional personnel to meet the 'ineffectives' requirement only becomes possible when full numbers are borne in a category. It should be noted that ineffectives are required to fill the billets allowed in the Service and do not constitute a posting margin.

7. Losses due to causes outlined above must normally be borne by the ship or establishment concerned for a period of three months. Where key personnel (whose absence will adversely affect operational efficiency) are involved Navy Office should be advised.

Remote Localities

8. The normal period of service in the following establishments is one year for unaccompanied personnel and two years for accompanied personnel:

HMAS Coonawarra	} and patrol boats attached to these establishments.
HMAS Melville	
HMAS Tarangau	
HMAS Tarangau II	
PBF Cairns	

9. Service with the ANZUK Force, Singapore, is as follows:

- a. rotational type postings and married accompanied postings—two and a half years;
- b. single male officers and married unaccompanied male officers and sailors—two years to two and a half years;
- c. single sailors and all female personnel—a minimum period of one year. Extension up to a maximum of two and a half years may be approved by the Naval Board in special circumstances.

Posting Forecasts and Weekly Lists of Sailors Postings

10. In order to provide a period in which private affairs can be adjusted, the majority of sailors are given from three to six months forecast of their next posting. The forecast takes into consideration all known factors which affect posting during the period involved, namely, ships' programmes, changes in schemes of complement and sailors completing their periods of sea or remote area service.

11. Sailors are forecast for sea service in strict roster order having regard to specialist training and type experience with the exception of those who are medically unfit for sea service or whose engagements expire in the near future. Unforeseen requirements for sea service will inevitably arise and to meet these, sailors are nominated as 'Standby for Sea Service'.

12. Forecast postings are confirmed by Weekly Lists of Sailors' Postings which show specific movement dates. Changes in ships' programmes will necessarily affect forecast postings. Where possible sailors' postings are promulgated three months in advance of movement dates. These postings will be annotated as follows:

TBILLET	..	Under three months.
SBILLET	..	Over three but under 12 months.
NBILLET	..	12 months or over.

Home Port Posting

13. The general policy is to refit River Class Destroyer Escorts and HMAS Anzac at Williamstown. The remainder of the Fleet will in general, refit at Sydney. To enable personnel to spend short leave with their families, sailors will be posted, where possible, to a ship whose refitting port is nearest their home port, ie:

Home Ports of Personnel	Associated Ships
Melbourne	} River Class Destroyer Escorts, HMAS Anzac HMAS Diamantina.
Adelaide	
Hobart	
Fremantle	

*Home Ports of Personnel**Associated Ships*

Sydney	} Carriers, DDGs, HMAS Duchess, HMAS Vampire, HMAS Vendetta, HMAS Supply, HMAS Moresby, HMAS Stalwart, submarines and smaller ships.
Brisbane	
Canberra	
Nowra	
Cairns	

14. Change of home ports will not necessarily ensure postings to the associated ships. Due to the preponderance of personnel with home ports of Sydney, Brisbane, Canberra and Nowra all cannot be posted to ships associated with Sydney refits. Some of these sailors must therefore man Melbourne based ships. If ships are required to refit in ports other than in Paragraph 13 above, consideration will be given to posting sailors of the nearest home port to that ship.

15. In forecasting postings to shore an endeavour is always made to post sailors to establishments in or near their home ports, or preference localities. The conflicting requirements of complement billets available, removals and a member's rank, category and anticipated period of shore service must, however, be taken into account. Again due to the greater number of sailors with Sydney or Brisbane as their home port some will be required to serve outside the Sydney area.

Preference Localities

16. Because of the limitation of complement billets it is not always possible to post sailors to their home ports. It is therefore in a sailor's interests to nominate a preference locality. Preference localities are restricted to recognised home ports, but it should be noted that a sailor should not nominate his own home port as a preference locality.

17. On the other hand there are sailors who for various reasons, do not wish to be posted to establishments in or near their home ports. These sailors should nominate another home port as their preference locality for posting purposes.

18. It is stressed that preference is always given when filling billets in a particular area to sailors with home ports of that area unless they have indicated a desire not to be posted to their home port.

19. It is each sailor's responsibility to elect a preference, if he so desires, and to cancel such preferences if circumstances change at a later date.

Type Posting

20. Technical equipment and modern weapon systems continue to become more complex, as does the technical training and knowledge required to achieve a high standard of operation and maintenance. No longer can each technical sailor cover many fields adequately—he must now specialise. To initiate this policy Fleet ships have been grouped for the purpose of posting technical sailors into:

- DDGs and HMAS Stalwart.
- Daring Class.
- River Class Destroyer Escorts.
- Submarines.
- The remaining ships which are in general fitted with less complex mechanical and electrical equipment.

21. In general, the Marine Engineering and Electrical Branch complements as far as possible are filled by sailors already experienced in the type of ship concerned. A junior sailor's home port will, to an extent, determine in which type of ship he will serve and thus become most experienced.

Normal Limit of Service in One Ship

22. Where a sea service period is expected to exceed three years, a sailor will be considered for posting to another ship after the first two years sea service. No sailor will be planned to remain in one ship for more than three years.

Sea and Operational Service in the Far East Area

23. The Naval Board appreciate that frequent periods of unaccompanied service in the Far East Area may create domestic difficulties in some cases, particularly in those branches and categories which enjoy relatively short periods of shore service. To alleviate the strain on family life the frequency of service of each sailor in billets involving service in the Far East will be restricted to a maximum of two tours in the Far East of approximately six months each, in each turn of sea service.

24. The above principles will be adhered to as closely as possible depending upon the manning situation of the branches and categories concerned.

25. When reliefs are required at short notice for vacancies caused by medical categories, promotions, etc, or when ships programmes are altered for operational reasons at short notice these principles may be varied, in which case volunteers to serve for periods in excess of those above will be called for before postings are finalised.

26. The policy for granting long leave is contained in Regulations and Instructions for the RAN. To avoid any variations in interpretation of the action to be taken with regard to special instructions on Posting Lists they are standardised as follows:

- Date of posting only shown*—discharging ship is to dispatch the sailor to join the new ship or establishment on the date indicated. In some cases it will be necessary to discharge sailors on leave prior to posting to meet the rules of leave laid down in RI. In these cases the date a sailor will join his new ship is to be communicated by letter to the latter where the date of joining will necessarily be later than the date shown on the Weekly List of Sailors Postings.
- Date of posting plus notation PPD 3 (having had leave due)*—the discharging authority is to ensure that the sailor has had all leave due and is dispatched so as to join the new ship on the date indicated.
- Date of posting plus notation PFORLV (posted for leave)*—the discharging authority is to dispatch the sailor on leave on the date indicated and the sailor is to join the receiving ship or establishment on completion of leave. Travelling time is to be borne by the receiving ship. The date on which a sailor should join the new ship should be communicated by letter.

27. When a sailor completes a course in a shore establishment or is discharged from hospital on a Friday afternoon to rejoin his ship or establishment in the same area, eg, Sydney, he is to be discharged to weekend leave with instructions to join by the time short leave expires on the following Monday unless his ship or establishment has indicated otherwise.

28. A ship or establishment which does not receive a sailor on the due date, is to communicate direct with the discharging ship or establishment, including Navy Office as an information addressee. If it is known that a sailor will be unable to take up his posting on the due date, this fact is to be reported immediately to the Naval Board and the receiving authority.

29. Permanent Posting Directions are shown by number against individual postings. The list of PPDs is attached at Annex A.

Medical and Dental Fitness

30. To ensure fitness for posting, sailors, except those appropriated for service abroad (*see* RI) are to be provisionally medically and dentally examined on receipt of the forecast (or notice for 'Stand By'). A further medical and dental examination is to be carried out on receipt of the Posting List. Where a sailor is found unfit, the Naval Board is to be notified by signal of the duration of treatment. If the posting is to a sea-going ship or a remote area, any disability discovered at the time of the posting forecast, and which is in need of purely elective surgical correction, should be dealt with prior to posting, if time allows. Such non-urgent surgery should not be delayed until after posting merely for the convenience of the patient. If an operation prior to posting is advised and refused, a patient's fitness for posting should be assessed in the light of his disability and the possibility of urgent attention being required shortly after joining his new ship or establishment. If considered unfit under these conditions the Naval Board is to be notified in accordance with RI.

Part 2—Exchange Postings

31. Exchange postings are allowed only between two sea-going ships or between two establishments where:

- a. the sailors concerned are of the same rank and category;
- b. the periods of sea or shore service are approximately the same;
- c. the requirements of the Service are still met; and
- d. normally no additional expense to the Commonwealth is involved.

32. When requests to exchange posting are presented, action is to be taken in the ships in which the sailors are borne to forward recommended requests to Navy Office. At the same time the sailors' records are to be forwarded to their prospective commanding officers. No action will be taken in Navy Office on the requests until the concurrence of the commanding officers is received, unless it is evident from a posting point of view that the request cannot be approved.

33. Requests for exchange postings may be submitted on receipt of a Posting Forecast or Weekly List of Sailors Postings or at any time when the above conditions are met.

Part 3—Volunteering for Service

34. The practice of volunteering for service is in the normal course limited to service in:

- Submarines
- PNG Patrol Boats
- PBF Cairns
- HMAS Coonawarra
- HMAS Melville
- HMAS Tarangau
- ANZUK Force, Singapore.

35. Records of volunteers are kept at Navy Office and are consulted before making postings. Names of recommended volunteers are to be forwarded by letter to Navy Office.

36. Volunteers for submarines must comply with the requirements set out in Navy Orders and ABR 27. When sailors are required for special billets, eg, canteen manager, a call for volunteers is made. The procedure for reporting names of recommended volunteers for recruiting duties is to be found in current Navy Orders.

Volunteers to Forego Shore Service

37. The Naval Board appreciates that there are sailors who, for valid personal reasons sometimes wish to extend their normal sea service periods. In general, requests of this nature are not approved as they would block the sea training of other sailors and would prevent an equitable share of sea and shore service for all personnel.

38. It is regrettable that because of shortages within certain categories, present sea service extends to three years and beyond in some cases and shore service is generally less than the planned two year period. Even so, some requests are received from sailors within these categories to remain at sea.

39. To lengthen the shore service of the other personnel within these underborne categories, those sailors who wish to remain at sea, may volunteer to forego their turn of shore service under the following conditions:

- a. volunteers may apply from only those categories which will be promulgated quarterly in posting forecasts;
- b. these sailors will be regarded as volunteering to remain at sea for 12 months following the date they normally would have commenced shore service. The actual additional service will be governed by the Fleet programme and its subsequent amendments;
- c. whilst the majority of volunteers will be accepted there may be occasions (eg, the need for an instructor with special skills ashore) when requests cannot be approved or when a planned extension of sea service must later be cancelled;
- d. the posting records of volunteers will be noted. The names of sailors concerned will remain at the top of the shore service rosters but they will be passed over whilst serving the additional period at sea; and
- e. a request to forego shore service will not normally be accepted where a posting has been already forecast or issued.

40. Similarly sailors of the categories required to forego shore service who are currently serving ashore and have completed six months shore service, may also volunteer to forego the balance of their shore service. These volunteers will be placed at the top of their respective sea rosters and consideration will be given to posting them for sea service as soon as possible. Such postings may be at short notice.

Part 4—Sea and Shore Rosters

41. Posting rosters for sea and shore service, on which sailors are listed according to rank and category are maintained in the Posting Office. Except for Artificers and Mechanics all sailors are placed on the roster on the date of first posting to sea to other than a training billet. Artificers and Mechanics are placed on a combined roster from date of award of EWC in respect of their initial periods of sea service. Sailors will hold a position on the roster for shore, determined from the date of starting this sea service. The length of service at sea is different for the various categories depending on the ratio of sea billets to shore billets and the numbers borne in the category concerned.

42. Sailors posted to shore service after completing their period of sea service will be placed on the roster for sea after all sailors serving ashore. The roster date for sea will be the date of starting shore service. The sea/shore roster system can be seen to be a system of rotation from sea to shore and back to sea, and a man's position on the sea or shore roster is based on the date he last went ashore or went to sea. The fact that a sailor is serving in a stabilised ship will mean that he may not be posted ashore when normally due. Conversely some sailors may not be posted for sea service when due because of specialised training received or because of the nature of their employment.

43. Sea service for posting purposes comprises:

- a. service in a commissioned sea-going ship;
- b. service in a front line air squadron;
- c. service in a second line air squadron, if required for service in a commissioned sea-going ship for periods exceeding one month;
- d. service in HMAS Tarangau for unmarried sailors and married unaccompanied sailors;
- e. the period whilst undergoing a course of less than six months in length when posted from a sea-going ship and when the sailor will continue sea service on completion of the course; and
- f. service in Clearance Diving Team 1.

44. In addition to service in HMA establishments within Australia shore service comprises:

- a. service for sailors posted to HMAS Tarangau for married accompanied service;
- b. overseas service ashore;
- c. service whilst standing by ships building.

45. The above definitions in no way affect the grant of remote locality leave.

46. Sailors promoted to a higher rank will assume a position on their new sea/shore roster in accordance with the date held on the roster in their former rank.

47. Re-entered men are normally placed on top of the roster for sea service.

48. After disciplinary action following extended absence sailors' names will be placed on the sea/shore roster in an adjusted position having due regard to their previous service, the period of extended absence and the possible effect on the sea/shore position of other sailors.

49. Sailors posted for courses will be posted to sea or shore on completion of course depending on their position on the sea/shore roster.

Part 5—Elective Discharges

50. Both adult and junior recruits who have served four and a half years effective service may give 18 months notice to leave the Navy.

51. Apprentices are required to serve seven and a half years before electing early discharge.

52. Where a sailor has undergone a course of training of three months or longer, a return of service equal to the total length of the course plus one year, is required. In cases where a member spends three or more months on course but does not complete the course a return of service equal to the length of time spent on course plus one

year will be required. Sailors posted to remote areas or to overseas ports which do not attract a return of service may exercise their release option provided they are within 18 months of completing their posting. The option may be exercised only once in every 12 months.

53. The term 'effective service' for the purpose of an elective discharge means service on full pay and relates only to service in the Royal Australian Navy.

54. Applications for elective discharge are to be submitted to Navy Office through the normal channels as early as practicable.

55. Applications to revoke early discharge are to be similarly treated, however, should the revocation be within three months of the elective discharge date, it should be reported by signal. A member who revokes his election for elective discharge qualifies for a further right of election in accordance with the following:

- a. if revocation is submitted within 12 months of election, 12 months from the date of initial election;
- b. if revocation is submitted after 12 months of election, at any time after the date of revocation.

56. An 'elective discharge' is regarded for entitlement purposes as 'Discharge Engagement Expired'.

Part 6—Compassionate Cases

Compassionate Leave, Leave Without Pay, Free Discharge

57. The provisions of this order apply to all members of the RAN.

58. There are occasions when members are not able to fulfil the requirements of the Service due to circumstances of a personal nature.

59. The following provisions have been made in order to assist in these circumstances, but it is necessary to bear in mind that action to alleviate one member's problems may have far-reaching effects on other members and that efforts need to be made to ensure uniformity in making decisions about these cases, so as to avoid unfortunate comparisons.

60. The Naval Board have decided that the methods of dealing with compassionate situations shall be:

- a. assessment and advice by the trained personnel of the Naval Social Work Service (details in Part 7 of this order);
- b. the granting of:
 - (1) leave in accordance with RI Article 0921/1,
 - (2) compassionate leave up to seven days in any one leave year,
 - (3) advanced seasonal leave,
 - (4) leave without pay,
 - (5) free discharge,
 - (6) temporary postings (where serious domestic situations of a short term nature are involved and other sailors are not adversely affected).

61. When considering applications for compassionate action, commanding officers should bear in mind, in addition to the compassionate nature of the case, the following relevant factors:

- a. operational requirements;
- b. the member's availability for posting and the duties or courses of instruction on which he is employed;

- c. the difficulty of arranging leave once he is at sea; and
- d. the likelihood that a member seriously worried about his family affairs will be less efficient.

Compassionate Leave and Travel

62. The provisions governing compassionate leave and compassionate leave travel are contained in RI Chapter 9 and Appendix 9A.

Leave Without Pay

63. Leave without pay for a period not exceeding 12 months may be granted with the approval of the Naval Board. Before recommending leave without pay, a commanding officer must carefully consider the case, because further hardship is often brought about if a member suffers loss of income during a period of domestic upset. Leave without pay, whilst not breaking continuity of service, does not count as time for furlough, extended leave or effective service for elective discharge or re-engagement bounty purposes. Members are required to continue DFRB contributions during a period of leave without pay. All applications for leave without pay, whether recommended or not are to be forwarded as soon as possible to the Naval Board through the administrative authority unless otherwise directed.

64. Discharge before an engagement expires may be granted at the discretion of the Naval Board. Discharge cannot be claimed as a right.

65. Before an application for discharge Free is forwarded, a commanding officer should ascertain whether the situation could be met by the grant of compassionate leave, seasonal leave advanced if necessary, or leave without pay.

66. Applications for discharge Free are to be made on Form PB114 and are to be forwarded as soon as possible direct to the Naval Board, copy to the administrative authority who is to signal his recommendation.

67. Applications are not to be forwarded until all appropriate documentary evidence has been compiled, eg:

- a. a statement of reasons for discharge signed by the applicant and countersigned by his divisional officer, who should certify that he has inquired carefully into the case and believes the statement to be correct;
- b. a medical certificate if sickness of a relative is given as a reason; and
- c. any relevant social worker, psychologist, psychiatrist or medical reports.

68. The commanding officer is to state whether he is satisfied that the case is genuine and whether or not discharge Free is recommended. However, should he reach the conclusion that it would be more appropriate to discharge the sailor as Unsuitable, he may make such recommendation on the Form PB114 provided it is supported by appropriate evidence.

69. Where, in a compassionate case application for Free discharge has been made, the assistance of the Naval Social Work Service is to be requested, by signal or letter. Signals and letters are to be addressed to the appropriate Naval authority, including the Naval Board and the administrative authority as information addressees, and should contain the following details:

- a. rank, name and personal number;
- b. nature of request and reasons;
- c. full name and address of next-of-kin or person to be contacted (including telephone number if available and any special instructions in locating the address);

- d. any other relevant details, eg:
 - (1) full first name of patient if medical report is indicated,
 - (2) name, address and telephone number of doctor or hospital, and
 - (3) times when person to be contacted is known to be away from home.

70. A commanding officer is to acquaint himself personally with all the facts of a compassionate case, and in submitting the matter to higher authority he is to give his own considered recommendation.

71. All compassionate cases are to be dealt with at the first opportunity and a member is to be allowed to present his case only before those officers directly concerned.

72. Ships and establishments which have requested social worker's reports are to inform the reporting authority by signal of action taken in cases of compassionate leave and advanced seasonal leave. The Naval Board will include reporting authorities as an information addressee in correspondence giving decisions on requests for leave without pay or Free discharge and compassionate leave from overseas areas. Reports are to be made in triplicate and forwarded by airmail at the first available opportunity.

73. The following instructions are applicable to signal messages concerning cases and sensitive private affairs of members:

<i>Subject Matter</i>	<i>Classification</i>	<i>Beginning of Text</i>
a. Requests for compassionate leave	UNCLASSIFIED or in exceptional circumstances RESTRICTED	STAFF-IN-CONFIDENCE
b. Requests for recommendations for compassionate leave	UNCLASSIFIED or in exceptional circumstances RESTRICTED	STAFF-IN-CONFIDENCE
c. Recommendations for compassionate leave	UNCLASSIFIED or in exceptional circumstances RESTRICTED	STAFF-IN-CONFIDENCE
d. Disclosure of marital difficulties, concerning: <ul style="list-style-type: none"> (1) junior officers and sailors when handling needs to be strictly limited to specially detailed communication sailors, (2) officers (may also include senior communication sailors) when handling needs to be very strictly limited to specially detailed officers. 	RESTRICTED	DELTEXT OFFICERS

Precedence

74. PRIORITY should normally be reserved for welfare signals requiring immediate action, eg, in cases of serious illness or when a ship's movements necessitate a very early reply.

75. Where, in the opinion of the commanding officer, a case is likely to involve leave without pay or Free discharge, the Naval Board is to be included as an addressee.

Confidential Nature of Social Workers' Reports

76. To preserve the confidential nature of social workers' reports commanding officers are to ensure that they are handled by officers only and strictly on a 'need to know' basis. The only exception to this rule is where the captain's secretary is not an officer. Instances have occurred where reports or signals have been shown to the member concerned. Under no circumstances are these reports or signals to be shown or read to a member, except that a commanding officer may, where considered necessary, inform a member of the contents in general terms only. Practices contrary to the terms of this instruction may prejudice any future help that could be given by the Naval Social Work Service.

References

77. Attention is drawn to Part 7 of this order on the Naval Social Work Service.

78. The provisions of the AUDSIL SCHEME are set out in RI Chapter 16.

Part 7—Naval Social Work Service

79. The Naval Social Work Service exists to provide a professional service to the Navy and its personnel, where matters of a domestic and compassionate nature are involved.

Social Workers' Training and Functions

80. All Naval Social Workers have completed professional training at University level which involves academic studies and practical experience. These studies develop an understanding of human behaviour, skills in counselling, and an ability to maintain a disciplined relationship with people. The Social Worker's aim is always to help people achieve an understanding of their own problems, and to develop strengths within individuals to overcome their difficulties thus enabling them to function more adequately in the future. The Social Worker's knowledge of community resources in the fields of health, housing, social services, education, and the facilities provided by organisations in the care of children, medical disabilities, mental health services, etc, enable her to give practical help and advice to relieve immediate pressures and prevent more serious situations from arising.

Ethics of Social Work

81. Naval Social Workers are bound by a code of professional ethics established by the Australian Association of Social Workers. They are conscious of their obligation to respect and safeguard the rights of persons served to a relationship of mutual trust, to privacy and confidentiality in the use of the service, and to the responsible use of the information given.

82. In areas where Social Workers are appointed, they are to be asked to assist in the following situations:

- a. requests for compassionate leave, free discharge, LWOP and special postings or leave—Part 5 of this order refers;
- b. applications for priority housing—ABR 5076 refers;
- c. any other matter of a domestic nature which concerns a member and on which he has requested advice;
- d. in addition a direct approach may be made to Social Workers by a member, his wife or family, although sailors should be encouraged to keep their divisional officer informed of their intention.

Preventive Use

83. It is important that all members of the Service are made aware of the functions of Social Workers in the Navy, and it is imperative, if the best use is to be made of a Social Worker's skill, that members should be advised to seek help as soon as possible, before a serious situation develops, so that breakdowns may be averted. In many cases earlier recourse to the social work service would probably have had a much happier result, saved unnecessary distress and kept the sailor in the Navy.

Divisional Officers and Social Workers

84. Divisional officers are responsible for keeping their sailors informed of the existence and functions of Naval Social Workers so that full use may be made of their services by the sailor or their families. This is to the advantage of both the sailor and the Service. Close liaison is to be maintained between Social Workers and divisional officers in matters affecting a member's welfare. To this end the Principal Social Worker will visit all commands regularly to discuss ways and means of improving the service with divisional officers and Social Workers.

Members to be Available for Interview

85. When a sailor has asked for assistance from a Naval Social Worker he is to be given every encouragement and assistance. He should be made available for interview by the Social Worker as soon as the exigencies of the Service will permit.

Confidential Nature of Reports

86. Social Workers' reports are to be handled as laid down in Paragraph 76 of this order.

Recommendations Concerning Free Discharge

87. In cases of Free discharge on compassionate grounds, a Social Worker's report will normally contain a recommendation in favour of or against the discharge. The member concerned may be informed of the nature of the recommendation but, if it is unfavourable, the member should not be influenced to withdraw his application, but advised that it will receive consideration from all its aspects by the Naval Board.

Functions of Principal Social Worker

88. The Principal Social Worker is responsible for the co-ordination and development of the Naval Social Work Service. This involves the maintenance of professional standards in the selection and functioning of Naval Social Workers, and providing them with opportunities to develop their professional knowledge and skills. The Principal Social Worker is to provide a consultant service on social work, on community facilities and organisation to the Naval Board, individual personnel and establishments and ships as requested. Direct liaison is maintained between the Principal Social Worker and other Naval Social Workers on matters of a professional nature.

Naval Social Workers—Areas of Responsibility

89. Naval Social Workers in local establishments are responsible to the senior naval officer or officer appointed by him, in matters which involve the service of members; but are free to use their professional ethics, judgment and skills in relation to other areas of their work.

Manner of Request for Assistance of Naval Social Workers

90. Requests for the assistance of Naval Social Workers may be made by telephone, letter or signal giving whatever information may be considered necessary about the nature of the situation and the persons to be contacted.

91. Signals and letters should contain the information set out in Paragraph 69 of this order.

Location of Naval Social Workers**92. Principal Social Worker**

Navy Office
Canberra, ACT 2600: 65 3244.

Personal Services Organisation

35 East Row
Canberra City, ACT 2601: 47 6611.

Command Personal Services Organisation

Northgate House
321 Kent Street
Sydney, NSW 2000: 290 1077.

HMAS Albatross
Nowra, NSW 2540: 2 0381 Ext 267.

Naval Staff Office
Edward Street
Brisbane, QLD 4000: 31 1611.

'N' Block
Victoria Barracks
St Kilda Road
Melbourne, VIC 3004: 69 0440 Ext 202/425.

Naval Staff Office
Franklin Wharf
Hobart, TAS 7000: 23 7054.

HMAS Encounter
Port Adelaide, SA 5015: 49 5511.

HMAS Leeuwin
Fremantle, WA 6160: 39 1522.

93. Navy Orders 78/70, 278/70, 405/70, 599/70 and 344/72 are hereby cancelled.

ANNEX A**Permanent Posting Directions**

1. Confirming signal.
2. Confirming movement.
3. Having had leave due.
4. Attention is drawn to Navy Order 495/71—NCPS4.

5. Discharge on marriage—leave to be taken in accordance with ABR 1077, Article 0412.
6. Sailor is WA native and due allowance is to be made for Christmas leave and travelling arrangements.
7. Subject to re-engagement being effected prior to dispatch for course. Application in accordance with RI Article 0824 and Current Course and Re-engagement Navy Orders should be signalled forthwith or ACNB informed by signal if sailor does not intend to re-engage. The letter suffix refers to minimum period of service required on completion of course (Current Course Navy Order refers).
8. Subject to re-engagement being effected prior to dispatch on posting. Application vide current Re-engagement Navy Order should be signalled forthwith or ACNB informed by signal if sailor does not intend to re-engage.
9. Subject to re-engagement to serve until . . . being effected. Application in accordance with RI Article 0824 should be signalled forthwith or ACNB informed by signal if sailor does not intend to re-engage.
- 9A. Subject to revocation of elective discharge being effected prior to dispatch for course.
10. Subject to successful completion of course.
11. Subject to medical fitness.
12. To join by 1700 on the date indicated.
13. Amending Posting Forecast.
14. Posted for unaccompanied service.
15. To report to HMAS Penguin on date indicated to undergo NBCD/Seamanship component of course.
16. Signal report is to be made to Navy Office before sailor is dispatched for course if he does not meet the following requirements:
 - a. possession of a civilian driving licence, not necessarily current but not endorsed;
 - b. current medical fitness for driving instruction; and
 - c. smartness in appearance.
17. Unless selected for Mechanician training will be posted on completion of course to:
 - a. sea service in a Sydney based ship;
 - b. sea service in a Melbourne based ship;
 - c. shore service in the Sydney area;
 - d. shore service in the Melbourne area.
18. Sailor is to have in his possession written evidence that medical and X-ray examinations are in date in accordance with the provisions of BR 241, Chapter 8, Paragraphs 5 and 8d.
19. Recommended for recruit training.
20. Recommended for other instructional duties.
21. Borne additional for 14 days to assist in finding suitable accommodation.

22. To be retained under Section 28 (5) NDA until arrival at port nearest to his entitled place of discharge, unless required to be retained until arrival at the base port of the ship. Date of discharge to be reported.
23. In order to facilitate family passage arrangements, applications in accordance with NPI Article 233/3 are to be forwarded forthwith.
24. Early action is to be initiated in respect of the following:
- application for passport and necessary visas;
 - medical examination; and
 - innoculations and vaccinations.
25. a. medical and service documents are to be forwarded to reach ANRUK at least three days prior to the commencement of the course or commencement of training;
- b. PAC is to be forwarded to reach ANRUK by the time the sailor arrives in UK. Where a member travels by air his PAC should be handed to him prior to his departure from Australia and kept readily available either on his person or in hand baggage; and
- c. Form KE104 is to be completed before departure for UK. (See current Navy Orders.)
26. a. medical and service documents are to be forwarded to reach ANA WASHINGTON at least three days prior to the commencement of the course or commencement of training;
- b. PAC is to be forwarded to reach ANA WASHINGTON by the time the sailor arrives in USA. Where a sailor travels by air his PAC should be handed to him prior to his departure from Australia and kept readily available either on his person or in hand baggage.

(333/1/36)

(Navy Orders 78/70, 278/70, 405/70, 599/70, 495/71 and 344/72)

UNCLASSIFIED

191/73—Returned Services League of Australia Sword

- The Returned Services League of Australia prize of a Naval sword is presented annually to the Supplementary List Midshipmen of the Seaman Branch of the first or second intakes who gains the highest aggregate marks in Phase I, Phase II and Phase III training for commissioned rank in the RAN.
- The sword for 1972 was won by ASLT SLEX J. Z. VAN DER ZYDEN, RAN.
- Names of future winners of the Returned Services League of Australia Sword will be published in Navy Orders.
- Navy Order 335/70 is hereby cancelled.

(38/6/43)

(Navy Order 335/70)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

192/73—Sailors Course Programme 1973—Amendment

1. The deletions, alterations and additions shown in Annexes A, B and C of this order are promulgated as Amendment No 2 to Navy Order 398/72.

2. The amendment list of the reference Navy Order should be noted with this second amendment.

ANNEX A
Deletions

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Promotion	911770	ABFC	CERBERUS	—	—	—	2 4 73	—	—	Delete all detail 3/73
	911710	ABQMG	CERBERUS	—	—	NBCD	22 10 73	—	—	Delete all detail 11/73
Seaman Career and PCT	902490	MWV Coxn	WATSON	20	FOCAF	—	14 5 73	8 6 73	4-8	Delete all detail
	902550	Support Craft Coxn	WATSON	20	FOCAF	—	19 11 73	14 12 73	4-8	Delete all detail 2/73
Marine Engineering Promotion	913910	POMTP (POME)	CERBERUS	70 (incl 10 NBCD)	PENGUIN CERBERUS	—	5 3 73	16 3 73	—	Delete all detail 2/73
Marine Engineering Career and PCT	913630	B and L	CERBERUS	20	—	—	19 3 73	8 6 73	—	Delete all detail 2/73
							9 4 73	4 5 73	—	Delete all Detail 2/73

ANNEX A—continued

192/73

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Naval Airman Promotion	915710	ABAVN ..	ALBATROSS	30 (incl 5 NBCD)	—	—	10.9.73 17.9.73	14.9.73 26.10.73	—	Delete all detail 4/73
	915730	ABPH ..	ALBATROSS	—	PENGUIN ALBATROSS	—	20.8.73 27.8.73	24.8.73 7.12.73	—	Delete all detail 2/73
Naval Airman Career and PCT	915370	SAR Diver ..	ALBATROSS	45	PENGUIN ALBATROSS	—	19.3.73 9.4.73	5.4.73 14.4.73	—	Delete all detail 1/73
Miscellaneous	902600	WOSK WOMC	CERBERUS ..	30	—	—	17.9.73	26.10.73	—	Delete all detail 4/73
WRANS ..	947500	OTC COMMS ..	CERBERUS ..	30	—	—	7.11.73	12.12.73	—	Delete all detail

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ANNEX B

Alterations

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Promotion	911710	ABQMG ..	CERBERUS ..	68 (incl 5 NBCD)	—	Gunnery	9.7.73	13.9.73	8-12	Revised dates 7/73
						NBCD	14.9.73	20.9.73		
						S'ship	24.9.73	—		
						Gunnery	6.8.73	19.10.73	—	Revised dates 8/73
						NBCD	22.10.73	26.10.73		
						S'ship	29.10.73	—		

						Gunnery	3.9.73	16.11.73	—	Revised dates 9/73
						NBCD	19.11.73	23.11.73		
						S'ship	26.11.73	—		
						Gunnery	29.10.73	30.1.74	—	Revised dates 10/73
						NBCD	31.1.74	6.2.74		
						S'ship	7.2.74	—		
	911740	ABUW ..	WATSON ..	—	WATSON	TAS	19.2.73	16.3.73	6-12	Amended venue for S'ship
					PENGUIN	NBCD	19.3.73	23.3.73		
	911770	ABFC ..	CERBERUS ..	69 (incl 5 NBCD)	CERBERUS	S'ship	26.3.73	—	4-6	Revised dates 4/73
						Gunnery	9.7.73	13.9.73		
						NBCD	14.9.73	20.9.73		
						S'ship	24.9.73	—		
						Gunnery	29.10.73	30.1.74	—	Revised dates 6/73
						NBCD	31.1.74	6.2.74		
						S'ship	7.2.74	—		
Communications Promotion	912930	RSS ..	CERBERUS ..	—	CERBERUS	DSD	2.4.73	18.5.73	3-8	Amended dates
							21.5.73	25.5.73		
							28.5.73	3.8.73		
							6.8.73	17.8.73		
							20.8.73	24.8.73		
WEE Career and PCT	964580	Intro Digital Ikara	RANITE ..	—	—	—	26.4.73	4.5.73	-6	Amended start date 2/73
Naval Airman Promotion	915710	ABAVN ..	ALBATROSS	30 (incl 5 NBCD)	PENGUIN ALBATROSS	NBCD	7.5.73	11.5.73	4-12	Amended completion date 2/73
							14.5.73	15.6.73		
						PENGUIN ALBATROSS	9.7.73	13.7.73	—	Amended completion date 2/73
							16.7.73	17.8.73		
						PENGUIN ALBATROSS	5.11.73	9.11.73	—	Amended completion date 4/73
							12.11.73	14.12.73		
	915730	ABPH ..	ALBATROSS	75 (incl 5 NBCD)	PENGUIN	NBCD	21.5.73	25.5.73	2-6	Amended dates 2/73
							28.5.73	14.9.73		
	915930	POPH ..	ALBATROSS	75 (incl 10 NBCD)	PENGUIN ALBATROSS	NBCD	3.9.73	14.9.73	—	Amended dates
							17.9.73	14.12.73		
Naval Airman Career and PCT	915370	SAR Diver ..	ALBATROSS	35	PENGUIN ALBATROSS	Diving	2.7.73	20.7.73	3-6	Amended completion dates 2/73
							23.7.73	17.8.73		
						PENGUIN ALBATROSS	15.10.73	2.11.73	—	Amended completion date 3/73
							5.11.73	30.11.73		

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ANNEX B—continued

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Air Engineering Promotion	916750	ATA 1	ALBATROSS	—	ALBATROSS PENGUIN	NBCD	Refer Navy Order 398/72	—	—	Amended EDP No
Supply and Secretarial Promotion	919720	CK	CERBERUS	85 (incl NBCD)	—	—	28.5.73	24.9.73	7-12	includes 6 WRANS
WRANS	907740	WRAN WA	RANTAU	30	CERBERUS RANTAU	—	30.4.73	11.5.73	—	Amended dates 2/73
					ALBATROSS	—	14.5.73	25.5.73	—	
					CERBERUS	—	28.5.73	8.6.73	—	Amended dates 3/73
					RANTAU	—	6.8.73	17.8.73	—	
					COMMS	—	20.8.73	31.8.73	—	
						—	3.9.73	14.9.73	—	
						—	13.8.73	14.12.73	—	Amended dates
						—	17.12.73	18.12.73	—	
ANNEX C Additions										
Seaman Career and PCT	902490/ 902550	Senior Sailors Navigation	WATSON	20	FOCAF	—	2.7.73	27.7.73	—	—

(312/21/231)

Section 4

EQUIPMENT, STORES AND SERVICING

RESTRICTED

193/73—Seacat Missile—No Test Policy (Shipboard) Trial

1. The application of this order is to effect partial implementation of a shipboard 'NO TEST' policy for Seacat missiles in the RAN. If the results of the evaluation (Paragraph 3) are satisfactory a total shipboard 'NO TEST' policy will be implemented. Advice and details of its implementation will be notified by amendment of this Navy Order.

2. Prior to the removal of ships' missile test equipments an analysis of missile reliability will be conducted and the following procedure is to be initiated:

- No operational missiles are to be tested for the period in which they are embarked. The log books of these missiles are to be annotated accordingly.
- All practice missiles are to be tested as laid down in BR 2500 (2) or BR 2500 (2)(A) (depending on their type) and normal procedures are to be followed for these missiles.

3. In the event of suspected damage to operational missiles due to abnormal handling which may not be physically obvious, normal missile control and explosive circuit testing is to be carried out to ascertain missile serviceability. This procedure is similar to that required as part of misfire drills as stated in BR 2500 (1) Section 7 and BR 2500 (1)(A) Section 7.

4. On receipt of the 'NO TEST' outfits at RANAD Kingswood they are to be processed through normal depot tests by RANMME within one month and the results forwarded to the Director of Fleet Maintenance for evaluation.

(740/54/81)

UNCLASSIFIED

194/73—Stowage of Beer in HMA Ships

1. The quantity of beer for issue to ships' companies that may be embarked in HMA ships is limited by considerations of weight and space.

2. Based on individual ships levels of endurance in provisions, an average issue rate of the equivalent of 2 × 26 ounce cans per man per week for HMA ships, and recognising that some ships are weight critical, or are in a special category related to role, the following are the maximum quantities of beer that may be embarked for issues to ships' companies:

RESTRICTED

194/73

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<i>Ship</i>	<i>Quantity in 26 ounce Cans or Equivalent</i>
HMAS Melbourne	2,700 dozen
HMAS Sydney	930 dozen
HMAS Sydney (with troops embarked)	1,400 dozen
HMAS Stalwart	1,000 dozen
HMAS Supply	415 dozen
HMAS Moresby	930 dozen
HMAS Diamantina	200 dozen
HMAS Kimbla	40 dozen
HMAS Anzac	450 dozen
HMAS Flinders	180 dozen
DDG	415 dozen
Ton Class	10 dozen
River Class DEs	290 dozen
Daring Class DDs	330 dozen
Submarines	60 dozen
Attack Class	7 dozen

3. Navy Order 277/70 is hereby cancelled.

(1211/51/885)

(Navy Order 277/70)

Navy Orders 91/70 to 182/70 are now over three years old and may be disposed of accordingly.

ANOs 195/73-200/73



ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,

15 June 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

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No	Title
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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

195/73—Malaria—Measures for Prevention and Control

1. Commanding Officers are to ensure that all naval personnel posted to malarious areas are thoroughly instructed in anti-malarial precautions. Medical Officers are to advise and assist in such training. For Naval purposes, the following definitions are made of the Australian region:

- a. *Malarious area*—within 1 mile to windward of and 2 miles to leeward of all land in New Hebrides, Solomons, Bismarck Archipelago, Papua and New Guinea (TPNG), Indonesia, Philippines, mainlands and associated islands, and all South East Asian areas lying west of 170° east longitude and north of 19° south latitude except the Australian mainland and those islands under the jurisdiction of the state of Queensland.
- b. *Potentially malarious area*—within 1 mile to windward and 2 miles to leeward of the mainland and those islands under the jurisdiction of the state of Queensland and north of 19° south latitude.

2. Before proceeding to a malarious area, each member is to be issued with the following items of anti-malarial supplies and equipment:

Chloroquine tables 150 mg base	No 2
Insect repellent lotion	Bottle 1

and is to possess the regulation long protective clothing. Mosquito nets will be issued upon arrival at destination.

3. All naval parties proceeding to a malarious area other than HMAS TARANGAU are also to be supplied with sprayers, hand, small 20 per cent of unit strength and 0442-4293 anti-mosquito spray fluid, before leaving. Continuity of supply of these items to the parties is to be ensured in accordance with scale allowances. These are to be demanded from the appropriate Superintending Supply Officer. In HMAS TARANGAU stocks are already carried and issues will be made on arrival (Paragraph 19 *refers*).

4. Anti-malarial prophylaxis is to be demanded from appropriate AMF-BMED on Form AFG 982E.

5. Chloroquine is the routine anti-malarial drug to be used generally in the RAN, but other drugs may be introduced from time to time in accordance with special instructions.

6. The Commanding Officer of each land based Naval party, or of an establishment, or of a ship in harbour in malarious areas, is responsible for the administration of malaria prophylaxis to every officer and sailor under his command. Whenever possible the drug is to be given under the supervision of an officer. Strict supervision is necessary to guard against failure to swallow the tablets.

7. For all personnel proceeding to or through a malarious area, prophylaxis should commence one week prior to arrival in the area. The dose is two tablets of chloroquine each containing 150 mg of base. The tablets should be taken after food.

8. The suppressive dose of chloroquine, as detailed above, is to be repeated weekly, on the same day of the week, for the whole time the person remains in a malarious area, and thereafter as detailed below.

9. Commanding Officers of personnel serving ashore or afloat in a malarious area, in consultation with their Senior Medical Officers, are to decide to what extent the following additional personal precautions are to be enforced:

- a. From sunset to sunrise, every member except when protected by a mosquito net, is to wear slacks, boots or shoes, socks and long sleeved shirt or jacket with sleeves down and buttoned at the wrist.
- b. Guards and sentries are to be provided with a headnet and insect gloves, in addition to the items shown in Paragraph 4a, which also are to be worn from sunset to sunrise.
- c. Every member is to carry a container of insect repellent lotion, and is to apply the lotion to exposed skin surfaces as described in Paragraph 18.
- d. Every member sleeping on shore or on deck within 1 mile to windward of and 2 miles to leeward of a malarious area is to sleep under a mosquito net. The types of net supplied are:
 - (1) net, mosquito, green ring top—for men stationed at anti-aircraft gun positions or on bridge watchkeeping duties,
 - (2) net, mosquito, white—for use in shore establishments, supplied either with a ring top or rectangular top as desired, and
 - (3) net, mosquito, field, green, bush type—for shore parties and men sleeping on the upper deck. These nets are a type of a small one-man tent having calico top and bottom, sides of fine netting and fitted with stay ropes for erecting.

All nets are accountable as loan clothing.

- e. In establishments, all occupied quarters, tents or bivouacs, as well as native huts and buildings, are to be closed and sprayed each night and each morning with anti-mosquito spray. The Medical Officer is to advise the Commanding Officer as to appropriate instructions for methods of spraying to be used locally and will be required to advise as to priority and method of screening buildings to render them mosquito proof.
- f. The ideal anchorage for a ship in harbour in a malarious area is not less than 1 mile to windward of the shore. Malaria bearing mosquitoes have been known to fly almost this distance up wind and much greater distances down wind. Mosquitoes may also be brought on board on clothing or in ships boats, lighters, water tanks, native craft, etc, and have been known to multiply on board during a wet season in insufficiently protected accumulations of water, eg, in hold-alls for water, the drip pan of scuttles, unstoppered water bottles, etc. They tend to cling to dark corners of cabins or other accommodation, under clothing or bunks during daylight hours, but are attracted by bright light. In the morning mosquitoes which have entered compartments or flats during the night should be driven out, hanging clothing and curtains disturbed, and corners, clothing and under bunks sprayed with insecticide. Care is to be taken that no uncovered pools of stagnant rain water (eg, in boats and awnings) are allowed to remain.

10. Personnel moving from a malarious area to a non-malarious or potentially malarious area are to commence a malaria eradication course (see Paragraph 13) on the day of departure with the following exceptions:

- a. Ships' crews who have made only brief calls of no longer than three days to a malarious area are to continue on chloroquine prophylaxis for six weeks after departure.
- b. Crews of ships which have made more than brief calls in malarious areas, but are programmed to return to malarious areas within two to three months, are to continue on chloroquine prophylaxis. On finally leaving the malarious area an eradication course is to be taken.

11. Personnel who are on staff visits of one week or less to malarious areas may omit the eradication course on return to Australia unless posted to a potentially malarious area, but should continue chloroquine prophylaxis for six weeks after return.

12. Personnel posted to a potentially malarious area within three years of either being shore-based in a malarious area or having served in a ship which spent more than a brief period in a malarious area who failed to receive a malaria eradication course are to receive same at the time of their posting medical examination.

13. The malaria eradication course is to consist of:

1st day—chloroquine 300 mgm base eight hourly and primaquine 22.5 mgm base to be given with the first dose of chloroquine.

2nd and 3rd days—chloroquine 300 mgm base plus primaquine 22.5 mgm base daily.

4th to 14th days inclusive—primaquine 22.5 mgm base daily.

Chloroquine and primaquine should be taken after meals to lessen side-effects. Confirmation that the eradication course has been given is to be recorded on Form PM127 Daily Medical Record.

Anti-malarial drugs for dependants

14.	Drug	Weekly Dose	Age
	Chloroquine tablets (150 mgm base)	a. 2 tablets	Adults and children over 14 years
		b. 1 tablet	5-14 years
	Amodaiquine tablets (infant camoquin 100 mgm base)	a. ½ tablet	1-2 years
		b. 1 tablet	3-4 years
	Chloroquine syrup (nivaquin syrup 50 mgm base per 3.6 mls)	a. 2.5 ml*	Up to 4 months of age
		b. 5.0 ml*	5-12 months of age

* To be measured accurately in a metric teaspoon or medicine dispenser.

The malaria eradication course is not to be issued to dependants less than 14 years old; these should continue their regular weekly anti-malarials for six weeks after moving to a non-malarious area.

15. All personnel leaving malarious areas are to be warned of the danger of latent malaria becoming active if the course detailed in Paragraph 13 is not completed. Medical Officers, or Commanding Officers where no Medical Officer is borne, are responsible for advising such personnel and for the issue of chloroquine or other anti-malarial drugs if required and with the necessary instructions for use.

16. Movements of RAN personnel from a malarious area to a potentially malarious area are only to be made for urgent military necessity, and then due notice is to be given by the Commanding Officer of the malarious area to the Commanding Officer in the potentially malarious area of the impending arrival of personnel. All such advices are to be repeated for the information of the Naval Board.

17. Personnel proceeding to Australia for leave or duty from a malarious area, with the intention of returning to that area after leave or duty, are to be given sufficient tablets to carry out suppressive treatment throughout the period until return to that area. They are to be impressed with the importance of regular dosage. Members are to be particularly instructed that should illness occur whilst on leave or duty, they are to report to the nearest Service Medical Officer, or, should one not be available, to the nearest qualified medical practitioner. A certificate should be obtained from the Medical Officer treating the illness, as to the exact nature, type of malaria if present, and the treatment employed.

Insect Repellent—Personal Application—Use

18. Insect repellent lotion is to be used in malarious areas according to the following procedure:

- a. The lotion is to be applied by each member at sundown and again on rising, if before sunrise.
- b. Members on night duty are to apply the lotion on commencing duty, and renew application at three-hourly intervals, or more often if necessary.
- c. *Method of Application.* A small quantity, not more than half a teaspoonful, is poured onto the palm and after rubbing the hands together, smeared over all exposed portions of the face, neck and arms.

Allowances

19. Demands for requirements are to be prepared in accordance with the following allowances:

Class	Catalogue No	Description	Unit of Issue	Source of Supply	Allowance
0442	4293	Mosquito spray	GL	SGSO Sydney (0027)	Malarious areas—9 gallons per 100 men for 28 days Potentially malarious areas or areas where there is an outbreak of dengue fever—6 gallons per 100 men for 28 days—issue to be made on authority of medical officer

Note: 0442-4293 Mosquito spray, must never be allowed to come into contact with food or cooking utensils. The spray has an immediate knock down and lethal effect against insects, but has only minimal residual capacity.

Class	Catalogue No	Description	Unit of Issue	Source of Supply	Allowance
0264	285666	Sprayers, hand for liquid insecticide (Rega)	NO	SGSO Sydney (0027)	Malarious areas—20 per cent of unit strength. Other areas where mosquito spray is issued—10 per cent of unit
6840	66-023-2942	Insect repellent lotion, personal application 3 oz bottle	EA	AMF BMEDS	1 No 3 oz bottle per man per 28 days to be issued in malarious and potentially malarious areas only
		Anti-malaria oil (Comprises: Diesel Fuel 47 Cetane—ie, Automotive Diesel oil, with 5 per cent of 0475-6980 Creosote added)	GL	SGSO Sydney (0027)	Malarious areas—50 gallons per 100 men for 28 days Potentially malarious areas—25 gallons per 100 men for 28 days Non-malarious areas—Dengue—10 gallons per 100 men for 28 days (The authority of the Medical Officer is required for supply to potentially malarious and non-malarious areas)

Note: Requirements of diesel fuel and creosote should be demanded as separate items from the (S) NSO concerned and mixed in the establishment as required.

Class	Catalogue No	Description	Unit of Issue	Source of Supply	Allowance
V4	41496	Net, mosquito, domestic, green, ring type	NO	SVSO REVY Sydney (0124)	Three for each anti-aircraft watch-keeping position
V4	41502	Net, mosquito, domestic, white, rectangular type, nylon or polyester, or	NO	SVSO REVY Sydney (0124)	One per man
V4	41500	Net, mosquito, domestic, white, ring type, nylon or polyester	—	—	—
V4	41522	Net, mosquito, field, green, bush type	NO	SVSO REVY Sydney (0124)	One for each member of a shore party or for each man required to sleep on the upper deck
V4	41197	Headnet, insect	NO	SVSO REVY Sydney (0124)	One for each guard or sentry

Note: Supply Officers are authorised to carry a reserve stock of nets sufficient to provide for normal replacements and for drafts, visitors and emergent purposes.

20. ABR 1991—Naval Medical and Hospital Instructions, Article 0876—Malaria, Measures for prevention and control—will be amended in due course.

21. Navy Order 200/72 is hereby cancelled.

(327/251/140)

(Navy Order 200/72)

Section 2

PERSONNEL

UNCLASSIFIED

196/73—Allowances and Conditions for Oversea Service Trainees Training in Australia Under an Aid Agreement

Navy Order 136/73 is to be amended by adding the following to the end of Paragraph 2b (1):

'The date on which return travel from Australia is required, is to be signalled to Navy Office at least four weeks prior to completion of training, or as early as possible where a short training period is involved.'

(252/4/211)

(Navy Order 136/73)

UNCLASSIFIED

197/73—Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas

1. The conditions governing assistance with excess dental costs incurred for dependants of members serving on long term duty overseas, with the exception of those members serving with the ANZUK Force Singapore or seconded to the Royal Malaysian Navy, have been reviewed. The revised conditions, which are set out thereunder, are to be applied with effect from 20 February 1973.

Treatment Before Departure

2. a. Whenever possible, members are to arrange to have all required dental treatment effected in Australia prior to departure. Unless otherwise approved by the Naval Board, to qualify for the benefits available under the provisions, dependants are required to undergo a complete dental examination before proceeding to the overseas post.
- b. A dental health certificate in the form of Annex A to this Navy Order and including an up-to-date dental chart is to be obtained at Departmental expense for the information of the Service Medical Officer at the time of the medical examination. In the case of children such certificate should show if there is an obvious malocclusion, or any indication that orthodontic treatment may be necessary. Paragraph 10 hereunder also refers.

Members' Contributions

3. The Oversea Living Out and Child Allowances applicable to each post include provision for standard amounts of treatment at prices appropriate to the post. Subject to the provisions of Paragraph 7 the member will be required to meet personally the costs of dental treatment of any nature undertaken in any one year up to a limit of:

- a. the amounts provided in Oversea Living Out Allowance as specified in Annex B to this Navy Order; and
- b. a further amount of \$A100 per family unit.

For the purposes of this paragraph a year is to be the year commencing on the date or anniversary of the arrival of the family at the overseas post.

Admissible Expenditure

4. a. Costs in excess of the amount calculated under Paragraph 3 may be reimbursed for dental treatment of the following nature:
 - (i) necessary fillings and extractions,
 - (ii) palliative dressings, prophylaxis and X-rays associated with the foregoing,
 - (iii) exploratory X-rays preceding the prescription of treatment, and
 - (iv) emergency provision, replacement or repair of dentures.
 Claims for reimbursement under this clause are to be forwarded to the Head of Post together with appropriate supporting details for approval.
- b. Claims together with appropriate supporting details for treatment of the following nature are to be forwarded to Navy Office for separate determination:
 - (i) except for emergency treatment, all treatment proposed within three months of departure from Australia, or during the last three months of the overseas posting,
 - (ii) purely cosmetic or decorative dentistry,
 - (iii) corrections of congenital malformations,
 - (iv) prosthetic services except in cases of emergency, and
 - (v) all treatment other than that specified in Sub-paragraph a above or Paragraph 7 costing in excess of \$A50 for a family visit.

Assessment of Claims

5. Costs to be used in assessing claims are to be reasonable costs for treatment at an appropriate standard in the country of posting. In respect of North America, for example, reasonable fees include those appearing in:

- a. the Schedule of Maximum Fees, California Dental Services;
- b. the Schedule of Maximum Charges, Group Health Dental Insurance Inc, New York; and
- c. the Ontario Dental Association's Schedule of Fees.

Fares Assistance for Treatment at Some Other Localities

6. Where it is essential, on qualified medical or dental recommendation, to obtain treatment of a type listed in Sub-paragraph 4a at a location away from the member's overseas post, the provisions determined in respect of medical treatment for dependants overseas under the provisions of NPI 1781.7 and 1781.8 apply.

Orthodontic Treatment

7. a. Orthodontic treatment will be accepted for assistance purposes only if prior to commencement of such treatment approval is obtained from Navy Office for such treatment to be undertaken.
- b. Requests for approval to obtain orthodontic treatment are to be accompanied by a dental certificate in the form of Annex C to this Navy Order. Paragraph 11 hereunder also refers.
- c. Where treatment is approved under this paragraph reasonable costs incurred in excess of the assessed Australian cost for similar treatment will be reimbursed. Where a member meets the assessed Australian cost of orthodontic treatment undertaken in any year of posting, and assistance under Paragraph 4 is also approved in respect of the same year, the member's contribution under Sub-paragraph 3b may be reduced to \$A50 per family unit.

Damage Paid for Dental Expenses

8. Where a member or a dependant incurs dental expenses under circumstances which subsequently lead to a payment of damages covering these expenses to the member by a person or persons other than the Commonwealth, the member is required to repay to the Commonwealth any expenses reimbursed under this Determination up to the amount of damages received.

Taxation

9. Taxation concessions will not be allowable in respect of excess costs reimbursed by the Commonwealth.

General

10. Dental Health Certificates required (see Paragraph 2b above) are to be reproduced locally in accordance with Annex A of this Navy Order. On completion of the examination, such certificates are to be lodged in the member's MHDs for transmission to the Medical Director-General and signalled advice is to be made to Navy Office and the member's new administrative authority detailing the following information:

- a. the date of completion of examination;
- b. inclusion of certificates in MHDs; and
- c. any dental conditions apparent in dependants which are likely to affect the proposed posting.

11. Orthodontic certificates required (see Paragraph 7b above) are also to be reproduced locally in accordance with Annex C of this Navy Order and are to be forwarded in duplicate, the original to accompany the application for orthodontic treatment and the duplicate direct to the Medical Director-General for lodgement with the member's MHDs.

12. ABR 5020, Naval Pay Instructions, Article 1782, should be noted pending amendment in due course.

ANNEX A

Dental Report
Overseas Posting

To be completed by the officer's dentist and handed to the C.M.O. at the time of health examination.

Name of Patient.....
Address

Dental Condition—

		Permanent Teeth*															
		Patient's Right								Patient's Left							
		8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8
Upper	..																
Lower	..																

* D = decayed N = extracted X = requiring extraction F = filled and not decayed

Deciduous Teeth**

		Patient's Right					Patient's Left				
		e	d	c	b	a	a	b	c	d	e
Upper	..										
Lower	..										

** d = decayed e = requiring extraction f = filled and not decayed

Any other abnormality noted—

Existing dentures or bridges (indicate if these are satisfactory at present)—

Future treatment (Indicate briefly any treatment which is likely to be needed in the next 3 years, eg, orthodontic, etc)—

To the Commonwealth Medical Officer—

I have examined the abovementioned person and state that I do/do not consider that his/her dental condition is satisfactory †

Dentist Date...../...../.....

Address

† For this purpose 'satisfactory' is taken to mean that necessary dental treatment has been carried out and that the dentation is adequately functional.

UNCLASSIFIED

198/73—Naval Pay System—Recovery of Debt by Instalments

1. Overpayments of pay and allowances which occur through miscalculation, error, or are clearly a mistake in the application of Naval Pay Instructions are recoverable. On discovery or on advice from Navy Office they are to be charged immediately in the pay account of the member.

2. In such cases, the member is to be informed of the full details of the overpayment where any significant reduction in his normal fortnightly pay entitlement occurs, with a view to suitable arrangements being made to effect full recovery of the debt in his pay account as soon as possible. Such recoveries are to be made at a reasonable rate, bearing in mind the avoidance of hardships as well as the desirability of speedy recovery.

3. The conditions relating to allotments by members in debt to the Commonwealth are promulgated in Naval Pay Instruction 0503/5 and, as a general rule, will permit local arrangement to be made in HMA ships and commissioned establishments for debts to be liquidated by instalments, within three months, where the member is to be retained in the Service.

4. Where the local arrangements to effect recovery of debts within three months cause undue hardship to the member, full circumstances are to be reported to Navy Office immediately and the proposed arrangements for liquidation of the debt by instalments submitted for approval.

5. These instructions will be incorporated in ABR 18 and ABR 5018 in due course.

6. Navy Order 349/70 is hereby cancelled.

(252/2/74)

(Navy Order 349/70)

Section 3**OPERATIONAL AND TRAINING**

UNCLASSIFIED

199/73—Aircraft Maintenance Engineer Licence—Exemptions from DCA Examinations for RAN Trained Personnel

1. The Department of Civil Aviation has completed an investigation into:
 - a. the classes of RAN trained aircraft maintenance personnel who merit exemptions from DCA aircraft maintenance engineer licensing examinations;
 - b. the particular DCA examination papers from which exemptions will be granted;
 - c. the conditions under which DCA will continue granting exemptions; and
 - d. the class of persons in DCA who may grant exemptions from the examinations for DCA issued AME licences.

2. The exemptions approved by DCA are shown in Annex A. These exemptions are subject to the following conditions:

- a. the grant of examination exemptions to RAN trained personnel will be conditional upon continued liaison between the RAN Aircraft Maintenance Examination Board and the AME licensing and examination sub-section of DCA representatives, each visiting the other on alternate years and on such other occasions as may be necessary;
- b. the basis on which exemptions will continue to be granted is subject to such variations as may be necessitated by changes in either the RAN training and examination system or the DCA AME licensing system.

3. All applications for examination exemptions are to be made individually to the Supervising Airworthiness Surveyor (AME Licensing and Examinations)—short title AWSL—Central Office.

4. Copies of the full report are held by:

Navy Office
 HMAS ALBATROSS
 HMAS NIRIMBA
 Regional Offices of DCA
 Major employers and representatives organisations in the civil aviation industry.

5. This order will be reprinted for posting on notice boards.

6. Navy Orders 336/70 and 438/70 are hereby cancelled.

ANNEX A**Examination Exemptions**

<i>Persons who hold or have held the RAN rank of</i>	<i>DCA examination papers from which exemptions will be granted</i>
POATA3 Ex Confirmed POMAE ..	Airframe Category Papers B, C, D, E, F, L, M, N Engine Category Papers B, D, and G Airframe and Engine Category Papers A2, A3, O
MECH2ATA Ex A/MECH AE2 ..	Airframe Category Papers B, C, D, E, F, L, M, N Engine Category Papers B, D, G Airframe and Engine Category Papers A2, A3, O
A2ATA Ex Confirmed AA2 ..	Airframe Category Papers B, C, D, E, F, L, M, N Engine Category Papers B, D, G Airframe and Engine Category Papers A2, A3, O
POATW3 Ex Confirmed POEAW ..	Electrical Category Papers B, C Instrument Category Paper B Electrical and Instrument Category Papers A2, A3

<i>Persons who hold or have held the RAN rank of</i>		<i>DCA examination papers from which exemptions will be granted</i>
A2ATW	Ex Confirmed SAAW2 ..	Electrical Category Papers B, C Instrument Category Paper B Electrical and Instrument Category Papers A2, A3
POATC3	Ex Confirmed POEAC ..	Radio Category Papers A2, A3 and B
A2ATC	Ex Confirmed SAAC2 ..	Radio Category Papers A2, A3 and B

(312/1/31)

(Navy Orders 336/70 and 438/70)

UNCLASSIFIED

200/73—Physical Training Refresher Course

1. Qualified Physical Trainers of all ranks are to receive regular and formal refresher training in PT subjects to keep them current with the most recent specialist developments.

2. A 10-day refresher course is provided by HMAS CERBERUS on an 'as required' basis. The course number is 951490.

3. Applications for the course should be made direct to HMAS CERBERUS by physical trainers:

- a. who have not completed a PT course in the previous three years; or
- b. who have not served on the staff of the PT School in the previous three years; or
- c. who are re-entrants.

4. The PT School, HMAS CERBERUS, is to:

- a. promulgate available periods for refresher training;
- b. maintain a Category nominal list indicating when refresher training is due; and
- c. report Course 951490 completion on Form PE5.

5. Refresher training, where possible, will be arranged between postings or during refit periods.

6. It should be noted that PT Category tests for Part 3 of the Command Test may also be undertaken during this refresher training period.

7. This Navy Order will be incorporated in ABR 27.

(303/22/56)



AUSTRALIAN NAVY ORDER

Navy Office, Canberra,
18 June 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

201/73—The Services Vocational and Educational Training Scheme

General

1. The Services Vocational and Educational Training Scheme (SVETS) provides facilities for members of the Services to undertake study to improve their educational qualifications or to obtain vocational training in readiness for their eventual return to civil life.

Eligibility

2. All members of the Naval Forces appointed or enlisted for full-time continuous service are eligible to take the courses described in Paragraph 3 and Annexes C and D, subject to the conditions specified in this order.

Types of Courses Available

3. The courses available are of two types:

- a. *Public Authority Institutions.* All correspondence or part-time courses offered by any educational institution in Australia which is administered by a public authority are automatically approved for study under SVETS. Included in this category are most Australian universities, technical colleges, institutes of technology, colleges of advanced education, continuing (ie, adult) education centres and government registered schools (see Paragraph 23 for exceptions).
- b. *Private Institutions.* Certain courses offered by private institutions in Australia are approved for study under SVETS. The approved courses are normally those which are not available at public institutions.

Note: Courses available at overseas institutions are **not** approved for study under SVETS.

Restrictions on Approvals

4. a. Enrolment for a part-time course will be approved only if attendance can be effected in normal off-duty hours;
- b. enrolment will not affect the availability of personnel for posting to meet the requirements of the Service;
- c. enrolment carries no right of Departmental assistance to enable personnel to comply with any compulsory attendance requirements of a course, either in terms of leave or travel.

Details of Courses

5. *Public Authority Institutions.* The range of correspondence courses offered by institutions under the control of public authorities is listed in Annex C to this order.

6. *Private Institutions.* Courses available from private institutions (and approved under SVETS) are listed in Annex D to this order. The approved courses are re-examined at three-monthly intervals by the Services Education Co-ordination Subcommittee, comprising the Directors of Education of each of the three Services. Courses approved subsequent to the publication of this order will be detailed in current DNES Newsletters available from Education Officers.

7. Personnel wishing to study a private institution course which is not on the approved list, and does not appear to be available from a public authority institution, should submit an application through their Education Officer to the Director of Naval Education Service, for the course to be considered for approval. **Full details of the course are to be attached, including brochures from the institution, cost, etc. Personnel must not enrol for a course which is not on the approved list in Annex D until advice is received of its acceptance, as entitlements under SVETS date from the time of course approval, and cannot be made retrospective.**

Refund of Fees

8. *Amount of Refund.* Subject to satisfactory progress on course, a member will be eligible for a refund of fees paid whilst in the Service in accordance with the following scale:

- a. members with less than 15 years service at time of enrolment for course or course unit—75 per cent of cost of course;
- b. members with 15 years service or more at time of enrolment for course or course unit—100 per cent of cost of course.

Note: 'Service' is defined as total service, not necessarily continuous, with HM Australian Armed Forces.

9. The cost of a course includes all compulsory fees, including examination fees (if any), but does not include cost of residential schools, textbooks, instruments, and incidental expenses. Refunds will be effected either as a miscellaneous credit to the members pay account or as a remittance to address on discharge.

Time Limits for Course Completion

10. Members are eligible for refunds if courses are completed as follows:

- a. successful completion of any course (or course unit) whilst still serving and within two years of the date of enrolment; or
- b. successful completion of at least 50 per cent of a course (or course unit) before discharge from the Service, provided that the period between the date of enrolment and the date of discharge does not exceed 18 calendar months.

11. When a course cannot be completed within two years of the date of enrolment, consideration to a pro rata refund will be given if a set proportion of that course can be proven to have been completed within the two-year limit or part thereof. This is particularly relevant in the case of certain private institution courses which require the signing of a contract that is legally binding upon the member to pay the full amount whether he completes a course or not. Thus a member might foreseeably enrol for such a 'package deal' type course extending over many years, costing hundreds of dollars, discontinue without completing a set proportion of the course and receive no refund from the institute, and not be liable in normal circumstances for a SVETS refund. Such a member is faced with a large financial outlay for no academic qualifications. Where a choice exists between private or public institution courses of the same nature, and the member has the prerequisite academic qualifications, he should be counselled to choose the public institution course (ie, university, college of advanced education, institute of technology course), no matter how attractive the private course appears initially.

Definition of 'Successful Completion'

12. A course (or course unit) will be regarded as successfully completed when any of the following conditions has been fulfilled:

- a. in connection with any type of course, a final examination, internal or external, has been passed to the satisfaction of the teaching institution;
- b. in connection with any type of course, all prescribed work assignments have been completed to the satisfaction of the teaching institution, regardless of final examination results; or
- c. in connection with an attendance course, the student has made at least 80 per cent of the possible attendances; or has made attendances and has been granted attendance credits because of non-attendance due to exigencies of the Service such as will bring attendances to at least 80 per cent. However, the total attendance credits must not exceed 30 per cent of the possible attendances.

Discontinuance Due to Service Exigencies

13. In the case of a member who is enrolled for a course of study under SVETS being so posted as to preclude his continuance of the course and it being established that the course cannot be deferred, then that member may apply for a refund of the course fees he has already paid. In such cases, it must be proved to the satisfaction of the Services Education Co-ordination Sub-committee that the exigencies of the Service prevented continuation or deferment of the course. Full details of such cases are to be submitted to the Director of Naval Education Service for Committee consideration.

Administrative Procedure

14. Applications for a course is to be made on Part A of Form PE104, obtainable from Education Officers. (Stocks of Form PE104, the Application for Correspondence Course or Attendance Course, are available on demand from SVSO, Sydney.)

15. Part A of the form must bear the endorsement of the Education Officer. The name, official number and rank of the applicant must also be inserted on Parts B and C of the form.

16. If the enrolment is accepted, Part B of Form PE104 (Notice of Enrolment) should be endorsed by the institution and the student should hand it to his Education Officer. Education Officers are to forward these notices of enrolment to Director of Naval Education Service. **Failure to forward them may prejudice subsequent claims for fee refunds and jeopardise compensation entitlements.** (See Paragraph 20.)

17. When a course (or course unit) has been completed, the student must apply to the teaching institution for endorsement of Part C of Form PE104 (Certificate of Completion) and must hand this Certificate, together with an application for a refund of fees, to the Education Officer for forwarding to the Director of Naval Education Service, Department of the Navy, CANBERRA, ACT, 2600. Where fees, other than those receipted by the teaching institution on Part B (Notice of Enrolment), have been paid, receipts for such fees must be forwarded with the application for refund of fees.

18. The Services Education Co-ordination Sub-committee has determined that an assessment be made of courses conducted by **private institutions**. Education Officers are to ensure that the forms supplied to them entitled 'SVETS Course Assessment Sheet' (see Annex B for pro-forma) are completed by students and forwarded to DNES at the time of application for refund.

19. Occasionally, an institution may decline to process Form PE104. When this occurs, production of receipts for fees paid will be regarded as proof of enrolment. Notification of results or similar certification of having successfully completed the course (as defined in Paragraph 12) will be regarded as sufficient proof of fulfilling the course requirements for purposes of refund of fees. Where this procedure is adopted applications are to be processed through the students Education Officer to the Director of Naval Education Service, supplying the following details:

- a. full name, rank and personal number;
- b. date of enlistment and total time served with Her Majesty's Armed Forces;
- c. name of course;
- d. duration and cost of course;
- e. name of teaching institution;
- f. previous courses studied under SVETS.

Where necessary, DNES references should be quoted when referring to previous correspondence on a course.

Compensation Cover

20. Members (except members of the Papua-New Guinea Division) who are formally enrolled under SVETS, are covered for compensation purposes under Sections 8 and 32 of the Compensation (Commonwealth Employees) Act 1971.

Special Conditions for Members of the Papua-New Guinea Division

21. The following special conditions apply to indigenous members of the Papua-New Guinea Division undertaking a course through SVETS:

a. **Fees.**

- (1) members with less than 15 years service at time of enrolment for course or course unit will pay 25 per cent of the cost of course;
- (2) members with 15 years service or more at time of enrolment for course or course unit will pay no fees.

b. **Administrative Procedure.**

- (1) when members, with the advice and guidance of the Education Officer, have decided to study an approved course, enrolment should be effected by COMPNGFOR;
- (2) COMPNGFOR is to pay the course fees to the teaching institution, recovering 25 per cent from the member if applicable (see Paragraph 21a (1) above);
- (3) enrolment forms and fee slips (Part B of Form PE104) should be forwarded to the Director of Naval Education Service for retention;
- (4) completion slips (Part C of Form PE104) should be forwarded to the Director of Naval Education Service, when the member has finished the course. If the course is not completed within the rules laid down in Paragraphs 10 to 12 of this order, then action should be taken by COMPNGFOR to recover the proportion of the course fees for which the member is liable.

22. Indigenous members of the Papua-New Guinea Division are covered for compensation purposes under the Native Members of the Forces Benefits Act 1957-1968.

University Courses

23. Almost all universities in Australia are fully approved under SVETS. However, personnel are advised that courses offered by private tutorial universities (which are not recognised at present by Commonwealth and State Governments) are **not** approved courses under SVETS.

24. Personnel may enrol for any part-time or external course offered by any approved Australian university, but the restrictions detailed in Paragraph 4 of this order apply.

External Studies: University of Queensland

25. For personnel who, mindful of Paragraph 4, decide to enrol in an external studies course with the University of Queensland, the regulations relating to enrolment detailed below must be observed in all respects, as irregularities may result in the University withdrawing the present privileges.

26. Courses of study are offered by the University of Queensland externally in the Faculties of Arts, Commerce and Economics, Education, and Law. The Law course may be taken by itself or in combination with a Bachelor of Arts or a Bachelor of Commerce, with a direction towards Law (BA-LLB and BCom-LLB). External Law students must be approved by the Dean of the Faculty of Law and are expected to have access to an adequate local law library and can be given only minimal assistance by the Thatcher Memorial Library at the University. The subjects available in these Faculties are announced each year in the appropriate handbooks published by the University. Students may obtain Faculty Handbooks from:

The University Bookshop
University of Queensland
ST LUCIA QLD 4067,

and the purchase of these handbooks is the responsibility of the member.

27. Compulsory assignment work is required in most subjects on a weekly, fortnightly or during-the-term basis. These are essential parts of a course of study and may count towards the final result. Wide reading is a general requirement and some subjects may require attendance at a Compulsory Vacation School held at the University. Intending students should carefully consider whether they have the time to meet the commitments of the course of study. The Director of External Studies strongly suggests that each student attempt only one subject in his initial year, thereby gaining an appreciation of the amount of time that is required to complete a unit successfully.

28. Students may cancel an enrolment, as explained in General Rule No 7, in the University Calendar, but it must be understood that such withdrawal may be regarded as a failure for the purposes of the exclusion rules for students. The exclusion rules are also given in the Calendar, which is thus an essential reference for students and, as for Faculty Handbooks, is available from the University Bookshop.

29. Rules relating to matriculation, adult matriculation and provisional adult matriculation can be found in the relevant Faculty Handbook as well as in the University Calendar.

30. Intending students who have not previously been enrolled at the University should submit certified true copies of their academic qualifications, including final secondary certificate and any tertiary certificates, for decision on admission status at an early date (*see Annex A*).

31. Applications for enrolment must be submitted on time (*see Annex A*) and must be supported by service authority, for example, by the Senior Instructor Officer, or the Ship or Establishment Education Officer. **The Service authority is required to certify that the member applying cannot conveniently enrol at another university.**

32. Early enrolment ensures the early receipt of the appropriate introductory outlines of the units for which the member enrolls. These outlines set out the preliminary reading that students should undertake to enable them to begin effective study as soon as formal lecture material is distributed.

33. The scale of fees is determined by the University and is set out in the University Calendar and in the Fees Booklet published annually. The student is responsible for determining the rate of fees which apply to his particular course unit/s.

34. Fees are to be paid through any branch of the Commonwealth Bank using a University Fee Payment Slip. This Fee Payment Slip becomes the member's receipt. This should be retained to support a claim under SVETS.

35. Members must be prepared to meet the University's requirements for the establishment of examination centres. The University is most reluctant to establish examination centres other than those that will be nominated by it.

36. To assist the staff of the University to meet the additional workload imposed by this scheme, the Deputy Assistant Director of Army Education, Headquarters Northern Command, will handle the administrative requirements of all servicemen. The following are to be directed to DADAE HQ N Comd, Victoria Barracks, BRISBANE 4000:

- a. all inquiries relating to entrance requirements, provision of enrolment forms and instructions;
- b. completed 'Application for Enrolment' forms and 'Application for External Notes' forms. These two forms should be lodged together and not separately;
- c. evidence of academic qualifications and payment of fees;
- d. entries, and fees where applicable, for examinations and correspondence relating to the establishment of examination centres;
- e. notifications of change of address or of enrolment and of cancellation of enrolment; and
- f. all other matters of an official nature between members and the University in general.

37. Correspondence should reach DADAE HQ N Comd by the dates laid down in Annex A.

38. The following matters should **not** be directed to DADAE HQ N Comd but to:
The Administrative Officer
Department of External Studies
University of Queensland
ST LUCIA QLD 4067:

- a. all matters concerning the member's studies including requests for assistance and guidance;
- b. all written assignment work; and
- c. all other matters of an academic nature.

39. Navy Orders 309/70 and 369/71 are hereby cancelled.

**ANNEX A
Table of Closing Dates
External Studies
University of Queensland**

<i>Detail</i>	<i>To Reach DADAE HQ N Comd NOT LATER THAN</i>
1. Submission of academic qualifications of intending students for first year of study in accordance with Paragraph 30	Last Friday in October of year preceding year of proposed studies
2. Requests for enrolment forms, information and instructions	First Friday in December of year preceding year of proposed studies
3. Submission of enrolment forms; payment of first term fees without late fee	Second Friday in January
4. Final submission of enrolment forms; payment of fees with late fee	Second Friday in February
5. Payment of second term fees without late fee	Second Friday in May
6. Submission of applications for annual degree examinations	Last Friday in June
7. Payment of third term fees without late fee	First Friday in August

Note: Failure to comply with the above dates may prevent an enrolment for any given year of study.

**ANNEX B
SVETS Course Assessment Sheet
Private Institution Courses Only**

This Questionnaire has been designed to assess the course you have just completed and should be forwarded to the Director of Naval Education Service, Department of the Navy, Navy Office, Canberra, ACT 2600, at the time of application for refund of course fees. Your remarks will be treated in confidence.

Full Name:.....Personal No:.....Rank.....
Title of Course:.....
Name of Institution:.....

Was the course you undertook examinable?
(Place x in appropriate box)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If examinable, did you pass or fail?

Pass	Fail
<input type="checkbox"/>	<input type="checkbox"/>

Date of commencement:..... Date of completion.....

List any costs not covered by course fees (eg, books, postage, equipment):

Do you have any general comments about this course? (Before answering, please complete Questionnaire on reverse side.)

**ANNEX B—continued
SVETS Course Assessment Sheet**

<i>X</i>	<i>Strongly agree with X</i>	<i>Inclined to agree with X</i>	<i>No preference for X or Y</i>	<i>Inclined to agree with Y</i>	<i>Strongly agree with Y</i>	<i>Y</i>
1. I enjoyed doing the course.						I did not enjoy doing the course.
2. I would like to take a more advanced course of this nature.						I would not like to take any more courses connected with this subject.
3. I gained the information I was seeking.						I did not gain the information I was seeking.
4. I felt there was too much work to do on this course.						I felt there was not enough work to do on this course.
5. The instruction was well presented.						The instruction was not well presented.
6. Comment and criticism by institution was helpful and constructive.						Comment and criticism was not helpful and constructive.
7. The course seemed too long.						The course seemed too short.
8. The course gave good value for money.						The course did not give good value for money.

ANNEX C

Index of Correspondence Courses Available from Public Institutions in Australia

Notes:

1. In all cases students should write to the institution for full details of the course desired before enrolling.

2. Academic subjects (Mathematics, English, Physics, etc) associated with public examinations are not listed, as these are offered by all State institutions,

ANNEX C—continued

3. Some of the courses have restricted enrolments, ie, they are reserved for persons in the particular trade to which the course refers.

4. Details of attendance courses may be obtained from individual institutions.

5. Addresses of the various State correspondence institutions detailed in this Annex are as follows:

New South Wales

College of External Studies
Goulburn Street
DARLINGHURST NSW 2010

Queensland

Technical Correspondence School
Department of Education
Post Office Box 40
SOUTH BRISBANE 4101

Western Australia

* (T) Technical Extension Service
Education Department of Western
Australia
480 Newcastle Street
PERTH WA 6000

* (I) Department of External Studies
Western Australian Institute of
Technology
Hayman Road
SOUTH BENTLEY WA 6102

*T—Technical Education Department

*I—Institute of Technology

Victoria

Division of External Studies
Royal Melbourne Institute of Technology
340 Swanston Street
MELBOURNE VIC 3000

South Australia

Technical Correspondence School
Education Department of South Australia
221 Wakefield Street
ADELAIDE SA 5000

Tasmania

Correspondence Tuition Department
Hobart Technical College
26 Bathurst Street
HOBART TAS 7000

Correspondence Course Offered by Public Authority	NSW	VIC	QLD	SA	WA		TAS
					(T)	(I)	
Accountancy	X	X	X	X	X	X	—
Administration—							
Business	—	X	—	—	X	X	—
Hospital	X	—	X	—	—	—	—
Personnel	X	—	X	—	X	—	—
Transport	X	—	—	—	X	—	—
Advertising	—	—	—	—	—	—	—
Agriculture	X	—	—	—	X	—	—
Air Conditioning	—	—	X	—	X	—	—
Art, Commercial	—	—	X	—	X	—	—

ANNEX C—continued

Correspondence Course Offered by Public Authority	NSW	VIC	QLD	SA	WA		TAS
					(T)	(I)	
Animal Care	—	—	X	—	—	—	—
Architecture	—	—	—	—	—	—	—
Automotive Engineering	X	X	X	X	X	—	X
Automotive Electrics	—	X	X	—	X	—	—
Biology	—	—	X	—	X	—	X
Boiler Operator	X	—	X	—	X	—	X
Building	X	X	X	X	X	—	—
Business Practices	X	X	X	X	X	—	—
Carpentry and Joinery	X	X	X	—	X	—	X
Cake Decoration	—	—	—	—	X	—	—
Cinematograph Operator	—	—	—	—	X	—	—
Commerce	X	X	X	X	X	X	—
Computer Programming	—	—	—	—	—	—	—
Decorating, Interior	—	X	—	—	X	—	—
Diesel Engines	X	X	—	X	—	—	X
Drawing, Engineering	—	—	—	X	X	—	—
Electrical Engineering	X	X	—	—	X	—	X
Engineering—							
Automotive	X	X	—	—	X	—	X
Electronic	—	—	—	—	X	—	—
Mechanical	—	—	—	—	X	—	—
Structural	—	—	—	—	X	—	—
Exporting Certificate	—	X	—	—	X	—	—
Farm Bookkeeping	X	X	—	X	X	—	—
Farm Mechanics	X	—	—	—	X	—	—
Fire Brigades Course	—	—	—	—	X	—	—
Furniture Production	—	—	—	—	—	—	—
Freelance Journalism	—	X	—	X	X	—	—
Gardening, Home	—	—	X	X	—	—	—
Graphic Art Technique	—	X	—	—	—	—	—
Health Inspection	X	—	—	—	—	—	X
Hydrography	X	—	—	—	—	—	—
Hotel and Catering Management	—	—	—	—	X	—	—
Indonesian	X	—	—	—	—	—	—
Interior Decorating	—	X	—	—	—	—	—
Japanese	—	—	—	—	—	X	—
Lampshade Making	X	—	—	—	—	—	—
Local Government, Certificate in	X	—	X	X	X	—	—
Letterpress Machining	X	—	—	—	—	—	—
Management—							
Diploma in	—	—	X	—	X	—	—
Credit, Certificate in	—	—	X	—	X	—	—
Personnel, Diploma Certificate	—	—	X	—	X	—	—
Supply, Certificate	—	—	X	—	X	—	—

ANNEX C—continued

Correspondence Course Offered by Public Authority	NSW	VIC	QLD	SA	WA		TAS
					(T)	(I)	
Management Systems and Information Processing	—	—	X	X	—	—	—
Management—Principles of Real Estate	—	—	X	—	—	—	—
Farm	X	X	X	X	—	—	X
Meat Inspection	X	—	X	X	X	—	—
Motor Maintenance	X	X	—	X	X	—	—
Navigation	X	X	—	—	X	—	—
Nurses Entrance Exam	X	—	—	—	—	—	—
Painting and Decorating	—	—	—	—	—	—	X
Panelbeating	X	—	—	—	—	—	X
Pilot Licence, Private and Commercial	—	—	—	X	—	—	—
Plumbing	X	X	—	—	—	—	X
Pottery	—	—	—	—	X	—	—
Printing	—	—	—	—	—	—	—
Public Administration, Diploma	—	X	—	—	X	X	—
Radio Receiver, Servicing	—	X	—	—	X	—	X
Radio Station, Operators	—	—	—	—	X	—	—
Radio and Television	—	X	—	—	—	—	X
Radiography	—	X	—	—	—	—	—
Real Estate, Valuation of	X	X	X	X	X	—	—
Real Estate, Management Diploma	—	X	X	X	X	—	X
Refrigeration Engineering	X	X	X	X	—	—	X
Salesmanship	—	—	X	—	X	—	—
Secretarial Studies	X	X	—	X	—	—	—
Shorthand	X	X	—	X	X	—	—
Short Story Writing	—	X	—	X	X	—	—
Showcard and Ticket Writing	—	—	—	X	X	—	—
Social Science	—	—	—	X	X	X	—
Surveying, Building	X	X	X	—	—	—	—
Surveying, Engineering	X	—	X	—	—	—	—
Surveying, Mine	—	—	X	—	—	—	—
Television Servicing	—	X	—	—	X	—	—
Town Planning	—	X	—	X	X	—	—
Trade Courses—							
Building, Automotive, Electrical, Metal and other	X	X	X	X	X	—	X
Typewriting	X	X	—	X	X	—	—
Valuation, Land, Real Estate	X	X	X	X	X	—	—
Welding, Electric, Oxy	—	—	X	—	—	—	—
Woolclassing	X	—	X	X	X	—	—
Writing, Short Story	—	X	—	—	X	—	—

ANNEX D

Index of SVETS Approved Courses Available from Private Institutions in Australia

Intending students must fully understand Paragraphs 6-7, 10-12 and 18 of this order before enrolling in any of the courses listed below.

Complete list (in alphabetical order) as at 1 June 1973 is:

Institution	Course
AA Heavy Equipment Training School Charles Street CANTERBURY NSW	1. All courses (as resettlement training or during recreational leave)
Adelaide School of Japanese Language 31 Gilbert Place ADELAIDE SA	1. Basic Japanese (part-time attendance)
Alliance Francaise de Victoria 37 Flemington Road NORTH MELBOURNE VIC	1. All courses
Armstrong's Driving School 95 Miller Street THORNBURY VIC	1. Semitrailer Driving Endorsement Course
Associated Teachers' Training Institute Mercer House 11 Mercer Road MALVERN VIC	1. Teacher Training Courses
Australia-Japan Society Suite 23, 428 St Kilda Road MELBOURNE VIC	1. Advanced Japanese (part-time attendance)
Australian Chiropody Association (Victoria) 245 Punt Road RICHMOND VIC	1. Chiropodic Appliance Making (three-year diploma course—full-time only) <i>Note: Available for post-discharge resettlement training only.</i>
Australian College of Dental Surgeons 229 Macquarie Street SYDNEY NSW	1. Post-graduate and Fellowship Course
Australian College of Theology C/- St Marks Institute of Theology Cnr Broughton and Blackall Streets BARTON ACT	1. Fees for Licentiate in Theology Examination (correspondence tuition is available)
Australian Dental Association (Victorian Division) 44 Mathoura Road TOORAK VIC	1. Advanced courses of training for Dental Nurses 2. Dental Nurses Training Course
Australian Institute of Export 60 Market Street MELBOURNE VIC	1. Associate Training Course

ANNEX D—continued

Institution	Course
Australian Institute of Management (Local State Branch)	1. Computer Based Management Information Systems 2. Counselling — Introduction to Management 3. Effective Report Writing 4. Filing Systems That Work 5. Financial Control and Productivity for Supervisors 6. How to Develop Your Executive Potential 7. Human Behaviour at Work 8. Human Problems and the Supervisor 9. Human Relations 10. Interviewing for Staff Selection 11. Office Management 12. Personnel Administration 13. Personnel Management Customs 14. Preparation for Retirement 15. Psychology for Executives 16. Public Speaking 17. Rapid Reading Course 18. The Female Supervisor 19. The Industrial Supervisor's Course 20. Working Environs 21. Writing Effective Business Letters
Australian Institute of Radiography (NSW Branch) 6 Chalmers Street BELMORE NSW	1. Radiography and Radio-therapy
Australian Postal Institute (Victorian Division) 666 Bourke Street MELBOURNE VIC	1. Correspondence and part-time courses (attendance) for Leaving (Vic)
Australian Radio and Television College Pty Ltd Broadway and City Roads SYDNEY NSW	1. Transistor and Television Service Engineering Course
Barristers' Admission Board Supreme Court King Street SYDNEY NSW	1. Student-at-Law Course

ANNEX D—continued

Institution	Course
Bradshaw's Business College 406 Lonsdale Street MELBOURNE VIC	1. Calculator Operating (part-time attendance course)
Bricklaying School of WA 63 Russell Street MORLEY WA	1. Bricklaying
Brisbane Engineering Academy Teachers Building 81 Elizabeth Street BRISBANE QLD	1. First and Second Class Engineers Certificate 2. First Class Engine Drivers Certifi- cate <i>Note: Examinations are only held within Queensland.</i>
British Institute of Careers (a division of BIET) 113 Pacific Highway NORTH SYDNEY NSW	1. Australian Chamber of Shipping— Shipping Clerk's Examination 2. Secretarial Correspondence Course
British Institute of Engineering Tech- nology (Sydney) 113 Pacific Highway NORTH SYDNEY NSW	1. Advanced Electronics 2. Aircraft Maintenance Engineers Licence 'Airframes' 3. Aircraft Maintenance Engineers Licence 'Engines' 4. Architectural Draughtsmanship and Building Design 5. Associateship/Fellowship Royal Aeronautical Society — AFRAeS (Ae4) 6. Associateship Membership Institute of Automotive and Aeronautical Engineers—AMIAAE 7. Associateship Membership Society of Engineers (Civil)—AMSE (Civ) 8. Associate Membership Society of Engineers (Elec)—AMSE (Elec) 9. Associate Membership Society of Engineers (Mech)—AMSE (Mech) 10. Ceramics 11. Clerk of Works 12. Draughtsmanship 13. Electrical Drawing to Design 14. Electrical Installations and Wiring 15. Electricians Licensing Examination

ANNEX D—continued

Institution	Course
	16. Electronic Engineering Course
	17. General Aeronautical Engineering Course
	18. General Automobile Engineering
	19. General Draughtsmanship
	20. General Electrical Engineering (and as an optional extra)
	21. Modern Slide Rules Course
	22. General Mechanical Engineering Course
	23. General Plastics Course
	24. General Production Engineering
	25. Graduate British Institution of Radio Engineers—Grad Brit IRE
	26. Local Government Overseer of Works Certificate
	27. Maintenance Engineers Course
	28. Management Part 1 and Part 2
	29. PMGs First Class Commercial Operators Certificate of Proficiency
	30. Practical Motor Engineering
	31. Principles and Practice of Television Servicing
	32. Sanitary Engineering
	33. Shipbuilding and Naval Architecture
	34. Special Course in Architecture
	35. Telephony and Telegraphy
Cake Decorating Schools of Australia 256 Flinders Street MELBOURNE VIC	1. Cake Decorating
Coast Navigation School 45 Chandos Street ST LEONARDS NSW	1. The Elements of Boat Handling, Seamanship and Sailing
	2. Celestial Navigation (prerequisite qualification SGCE Navigation)
College of Civil Aviation Ltd 175 William Street MELBOURNE VIC	1. Commercial Pilots Licence Course
	2. Private Pilots Licence Course
283 Clarence Street SYDNEY NSW	3. Senior Commercial and Airline Transport Pilots Licence Course
	<i>Note:</i> Theoretical subjects only. Fees for practical flying are not approved.

ANNEX D—continued

Institution	Course
Collins Radio Co (Australasia) Ltd 327 Collins Street MELBOURNE VIC	1. Basic Logic Techniques
Commercial Education Society of Australia 2 Rose Street HURSTVILLE NSW	1. Diploma of Management
Computer Institute of Australia 99 Alma Road EAST ST KILDA VIC	1. Computer Fundamentals
Correspondence School of Library Studies 72 Balaclava Road EASTWOOD NSW	1. Diploma in School Librarianship
	2. Registration Examination for Library Association of Australia
Cullen Morton Pty Ltd 108 Kermode Street ADELAIDE SA	1. Slide Rule Operation
Dental Assistants Association 218 Castlereagh Street SYDNEY NSW	1. Dental Assistants Training Course
Dental Assistants/Nurses Association of SA 63 Flinders Parade FLINDERS PARK SA	1. Dental Assistants Training Course
Export-Import College of NSW and Victoria 383 George Street SYDNEY NSW	1. Foreign Trade Practice and Administration (part-time attendance)
Flight Training Centre 672 Glenferrie Road HAWTHORN VIC	1. Commercial Pilots Licence Course
	2. Private Pilots Licence Course
	3. Senior Commercial Pilots Licence Course
	<i>Note:</i> These are all attendance courses. Theoretical subjects only are approved and fees will not be paid for practical flying.
Flying Training Centre 302 North Terrace ADELAIDE SA	1. Ground Courses (ie, theoretical subjects only)

ANNEX D—continued

Institution	Course
Gemmological Society of Australia Box 5133A, GPO MELBOURNE VIC	1. Preliminary and Diploma Course in Gemmology
24 Burton Street DARLINGHURST NSW	
General Board of Religious Education 92 Finch Street EAST MALVERN VIC	1. Associate in Theology (correspondence course) 2. Licentiate in Theology (correspondence course)
Hawker de Havilland Milperra Road BANKSTOWN NSW	1. Engineers Allison 250-C18 2. Engineers Basic Turbine Course 3. Basic Turbine Course 4. Engineers UACL PT6A—O <i>Note:</i> Approved for resettlement training only or for members during recreational leave.
Hemingway Robertson Institute Bank Place 410 Collins Street MELBOURNE VIC	1. Basic Computer Course 2. Business Administration 3. Income Tax Law 4. Institute of Sales and Marketing Executives 5. Diploma of Management 6. Sales Management Diploma 7. Secretaryship Diploma—Chartered Institute of Secretaries
229 Castlereagh Street SYDNEY NSW	
Holmes School of Languages 147 Collins Street MELBOURNE VIC	1. Dutch Language (part-time attendance) 2. Elementary Russian (part-time attendance) 3. German (part-time attendance) 4. Spanish (elementary) (part-time attendance)
Independent Theatre School of Dramatic Art Pty Ltd 269 Miller Street NORTH SYDNEY NSW	1. Dramatic Art
Institute of Actuaries MLC Building Victoria Cross NORTH SYDNEY NSW	1. Correspondence Course for Admission as Actuary

ANNEX D—continued

Institution	Course
Institute of Chartered Accountants in Australia (Local State Branch)	1. Professional Year
International Correspondence School 234 Collins Street MELBOURNE VIC	1. Advertising Institute of Australasia Associate Degree 2. Air Conditioning Technology 3. Air Conditioning and Refrigeration Course (MSXY) 4. Architectural Drawing and Design Course 5. Art Course—Cartooning (CFA) 6. Automobile Body Building and Refinishing 7. Chartered Institute of Secretaries (AC15) 8. Club Administration 9. Comprehensive Selling 10. Computer Technicians Course (CTCP) (for resettlement training only) 11. Diploma of Business Management 12. Diploma of Marketing Executives 13. Diploma of Purchasing and Supply Management (Sydney office only) 14. Drawing Office Practice and Tool Design 15. Electrical Draughtsman Course 16. Electronic Engineering Diploma Course 17. Electronic Instrumentation and Control Instruments 18. Grad IREE Course 19. Heating, Ventilation, Air Conditioning Technology 20. Hi-Fi, Stereo and Sound System Servicing 21. High Speed Diesels 22. Hotel/Motel Management 23. Hydraulic and Pneumatic Power Course 24. Income Tax (Aust) 25. Industrial Instrumentation
Box 41955 GPO SYDNEY NSW	

ANNEX D—continued

Institution	Course
	26. Industrial Management Diploma
	27. Institute of Fire Engineers—Preliminary Course, Associate Membership and Graduate Membership Courses
	28. Inst Affiliate Accountants
	29. Inst of Personnel Management (Aust)
	30. Institute of Sales and Marketing Executives
	31. Modern Supervision
	32. MXL Automatic Transmission
	33. Operational Research
	34. Personnel Management Diploma
	35. Photography
	36. Public Relations (Commercial Studies Subject 54 and IPC)
	37. Safety Engineering Course
	38. Signpainting and Designing
	39. Small Business Owners Course
	40. Stores Supervisors Course
Junior Chamber of Commerce 59 Elizabeth Street MELBOURNE VIC	1. Management
Lee Murray Institute of Radio and Television 53 Exhibition Street MELBOURNE VIC	1. Commercial Radio Broadcasting and TV Managerial Course 2. Executive Managerial Course
Mansel-Smith, Schutt Aircraft Flying Academy Moorabbin Airport CHELTENHAM VIC	1. Private Pilots Licence—Theory
Marconi School of Wireless (now part of AWA Sydney) 47 York Street SYDNEY NSW	1. Broadcast Station Operators 2. Commercial Wireless Operators 3. Flight Radio Operators Course 4. Mathematics Refresher 5. Radio Service Mechanics 6. Television Servicing 7. Transistor Course

ANNEX D—continued

Institution	Course
Martin Halas Dental Co 60 Flinders Lane MELBOURNE VIC	1. Dental Course (Adelaide) 2. Shell Ceramic Course 3. VMK Degudent Basic Course
Mayfield (Hospital Education) Centre 11-27 Mayfield Avenue MALVERN VIC	1. Operating Theatre Attendant
Melbourne Stock Exchange 351 Collins Street MELBOURNE VIC	1. Investment Course
Metropolitan Accounting Course 6 Dailey Street SYDNEY NSW	1. Secretarial Course (Chartered Institute of Secretaries)
Modern School of Floral Arts 85 Powlett Street EAST MELBOURNE VIC	1. Advanced Course 2. Beginners Course 3. Contemporary Flower Arrangement 4. Hostess Course (Decorative Art)
McCabe Academy of Dressmaking Manchester Unity Building 95 Swanston Street MELBOURNE VIC	1. Course in Cutting, Designing and Pattern Making
National Safety Council of Australia 191 Royal Parade PARKVILLE VIC	1. All courses conducted by branches of the National Safety Council of Australia
Pharmaceutical Society College (all states) 381 Royal Parade PARKVILLE VIC	1. Extension Lecture Courses 2. Fellowship Courses in Pharmacy 3. Fellowship of Society of Hospital Pharmaceutical Chemists
Plastics Institute of Australia 647 George Street SYDNEY NSW	1. Know Your Plastics (part-time attendance only)
Precision Flight Building 62 Aerodrome BANKSTOWN NSW	1. First Class Aircrew Instrument Rating
Queensland Flying Services Hangar 3, Beatty Road ARCHERFIELD QLD	1. Flying Instructors Course. (Theoretical subjects only. Fees for practical flying are not approved)

ANNEX D—continued

<i>Institution</i>	<i>Course</i>
Real Estate Institute of NSW (in conjunction with Sydney University Extension Board) 401a Pitt Street SYDNEY NSW	1. Real Estate and Valuation Practice Course
Receptioniste Services Training College 18 Collins Street MELBOURNE VIC	1. Attendance Course only
Ringwood Education Service 1 Louis Street RINGWOOD EAST VIC	1. Rapid Reading Course
Ronald Turnbull and Associates 474 St Kilda Road MELBOURNE VIC	1. Advanced Salesmanship 2. Effective Salesmanship
Royal Australian College of Physicians Spring Street MELBOURNE VIC	1. Examination Fees to Stage I
Royal Australian College of Surgeons Spring Street MELBOURNE VIC	1. Examination Fees for FRACS 2. Refresher Seminars and Tutorials in Basic Medical Sciences in preparation for Fellowship Examination
Royal Automobile Club of Victoria 123 Queen Street MELBOURNE VIC	1. Advanced Driving Course
School of Small Offset Printing 237 City Road MELBOURNE VIC	1. Reprography and Small Offset Printing Certificate Correspondence Course
School of Visual Arts 105 Crown Street SYDNEY NSW	1. Advanced Commercial Art and Graphic Design (attendance two nights weekly—12 months)
St John Ambulance Association (Local State Branch)	1. First Aid Certificate
Stott's Technical Correspondence College 159 Flinders Street MELBOURNE VIC	1. Builders Draughtsmanship 2. Combined Literary Course 3. Diesel Engineering (Courses 92 and 93) 4. Diploma of Institute of Business Administration 5. Diploma of Institute of Purchasing and Supply Management 6. Modified Fiction Writing Course

ANNEX D—continued

<i>Institution</i>	<i>Course</i>
	7. Novel Writing 8. Office Managers Diploma Course 9. Purchase and Supply Administration 10. Purchasing and Supply Officers Course 11. Writing for TV
Sydney Stock Exchange Pitt Street SYDNEY NSW	1. Extension Course 2. Principles of Investment (Advanced and Basic)
Television Typing Centre Ltd 343 Little Collins Street MELBOURNE VIC	1. Typing—Basic Course
Typing Centre of NSW 126 King Street SYDNEY NSW	1. Programmed Typing Courses: a. Basic one hour for 12 evenings b. Intermediate 12 lessons (20-40 wpm) c. Advanced 12 lessons (40-60 wpm)
Victorian Department of Health 295 Queen Street MELBOURNE VIC	1. Health Inspectors Class Committee Course
William Angliss College of Catering and Food Studies 555 Latrobe Street MELBOURNE VIC	1. Health Inspector Course 2. Meat Inspection Course
William E Trask (Speech Consultant) 43 Doonmore Street PENRITH NSW	1. Speech Rehabilitation Course
Wireless Institute of Australia 14 Atchison Street CROWS NEST NSW	1. PMG Limited Operators Certificate

(347/1/71)

(Navy Orders 309/70 and 369/71)



AUSTRALIAN NAVY ORDER

Navy Office, Canberra,
22 June 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A handwritten signature in cursive script, appearing to read 'J. Handau'.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

Section 2

PERSONNEL

UNCLASSIFIED

202/73—Training and Promotion of Junior Officers of the General List

1. The training and promotion rules for junior officers of the General List are hereby promulgated for information and for action where necessary.

2. This order is divided into the following:

- Part 1 Training pattern,
- Part 2 RANC (Phase 1),
- Part 3 Degree and Diploma Courses—Time Gained/Lost,
- Part 4 Pattern of Training for Degree Course Failures,
- Part 5 Fleet Training (Phase 2),
- Part 6 Specialist Courses,
- Part 7 Syllabus of Fleet Training,
- Part 8 Professional Training—Degree Stream,
- Part 9 Promotion to Lieutenant,
- Annex A Subordinate Officers Training Pattern,
- Annex B Time Gained,
- Annex C Professional Training—Degree Stream.

Part 1—Training Patterns

Introduction

3. There are two forms of entry to the Royal Australian Naval College, Junior Entry or Senior Entry. Junior Entry cadets in their first two years at the College are brought to the New South Wales Higher School Certificate standard and receive elementary naval training. Junior Entry cadets who matriculate join Senior Entry matriculants to form a composite Senior Year 1 to commence post matriculation training in either the CRESWELL course or courses leading to a degree. Further detail on RANC responsibilities in training is given in Part 2 of this order.

CRESWELL Course Pattern

- 4. a. *Cadet Midshipman* 1 year 8 months (terms 1-4 at RANC, term 5 in training ship).
- b. *Midshipman* 1 year in Fleet (terms 6, 7, 8).
3 months at RANC (term 9, final term of CRESWELL course).
- c. *Acting Sub-Lieutenant and Sub-Lieutenant* 5½ months OW courses in UK.
12 months Bridge Watchkeeping in the Fleet if **Seaman Officer**; or
6 months Basic S & S course if **Supply Officer**.

CONTENTS

This

is

SECTION 2—PERSONNEL

202/73 Training and Promotion of Junior Officers of the General List

Degree Stream Patterns

5. a. (1) *Seaman Branch*. BSc, B Surv, BA.
(2) *Supply Branch*. BSc, BA.

The first year of BSc and BSurv studies is conducted at RANC, the remaining two years for BSc and 3 years for BSurv at the University of New South Wales. The entire three years of BA studies takes place at the University of New South Wales. The promotion of Seaman and Supply Officers undertaking degree courses is in step with that of their contemporaries in the CRESWELL course as detailed in Paragraph 4 above. Training subsequent to graduation, for Seaman and Supply Officers, is:

Acting Sub-Lieutenant and Sub-Lieutenant

8 months in Fleet,
5½ months OW courses in UK,
12 months Bridge Watchkeeping in Fleet if **Seaman Officer**; or
6 months Basic S & S course if **Supply Officer**.

- b. *Engineering Branch*. BE (Electrical, Mechanical, Naval Architecture).

The first year of engineering studies is conducted at RANC, the remaining three years at the University of New South Wales. The promotion of Engineering Officers undertaking degree courses is also in step with that of their contemporaries on the CRESWELL course. Training subsequent to graduating for engineering officers is:

Sub-Lieutenant

8 months in Fleet,
approximately 12 months Application courses.

Basic Promotion Dates

6. Cadet Midshipmen are promoted Midshipmen on 1 September in the second year of training, Acting Sub-Lieutenant on 1 December in the third year of training and to Sub-Lieutenant 13 months later (see also Part 6).

7. The above patterns are set out diagrammatically in Annex A.

Part 2—Royal Australian Naval College (Phase 1)

Charter of the RAN College

8. The aim of training at the Royal Australian Naval College is to prepare young men for service to their country as Officers of the Royal Australian Navy, by providing a sound and well-balanced education in academic and naval subjects, whilst developing the qualities of loyalty, integrity, responsibility and initiative.

Phases of Training

9. **Phase 1** training is that training administered by the Commanding Officer HMAS CRESWELL. **Phase 2** training is that training administered by the Flag Officer Commanding HM Australian Fleet (see also Part 5).

Courses

10. There are two principal courses conducted at RANC at post matriculation level:
- the CRESWELL course for non-degree students; and
 - the first year of BE, BSc, or BSurv courses.

Degree Courses

11. Degree courses are conducted at RANC under the terms of association with the University of New South Wales. Only the first year of Science, Surveying and Engineering courses are presented at the College, the remainder of the degree courses and all of Arts being undertaken while attending the University of New South Wales. Degree Stream officers gain sea experience, in a training ship, in the vacation period at the end of first year studies, and naval training is undertaken in vacation periods during attendance at the University.

CRESWELL Course

12. The College year is divided into three terms. The academic content of the CRESWELL course is spread over the period of the first four terms. The first three terms are primarily devoted to academic work with some concurrent naval training; in the fourth term naval subjects predominate. The fifth term is spent in a training ship followed by terms 6, 7, 8 (Phase 2) in ships of HMA Fleet. The young officer returns to RANC for the ninth, and final, term of the CRESWELL course in which relevant portions of the academic content of the first four terms are revised and new work, including a course in management, introduced preparatory to subsequent courses in the United Kingdom. Cadets selected for degree courses who fail to make satisfactory progress may be transferred to the CRESWELL course (see Part 3).

Credits and Time Gained

13. During Phase 1 training, credits are awarded based on performance in CRESWELL course, academic and naval examinations. Time gained is then allocated according to the number of credits earned. Time gained for degree (and diploma) course performance is covered separately in Part 3. CRESWELL course cadets can earn maximum credits as follows:

a. academic subjects	43
b. naval subjects	15
c. service marks	17
	<hr/>
	75

Allocation of Credits

14. Credits will be awarded to examinable subjects on the following scale:

a. <i>Academic</i>	<i>Maximum Credits</i>
Service Mathematics	6
Service Science	6
War Study	6
Practical English	3
Government	3
International Law	2
Mathematics Refresher, Term 9	3
Physics Refresher, Term 9	3
Applied Science, Term 9	3
Elective Subjects (4) 2 x 4	8
	<hr/>
	43

b. <i>Naval</i>		<i>Maximum Course</i>
Seamanship		6
Navigation		6
Engineering		3
		15

c. <i>Service Marks</i>	
(1) <i>Senior Course—First Year</i>	
Term 1	2
Term 2	2
Term 3	3
(2) <i>Senior Course—Second Year</i>	
Term 4	3
Training Ship	4
Term 9	3
	17

Note: A deduction of one credit will be applied as a penalty for failure in an elective subject.

15. Fifty percent is a pass mark and a mark of 75 percent or more will secure maximum credits in any subject. Other credits will be awarded as follows:

	74%–65%	64%–60%	59%–55%	54%–50%
Maximum 6	4	2	2	0
Maximum 4	2	2	0	0
Maximum 3	2	2	0	0
Maximum 2	1	1	0	0

Time Gained

16. Half a month time gained will be awarded for every five credits, with a maximum of six months for 60 credits or more. Credits will be progressively cumulative over the whole period and time gained assessed at the end of Term 9 will be subject to the over-riding maximum of six months.

Failure

17. An officer who fails any part of the CRESWELL course will normally be offered transfer to the Supplementary List or have his appointment terminated.

Part 3—Degree and Diploma Courses, Time Gained/Lost

18. To accommodate the varying number of units per year, a graded pass system is used to assess time gained for degree and diploma course officers (*see* Paragraph 23). Under this system:

- a. An officer may not qualify for time gained in any year of training in which he fails to qualify to proceed to the next year of his course without the overall length of his course being extended.
- b. Subject to the provision at a. above, time gained is based on a graded pass system. A graded pass is defined at 25 percent of the years results being at Credit level or better (or equivalent, where a Distinction equals two Credits and a High Distinction three Credits).

- c. An officer who fails degree or diploma training during or at the end of the first or second years and returns to the RANC for training will retain time gained during his successful year and may obtain Credits thereafter for results obtained in examinable subjects towards the gaining of time—*see* the scale laid down for the CRESWELL course. He will gain time for Fleet training and OW courses, if appropriate, under the normal rules.
- d. An officer who fails degree or diploma training at the end of the third or fourth years will retain time gained during his successful years and gain time in respect of subsequent Fleet training or OW courses, as appropriate, under the normal rules.
- e. Should an officer fail a year, and by either repeating or transferring to another course be one year behind his contemporaries, he will remain so until promotion to Lieutenant. On promotion to Lieutenant his seniority will be backdated 12 months (plus time gained) to bring him once more into line with his original contemporaries. On promotion to Lieutenant therefore, such officers will be paid as Lieutenant over one year and will serve for seven years before promotion to Lieutenant-Commander.
- f. Where an officer completes a year of the CRESWELL course and then joins the degree stream he will not be permitted to retain any time gained during the CRESWELL course.

Note: Officers will only be allowed to repeat a year of degree or diploma training in exceptional circumstances.

Engineering Degree

19. Time gained is awarded for Engineering degree training as follows:

	<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>	<i>4th Year</i>
Clear Pass	1 month	1 month	2 months	2 months
Graded Pass	3 months*	3 months	3 months	3 months

* *Note:* A student who obtains a graded pass in the first year of the BE degree course who subsequently transfers to EX or SU specialisation shall count only two months time gained for his first year.

Arts Degree

20. These officers are awarded time gained as follows during university training:

	<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>
Clear Pass	1 month	1 month	2 months
Graded Pass	2 months	2 months	2 months

Science Degree

21. Time gained, during university training, is awarded as follows:

	<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>
Clear Pass	1 month	1 month	2 months
Graded Pass	2 months	2 months	2 months

Surveying Degree

22. Time gained is awarded for Surveying Degree as follows:

	<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>	<i>4th Year</i>
Clear Pass	1 month	1 month	1 month	1 month
Graded Pass	1½ months	1½ months	1½ months	1½ months

Engineering Diploma

23. Only rarely will General List officers undertake Engineering Diploma training but for those who do, training is of 3 years duration at the Royal Melbourne Institute of Technology and is followed by Fleet training and application courses (see Part 6 Paragraph 72). In certain circumstances they may be permitted to complete a fourth year leading to an Engineering degree. Time gained for RMIT students during diploma training is awarded as follows:

	<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>	<i>Degree</i>
Clear Pass	1 month	1 month	1 month*	2 months
Graded Pass	3 months**	3 months**	3 months**	3 months

- Notes:* 1. At * an extra month is added if a student proceeds to a degree.
 2. At ** an extra month will be added if the student does not proceed to a degree.
 3. Individual assessment will be made for some diploma students, eg, officers who failed the RNEC Manadon course and commenced Engineering diploma training at RMIT.

24. Details of time gained are summarised in Annex B.

Part 4—Pattern of Training for Degree Stream Course Failures**Introduction**

25. The following paragraphs give details of the pattern of training to be carried out by General List Officers who fail degree courses at the end of first, second, third and fourth years of study. Action to be taken in the event of 'Deferred' examinations being granted is also detailed.

Repeat Year

26. Unless failure was due to cause beyond the officer's control repeat of a first year course will not be permitted. In the event of failure in any other year of degree training the recommendations of the RANC Study Board and the University Authorities will be taken into account in determining whether the officer will be granted a repeat year. The granting of a repeat year is to be regarded as the exception, not the rule.

Failure at End of First Year

27. Officers who fail first year degree examinations will normally remain in their specialisation if Seaman or Supply and Secretariat, or transfer to Seaman or Supply and Secretariat if originally Engineering specialisation. These officers will then join the second year of the CRESWELL course.

Failure in Second Year—End of Session 1

28. Officers who are recommended for withdrawal from degree studies at the end of Session 1 in mid-July each year will normally:

- remain in their specialisation if Seaman or Supply and Secretariat, or transfer to Seaman or Supply and Secretariat if Engineering specialisation;
- return to RANC for intensive naval training of six weeks duration;
- join the Fleet with CRESWELL course contemporaries in September, thereafter following the standard CRESWELL course pattern of training.

Failure at End of Second Year

29. Officers who fail second year degree examinations will normally:

- remain in their specialisation if Seaman or Supply and Secretariat or transfer to Seaman or Supply and Secretariat if Engineering specialisation;
- rejoin RANC as Midshipman in the January immediately following their failure for a period of six weeks during which they undertake an intensive course in naval subjects;
- concurrently with b. study the subject Law of the Sea;
- on completion of b. and c. the officers will normally undertake the following short courses:
 - Preliminary NBCD (901300)—HMAS PENGUIN or HMAS CERBERUS—5 days.
 - Diving Familiarisation—HMAS PENGUIN—5 days.
 - Demolitions Training—HMAS WATSON—5 days.
 - Combat Survival Course—RAAF AMBERLEY—15 days;
- on completion of d. after a short period of leave, join the Fleet for 12 months Phase 2 training;
- after 15 months as Midshipman be promoted to the rank of Provisional Acting Sub-Lieutenant;
- after successful completion of a Fleet Board during the final month of a junior officer's training period in the Fleet, the prefix 'Provisional' will be removed; officers who fail subjects in a Fleet Board will be re-examined in accordance with Part 5 of this Order; and
- after g. and on completion of one term's study at RANC, will proceed to Operations and Weapons courses in the United Kingdom.

Deferred Examinations

30. Naval students who are offered deferred examinations by the University of New South Wales do not have an automatic entitlement to sit for such examinations. In all cases, the RANC Study Board will decide whether or not an individual naval student shall sit for deferred examinations, such factors as the students other failures and other deferreds, if any, being taken into account.

31. Naval students who are granted deferred examinations by the RANC Study Board will remain on leave until the examination to arrange their own appropriate academic revision programme.

32. On completion of the deferred examination naval students will return to RANC for the intensive naval subjects course. If they subsequently are found to have failed deferred examination, they proceed to Fleet units in March, following the failed-degree stream training pattern. Transfers of specialisation where required will be effected.

33. On notification of success in a deferred examination, naval students rejoin the University stream.

Failure at End of Third or Fourth Year

34. An officer of the Seaman or Supply and Secretariat specialisation who fails his final examination at the end of the third year will normally proceed direct to a sea posting after undergoing necessary PCT.

35. An officer of the Engineering specialisation who fails his third year or fourth year degree examinations will normally proceed direct to a sea posting.

36. The qualification for promotion of officers who fail third or fourth year degree or diploma training and proceed to non-degree stream training is as follows:

<i>3rd Year Failures</i>	<i>Promotion To</i>	<i>Qualifications</i>
ie, final year BA, BSc, BSurv and RMIT or third year BE	SBLT	Fleet Board
	LEUT	EX—OW courses and award of ONC and BWC. SU—OW courses and Basic Supply course. EN—Application Courses
<i>4th Year Failures</i>		
ie, final year BE	LEUT	Fleet Board and Application courses

Part 5—Fleet Training (Phase 2)

37. The aims of training to be given junior officers in the Fleet (Phase 2) are:

- a. to teach by practical instruction and experience at sea, the conduct, sense of duty and level of knowledge required of them as officers in the Royal Australian Navy; and
- b. to qualify for a Certificate of Competence.

38. Junior officers should be given as much responsibility as can be arranged and progressively more as they gain experience. Rules for the award of the Certificate of Competence are shown in Paragraph 45.

39. This training provides an opportunity for junior officers to learn at first hand the work and problems of departments other than their own, and, most important, about the sailors who serve in these departments. For some this opportunity will never recur. These broad aims must not be obscured by the details of the syllabus (Part 7).

Junior Officer's Fleet Training Task Book

40. This is issued to GL Midshipmen (CRESWELL course) on commencing Fleet (Phase 2) training and to GL Midshipmen (Degree Stream) during the second vacation training period. It is to be completed by all junior officers under training, and presented for inspection and signature by the Commanding Officer at monthly intervals.

41. The aims of the Task Book are laid down in the introduction to the book. Junior officers should be encouraged to carry out further research into those areas not fully covered by the questions.

Journals

42. Each junior officer is required to keep a Journal during his time in the training ship (Phase 1) and Fleet (Phase 2). The journal is designed to give junior officers practice in writing good English, in accurate reporting and in making informed comment on current affairs and topics of professional and general interest. Journals are to be inspected, together with a sketch/diagram of topical interest, at least fortnightly by the Midshipmen's Training Officer and as required by the Commanding Officer. The journal is to be produced at inspections and sent to the Midshipmen's examining Fleet Board with the Commanding Officer's recommendation on the marks to be awarded out of 50.

Navigation Sight Books (H-225A)

43. Navigation Sight Books are to be maintained by all junior officers (except Engineering specialisation). The sight book is to be kept as directed in the Task Book, it is to be produced at inspections, and forwarded to the Midshipmen's examining Fleet Board with the Commanding Officer's recommendation on the marks to be awarded out of 25. A certificate of completion of a satisfactory set of astronomical observations is to be annotated on Form PH111(8).

Training Records

44. a. Form PH111—Record of Training of General List Junior Officer and Certificates gained—is to be started for each officer on entry to the RANC, and is to be maintained as follows:

- (1) Seamen and Supply Officers (Degree Stream)—until completion of Phase 2 training in HMA Fleet,
- (2) Engineering Officers (Degree Stream)—until completion of Phase 2 training in HMA Fleet,
- (3) Seamen and Supply Officers (CRESWELL course)—until completion of Midshipmen Training (Term 9) at RANC.

Note: OW course results are reported separately by ANRUK.

b. Form PH111 is of stiff-over loose leaf format and consists of the following Parts:

- (1) *Part 1—Royal Australian Naval College:*
General Achievements—PH111(4)
Academic Record—Time Gained—PH111(5),
- (2) *Part 2—Sea Training:*
Record of Employment and Progress—PH111(6)
Certificate of Competence—PH111(7)
Sea Training Service Marks—PH111(8)
Sea Training Examination—Time Gained—PH111(9)
- (3) *Part 3—Degree Stream:*
Record of Progress—PH111(10)
University Graduation Certificate—Time Gained—PH111(11),

c. Form PH111 pages (3) to (11) are to be raised in duplicate, one copy being retained in PH111 Cover and the other forwarded to Navy Office for record purposes.

Certificate of Competence (Form PH111(7))

45. All junior officers under training are required to gain a Certificate of Competence to the effect that the officer:

- a. has kept watch at sea and in harbour under an officer holding a Bridge Watch-keeping Certificate and has a sound practical knowledge of the duties of Officer of the Watch, especially measures necessary for the safety of the ship;
- b. has demonstrated a satisfactory standard of boat-handling ability under all sea conditions; and
- c. is capable of transmitting and receiving by light a plain language message of approximately 25 words at a speed of eight words per minute.

46. Commanding Officers may award the Certificate of Competence to officers after not less than five months at sea and whenever possible, no later than before the end of Fleet training. The Certificate should normally be awarded at the end of an officer's time in a large ship, eg, DDG or above.

47. An officer who fails to gain the Certificate of Competence during his Fleet training period will forfeit two months seniority unless it is clearly shown that the Certificate was withheld for reasons outside his control. Commanding Officers are to report to the Flag Officer Commanding HMA Fleet, the name of any officer who has not been awarded a Certificate of Competence before the Midshipmen's examination.

The Midshipmen's Examination

48. Fleet Boards are to be convened by the Flag Officer Commanding HMA Fleet during the final month of a junior officer's training period in the Fleet. Results are to be forwarded to Navy Office by the Flag Officer Commanding HMA Fleet.

49. The President of each Fleet Board is to be a Captain of the Seaman Branch. He will be assisted by at least five officers of Commander or Lieutenant Commander rank (2 GLEX, 1 GLEN ME, 1 GLEN WE, 1 GLSU) who will test candidates in the oral sections of the examination.

50. In assessing each candidate, the Board will take into account, by reference to the Task Book, the types of ship in which the officer has served and the experience he has been expected to gain.

51. Candidates will be examined in written and oral subjects as follows:

	Time	Maximum Marks
a. Written Tests:		
(1) Engineering—Marine, NBCD	} 2 hours	80
(2) Engineering—Electrical		65
(3) Supply and Administration		65
(4) Operations and Weapons:	} 3 hours	
Gunnery		35
TAS		35
Communications		35
AIO		35
AIR		35
	Sub-Total	<u>385</u>
b. Oral Tests:		
(1) Anchorwork/Evolution	} As required	40
(2) Rigging/Cordage/Survival at Sea		40
(3) Pilotage		30
(4) Duties of OOW/ORO/Ceremonial		60
(5) Rule of the Road (85% pass required)		50
(6) Ships Organisation		60
(7) Divisional Officers duties		60
	Sub-Total	<u>340</u>
c. Other Marks:		
(1) Journal	—	50
(2) Sight Book (Executive and Supply only)	—	25
(3) Service Marks	—	200
	Sub-Total	<u>275</u>
	Grand Total	<u>1,000</u>
(Engineer Specialists)		<u>(975)</u>

d. To pass, not less than 50 percent of the total is required, and not less than 40 percent in each subject. An aggregate of 50 percent is required to pass the complete Operations and Weapons subject with 40 percent or above required in each section namely Gunnery, TAS, AIO Communications and Aviation, which are re-examinable separately. All other tests listed above are to be treated as individual subjects for marking and re-examination purposes.

52. Class of certificate awarded and resultant time gained is as follows:

80 percent 1st Class Pass—4 months

65 percent 2nd Class Pass—2 months

50 percent 3rd Class Pass—Nil.

Failure

53. A junior officer failing in not more than two subjects of the Fleet Board is to be re-examined in them after not less than one month. If the officer passes his re-examination a Third Class Certificate only will be awarded regardless of his total marks, and nil seniority will be gained. The re-examination will not otherwise involve forfeiture of seniority, however, it will normally be necessary to forego any leave given on completion of the Fleet Board. Failure to obtain 50 percent of the total marks, 50 percent of Service marks, failure in three or more subjects, or in any subject on re-examination will normally lead to the officers withdrawal from the RAN.

Loss of Training Time

54. When a junior officer misses a substantial amount of training because of sickness or other cause beyond his control, his Commanding Officer may recommend that he should take the final examination on the due date. This recommendation is subject to the Commanding Officer certifying that the officer:

a. has a good chance of passing; and

b. has the ability to obtain a Certificate of Competence before the end of his sea time.

55. If the Commanding Officer is unable to make the above recommendation, or if the officer is unable to take the final examination because of sickness or other cause beyond his control, the circumstances are to be reported to the Flag Officer Commanding HMA Fleet who is to forward his recommendations to the Naval Board.

Period After the Examination

56. After examination by the Fleet Board and before leaving the Fleet provided that:

a. the officer has passed the Midshipmen's examination in all subjects; and

b. the marks that the officer has obtained show that he has completed study of all ship's departments satisfactorily,

he is to be employed in duties appropriate to his specialisation.

57. Junior officers should be sent on seasonal leave (except those required for re-examination) in time for them to start subsequent training:

a. Seaman and Supply specialists (CRESWELL course) Term 9 at RANC in September.

b. Engineering specialists—Application courses in UK in September.

c. Degree (BSc, BA, B.Surv) graduates—OW courses in UK in September.

Summary of Reports Required

58. Commanding Officers are to report any failure to award a Certificate of Competence in accordance with Paragraph 47.

59. The Flag Officer Commanding HMA Fleet is to send full details of the Midshipmen's examination to Navy Office by letter as soon as possible. All failures are to be reported by signal.

60. If loss of training time is involved Commanding Officers are to report circumstances to the Flag Officer Commanding HMA Fleet in accordance with Paragraph 54.

61. Forms PH111 pages (3) to (11) are to be raised in duplicate, one copy being retained in PH111 cover and the other forwarded to Navy Office for record purposes when each page is completed.

62. The Flag Officer Commanding HMA Fleet is to keep Navy Office informed of all junior officer movements during Phase 2 training.

Part 6—Specialist Courses

Promotion to Acting Sub-Lieutenant

63. Midshipmen are promoted Acting Sub-Lieutenant on 1 December, in year 3. Officers undergoing the CRESWELL course must have obtained their Certificates of Competence and passed the Midshipmen's examination while the Degree Stream officers must have shown satisfactory progress in their studies up to that time. Normally this will mean successful completion of 3rd year University training irrespective of whether a 3 or 4 year course is being undertaken.

Seamen and Supply Specialist Officers

64. On leaving the Fleet, degree graduate officers proceed to UK for Operations and Weapons courses; CRESWELL course officers proceed to Term 9 training at RANC. In January of the following year CRESWELL course officers proceed to UK for Operations and Weapons courses.

Operations and Weapons Courses

65. Junior officers (Seamen and Supply) undertake professional courses in the United Kingdom over approximately 5½ months. Subjects covered are:

	<i>Length (Days)</i>	<i>Marks</i>	<i>Seniority (Weeks)</i>
Navigation and Bridgework	30	1,000	9
Frigate SCO	9	450	3
Warfare Acquaint	31	500	4
NBCD	8	300	3
Divisional and Management	10	450	3
Supply Acquaint	5	—	—
Air Acquaint	10	300	2
S/M Acquaint	3	—	—

Note: For the purpose of calculating seniority as a Lieutenant 4 weeks will equal one month.

66. Examinations are held on completion of each subject, other than Supply and Submarines. To pass 50 percent in each subject and 50 percent of the total are required. Candidates must pass in all sections of each subject.

Failures

67. A junior officer will incur the loss of one month's seniority for each subject failed in Paragraph 65.

68. If a junior officer fails to obtain the overall pass mark, consideration will be given to his withdrawal from training.

69. A junior officer who fails a subject during OW courses may be required, at Naval Board discretion, to take the subject again. Marks obtained in re-examinations do not attract any time gained. Seniority loss will remain as that imposed in paragraph 67.

Reports

70. Detailed results of OW examinations are to be reported to Navy Office.

Subsequent Movements

71. On completion of OW courses, all officers return to Australia where a Divisional, Man Management and Sports Course (901342/901343) is undertaken at HMAS CERBERUS. Seamen Officers are then posted to the Fleet to gain their Bridge Watchkeeping Certificate, and Supply Officers undergo the Basic Supply and Secretariat Course (901494) at HMAS CERBERUS.

Engineer Specialist Officers

72. On graduating with a degree from UNSW, Engineer specialists proceed to the Fleet for General Service (Phase 2) training to achieve the Certificate of Competence, then to UK for application courses in naval equipment after which officers return to Australia. The Divisional Man Management and Sports Course (901342/901343) is programmed on return followed by posting to the Fleet.

Promotion to Sub-Lieutenant

73. Acting Sub-Lieutenants are promoted to Sub-Lieutenant with their original seniority on 1 January, 13 months after promotion to Acting Sub-Lieutenant provided they have successfully completed their training so far and are recommended. However service in the rank of ASLT will not count towards pay seniority in the rank of SBLT. See Part 4 which deals with qualifications required for promotion of officers who fail third or fourth year degree diploma training and proceed to non-degree stream.

74. Details of time gained are summarised in Annex B.

Part 7—Syllabus of Fleet Training

75. The detailed syllabus to be covered is contained in the Junior Officer's Fleet Training Task Book. As a grounding will have been given in most of the syllabus during training at RAN College it is intended that junior officers should learn, in the Fleet, more by experience and use of the Task Book, than by formal instruction. This does not remove the need for some lectures and for good supervision by both officers and senior sailors. The syllabus of training is common to junior officers of all branches except that Engineering specialists are not required to complete the Astro-Navigation assignment in the Task Book.

76. Of the period that junior officers serve in the Fleet before their examination, 25 weeks only are allocated to completion of the formal syllabus. Time available should be divided as follows:

a. Seamanship	9 weeks
b. Engineering	6 weeks
c. Operations and Weapons	5 weeks
d. Supply	3 weeks
e. Divisional Officers duties; Ships' Organisation	2 weeks

77. The remainder of the time before the final examination should be devoted largely to ship's duties—watchkeeping, running boats, taking charge of working parties, divisional work—in order that officers may gain broader practical experience required of their specialisation.

Part 8—Professional Training Degree Stream

78. While studying at the USNW, Degree Stream officers undergo naval training during the University long vacations as shown in Annex C.

Part 9—Promotion to Lieutenant

79. The basic date for promotion to Lieutenant is three years and one month from date of promotion to Acting Sub-Lieutenant. This date is adjusted by any seniority gained while under training but limited to a maximum of 16 months.

80. All officers serve for a minimum period of 16 months as Sub-Lieutenants. Promotion to Lieutenant is subject to recommendation and will take place not earlier than 8 months prior to the basic date. Officers who gain more than 8 months time will be eligible for promotion to Lieutenant on 1 May in year 6. The higher rate of pay of Lieutenant will commence from that date but the officer's rank seniority and pay seniority will be backdated to take account of all time gained.

81. Should the officer have gained 8 or less months the date of promotion, having been adjusted by the time gained, will also be his pay and rank seniority.

82. Seamen specialists must also have obtained a Bridge Watchkeeping Certificate and Ocean Navigation Certificate prior to being promoted. However if an officer is unable to obtain these certificates through no fault of his own by the time he becomes due for promotion, details, together with a recommendation, are to be reported to Navy Office in order that consideration may be given to his provisional promotion to the rank of Lieutenant. The provisional will be removed when Navy Office is advised that the Officer has obtained the certificates.

General

83. Navy Orders 507/71, 335/72 and 9/73 are hereby cancelled, having been incorporated above.

ANNEX A
Subordinate Officers Training Pattern

YEAR	1	2	3	4	5	6	7
CLASS	J1	J2	IIC/IID	IIIC/IIID	IVD		
	IC/ID	IIC/IID	IIIC/IIID	IVD			
	BE 1 (RANC)	BE (MECH) 2 (UNSW)	BE (MECH) 3 (UNSW)	BE (MECH) 4 (UNSW)	Fleet Training	Application Courses	Fleet
	BE 1 (RANC)	BE (ELECT) 2 (UNSW)	BE (ELECT) 3 (UNSW)	BE (ELECT) 4 (UNSW)	Fleet Training	Application Courses	Fleet
	BSURV 1 (RANC)	BSURV 2 (UNSW)	BSURV 3 (UNSW)	BSURV 4 (UNSW)	Fleet Training	OW Courses	Hydrographic Experience and BWC
	BSc 1 (RANC)	BSc 2 (UNSW)	BSc 3 (UNSW)	Fleet Training	OW Courses	Fleet	
	BA 1 (UNSW)	BA 2 (UNSW)	BA 3 (UNSW)	Fleet Training	OW Courses	Fleet	
	CRESWELL Course (RANC) 1	Cadet Training Cruise	Fleet and Dockyard as Directed	OW Courses	Fleet	Fleet	
		JAN/FEB					
RANK	CMID		MIDN	ASLT	SBLT	TIME GAINED	LEUT





AUSTRALIAN NAVY ORDER

Navy Office, Canberra,
21 June 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A handwritten signature in cursive script, appearing to read "J. Handau".

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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Section 4

EQUIPMENT, STORAGE AND MAINTENANCE

UNCLASSIFIED

203/73—Stocktaking by Random (Statistical) Sampling

Introduction

1. The purpose of this report is to provide a description of the system of stock taking by statistical sampling together with operating instructions for implementation by RMA units subject to RMAF and Commonwealth Commandments. The system is intended to provide a more efficient method of stocktaking over a longer period.

Outline of the System

2. Statistical sampling is a process whereby a portion of an inventory is examined and the results used as a basis for assessing the accuracy of the estimation of inventory stock quantities.

3. The basic process for an inventory is to divide into a number of segments, the number being determined after taking into account the size of the inventory, the stock quantities and other operational conditions available to meet stocktaking circumstances, and continuing with such arrangements designed to ensure that statistical requirements are met.

CONTENTS

No	Title
203/73	Stocktaking by Random (Statistical) Sampling.

Definition of Terms

4. The following definitions apply to terms used for inventory management purposes in this report.

- Population** - The total quantity of stock, being accounted for, and in the custody of the Supply Officer, excluding transfers to RMA Units, RMA and Commonwealth Commandment Units.
- Segment** - A group of stock which may consist of the whole or part of the population.
- Sample** - Those items of a segment selected by random with a suitable size and so used as basis for determining the requirement for a given unit of time in the segment.
- Stock Adjusted** - The quantity of stock in a segment derived by the addition of items to be returned to the sample, retained down as a whole inventory.

Operating Instructions

Applicable and Scope

5. Stocktaking is to be conducted in accordance with AMC 1, Chapter 14, except as otherwise noted in these instructions. Stock may also be taken by RMA Units subject to RMAF and the Commonwealth Commandments.

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

203/73—Stocktaking by Random (Statistical) Sampling

Introduction

1. The purpose of this order is to promulgate a description of the system of stocktaking by statistical sampling together with operating instructions for implementation by HMA Ships not subject to SOAP, and Commissioned Establishments. The decision to introduce the system followed evaluation of trials conducted over a lengthy period.

Outline of the System

2. Statistical sampling is a process whereby a portion of an inventory is mustered and the results used as a basis for assessing the accuracy of the application of inventory control measures.

3. The system provides for an inventory to be divided into a number of segments, the number being determined after taking into account the size of the inventory, time scales prescribed and man-power resources available to meet stocktaking commitments, and conforming with special instructions designed to ensure that statistical requirements are met.

4. In relation to each segment, a muster of a specified number of items (ie, a sample) is undertaken and the error rate in respect to those items is calculated. Where the error rate disclosed is below a specified figure, the requirement to muster items not included in the sample is eliminated. An unacceptable error rate for the sample calls for a muster of all items in the segment and the stocktake undertaken in the traditional manner.

Definition of Terms

5. The following definitions apply to terms used in operating instructions incorporated in this order:

- Population* .. The total number of stock items accounted for and in the custody of the Supply Officer, excluding furniture in HMA Ships, SIM and non-accountable consumable items.
- Segment* .. A group of items which may consist of the whole or part of the population.
- Sample* .. Those items of a segment selected in accordance with a sampling plan and to be used as basis for determining the requirement for a muster of all items in the segment.
- Skip Interval* .. The number of items in a segment divided by the number of items to be selected in the sample rounded **down** to a whole number.

Operating Instructions

Applicability and Scope

6. Stocktaking is to be undertaken in accordance with ABR 4, Chapter 16, except as specifically varied by these instructions, which are applicable only to HMA Ships not subject to SOAP, and the Commissioned Establishments.

7. Random statistical sampling is to be applied to stock items accounted for by, and held in the custody of the Supply Officer, excluding:

- a. non-accountable consumable items (see ABR 4, Article 1845);
- b. furniture in HMA Ships (see ABR 4, Articles 1614, 1837 and 1838); and
- c. SIM items (see ABR 4, Article 3903).

Preparation for Stocktake

8. Prior to the stocktake, the following steps are to be taken:

- a. Ensure that dead and SIM pages have been removed from the ledgers, and that ledger posting is up-to-date.
- b. Ensure that ledger pages for items not held in the custody of the Supply Officer, ship's furniture and non-accountable items are clearly identified. In particular, non-accountable items accounted for on consumable ledger pages, Forms SA206, are to be clearly identified.
- c. Determine the total number of eligible ledger pages (population).
- d. Select the number of segments, up to a maximum of six, into which the population is to be divided for stocktaking purposes. (See Annex A for explanatory notes on selection of segments.)
- e. Determine the segment size by dividing the population (c. above) by the number of segments selected (d. above), ensuring that each segment contains not less than 1,000 items, and that segments contain approximately the same number of items.
- f. Formulate a programme for the total stocktake, having regard to the requirement to muster all items in each segment where the error rate is unacceptable and the maximum time scales prescribed for completion of each segment. (See Explanatory Notes—Annex A.)

Procedures for Sampling

9. Procedures for sampling a segment of the population are as follows:

- a. Establish the number of items to be selected to form a sample by reference to the table at Annex B.
- b. Determine the skip interval by dividing the number of items in the segment by the number of items to be sampled (a. above). Where the resultant figure is not a whole number, the skip interval is the nearest whole number down from the answer obtained (eg, a figure 4.85 gives a skip interval of 4).
- c. Ascertain the first item to be selected in the sample by reference to Annex C or Annex D as appropriate. (Explanatory Notes—Annex A refers.)
- d. Select the remaining items for the sample in accordance with the skip interval established at b. above, ie, should the first item in the sample (c. above) be the third eligible ledger page, and the skip interval is 4, the remainder of the sample would be eligible ledger pages 7, 11, 15, 19, 23 . . . up to the completion of the segment.
- e. Record items selected as the sample on muster sheets. (See Annex E.)

Procedures for Stocktake

10. a. Count, weigh, etc, as appropriate, items in the sample and record quantities found on the muster sheet.
- b. Record on the muster sheet balances extracted from appropriate ledger pages and determine discrepancies where they exist.

- c. Investigate discrepancies in accordance with provisions of ABR 4, Article 1604 (5) and adjust ledgers and muster sheets where appropriate.

Note: The importance of ensuring that adjustments are restricted to errors (including errors of omission) discovered in relation to specific transactions is stressed. Vouchers are not to be raised to eliminate discrepancies disclosed at the muster unless details of the transactions which caused the discrepancies are known.

- d. Determine the error rate by dividing the number of errors by the number of items in the sample expressed as a percentage. (See Annex A.)
- e. Where the error rate for the sample exceeds 5 per cent, a complete muster of the segment is to be undertaken in accordance with ABR 4, Article 1604.
- f. Where the error rate for the sample is 5 per cent or less, the stocktake for the entire segment is deemed to be complete.

Stocktaking Cycle and Time Scales

11. a. A stocktake of the population in accordance with these procedures is to be undertaken at least once in every 18 months.
- b. Once commenced, a sample stocktake is to be completed within 30 days.
- c. The muster of an entire segment made necessary by an error rate exceeding 5 per cent in the sample taken is to be commenced within one month of the completion of the sample stocktake and completed within a further 90 days.
- d. A complete muster of each segment is to be undertaken at least once in every sixth cycle (nine years).

Reports of Stocktaking and Stocktaking Discrepancy Reports

12. Stocktaking and discrepancy reports are to be submitted consistent with requirements for reports outlined in ABR 4, Article 1605. Pending production of report forms modified to provide for filing ledgers in the order prescribed by Navy Order 374/72 and stocktaking by statistical sampling, it will be necessary to improvise with existing forms. The following information is to be provided (see Annexes F and G):

- a. Number of eligible items in the segment.
- b. What percentage of the population the segment is, ie, number of items in the segment divided by number of items in the population expressed as a percentage.
- c. Number of items in the sample.
- d. The error rate determined in accordance with Paragraph 10. d.

Stocktaking reports are to be forwarded together with discrepancy reports as soon as the muster of a segment is completed. Where a complete muster is required in accordance with Paragraph 10. e., the stocktaking report and discrepancy reports are to be forwarded at the completion of the complete muster.

Perpetual Inventory

13. An essential condition for the introduction of stocktaking by statistical sampling is that the voucher covering any transaction for items included in the population be endorsed at the time of issue to show the balance of stock on hand after the transaction. This figure is compared with the ledger balance when the voucher is posted and action taken in accordance with the provisions of ABR 4, Articles 1604 (5) or 1605 in relation to discrepancies found.

Implementation

14. The system outlined in this order has been designed for application to the population of all non-SOAP HMA Ships and Establishments. Although it is essential that Selected Item Management (Paragraph 10 refers) be introduced prior to implementation, introduction of the system is not to be deferred pending the production of new ledger pages referred to in Navy Order 41/72 or the re-arrangement of ledgers in accordance with Navy Order 374/72.

15. Random (Statistical) Sampling is to be introduced for the 18 months period commencing 1 September 1973. Supply Officers are to ensure that stocktaking commitments in accordance with the provisions of ABR 4, Article 1605 (4), have been met prior to the introduction of statistical sampling.

16. Supply Officers may, if considered necessary, submit a request to Navy Office through administrative authorities for a suitable officer (eg, Statistical Officer, Inspector (Stores)) to assist and advise in the implementation of stocktaking by statistical sampling.

Selected Item Management

17. As stated in Paragraph 14, Selected Item Management (SIM) is to be introduced prior to implementation of stocktaking by random statistical sampling. The procedures in ABR 4, Chapter 39, are to be followed except as varied below:

- a. *Article 3902*—SIM may be introduced into HMA Ships not subject to SOAP, and Commissioned Establishments.
- b. *Article 3904*—in ships not subject to SOAP, and Commissioned Establishments where SIM is introduced, catalogue changes, etc, for non-selected items are to be noted and stocks, accounts and stocktaking/stowage location records adjusted as soon as changes are notified.
- c. *Article 3905 (4)*—is to apply only to ships subject to SOAP. Otherwise, stocktaking is to be in accordance with this Navy Order.
- d. *Article 3911*—is no longer to apply.

18. ABR 4 will be amended.

ANNEX A

Explanatory Notes

Selection of the Number of Segments

1. a. The number of segments into which the population may be divided is one to six inclusive, at the discretion of the Supply Officer (Paragraph 8. d. refers), provided that each segment must contain not less than 1,000 items and that segments contain approximately the same number of items (*see* Paragraph 8. e.). It would normally be expected that six segments would be selected as this equates with the quarter by quarter performance of stocktaking over the authorised 18 months stocktaking period, but a lesser number of segments is permissible provided other requirements of this order are complied with.
- b. It will be apparent that the population divided into a smaller number of segments will result in large segment sizes and greater time savings and conversely, a larger number of segments will result in smaller segment

ANNEX A—continued

sizes. For example, by reference to the sampling plan (Annex B), it will be seen that the following table is applicable to a population of 10,000 items:

No of Segments Selected	Size of Segment	Size of Sample
1	10,000	722
2	5,000	673
3	3,333	636
4	2,500	593
5	2,000	560
6	1,666	560

- c. From these figures, it will be noted that the sample to be mustered once for a segment of 10,000 is 722 items, whereas the five samples to be mustered for segments of 2,000 is 5×560 , ie, a total of 2,800 items.
- d. It should be borne in mind, however, that each sample irrespective of size, has to be mustered within 30 days and where the sample result exceeds a 5 per cent error rate, the whole segment has to be mustered within 90 days. Staff availability and assessment of accuracy of inventory control measures are therefore key factors in determining the optimum number of segments.

Start Numbers

2. a. The start number determines the number of the first ledger page to be included in a sample—Paragraph 9. c. refers.
- b. Annexes C and D are tables to be used to determine the start number, depending upon the skip interval calculated for the sample. Where the skip interval is 10 or less Annex C is applicable and Annex D is to be used where the skip interval is 11 or more.
- c. The start number for a sample is the first appropriate number in the table which has not previously been used, read vertically down successive columns, ie, in relation to Annex C, and for a skip interval of 7, the first start number would be the first number shown in the first column (4) and for the next sample, the third number (6) would be used. The second number (8) would not be appropriate for a skip interval of 7.
- d. When a start number is used for a sample, it is deleted from the table so that it is not used again. This action is taken to ensure that all items have an equal chance of selection for a sample.

Formation of Segments and Selection of Samples

3. The following outlines procedures for determining samples to be mustered for a population of 25,628 items where it has been decided to divide the population into six segments for the purpose of the stocktake:

Population (*see* Paragraph 8. c.) = 25628

Number of segments desired (*see* Paragraph 8. d.) = 6

Segment size (*see* Paragraph 8. e.) = $\frac{\text{population}}{\text{No of segments}} = \frac{25628}{6} = 4271.33 = 4271$

Sample size (as per table Annex B) for 4271 items = 663

Skip interval (*see* Paragraph 9. b.) = $\frac{\text{segment size}}{\text{sample size}} = \frac{4271}{663} = 6.44 = 6$

Start number (*see* Paragraph 9. c.) = Annex C = 4

Ledger pages for sample = 4, 10, 16, 22, 28 . . . , 4254, 4260, 4266.

ANNEX A—continued

Sample Size

4. As the skip interval is always rounded down, it is possible to obtain more items in the sample than specified in the sampling plan (Annex B). In such circumstances, no action is to be taken to reduce the number in the sample to that specified in the sampling plan. Should the number of items for the sample be less than that specified in the sampling plan, an error has been made in the calculations.

Additions to and Deletions from Population

5. When segments are determined at the beginning of an 18 months' cycle, the items which constitute the first and the last item of each segment are to be recorded. Additions and deletions which occur at a later date are not to affect starting and finishing points for segments, except that, when an item designated as the start or finish point of a segment is deleted, it is to be replaced by the appropriate succeeding or preceding item.

Calculation of Error Rate

- 6. a. An error exists where there is a difference between the ledger balance and the quantity found at muster after adjustments in accordance with Paragraph 10. c. have been effected. An discrepancy in relation to a specific item is regarded as one error, ie, a discrepancy of 5 of an item represents one error.
- b. The error rate is calculated by dividing the number of errors found by the number of items in the sample, eg:

$$\begin{aligned} \text{Number of items in sample} &= 560 \\ \text{Number of errors in sample} &= 25 \\ \text{Error rate} &= \frac{25}{560} \times \frac{100}{1} = \frac{2500}{560} = 4.46 \text{ per cent.} \end{aligned}$$

ANNEX B

Sampling Plan

Segment Size	Minimum Sample Size
1,000	437
1,001 - 1,500	512
1,501 - 2,000	560
2,001 - 2,500	593
2,501 - 3,000	618
3,001 - 3,500	636
3,501 - 4,000	651
4,001 - 4,500	663
4,501 - 5,000	673
5,001 - 5,500	681
5,501 - 6,000	688
6,001 - 6,500	695
6,501 - 7,000	700
7,001 - 7,500	705
7,501 - 8,000	709

ANNEX B—continued

Segment Size Minimum Sample Size

8,001 - 8,500	713
8,501 - 9,000	716
9,001 - 9,500	719
9,501 - 10,000	722

ANNEX C

Start Numbers for Skip Intervals 1-10

4	5	1	6	1	8	9	3	5	3	1	1	9	6	2	7
8	3	8	4	5	9	8	0	0	6	3	6	2	6	9	2
6	9	6	4	0	2	7	0	6	9	9	4	1	6	5	3
5	0	9	4	0	4	6	9	5	9	8	0	3	9	7	0
3	6	3	2	3	2	6	7	3	4	5	3	7	2	7	5
5	1	5	1	2	6	4	0	3	2	6	3	6	1	7	6
3	8	0	2	9	2	6	0	1	1	3	9	0	5	7	0
3	3	0	8	8	0	3	2	1	8	9	9	8	9	5	0
1	8	9	7	0	5	5	1	6	8	6	7	6	2	1	8
4	6	5	5	0	5	4	9	7	3	9	0	6	0	9	2
5	2	3	2	4	9	8	5	6	8	4	2	0	9	7	4
6	2	7	8	4	0	4	4	1	6	8	7	4	5	9	0
8	6	0	7	6	2	6	3	8	0	3	7	5	3	6	6
3	5	9	6	1	7	6	2	0	9	3	4	5	0	9	4
6	8	0	3	5	1	1	0	6	0	7	3	0	9	2	7
4	8	9	9	4	1	1	1	5	6	6	8	0	8	7	2
5	4	2	5	4	5	7	8	1	2	7	2	8	3	8	8
7	3	2	2	9	2	2	0	0	3	3	8	6	3	1	2
3	3	6	2	6	8	2	2	8	4	4	1	5	0	9	3
1	3	7	1	5	0	6	9	2	8	2	7	6	9	2	3
3	9	8	5	6	1	2	9	9	5	4	8	9	7	8	8
5	7	0	3	5	6	1	7	5	5	4	6	1	1	3	8
8	1	7	0	8	3	1	6	8	0	7	0	9	1	4	0
5	3	9	3	2	1	6	9	3	5	5	4	2	1	9	1
6	4	3	3	3	5	8	3	9	6	4	1	4	9	5	3
1	7	8	9	8	1	1	5	3	0	4	3	3	2	7	4
2	2	4	3	1	8	2	3	0	6	3	1	4	0	5	3
1	4	2	3	5	5	3	1	4	5	3	4	0	6	5	7
9	0	6	5	7	0	3	5	7	0	2	3	2	5	5	6
3	5	0	8	8	5	2	4	5	2	6	3	9	5	4	5
4	0	4	0	3	9	8	5	0	1	4	5	4	5	5	3
1	5	5	8	0	2	5	4	6	4	4	4	4	3	7	3

ANNEX D

HMAS NONSUCH RANDOM (STATISTICAL) STOCKTAKING SHEET

Start Numbers for Skip Intervals 11-25

15	21	06	25	22	05	11	03	16	21	17	20	09	13	10	22
17	14	08	25	11	25	01	19	01	01	12	11	01	19	03	08
13	02	13	14	06	15	09	09	01	20	03	15	05	03	25	16
18	19	17	19	20	04	02	21	16	16	23	07	18	25	11	03
11	22	05	22	22	20	14	18	04	06	13	05	05	08	05	24
09	02	09	12	21	21	07	13	08	10	05	22	16	22	13	17
21	01	19	10	13	02	22	06	13	24	17	18	11	10	13	05
08	10	01	18	13	01	23	20	22	02	07	23	22	14	03	15
22	19	13	17	16	17	21	15	24	18	17	23	25	03	02	13
05	22	10	05	22	06	18	20	01	15	02	25	11	13	02	18
16	20	17	21	15	15	16	14	04	03	02	08	01	20	23	11
19	01	03	06	18	04	08	24	21	22	19	19	10	10	07	11
10	11	02	19	22	21	09	19	23	10	14	25	15	22	01	14
21	18	03	12	17	05	15	12	06	22	11	01	18	19	03	05
12	05	11	22	13	15	15	17	04	18	04	11	23	04	05	22
21	02	19	17	15	18	18	15	21	06	23	23	04	07	03	04
25	16	06	04	15	16	18	02	13	19	13	06	22	16	03	01
21	02	08	03	14	19	11	17	02	22	21	14	02	15	12	10
07	05	25	01	22	02	06	25	11	03	17	23	21	16	10	07
14	15	25	03	12	04	25	24	09	23	05	13	25	08	17	04
18	17	17	07	02	15	01	15	06	25	03	04	09	14	16	02
09	01	17	17	02	24	24	10	11	25	25	01	08	18	01	24
01	18	11	22	14	25	14	10	17	05	09	09	22	03	11	18
13	20	25	16	16	04	17	21	16	16	14	16	20	09	03	18
09	10	20	10	08	14	07	04	17	25	06	10	25	16	10	08
06	12	08	07	18	16	16	09	22	06	05	25	09	13	09	06
09	11	25	04	13	01	09	21	18	23	06	17	20	18	25	08
11	25	12	20	11	18	03	12	16	15	02	23	14	06	25	17
04	22	06	24	10	05	02	18	02	24	21	13	16	11	20	08
20	11	15	13	13	15	02	17	17	04	06	09	17	19	03	24
15	11	12	04	22	10	08	22	06	13	07	25	02	12	13	09
25	18	24	01	01	17	12	21	24	16	22	24	03	08	22	05

CLASS/CAT. NO.	SHORT NAME	CL	UI	LOCATION(S)	QTY FOUND	LEDG BAL	SURP	DEF	REMARKS.
0271-NP	No 3993-6 Tap Twinstout	C	No		4	5		1	SSI 1/74
0272-460162	Drill Twist	C	No		Nil	Nil			
0272-460242	Drill Twist	C	No		2	2			
0272-923-7829	Drill	C	No		14	14			
0272-923-7852	Drill	C	No		4	4			
0272-923-7880	Drill Twist	C	No		2	2			
0272-923-7889	Drill	C	No		3	3			
0272-923-7902	Drill	C	No		Nil	4		4	SSI 1/74
0272-923-7925/4	Drill	C	No		6	6			
0273-460542	Bits	C	No		6	6			
0272-462024	Blades Hacksaw	C	No		12	12			
0272-120-0892	Cutser Blades	C	No		2	2			
0272-430-8435	ADJ	C	No		6	6			

DEPARTMENT OF THE NAVY

ANNEX G

SS102
(1972)

LEDGER PAGES ARRANGED IN CLASS SEQUENCE

REPORT OF STOCKTAKING OF **Non-SIM**

HMAS **Nonsuch** at **Suntown** 1 3 / 19 74
 Number of sheets enclosed **2** Reg. No. **1/74** to **2/74** inclusive 3 Months ending **28/2/74**

PARTICULARS OF STOCK MUSTERED					PERCENTAGES OF STORES MUSTERED DURING THE LAST EIGHTEEN MONTHS	
Class	Range of items mustered		No. of items mustered		(i.e., the number of ledger pages covered by stocktaking shown as a percentage of the number of pages in the Permanent and Consumable ledgers excluding non-accountable consumable stores - Form SS137)	
					3 Months Ended	Percentage
	From Class	To Class	No Items in Segment	% Population	No Items Mustered	% Error
	0211	0811	47810	15.26	683	4.1 %
						%
						%
						%
						%
						%
						%
						%
						%
						%

I CERTIFY that I have verified or caused to be verified the stocks of the items indicated and am satisfied that the stocks and ledger remains were found to be in agreement, except as detailed on the enclosures hereto.

- I CERTIFY with regard to the stock sheets and/or stocktaking reports subsidiary to this return that:
- (a) the ledger balances shown thereon agreed with the balances in the stock ledgers;
 - (b) the stocks on hand shown thereon agreed with the quantities actually held;
 - (c) the calculations, extensions and castings are correct; and
 - (d) the discrepancies shown thereon and included on this return, both in quantity and value, are correct.
- Explanations of the differences discovered have been given to the best of my power.

.....
Store Accounting Officer

The differences have been thoroughly investigated and I concur with the explanations furnished on the enclosures. The ledgers have been provisionally adjusted by the results of the stocktaking pending Navy Office approval.

...../19
Commanding Officer

The Director of Supply Services,
Department of the Navy,
Victoria Barracks,
MELBOURNE, VIC., 3004.

(Navy Orders 41/72 and 374/72)

(400/1/2250)

DATE 1/13/85

REPORT OF STOCKING OF FISH IN CANALS

NAME CANAL

NUMBER OF FISH

1982-83

1982-83

1982-83

1982-83

1982-83

DATE	TYPE OF STOCK	NUMBER OF FISH	NAME OF STOCK	TYPE OF STOCK	NUMBER OF FISH	NAME OF STOCK	DATE
1982-83	1982-83
1982-83	1982-83
1982-83	1982-83
1982-83	1982-83
1982-83	1982-83
1982-83	1982-83
1982-83	1982-83
1982-83	1982-83

REPORT OF STOCKING OF FISH IN CANALS

NAME CANAL

NUMBER OF FISH

DATE

Historian

ANOs 204/73-209/73



AUSTRALIAN NAVY ORDERS

SECTION 1—ADMINISTRATIVE AND LEGAL

204/73 Command—Operations of HMA Ships

SECTION 2—PERSONNEL

204/73 Discipline—Discipline

204/73 Medical, Hospital and Dental Treatment of Personnel in HMA Ships

Navy Office, Canberra,
22 June 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

204/73 Laundry—Changes to HMA Ships

SECTION 3—BOOKS, CORRESPONDENCE

204/73 Technical and Managerial Reports to Undergraduate Courses

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

ADMINISTRATIVE AND GENERAL

CONTENTS

<i>No</i>	<i>Title</i>
SECTION 1—ADMINISTRATIVE AND GENERAL	
204/73	Ceremonial—Illumination of HMA Ships.
SECTION 2—PERSONNEL	
205/73	Discipline—Drugs.
206/73	Medical, Hospital and Dental Treatment of Families of United Kingdom Personnel in Australia.
SECTION 4—EQUIPMENT, STORES AND SERVICING	
207/73	General Stores—Introduction and Allowances of 4220-66-044-1034 Life Preserver Vest—'Sanar' Life Jacket.
208/73	Laundry—Charges in HMA Ships.
SECTION 5—BOOKS, CORRESPONDENCE, FORMS AND STATIONERY	
209/73	Textbooks and Equipment on Loan to Undergraduate Officers.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

204/73—Ceremonial—Illumination of HMA Ships

1. Navy Order 190/72 is to be amended as follows:

ANNEX A

After HMAS DIAMANTINA insert 'DUCHESS'.

(1211/51/890)

(Navy Order 190/72)

Section 2

PERSONNEL

UNCLASSIFIED

205/73—Discipline—Drugs

1. Drug abuse, until recent years, was most frequently found in members of the medical and allied professions having access to drugs in their every-day work. Due to a number of social factors a wide variety of drugs are now abused by different groups of the population, those most at risk being adolescents, young adults and housewives. Certain kinds of drugs which are quite commonly prescribed by doctors are liable to misuse. There are also illegal sources. It is important to realise that anyone can be a potential drug taker.

2. Much has been written about 'hard' and 'soft' drugs and whether or not the latter are addictive. Certainly there are drugs such as morphine and heroin which have a physical effect on the body so that organs learn to function only when surrounded by the drug. There is no similar reason why a person who takes amphetamine pills or smokes cannabis should become physiologically dependent or progress on to the 'hard drugs'. The stark fact remains that many do become dependent and progress through a psychological dependence on the artificial support which a drug provides. The obtaining of illegal supplies itself involves the experimenter in an environment which permits and encourages the habit. It is then that he becomes far more susceptible to an introduction to such drugs as morphine and heroin.

3. Within the naval society the most likely person to abuse drugs is the young sailor. It must be recognised that the great majority will be experimenters who do so for a brief period without normally coming to any lasting harm. In previous generations they would have stopped short at alcohol and tobacco. Experimenting with drugs may, however, be disastrous for those who have a disorder of personality or who have actual or potential psychiatric illness. These, in order to alleviate their symptoms, may become habituated. In a disciplined Service, experimenters may cause a number of problems through their altered behaviour while under the influence of drugs, which can take the form of breaches of discipline and may result in a serious decline in morale in a ship or establishment.

4. In the Service special problems exist; supplies can readily be obtained in many overseas countries and sea ports are likely places for the traffickers and users to congregate. Drugs are not as yet a serious problem in the Navy but the incidence of drug offences is steadily increasing. The Naval Board are therefore concerned that all possible steps should be taken to discourage the spread of the drug habit. Men using drugs not only reduce their own efficiency and self-reliance but lose a sense of responsibility towards their mess mates. They are not to be trusted in difficult situations and their presence could undermine the confidence of other members of their team. They are dangerous people, not only to themselves but to every impressionable young person with whom they come into contact. Others must be protected from them.

5. It should also be realised that a person who takes drugs can become a potential security problem. A person who takes drugs puts himself into the hands of those who supply them and could thus become blackmailable; furthermore, drugs are expensive and an addict short of the necessary money for fresh supplies may go to extreme lengths to obtain them. He could be lent money by a hostile intelligence agent who would well know that the borrower would have very great difficulty in repaying other than in kind.

6. Disciplinary action must necessarily be taken against those who are detected but this is only part of the answer. The greater part lies in education to ensure that young sailors from the start of their careers are made aware of the dangers of experimenting and of the risks involved. It is vital that all in authority are aware of the serious nature of the problem and that no permissive attitude should be allowed to develop. Education in new entry training establishments and on Petty Officers courses is therefore particularly important. It should be emphasised that the taking of any drug except on medical advice is the refuge of the weak, the irresponsible and the foolish. Every attempt should be made to ensure that the man who tries to traffic in drugs finds an unreceptive market and is reported for he is at the root of the drug problem.

7. In due course an order will be included in Regulations and Instructions for the Royal Australian Navy. Meanwhile Commanding Officers are to insert in Ships Standing Orders an order on the following lines:

'The use or possession of certain drugs (in Annex A) is wholly illegal. The use or possession of certain other drugs (in Annex B) is also illegal unless their use has been authorised by a prescription from a qualified doctor or dentist. The unauthorised possession or use of such drugs and any trafficking in them for gain or otherwise are prohibited in the Royal Australian Navy. Detailed lists of drugs to which this order refers are given in Navy Orders. They include:

Amphetamine and derivatives thereof, including Benzedrine, Dexedrine, Drinamyl ('purple hearts'), Methedrine
 Barbiturates
 Cannabis and its derivatives (eg, marihuana)
 Cocaine
 Heroin
 Lysergic acid diethylamide (LSD)
 Methadone
 Morphine
 Opium and its alkaloids.'

8. This order will be reprinted for posting on notice boards.

ANNEX A

Prohibited Drugs

The manufacture, use, possession or sale of the following substances, or preparations thereof, is prohibited:

Cannabis
 Desomorphine
 Diacetyl morphine
 Ketobemidone
 Thalidomide
 Triparanol

ANNEX B

Drugs of Addiction

1. The possession or use of the substances in the following list can only be authorised by a qualified medical or dental practitioner:

List 1. Poisons which are classified as drugs of addiction under the International Convention on Narcotic Drugs:

Acetorphine
 Acetyldihydrocodeine
 Acetylmethadol
 Allylprodine
 Alphacetylmethadol
 Alphamethadol
 Alphaprodeine
 Amphetamine and derivatives thereof
 Anileridine
 Benzethidine
 Benzylmorphine
 Beta-aminopropylbenzene (amphetamine) and beta-aminoisopropylbenzene and any component structurally derived from either of these substances by substitution in the side chain or by ring closure therein (or by both such substitution and such closure) except ephedrine, etaphedrine, N-methylephedrine, N-diethyl-aminoethylephedrine, phenylpropanolamine and prenylamine
 Betacetylmethadol
 Betameprodine
 Betamethadol
 Betaprodine
 Bezitramide
 Clonitazine
 Cocaine
 Coca leaf
 Codeine and in preparations of more than 2.5 per cent of codeine
 Codeine-N-oxide
 Codoxime
 Concentrate of poppy straw
 Dextromoramide
 Diampromide
 Diethylthiambutene
 Dihydrocodeine and in preparations of more than 2.5 per cent of dihydrocodeine

ANNEX B—continued

Dihydromorphine
 Dimenoxadol
 Dimepheptanol
 Dimethylthiambutene
 Dioxaphetyl butyrate
 Diphenoxlate
 Dipipanone
 Ecgonine
 Ethylmethylthiambutene
 Ethylmorphine and in preparations of more than 2.5 per cent of ethylmorphine
 Etonitazene
 Etorphine
 Etoxadine
 Fentanyl
 Furethidine
 Heptane derivatives
 Hydrocodone
 Hydromorphanol
 Hydromorphone
 Hydroxypethidine
 Isomethadone
 Levomethorphan
 Levomoramide
 Levophenacymorphan
 Levorphanol
 Metazocine
 Methadone
 Methadone—intermediate
 Methyl-desorphine
 Methyl-dihydromorphine
 1-Methyl-4-phenylpiperidine-4-carboxylic acid esters
 Metapon
 Moramide—intermediate
 Morpheridine
 Morphine
 Morphine derivatives
 Morphine methobromide and other pentavalent nitrogen morphine derivatives
 Morphine-N-oxide
 Morphine substitutes
 Myrophine
 Nicocodine and in preparations of more than 2.5 per cent of nicocodine
 Nicodicodine
 Nicomorphine
 Noracymethadol
 Norcodeine
 Norlevorphanol
 Normethadone
 Normorphine
 Norpipanone

ANNEX B—continued

Opium
 Oxycodone
 Oxymorphone
 Pethidine
 Pethidine—intermediate A
 Pethidine—intermediate B
 Pethidine—intermediate C
 Phenadoxone
 Phenampromide
 Phenazocine
 Phenomorphan
 Phenoperidine
 Pholcodeine and in preparations of more than 2.5 per cent of pholcodeine
 Piminodine
 Piperadine derivatives
 Piratamide
 Proheptazine
 Properidine
 Racemethorphan
 Racemoramide
 Racemorphan
 Thebacon
 Thebaine
 Trimeperidine

2. Any active principle, any natural or synthetic derivative, and salt and any compound of the above substances specified in this List and any preparations or admixture of such substances, active principles, derivatives, salts or compounds unless otherwise provided for in this List or other parts of the Annexes to this Navy Order.

List 2. Substances or preparations of exceptional danger:

Bufotenine
 Dimethyltryptamine
 Dom, STP
 Lysergic acid
 Lysergic acid diethylamide
 Mescaline
 Psilocin
 Psilocybin

List 3. Restricted substances:

Acetanilide
 Acetyl methyl dimethyl oximido phenyl hydrazine
 Amitriptyline
 Anabolic steroidal agents
 Antibiotics
 Anticonvulsant substances
 Antihistamines, except in preparations labelled and packed for the treatment of motion sickness in packs of 10 or less. This exemption does not apply to meclozine, cyclizine and chlorcyclizine
 Antitubercular substances

ANNEX B—continued

Arsenic, organic compounds of, for therapeutic use
 Ataractic substances including benactyzine, azacyclonol, hydroxy-
 zine and meprobamate
 Barbituric acid
 Bromides
 Bromvaletone
 Butyl chloral hydrate
 Cantharides
 Carbamazepine
 Carbromal
 Chloral hydrate
 Chlorcyclizine
 Chlorphentermine
 Chlorpromazine
 Chlorzoxazone
 Clofenoxine
 Cyclizine
 Deanol
 Dextromethorphan
 Dextropropoxyphene
 Dextroprhan
 Dibenzepin
 Dicyclomine
 Diethylpropion
 Diphenidol
 Disulfiram
 Doxepin
 Droperidol
 Ergot
 Ethoheptazine
 Fenfluramine
 Frusemide
 Glutethimide
 Guanethidine
 Haloperidol
 Hydrallazine
 Hyoscine-N-butyl-bromine
 Hypotensive substances including Apresoline, trimetaphan, dihydral-
 lazine, reserpine hexamethonium and pentomethonium
 Imipramine
 Meclozine
 Medazepam
 Methaqualone
 Methylpentynol
 Methylphenidate
 Methylperidol
 Methyprylone
 Nitrazepam
 Nitrofurantoin
 Oxazepam
 Paraldehyde
 Pentazocine

ANNEX B—continued

Phenmetrazine
 Phenylbutazone
 Phenyl-tertiary-butylamine
 Pipradol
 Prophylhexdrine
 Rauwolfia
 Sex hormones
 Sulphanilamide
 Tolazoline
 Trimipramine
 Urethanes and ureides
 Vaccines
 Yohimba

3. Any active principle, any natural or synthetic derivatives, and salt and any compound of the above substances specified in this Annex and any preparations or admixture of such substances, active principles, derivatives, salts or compounds unless otherwise provided for in this List or any other part of the Annexes to this Navy Order.

(321/1/56)

UNCLASSIFIED

206/73—Medical, Hospital and Dental Treatment of Families of United Kingdom Personnel in Australia

1. The National Health Service applies only to the United Kingdom and makes no provision for treatment abroad. However, in Australia arrangements are made to provide as far as practicable, for the persons specified in the following paragraphs, medical and dental treatment benefits equivalent to the benefits provided under the National Health Service in the United Kingdom. In this order the Medical Director-General is the Medical Director-General of the Royal Australian Navy and authorised representatives of the Medical Director-General for dental matters are the Senior Dental Surgeon, HMAS CERBERUS, the Command Dental Surgeon, EAST AUSTRALIA AREA and the Fleet Dental Surgeon, HMAS MELBOURNE.

Note: When rates are expressed in sterling, they are to be converted to Australian currency utilising the current fixed rate of exchange as advised by Navy Office from time to time.

Naval Families

2. The following members of the families of serving officers, sailors and other ranks are eligible to benefit, provided they have proceeded to Australia under officially approved arrangements, or if their presence on the Australia Station is recognised for the purpose of entitlement to the married accompanied rate of LOA:

- wives and children;
- domestic servants, children's nurses or governesses who are of British nationality, who were engaged in the United Kingdom and have been granted a free passage from the United Kingdom to the station abroad; and

- c. school children granted under the approved scheme a free passage from the United Kingdom to visit Service parents overseas will be eligible to receive urgent medical treatment and emergency dental treatment at public expense during their visit (including voyage periods), but routine and non-emergency treatment at public expense is to have prior Ministry of Defence (Navy) authority.

3. Members of families who elect to remain in Australia after the husband has left it, cease to be eligible for medical treatment under these arrangements. It is emphasised that there is no entitlement to free medical, hospital and dental services overseas if, not being entitled to a free passage, a serving officer, rating or other rank takes his family abroad privately. In this case he will be responsible for his family's medical, etc, expenses.

Civilian Staff and Their Families

4. The following are entitled to benefits:

- a. United Kingdom based non-industrial and industrial staff; and
- b. The following members of household of United Kingdom based staff provided they were granted passage to the station at Ministry of Defence (Navy) expense, and that they continue to live as members of the household. Children away during term time undergoing full-time instruction at educational establishments under official arrangements are regarded as fulfilling this condition:

- (1) *Wives*. A wife married abroad for whom passage was not provided may be included if her husband is, with Ministry of Defence (Navy) approval, in receipt of the married accompanied rate of FSA.
- (2) *Sons and Daughters*. Under the age of 21 years so long as they remain unmarried and are dependent upon their parents.
- (3) *Domestic Servants and Children's Nurses of British Nationality*. Members of households who elect to remain abroad after the husband or father has returned to the United Kingdom cease to be eligible for treatment under these arrangements.

Note: The facilities are also available to ratings (but not households of crews of Royal Fleet Auxiliaries) provided they are domiciled in the United Kingdom.

5. Members of households who elect to remain abroad after the husband or father has returned to the United Kingdom cease to be eligible for treatment under these conditions.

Refund of Fares

6. Fares of a patient and an escort, if one is necessary on medical grounds, may be refunded by the amount by which they exceed £Stg0.50p a week.

Benefits Covered

7. The benefits covered include:

- a. treatment by medical practitioners; *see* Paragraph 10;
- b. treatment by specialists and consultants; *see* Paragraph 11;
- c. hospital treatment; *see* Paragraphs 8 and 12;
- d. obstetrical and maternity treatment; *see* Paragraphs 13 and 14;
- e. dental treatment, including dentures; *see* Paragraphs 22-25;

- f. optical treatment, including spectacles; *see* Paragraphs 16-19;
- g. supply of pharmaceutical items prescribed by medical practitioners; *see* Paragraphs 14 and 15; and
- h. supply, maintenance and repair of surgical and orthopaedic appliances prescribed by a medical practitioner; *see* Paragraph 20.

Arrangements for Hospital Treatment

8. Individuals will make their own arrangements for necessary treatment at the most reasonable terms available. Where hospitalisation for treatment, confinement or special examination is or will be necessary, every effort is made to utilise the facilities of public hospitals. Public wards should be used wherever practicable. The maximum fees which will be reimbursed will be those current for public or intermediate ward patients in public hospitals. Fees in excess of these amounts are the patients own responsibility. In the event of distance or emergency necessitating the use of private hospitals, or where accommodation in general wards of a public hospital is not available, and provided a doctors certificate to this effect is forwarded with the claim, consideration will be given to reimbursement of charges in excess of the current daily rate of intermediate ward accommodation in a public hospital.

Conditions of Reimbursement

9. The following are services for which reimbursement will be effected and relevant information which must be forwarded with the claim:

- a. doctors and hospital accounts:
 - (1) diagnosis,
 - (2) nature of any operation,
 - (3) number of visits or consultations by doctor, and
 - (4) dates of treatment in hospital;
- b. dentists accounts—itemised statement of work done—*see* Paragraphs 22-25;
- c. chemists accounts—*see* Paragraphs 14 and 15;
- d. optical accounts—*see* Paragraphs 16-19;
- e. dates of birth of children—*see* Paragraphs 2c, 4b (2) and 16;
- f. the name of the ship or establishment where the claimant is serving and if he is scheduled to return to the United Kingdom within 30 days of lodging the claim.

Treatment by Medical Practitioners

10. Where it is necessary to seek treatment, etc, by medical practitioners, the services of a general medical practitioner are to be availed of in the first instance. All reasonable expenses in respect of treatment, etc, by general practitioners will be reimbursed.

Treatment by Specialists and Consultants

11. Reimbursement of specialist or consultant charges will be made only when treatment by a specialist or consultant is considered necessary by a general medical practitioner. In such cases the specialist or consultants account is to be endorsed in such a manner as to indicate that the patient was referred by a general medical practitioner. Where a specialist or consultant has been consulted in the first instance, reimbursement will be effected at the rates charged by general medical practitioners.

Hospital Accommodation

12. The charges for hospital accommodation will be approved for reimbursement up to a maximum of the current daily rate of intermediate ward accommodation in a public hospital, plus operating theatre or labour ward fees, laboratory and X-ray examinations, drugs, dressings, nappy wash during the lying-in period in hospital and special pharmaceutical items considered necessary for treatment. Charges for laundry and telephone will not be approved for reimbursement. Charges in excess of the current daily rate of intermediate ward accommodation in a public hospital, unless covered by the conditions of Paragraph 8, are the patients own responsibility.

Obstetrical and Maternity Treatment

13. For a normal confinement, a maximum fee of \$60.00 including about 10 ante-natal visits, delivery and post-natal care paid to a general practitioner, will be approved for reimbursement. In the event of a confinement necessitating special procedures, eg, surgical induction (by a general practitioner), an additional fee of up to \$15.00 will be approved for reimbursement, subject to the account being endorsed to this effect. In the event of specialist treatment being necessary the conditions of Paragraph 11 will apply. A maximum fee of \$12.00 will be allowed for circumcision for a child under 12 months, \$15.00 for a child one to 12 years and \$21.00 for a child over 12 years.

14. Pharmaceutical expenses during obstetrical treatment will be limited to the following:

- a. the cost of doctors prescriptions and maternity kits which mothers are required to provide before admission to certain maternity hospitals—all such items are to be fully itemised on the chemists account; and
- b. all reasonable stock items as provided by hospitals.

Pharmaceutical Items

15. a. Reimbursement of pharmaceutical expenses will be limited to the cost of medicines, drugs, sera, certain appliances, etc, which are prescribed by the doctor as part of the treatment. All such items purchased are to be itemised on the chemists account and the doctors prescription is where possible, to accompany the chemists account. Where it is necessary for the chemist to retain the prescription, the account should be so endorsed by the chemist; and
- b. reimbursement of expenses incurred in respect of oral contraceptives will only be approved when the claims are supported with written evidence that such preparations are prescribed by a doctor for clinical reasons.

Optical Benefits

16. Contributions, as set out hereunder, are required towards the cost of spectacles:

Frames	\$1.60
Lenses (per pair)	\$3.10
Lenses bifocal (per lens)	\$2.50

No contribution is required in respect of children up to and including 15 years of age.

17. Reimbursement of the cost of spectacles to the maximum extent of \$15.00 less the contribution required, will be allowed in addition to a maximum fee of \$12.00 payable to an ophthalmologist or optician in respect of examination and prescription for spectacles.

18. The cost of two pairs of spectacles (ie, maximum of \$30.00 less contributions required) will be refunded provided a certificate is produced from an ophthalmologist or optician certifying the necessity for two pairs of spectacles.

19. Where an ophthalmologist or optician certifies as to the necessity for bifocal spectacles, a maximum amount of \$6.30 will be allowed additional to the amounts allowed in Paragraph 17.

Surgical and Orthopaedic Appliances

20. All reasonable expenses incurred in connection with supply, maintenance and renewal of surgical and orthopaedic appliances will be reimbursed subject to the production of a medical certificate authorising the need thereof.

Home Nursing Service

21. Claims for reimbursement of expenses for home nursing will not be accepted unless there are exceptional medical reasons, not domestic reasons, why this service was necessary.

Dental Treatment

22. Eligible members of families are entitled to obtain dental treatment from a local dentist of choice and reimbursement of expenses incurred in respect of provision of:

- a. emergency treatment for the relief of pain or the repair of dentures and bridges;
- b. extractions under local anaesthetic;
- c. amalgam fillings;
- d. porcelain or resin fillings;
- e. root treatments;
- f. prophylaxis;
- g. simple periodontal treatment;
- h. topical fluoride treatment;
- i. X-rays; and
- j. sedative dressings;

will be effected in accordance with the minimum fee schedules issued by the Australian Dental Association from time to time. The reimbursement will not be subject to any deduction as was the case prior to the date of this order.

23. However, should the total cost of any one of the above listed treatments be likely to exceed \$60.00 then the prior approval of the Medical Director-General or his authorised representative is to be obtained.

24. Reimbursement of expenses incurred in respect of the provision of:

- a. crowns and bridges;
- b. gold inlays;
- c. orthodontic treatment and appliances;
- d. specialist periodontal treatment;
- e. oral operations; and
- f. extractions under general anaesthesia;

also will not be subject to any deductions but will require the prior approval of the Medical Director-General or his authorised representative before commencement of treatment. Such approval may be authorised only after the most stringent investigation of clinical necessity and not merely for cosmetic reasons or the patients personal preference. Personnel should not allow the dentist to proceed with the work before approved from the Medical Director-General or his authorised representative has been received unless they are prepared to bear the entire cost of the treatment without reimbursement. All applications for approval are to be accompanied by a statement from the dentist with full dental charts of the upper and lower jaws showing the position of the affected tooth or teeth, the number and position of natural teeth, the position where any teeth are missing and the number and position of existing dentures or crowns if any. If X-ray films are available, these should also be forwarded.

Contributions Towards Cost of Dentures

25. Reimbursement of the cost of artificial dentures will be subject to a deduction as indicated hereunder, calculated at the current fixed exchange rate notified by Navy Office from time to time.

Note: However in no case is the patients contribution to exceed £Stg10.00:

a. dentures in synthetic resin:

- | | |
|---|----------|
| (1) full upper plus full lower denture | £Stg8.25 |
| (2) denture bearing one, two or three teeth | £Stg3.75 |
| (3) denture bearing four to eight teeth | £Stg4.45 |
| (4) denture bearing nine to 14 teeth | £Stg5.00 |

provided that no fee for upper and lower dentures shall exceed £Stg8.25,

(5) additional fee for lingual or palatal bar, gold or other approved material—such fee as may be approved not exceeding £Stg2.50;

b. additional fee for the provision of soft lining or soft partial lining where this is required on account of the abnormal anatomical condition of the patients alveolus—£Stg1.17 per denture;

c. backing and tagging of teeth on non-metallic based dentures—fee per tooth in addition to the appropriate fee for a non-metallic based denture; chrome cobalt or a precious metal alloy: £Stg0.95.

d. Metal Based Dentures. These dentures may not be provided until such period after extraction (normally not less than three months) as the dentist thinks fit:

Fee per denture in chrome cobalt dentures:

- | | |
|--|----------|
| (1) partial denture bearing one, two or three teeth | £Stg8.50 |
| (2) partial denture bearing four, five or six teeth | £Stg8.75 |
| (3) partial denture bearing seven, eight or nine teeth | £Stg9.00 |
| (4) partial denture bearing 10 or more teeth | £Stg9.50 |
| (5) full denture | £Stg8.75 |
| (6) additional fee where teeth are backed in any metal | £Stg0.55 |

per tooth
up to a maximum of £Stg2.20 per denture.

26. With the exception of claims for the relief of pain or repair of dentures and bridges, claims for treatment performed within three months of arriving in Australia or three months prior to returning to the United Kingdom will not normally be reimbursed.

Exemption Provisions

27. Patients who fall into the following classes and sign a declaration to that effect, will not be required to pay a charge for the supply of dentures or for the relining of, or addition of teeth, bands or wires to a denture:

- children under 16 years of age or children who are still attending full time at school. This does not include students at training colleges, universities or other establishments of further education;
- expectant mothers; and
- mothers who have borne a child within the previous 12 months.

Travel Costs

28. Refund of travelling costs to and from hospital: travelling expenses in excess of £Stg0.75p and £Stg0.37½p a week for officers and ratings dependants respectively who go for hospital treatment (or specialist treatment beyond local resources) will be refunded. Refunds are to be based on the cheapest form of public transport available or mileage allowance at the appropriate public transport rate if the journey is made by private car.

29. In cases where competent medical authority certifies that an escort is necessary or that it is necessary for the child of an officer or rating to be visited by one of its parents while receiving treatment in hospital, travelling expenses will be refunded in accordance with Paragraph 28.

30. Claims authorised for reimbursement are to be charged as follows:

- Royal Navy Exchange and United Kingdom Personnel: Division 649/111, Recoverable Expenditure—Other Governments, MOD (United Kingdom) (Navy) Medical and Dental.
- Royal Navy Loan Personnel: Division 634/0/07/103.

Processing and Payment of Claims

31. a. Claims are to be treated as confidential and supported by receipts and statements showing the information required in accordance with Paragraph 9. Claims by United Kingdom civil personnel are to be rendered direct to the Medical Director-General, Department of the Navy, Victoria Barracks, Melbourne 3004, who will assess and authorise payments.

b. *Royal Navy Loan and Exchange Personnel.* Claims are to be certified as to correctness by the Naval Medical/Dental Officer and processed and paid by the HMA ships and establishments in the normal manner. Where a Naval Medical/Dental Officer is not borne, claims are to be forwarded to the Command Medical/Dental Officer, East Australia Area.

c. All doubtful claims and those in which fees are in excess of those set out in this order are to be referred to the Medical Director-General.

32. Navy Order 450/71 is hereby cancelled.

(156/51/23)

(Navy Order 450/71)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

**207/73—General Stores—Introduction and Allowances of
4220-66-044-1034 Life Preserver Vest—'Sanar' Life Jacket**

Navy Order 47/73 is to be amended as follows:

ANNEX A

Column 1. HMAS STALWART . . . delete 115 . . . insert 195.**Column 2.** Under Patrol Boats add LCH'S . . . 10 (each).

(514/62/387)

(Navy Order 47/73)

UNCLASSIFIED

208/73—Laundry Charges in HMA Ships

1. A uniform charge shall continue to apply to the laundering of Departmental property in ships laundries to defray the costs of detergents used.

2. A flat rate of five cents per dozen articles is to be charged to public funds, in respect of all Service articles laundered.

3. Navy Order 385/70 is hereby cancelled.

(900/51/4)

(Navy Order 385/70)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

209/73—Textbooks and Equipment on Loan to Undergraduate Officers

1. On completion of a course, or at such other time during the course as may be appropriate, textbooks, reference books or any other equipment issued on loan to a member to assist him in his studies will be recovered from the member.

2. On recovery the items will be held for re-issue in the following order:

a. where practicable, to other members undertaking courses and requiring similar books or equipment;

b. to Naval libraries, etc, if required as reference books;

c. to a member on loan where the appropriate authority certifies that, having regard to the member's duties it is necessary for service reasons that the member have such books, etc, in his possession rather than obtaining them from a Naval library.

3. After new entry medical and dental undergraduate officers have had new or used textbooks supplied to them for courses, the following establishments are to inform the Medical Director-General, by 31 May each year, of remaining medical and dental textbooks held:

HMAS KUTTABUL

HMAS MORETON

HMAS LONSDALE

HMAS ENCOUNTER

HMAS LEEUWIN.

4. Disposal action will then be advised by the Medical Director-General.

5. Navy Orders 308/70, 448/70 and 12/71 are hereby cancelled.

(465/258/433)

(Navy Orders 308/70, 448/70 and 12/71)

to a member on loan where the appropriate authority certifies that, having regard to the member's duties it is necessary for service reasons that the member have such books etc in his possession rather than obtaining them from a Naval library.

3. After any entry medical and dental undergraduate officers have been issued textbooks supplied to them and copies of the following establishments are to inform the Medical Department, by the name of the medical and dental establishments (including the name of the medical and dental establishments) as follows:

- HMAS KUTTABUL
- HMAS MORETON
- HMAS LONSDALE
- HMAS ENCOUNTER
- HMAS LEBURN

4. Disposal action will then be advised by the Medical Director-General.

3. Navy Orders 308/70, 448/70 and 12/71 are hereby cancelled.

(603/228/433)

(Navy Orders 308/70, 448/70 and 12/71)

308/70—(Navy Orders 308/70, 448/70 and 12/71)

1. A copy of this order is to be sent to the appropriate authorities of the establishments mentioned in paragraph 3 of this order for their attention.

2. A copy of this order is to be sent to the appropriate authorities of the establishments mentioned in paragraph 3 of this order for their attention.

3. Navy Orders 308/70, 448/70 and 12/71 are hereby cancelled.

(603/228/433)

(Navy Orders 308/70, 448/70 and 12/71)

Section 5

MINUTE CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

308/70—(Navy Orders 308/70, 448/70 and 12/71)

1. The quantities of stationery, forms and stationery to be supplied to the establishments mentioned in paragraph 3 of this order are to be determined by the appropriate authorities of the establishments mentioned in paragraph 3 of this order.

2. The quantities of stationery, forms and stationery to be supplied to the establishments mentioned in paragraph 3 of this order are to be determined by the appropriate authorities of the establishments mentioned in paragraph 3 of this order.

3. A copy of this order is to be sent to the appropriate authorities of the establishments mentioned in paragraph 3 of this order for their attention.

4. Navy Orders 308/70, 448/70 and 12/71 are hereby cancelled.

(Navy Orders 308/70, 448/70 and 12/71)

(603/228/433)

ANOs 210/73-217/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
5 July 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

SECRET
PERMITS

UNCLASSIFIED

210/73—Seaman Branch—Coxswain Category—Transfer, Promotion and Training.

- 1. Approval for transfer to the Coxswain Category will be granted when:
- a. Satisfactory evidence of the member's ability and experience is shown.
- b. Appropriate training has been completed and the member has passed the necessary examinations.
- c. The member is recommended for promotion by the commanding officer.

CONTENTS

No *Title*

SECTION 2—PERSONNEL

- 210/73 Seaman Branch—Coxswain Category—Transfer, Promotion and Training.
- 211/73 Travelling Allowance—Members Posted Oversea on Long and Intermediate Term Duty.

SECTION 4—EQUIPMENT, STORES AND SERVICING

- 212/73 Heeling Trials—HMA Ships.
- 213/73 HMA Ships and Commissioned Establishments—Allowances of Materiel.
- 214/73 Naval Stores (General) Class 5130—Wrenches, Impact, Electric—Allowances.
- 215/73 Naval Stores (General) Class 6850—Cleaning Compound, Deep Fryer.
- 216/73 Naval Stores (General)—Sacks, Shipping, Paper—Introduction.

SECTION 6—ESTABLISHMENTS

- 217/73 Fire Precautions, Establishments—Stowage and Use of Cleaning Materials.

Section 2

PERSONNEL

UNCLASSIFIED

210/73—Seaman Branch—Coxswain Category—Transfer, Promotion and Training

1. Applications for transfer to the Coxswains Category will be accepted from:
 - a. Able and Leading Ranks of the Seaman Branch and non-technical branches;
 - b. Able and Leading Ranks Grades 1 and 2 of the Technical Branches (excluding apprentices); and
 - c. Petty Officers of the Seaman Branch.
2. Able Ranks will not be selected for the course until they are qualified in all respects to enable promotion to Leading Seaman Coxswain on successful completion of course.
3. Transfer will be subject to manpower requirements in the sailor's existing category. Additionally transfer at the Petty Officer Rank will be dependent on the effect on promotion prospects of Coxswain Category sailors.
4. Regulations for transfer and training of Submarine Coxswains are contained in Chapter 8 of ABR 10/1969.

Promotion

5. The rules for promotion within the Coxswain Category are contained in Chapter 11 of ABR 10/1969.

6. Seniority and sea service in relevant rank of former category will count towards qualifications for promotion.

Training

7. Details of training for Coxswains are contained in Chapter 11 of ABR 27.

Duties of the Coxswain Category

8. The duties and responsibilities for the Regulating Branch contained in RI Articles 3251, 3252, 3253 are invested in the Coxswain Category sailors, and those articles will be amended in due course.

Volunteers for Transfer

9. Volunteers will be required on a continuing basis and the names of recommended volunteers should be forwarded by letter as soon as they come forth. The application is to contain a brief statement by the Commanding Officer supporting his recommendation and is to be accompanied by a Psychologist's report.

10. RI will be amended in due course.

11. Navy Order 322/70 is hereby cancelled.

ANNEX A

Eligibility to Transfer to Coxswain Category

Leading Seaman Coxswain

1. Acting or Confirmed Leading Ranks and Able Ranks of the Seaman, Non-technical and Technical (Grades 1 and 2 excluding apprentices) Branches (Able Seamen must have passed Parts 1 and 2 of the Command Test for Leading Rank) who:

- a. are recommended volunteers;
- b. hold a Helmsman's Certificate;
- c. have continuous VG conduct for previous two years before selection for the course;
- d. are below 29 years of age on commencement of the course; and
- e. hold a current Motor Vehicle driver's licence.

Petty Officer Coxswain

2. Petty Officers of the Seaman Branch who:

- a. are recommended volunteers;
- b. have continuous VG conduct for previous three years before selection for the course;
- c. have completed one year's service as a Petty Officer; and
- d. are below 35 years of age on commencement of the course.

(303/21/196)

(Navy Order 322/70)

UNCLASSIFIED

211/73—Travelling Allowance—Members Posted Oversea on Long and Intermediate Term Duty

Certain rates of Long and Intermediate Term Duty Travelling Allowance shown in Navy Order 212/72 have been varied and subsequently amended as follows:

TABLE A

Delete those rates shown for Argentina, Brazil, Laos, Lebanon, Malaysia, Pakistan, Peru, Trinidad and Tobago, Turkey and Yugoslavia and insert the following rates in their place, together with new rates for the People's Republic of China:

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Argentina	1.12.72	\$A	13.00	13.00	14.00
Brazil—	28.9.72	\$A	26.00	26.00	29.00
Brasilia					
Sao Paulo					
Elsewhere					
Elsewhere	22.00	22.00	26.00		

TABLE A—continued

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
China, People's Republic of ..	5.2.73	Yuan ..	28	28	34
Laos—	28.9.72	Kip	12,300	12,300	13,000
Vientiane			10,530	10,530	11,000
Luang Prabang			5,780	5,780	6,400
Elsewhere	31.10.72	LL ..	45	45	50
Lebanon	1.12.72	\$M	57	57	74
Malaysia—					
Kuala Lumpur and Penang ..	Elsewhere—See Table B.				
Pakistan—	22.10.72	Rupees	225	225	245
Islamabad			300	300	315
Karachi			Elsewhere—See Table B.		
Elsewhere	25.9.72	Soles ..	780	780	860
Peru	16.4.72 to 15.12.72	\$TT	48	48	57
Trinidad and Tobago—					
Within Trinidad and Tobago ..					
Elsewhere in Caribbean Area—	See Table B.				
Turkey—	1.11.72	T Lira	340	340	410
Ankara, Burse, Istanbul and			230	230	270
Ismir			250	250	340
Elsewhere	27.12.72	New Dinars	250	250	340
Yugoslavia					

TABLE B

Delete those rates shown for Burma, Chile, Khmer Republic, Malaysia, Mexico, Pakistan, Philippines, Sri Lanka and Trinidad and Tobago and insert the following:

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Burma	28.9.72	Kyats ..	45	45	55
Chile	26.9.72	\$A	6.00	6.00	6.50
Khmer Republic—	3.10.72	Riels ..	905	905	1,005
Phnom Penh					
Elsewhere—See Table C.					

TABLE B—continued

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Malaysia—Elsewhere	1.12.72	\$M ..	26	26	32
Mexico	22.9.72	Pesos ..	175	175	205
Pakistan—Elsewhere	20.10.72	Rupees ..	65	65	75
Philippines	1.12.72	Pesos ..	52	52	59
Sri Lanka (Ceylon)	4.2.72	Rupees ..	34	34	41
Trinidad and Tobago—Elsewhere in Caribbean area	6.8.71	\$A ..	13.00	14.50	16 00

TABLE C

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Khmer Republic—Elsewhere ..	3.10.72	Riels ..	215	215	235
Vietnam, Republic of	22.11.72	Piastres ..	825	825	1,650

(252/4/177)

(Navy Order 212/72)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

212/73—Heeling Trials—HMA Ships

1. Heeling trials are to be carried out as follows in HMA ships of size HMAS MORESBY and above but excluding HMAS SUPPLY and DDGs:

- a. *Shipbuilders' Heeling Trials.* For new construction and vessels undergoing modernisation or conversion. These trials are to be carried out while the vessel is in the shipbuilders' hands, after basin trials and before contractors' sea trials. They will be performed with the vessel stationary only.

b. *Ships' Heeling Trials.* For ships in commission. These trials are to be carried out:

- (1) after working up and not later than six months after completion, and
- (2) once every commission between refits or once every two years, whichever is the longer interval.

Ships which have not previously had shipbuilders' heeling trials are to carry out their own trials at the first convenient opportunity. Ships' heeling trials will be performed with the vessel both stationary and underway. Once the movement of liquids necessary to impose the required heel has been established by actual trial and provided there have been no alterations materially affecting stability, approval for subsequent trials may be given by the Administrative Authority.

2. In all cases, heeling trials are to be progressed in 5° stages up to a maximum angle of heel of 15° or to such lesser angle as is reasonably obtainable to port and/or to starboard as specified below. At the interim angles of 5° and 10°, sufficient time should be allowed to facilitate the following:

- a. a general inspection of the vessel;
- b. completion of tests specifically required for these angles, and careful observance of the precautions listed in Annex A; and
- c. inspection of the machinery as required by Annex B.

3. At the maximum angle of heel, a comprehensive series of tests and exercises is to be carried out, as detailed below.

4. Officers and representatives to attend the trials are listed in Annex C.

Shipbuilders' Heeling Trial

5. The heeling trials will be confined mainly to matters directly affecting propulsion and maintenance of essential services, such as pumping, flooding and fire-fighting for which the dockyard or shipbuilder is responsible for proper functioning. It will not include trials of equipment for which dockyard and shipbuilders have limited responsibility and for which Naval personnel are essential, eg, gunnery and radio.

6. The vessel is to be heeled both to port and to starboard. An inclining experiment will be carried out before the heeling trials and separate instructions will be issued by the Naval Board based on the results as to the following:

- a. best method of producing heel;
- b. tanks to be used;
- c. quantities of liquid involved; and
- d. maximum angle of heel in each case.

7. The trials are to be conducted on the following general lines and a detailed programme is to be drawn up in advance by the contractor in consultation with the General Overseer and Superintendent of Inspection and forwarded for the approval of the Naval Board:

- a. All main and auxiliary machinery is to be run continuously through trial. The main machinery is to be run as in basin trials.
- b. Hull and fire pumps are to be used on a flooded compartment and to charge the firemain.
- c. Fresh water pumps are to be operated.

- d. Portable pumps are to be tested in conjunction with permanent suction arrangements, and are to be passed through passageways and hatches giving access to compartments in which the pumps are likely to be used for salvage purposes.
- e. WT doors, hatches and WT covers of ventilation orifices are to be tried for ease of working.
- f. Selected ventilation fans are to be run.
- g. WT integrity of ships side valves above the normal waterline are to be checked.
- h. The boats on the low side are to be lowered and raised.
- j. Anchors on the low side are to be veered and hove in.
- k. Steering gear is to be operated both in power and in hand within the limits laid down for heeling trials (*see* Annex A, Paragraphs 9 and 10).
- l. Release of life-saving equipment is to be examined.
- m. Food lifts are to be raised and lowered (*see* Annex A, Paragraph 13).
- n. Selected fuse release switches, supply, ring main and branch breakers, hand and automatic motor starters, automatic changeover switches, and rotating electric machinery with sleeve bearings are to be operated.

8. The contractor is to arrange for the recording of observations made during the trials. The angle of heel is to be recorded at half-hourly intervals on a blackboard mounted in a central position for the information of the trial party.

Action After Shipbuilders' Trials

9. Tanks and compartments which have been flooded with sea water should be emptied and dried out after the trials. Defects arising during the trials are to be made good and any alterations found necessary are to be completed before commissioning. A report of action taken is to be forwarded to the Naval Board.

Ships' Heeling Trials

10. The trials are to be carried out after the ships' company has had the necessary experience of the ship as a whole and more particularly of the damage control organisation. These trials are intended to give ships' company confidence and to practice them in working the ship when heeled and in exercising the counterflooding organisation. Trials underway should be preceded by stationary heeling trials at anchor.

11. For these trials the vessel is to be in the half oil condition and is to be heeled to both sides during the stationary trial, but only to one side during the underway trial. On completion of the stationary trials, ships may weigh anchor and proceed to sea in the heeled condition. Subsequent underway heeling trials are to be carried out on alternate sides. Heel is to be obtained by the transfer of liquids only.

12. The conduct of these trials is the responsibility of the Commanding Officer who is to report to the Naval Board through his Administrative Authority:

- a. notice of dates on which trials are to be carried out;
- b. percentages of provisions, water and fuel scheduled to be on board during trials; and
- c. quantities of liquid to be transferred to produce heel.

Special instructions may be communicated by the Naval Board as found necessary.

13. The following exercises and trials will be carried out:

a. For All Ships:

- (1) items a and m of Paragraph 7 observing power and helm restrictions set down in Annex A;
- (2) a meal is to be prepared in the galley and taken at action stations (*see* Annex A, Paragraph 15);
- (3) exercises are to be carried out in the operations room and the gun crews are to seek targets;
- (4) ammunition is to be passed up from the magazine to the guns;
- (5) A/S mortar loading arrangements are to be tested;
- (6) all communications, internal and external equipments are to be operated;
- (7) sonar sets are to be operated on all bearings, dome to be raised and lowered (*see* Annex A, Paragraph 14);
- (8) ASW and gunnery fire control systems are to be operated throughout full working range;
- (9) all radar equipments are to be operated with antennas rotating;
- (10) Seacat loading arrangements are to be tested (*see* Annex A, Paragraph 20); and
- (11) Ikara loading arrangements are to be tested.

b. In Addition to the Above, for Aircraft Carriers:

- (1) hangar doors are to be operated;
- (2) fire curtains are to be raised and lowered;
- (3) W/T and HF/DF masts are to be raised and lowered at 5° heel only;
- (4) aircraft lifts are to be raised and lowered (*see* Annex A, Paragraph 13);
- (5) bomb and rocket lifts are to be raised and lowered (*see* Annex A, Paragraph 13); and
- (6) cranes are to be trained, luffing and purchase hoists are to be operated (*see* Annex A, Paragraphs 11 and 12).

Action After Ships' Trials

14. Tanks and compartments which have been flooded with sea water are to be emptied and dried out. A report is to be forwarded, through the Administrative Authority, to the Naval Board (copy to Officer-in-Charge NBCD School) on the behaviour of the ship and of the various items tried or tested.

15. This information will be included in an RAN Appendix to BR 2170.

16. Navy Order 342/70 is hereby cancelled.

ANNEX A

Precautions to be Observed During Trials

1. Heel is to be achieved by the transfer of liquids only. No recourse is to be made to transfer of weights or to the use of helm under way, to achieve heel.

2. The highest state of watertight integrity consistent with conduct of the trials is to be maintained throughout.

3. Ensure that sufficient depth of water is available.

ANNEX A—continued

4. Underway trials are to be carried out in calm weather.
5. When heeling ship alongside, which should generally occur in shipbuilders' trials only, check that moorings are slack and that fenders do not trip. Stationary trials when in commission with small ships having unprotected propellers should take place with the vessel moored or at anchor.
6. Secure all movable gear throughout the trials.
7. Before commencing shipbuilders' trials, all side scuttles which may become submerged are to be hose tested.
8. Screw down storm valves to scuppers, etc, for compartments near the waterline to avoid possible flooding back.
9. For trials underway the power used must not exceed two-fifths full power and use of helm is to be avoided except to maintain a straight course. If a turn is necessary speed is to be reduced and the amount of helm used is to be such that the total resultant angle of heel due to transfer of liquids and dynamic effects of the turn does not exceed 20° under any circumstance. In following this instruction due consideration should be given to the effects of wind and sea and the fact that there will already be a considerable amount of rudder angle carried to maintain a straight course (see also Annex B (4)). To clarify the difference between rudder and helm angles the following definitions are to be taken:

Rudder Angle—is the angle between the fore and aft axis of the ship and the chord line of the rudder blade horizontal section.

Helm Angle—is the difference in the mean rudder angle required to maintain a straight course and the actual rudder angle.
10. For stationary trials the rudder is to be turned through the maximum angle port and starboard in continuous cycles throughout trial.
11. Aircraft and/or boat cranes are not to be used at angles of heel exceeding 5°.
12. Mobile cranes on aircraft carriers must not proceed fore and aft at angles of heel exceeding 5°, nor transversely at angles of heel exceeding 1½° (loaded) or 10° (unloaded).
13. Aircraft lifts, bomb and rocket lifts and food lifts are not to be used at angles exceeding 5° and should be left unloaded for the duration of the heeling trials.
14. Sonar hull outfits types 7/7A (HMAS QUEENBOROUGH only), are not to be raised or lowered when the ship's speed is in excess of 8 knots.
15. Deep fat fryers in the galley must not be used at steady angles of heel in excess of 5° as the thermostatic controls become ineffective.
16. Absorption type domestic refrigerators are to be switched off before commencing of and until completion of heeling trials.
17. When carrying out heeling trials at anchor, where it is proposed to change anchors during the trial, care must be taken to effect the change with the ship upright to avoid trapping the anchor being weighed under the keel.
18. Before the shipbuilders' trials are commenced all handrails, ladders, floorplates, etc, are to be securely fastened as they would be in service and the proper guards are to be fitted over the flywheels of generators and other auxiliary machines. Steam pipes and other hot surfaces are to be efficiently lagged, particularly where they are liable to be accidentally touched.

ANNEX A—continued

19. Where applicable equipment is to be operated throughout full working range both in power and hand.
20. A dummy Seacat missile, in the canister, is to be used when operating the Seacat loading arrangements throughout the full cycle.
21. No service or practice missiles are to be stowed on spigots adjacent to the traveller in use.

ANNEX B

Operation of Machinery During Heeling Trials

1. The vessel is to remain at the position of heel for a sufficient time to enable all temperatures (lubricating oil, circulating water, etc) to reach steady readings.
2. Boilers are to be hand fed throughout heeling trials. To ensure that boiler tubes are submerged during trials, Engineer Officers are to issue specific orders for the minimum water level to be maintained having due regard to tube arrangements and rake of boilers as detailed on ships 'As Fitted' drawings together with the maximum angle of heel to be expected during trials under way.
3. Float type regulators should be specially watched for any signs of sticking and if necessary hand operation is to be used.
4. Particular care must be taken over lubrication arrangements especially with regard to the main engines and auxiliary machinery forced lubrication systems. Commanding Officers and other responsible officers are to ensure that notwithstanding any requirements of this order manufacturers' recommendations concerning forced lubrication systems of running machinery are observed.
5. Lubricating oil pressure gauges and associated warning devices, if fitted, are to be in positions readily visible by watchkeeper; if this is not the case appropriate remedial action is to be taken at the earliest opportunity.
6. It is to be verified that all engine room personnel connected with this trial are fully conversant with the action to be taken in the event of a lubricating oil pressure failure to the main engines or auxiliary machinery at excessive angles of heel. Stand by machinery, both automatic and manual start, is to be checked, inspected and where appropriate adjusted to recommended cut-in settings immediately prior to the trial; lubricating oil drain tanks are to be replenished to the maximum operating capacity. Ring type oilers in auxiliaries should be checked particularly in units fitted athwartships (eg, main feed pumps) and load must not be placed on a unit until it is seen that the lubrication is satisfactory.
7. Electric power for operating ASW and gunnery weapons and control equipment and for ships' general use is to be supplied from the ships' main generators. The aim should be to load fully a number of generators, the generators to be tested being those on the high side or athwartship.
8. Ships having hydraulic power for armament are to operate the hydraulic pumps on full load if possible. In the event of a vessel having more pumps than the demand will take on full load, then the pumps on the high side are to be used.
9. The number of personnel engaged on the trial is to be sufficient so that in the event of untoward occurrences prompt remedial action can be taken. Comprehensive instructions and areas of responsibility are to be given to each individual involved in the trial and these instructions and individual responsibilities are to be issued in separate detailed orders whenever heeling trials are carried out.

ANNEX C

Officers and Representatives Required to Attend

1. Representatives of the Naval Board will attend the first series of heeling trials for each class, stationary and underway, and will only attend subsequent trials if the results of the previous trials demand it. The representatives will be available for discussion beforehand as required. Dockyard Officers or shipbuilders may also be invited by the Naval Board to send representatives, to enable them to become familiar with the problems associated with the operation of HMA ships under heel and in case there should be defects or deficiencies for which they might be considered liable.

(1211/51/892)

(Navy Order 342/70)

UNCLASSIFIED

213/73—HMA Ships and Commissioned Establishments—Allowances of Materiel

1. When commissioned, a ship is supplied with an allowance of materiel designed to support, for a given period, the functions of the ship and equipments fitted. The allowances are based on the best available information as to likely usage.

2. Once an allowance for a ship has been established it is difficult to deviate from it for the following reasons:

- a. Where alteration to the stockholdings (particularly downwards) is subject to the concurrence of the appropriate departmental officer, once an item is on board, the departmental officers are generally reluctant to agree to landing the item because of the possibility (remote in many instances) that it may be required at some time in the future.
- b. Allowances of spare gear are not to be altered without prior approval of Navy Office (ABR 4 Article 0305) and this inhibits comprehensive reviews of spare gear of any category (permanent, consumable, etc) being undertaken. At present the movement of these allowances is generally upwards because quantities of items, where onboard allowances prove insufficient, are eventually increased through necessity, but items whose allowances appear excessive are generally ignored.
- c. Increases in allowances of permanent items can only be made on approval by administrative authorities or Navy Office, of applications submitted on Form SA242.
- d. Introduction of new consumable items are not to be made without the approval of the Commanding Officer and where special purchase is involved, Navy Office approval is required.

3. Stockholdings of consumable Naval stores may also be altered upwards if they qualify for Selected Item Management (SIM) (*see* ABR 4 Chapter 39). This allows stockholdings to be altered according to the rate of usage of the items concerned. When an item ceases to qualify for SIM the stockholdings revert to the allowance. There is no corresponding procedure to reduce stockholdings below the allowance.

4. The Historical Demand File which is now in general use also gives rise to the introduction of new items on the basis of usage.

5. With the restrictions mentioned in Paragraph 2 and the mechanical means of increasing certain categories of materiel indicated in Paragraphs 3 and 4, it is relatively easy to have a constant growth rate of on board stockholdings without a compensating decrease in items which are held to excess.

6. In order to reverse this tendency and also to obtain optimum on board support, Supply Operations Assistance Programmes (SOAP) were introduced for selected ships. Subject to proper and accurate validation by ship's staff, SOAP will improve supply effectiveness by ensuring that all assemblies reported to be on board are supported according to published allowance lists, etc. OIC SOAP is able to remove items from the ship's inventory when the equipment to which they are related is no longer fitted. However, materiel recommended by OIC SOAP to be landed because the usage does not justify its being retained on board (even though the equipment to which they are related is still fitted) usually remains on board as the recommendations tend to be over ruled by the departmental officers. There are many instances where these same items still have not experienced any expenditure at all by the next SOAP review but still remain on board.

7. When the RANSAL system is fully operational, all usage data of materiel required for the maintenance of particular equipments will be used to determine automatically allowances of on board spares and the above difficulties will be eliminated.

8. However, pending the full introduction of RANSAL the Naval Board have approved the introduction of an alternative system for determining on board stockholdings. This system will continue to be used after the introduction of RANSAL for equipments not on the RANSAL system. The changes which are to take effect on receipt of this order are, broadly:

- a. To authorise the OIC SOAP to determine stockholdings during a SOAP review of all stores (except medical, dental and hydrographic stores) under the control of the Supply Officer, subject to a technical review by the Director of Fleet Maintenance in certain cases (*see* Annex A).
- b. To amend ABR 4 Chapter 3, as shown at Annex B, principally to provide for the regular review and adjustment of stockholdings either in accordance with SOAP procedures or, for those ships and establishments not subject to SOAP, for a review during stocktaking and return to Supply Depots subject to technical review, of items that have not been subject to usage over the previous three years.
- c. To amend ABR 4 Chapter 39 as set out at Annex C to incorporate the following:
 - (1) SIM to be extended to embrace all ships and commissioned establishments;
 - (2) that a Selected Item be an item which has a frequency of movement of four or more each year, has a frequency of movement of less than four within a 12 month period but other considerations (such as operational necessity) require its closer management, or is a valuable and attractive item;
 - (3) that stockholdings of Selected Items be controlled by the use of flexible stock limits based on actual demand experience. The stock limits are based on those shown in ABR 4 Article 0402 and consist of a High Limit, Low Limit (Re-order Point) and a Safety Level. The three limits are expressed in terms of months of supply. The stock level to be maintained is computed by multiplying the desired level of months of supply by the Average Monthly Demand (AMD). Tables A, B, C and D of Annex C illustrate how these computations are made;

- (4) that where the calculated stock level is greater than the authorised allowance the new stock level will constitute the authorised stockholding until a variation in usage determines that an adjustment is required;
- (5) that Permanent Items, with the exception of Maintenance Supply Items, be replenished to the level fixed by the flexible stock limits as described in Sub-paragraph c. above (a Maintenance Supply Item is an item of equipment the normal usage of which, except for the replacement of wastage, is met by servicing, repair or overhaul of existing equipments. The definition also applies to assemblies or sub-assemblies which are capable of restoration to full serviceability in isolation to the parent equipment);
- (6) the Selected Items, other than non-accountable consumable items, be mustered at least once in every six months;
- (7) that non-selected items be mustered:
 - (i) in HMA ships subject to SOAP, at SOAP;
 - (ii) in HMA commissioned establishments and ships not subject to SOAP, other than non-accountable consumable items, at least once in every 18 months.

ANNEX A

OIC SOAP Responsibilities for Determination of Stockholdings

1. The OIC SOAP is responsible for the determination of the stockholdings during SOAP review of all stores (except medical, dental and hydrographic stores) under the control of the Supply Officer.

2. Except for Maintenance Supply Items which are to be stocked according to allowance, stockholding is to be determined by OIC SOAP as follows:

- a. Where usage experience for the item is available (at least one full SOAP cycle), the quantity to be held is to be determined by usage (*see* ABR 4 Chapters 4 and 39).
- b. If the item remains in the inventory, the quantity is to be at least the minimum replacement unit.
- c. If there has been no usage of an item (as recorded in either in the ledger record or in the temporary loan book) since the last SOAP cycle/commissioning and the item is not of the type mentioned in Sub-paragraph d., it is to be landed (but not deleted from the equipment allowance detailed in RANSAL, etc).
- d. Where there has been no usage of an item since the last SOAP cycle/commissioning and the departmental officer wishes to retain the item on board, the OIC SOAP is to forward a list of such items to the Director of Fleet Maintenance for assessment. Appropriate comments by OIC SOAP and departmental officers should be forwarded with the list. Telephone inquiries may be made where the urgency is justified. DFM will advise the OIC SOAP and departmental officers of items which are to be landed or retained.
- e. Where adequate usage experience is not available (less than one full SOAP cycle) at least the nominal allowance is to be retained.

3. The allowances, if recorded on EDP (NAVEST file) will be included on the SOAP Review Sheets (SRS). Other allowances will be located in Lists of Equipments, Armament Warrants, etc.

ANNEX A—continued

4. Some items, particularly permanent items may be in short supply and in these instances, Supply Depots will require return of repairable units on a one-for-one basis whenever serviceable items are issued. The Supply Depots will forward suitable advice whenever a controlled item is demanded. In such cases a serviceable item may be demanded prior to return of the repairable item but the voucher demanding the serviceable item must quote return voucher details of the repairable item.

ANNEX B

ABR 4 Revision

Chapter 3—Allowances of Stores

0301. Initial Allowances. The quantities of stores allowed to be carried are recorded in the following documents:—

- a. The RAN list of allowances applicable to the ship.
- b. The Air Store Establishment (*see* 2506 for Air Publication).
- c. Lists of Equipments (*see* 3503).
- d. 'E' and 'A/S' Lists (RN lists covering individual electronic equipments).
- e. Local Establishments (LE's) and Radio Local Establishments (RLE's).
- f. Allowance Parts Lists (APL's). USN Lists covering individual equipments.
- g. Relevant Service and commercially produced manuals.
- h. For HMA Naval establishments only: Printed Establishment of Stores for certain establishments have been issued by Navy Office.

2. The total allowance and also Departmental allowances are shown on the reverse sides of permanent ledger pages of the store account.

3. For those commissioned establishments and individual equipment, etc, for which no establishment list of allowances is published, the authorised supply (for new services), or the quantities of permanent stores currently on charge in the store account (for existing services), are to be regarded as the established allowances.

0302. Review of Stores. The range of quantities of storeroom stocks is to be reviewed as follows:—

- a. *Ships and Establishments subject to SOAP.* In accordance with SOAP procedures.
- b. *Commissioned Establishments and Ships not subject to SOAP—*
 - (1) During routine stocktaking, the Supply Officer is to review the quantities held as follows:—
 - (a) The stocktakings of all items (except Medical, Dental, Hydrographic and Maintenance Supply Items) which have been in the inventory for three years or more are to be based on usage (*see* Chapters 4 and 39). The initial allowance (*see* Article 0301) is to be accepted for items which have been stocked for less than three years.
 - (b) Any serviceable stores which were obtained from wholesale Supply Depots but which—
 - (i) are not of the type mentioned in Paragraph c. below and have not experienced usage within the last three years, or

ANNEX B—continued

(ii) are considered surplus to requirements, are to be returned to the relevant Supply Depot. Items which have been obtained locally are to be disposed of locally in accordance with ABR 4 Article 1017 if covered by the above conditions. However, items obtained locally for support of a specific equipment, etc, are to be retained until the equipment is removed from service. Unserviceable items are to be returned/disposed of in accordance with Chapter 10.

(c) In ships where there has been no usage of an item within the last three years and the departmental officer wishes to retain the item on board, the Supply Officer is to forward a list of such items to the Director of Fleet Maintenance for assessment. Appropriate comments by the Supply Officer and departmental officers should be forwarded with the list. Telephone inquiries may be made where the urgency is justified. DFM will advise the Supply Officer and departmental officers of items which are to be landed or retained. In commissioned establishments a similar procedure is to be applied for items for support of Naval equipment. This procedure does not apply to items for support of buildings and other works installations. Appropriate local officers of the Department of Works should be consulted in regard to these items.

(2) Some items, particularly permanent items may be in short supply and in these instances, Supply Depots will require return of repairable units on a one-for-one basis whenever serviceable items are issued. The Supply Depots will forward suitable advice whenever a controlled item is demanded. In such cases a serviceable item may be demanded prior to return of the repairable item, but the voucher demanding the serviceable item must quote return voucher details of the repairable item.

0303. Medical and Dental Stores. Two copies of the Allowance Lists (ML85 and DL10), defining allowances of Medical and Dental Stores are supplied to each ship and commissioned establishment, one for the Supply Officer and one for the medical and dental staff. Allowances may be exceeded under the following circumstances:—

a. The (Senior) Medical Officer may demand through the Supply Officer, Class 6505 items, drugs, biologicals and official re-agents not listed in his own allowance list, but which appear in another column of the RAN Allowance List of Medical Stores.

b. In the event of non-allowance list items being required in order to treat patients who have been ordered treatment by consultants or specialists, or in order to meet special circumstances not covered by items or the Allowance Lists of Medical/Dental Stores and provided the need is—

(1) Lifesaving;

(2) Urgent;

(3) Essential for the recovery of the patient, action is to be taken in accordance with 3411.

0304. Stores for Detached Aircraft. Demands for an outfit of stores to support temporarily detached aircraft are to be raised by the Supply Officer in accordance with the recommendations of Technical Officers having regard to the particular conditions applicable to the disposition role in each instance.

ANNEX C

ABR 4 Revision

Chapter 39—Selected Item Management (SIM)

3901. Definition. Selected Item Management is a technique to improve supply support by ensuring that close and continuing management attention is given to the small percentage of items (selected items) which either experience the majority of demands or require closer management for other reasons, eg, valuable and attractive items. Less attention is given to items (non-selected items) which are subject to infrequent movements. For this purpose the stock is divided into two categories—

a. Selected Items (SI).

b. Non-selected Items (NSI).

3902. Application. All items, except those on permanent loan, which meet one of the following criteria are to be classified as SIM:—

a. Have a frequency of movement of four or more issues within the last 12 months.

b. Have a frequency of movement of less than four within a 12 month period but other considerations (such as operational necessity) require them to be closely managed.

c. Are Valuable and Attractive.

d. Where the ledger page due-in records show that more than three departmental requirement demands are outstanding for a particular item during a 12 month period.

2. SI's are subject to the following procedure:—

a. SI ledger pages are extracted from the Store Account and inserted in separate binders in the sequence detailed in article 1806 (1). Locator pages are not required because the SI ledgers are to be screened before NSI ledgers.

b. Each SI ledger page is to be endorsed by rubber stamp with the entry—
DATE H L S

in a prominent location. Stock limits, calculated in accordance with 3904 and the Stock Limit Tables at Appendix 31, are to be entered in pencil.

c. The stock of SI's in storerooms is to be labelled or otherwise marked to indicate that they are Selected Items. If convenient all Selected Items should be stowed nearest the point of issue.

3. The stockholdings of Selected Items are to be reviewed as transactions are entered in ledgers and replenishment action taken as necessary. The stock Selected Items should not at any time be allowed to fall below the Safety Level Factors detailed in 0402 and Appendix 31.

4. Catalogue changes, etc, are to be noted and stocks, accounts and stocktaking/stowage location records adjusted as soon as changes are notified.

3902A. Maintenance Supply Items. Maintenance Supply Items (*see* 0201) falling within the scope of this procedure are to be replenished on a one for one basis.

ANNEX C—continued

3903. Non-selected Items. Replenishment of Non-selected Items is to be made as items are issued on a one for one basis or as indicated by expenditure/stock on hand. Catalogue changes need only be noted and stocks, accounts and stocktaking/stowage location records adjusted when items are received under the revised identification.

3904. Computation of Stock Limits. The entries required by 3902 (2) b are calculated, for convenience, in tables provided in Appendix 31. The stock limits are based on 0402 and are described as follows:—

H (High Limit)—the maximum quantity to which stock is replenished expressed in terms of months of supply and is equivalent to the authorised storing period.

L (Low Limit or Re-order Point)—the minimum quantity to which stocks are permitted to fall before demand action is taken. There is no need to replenish a Selected Item if stocks remain above the Low Limit. The Low Limit is a point between the High Limit and Safety Level and is roughly based on the storing interval.

S (Safety Level)—the minimum stock to be maintained, taking into consideration the planned maintenance requirement or the minimum replacement unit (MRU) required for maintenance. If on hand stocks fall to or below the Safety Level, immediate hastening or demand action must be taken to prevent a nil stock situation.

2. The stock limits in the Table are computed by multiplying the desired level of months of supply by the Average Monthly demand (AMD), ie, average serviceable issues per month, for the preceding 12 month period. Months of supply are expressed as factors under each stock limit in the Tables.

3. The AMD is computed by dividing total annual issues by 12. (For convenience, total annual issues are also shown in the tables). Only whole numbers are indicated for AMD's of 1 or more. However, any series of stock limits may be calculated by combining the AMD with the factors for months of supply.

4. For example, assume a ship, normally homeported in and while operating from the homeport of Sydney expends 120 EA of an item in a 12 month period, producing an AMD of 10, and the authorised levels of supply (obtained from Table C) are—

High Limit (authorised storing period)	4.5 months
Low Limit (storing interval)	3.5 months
Safety Level (minimum stock figure)	2.5 months

a. By computation ($AMD \times FACTOR = stock\ limit$), the following stock limits can be derived):—

	AMD	Factor	Stock Limit
H	10	4.5	45
L	10	3.5	35
S	10	2.5	25

The same stock limits can be obtained by entering Table C with either the AMD (10) or the annual issues (120).

3905. Issue Procedures. At the time of issue all issue vouchers are to be endorsed 'SI' or 'NSI'. In the Counter Book (Form SA207) the endorsement is to be made in the Rate Column.

ANNEX C—continued

3906. Voucher procedure after issue. All NSI issue vouchers are to be passed to the Sailor raising external demands who is to—

- raise demands for the quantities indicated on the vouchers as being issued from store.
- endorse the issue voucher with the appropriate demand details (Ships Serial No, quantity, date). These details are to be endorsed in the 'value' and 'authority' columns of the Counter Book (Form SA207).
- pass the vouchers to the NSI ledger keeper who is to action them as in 3908.

2. The SI vouchers are to be passed to the SI ledger keeper and actioned as in 3907.

3907. Action by the SIM Ledger Keeper. The SIM ledger keeper controls the stock levels of all SIM items and is required to take an active interest in each SI transaction.

2. On receipt of SI issue vouchers, the SIM ledger keeper is to—

- post the ledger.
- note if the stock falls to the low limit (L) and if such is the case, initiate replenishment action to raise stock levels to the high limit (H) having due regard to stocks on hand or on order (ie, quantity required = H minus existing stock and dues in).
- take immediate hastening action on outstanding demand(s) if the stock-holdings fall to the Safety Level (S). The SIM ledger keeper is responsible for ensuring that the stock of an SI never unnecessarily falls to NIL.
- transfer the SI stock limits (H, L, S) and the previous 12 months usage (number of issues and total number issued) to continuation ledger pages.

3. In order to effect replenishment action, the SIM ledger keeper is to register at least daily, low stock sheets with ship's serial number (Article 1818), one for each depot source code, on EDP and not on EDP. Details of the item and the quantity required are to be entered on the sheet and at the same time the due in is to be recorded on the ledger page. The low stock sheet is to be passed at least daily to the sailor raising external demands.

4. The SI ledger keeper also is to maintain a check of items which cease to qualify as a SI (less than four issues within the 12 month period prior to the date of the check). If the supervisory sailor reverts the item to NSI the SI label on the stock in store is to be cancelled.

3908. Action by NSI Ledger Keepers. On receipt of all NSI vouchers from the sailor raising external demands, the ledger keeper is to post the issue and record on the ledger page the dues in details which have been endorsed on the voucher. Any voucher not so endorsed is to be returned to the sailor raising external demands for appropriate action.

2. Any ledger page which qualifies as an SI, ie, four or more issues in the past 12 months is to be passed to the SI ledger keeper after ensuring that the stock in store is labelled in accordance with Article 3902 (2) c.

3. Other ledger procedures are to be in accordance with Chapter 18.

ANNEX C—continued

3909. All external demands for Selected Items are to be endorsed 'SIM' in the remarks column to facilitate stowing and posting when items are received.

3910. Stocktaking. The stock of Selected Items is to be mustered at least once in every six months. This may be undertaken continuously during, or at the end of the six month period.

2. Valuable and Attractive items are to be mustered on change of Store Accounting Officers (*see* Article 1603). In addition contents of valuable cupboards are to be mustered on each occasion of transfer of custody of keys.

3. The procedures detailed in Article 1845 are to apply to SI non-accountable consumable materiel.

4. For ships that are subject to SOAP, stocktaking by ship's staff is not required for NSI's. Stocktaking of these items will be carried at the next SOAP.

5. Stocktaking of NSI's in ships not subject to SOAP and shore establishments is to be in accordance with Chapter 16.

3911. Stocktaking Procedure. The instructions detailed in Article 1604 apply generally to the stocktaking of SI's except that the 'note' in Article 1604 (1) is not applicable.

3912. Stocktaking and Stowage/Location Records. Details of all stocktakings are to be recorded in a permanent record of stocktaking which is to comprise Form SS2 for ships subject to SOAP and Forms SS121, SS122 and SS123 (AS149C, N and P) for establishments and ships not subject to SOAP. Abstract Sheets Form SS124 and Summary Sheets Form SS133 are not required for ships subject to SOAP, but are to be substituted by a manuscript report in duplicate, informing the Commanding Officer at the end of each six monthly period of the progress of stocktaking of selected items and giving reasons for arrears if a 100 per cent muster is not achieved. The duplicate of this report is to be filed in the Naval Store account with the duplicate Report of Stocktaking, Form SS102, for the corresponding period (*see* Article 1605 (f)).

2. For ships and establishments not subject to SOAP, Abstract Sheets Form SS124 and Summary Sheets Form SS133 are still required in accordance with 1611.

3. The Stocktaking and Stowage/Location Record is to be maintained as follows:—

a. *Ships that are subject to SOAP.* The record is to be maintained for SI's only and one copy of Form SS2 is to be raised in each instance. The record is to be arranged in left justified sequence as detailed in Article 1806.

(1) When any item (except valuable and attractive items) no longer qualifies for SIM, the relevant Form SS2 is to be removed from the record and disposed of.

(2) Forms SS2 for NSI's are not required as the stowage location is recorded in the Integrated Stock List and also on the ledger pages.

b. *Ships not subject to SOAP and Commissioned Establishments—*

(1) One copy of Form SS121, SS122 or SS123 (AS148C, N or P) as appropriate is to be raised for each item in the inventory. The file so created is to have two sections corresponding to 'SI' and 'NSI' and within these sections, the forms are to be arranged in left justified sequence as detailed in 1806.

ANNEX C—continued

(2) The forms for items which change their status from SI to NSI or NSI to SI are to be transferred between the two file sections as appropriate except Forms for Valuable and Attractive materiel which are always to remain in the SI section.

(3) There is no requirement for indicator pages in the various sections of the record mentioned in paragraph 2 as the 'SI' section is to be screened prior to the 'NSI' section.

3913. Reports of Stocktaking and Stocktaking Discrepancies. Reports of Stocktaking, Forms SS102 and Stocktaking Discrepancy Reports (SDR's) Forms SS1, are to be prepared and dealt with in accordance with article 1605 except that reports rendered for each second quarter of a six monthly period should show a 100 per cent muster of SIM items. In the event of the total percentage falling below 100 per cent, the report is to be suitably endorsed with the reason for the full muster not being maintained and the action taken to ensure future compliance. If stocktaking is not carried out progressively during the six month period, a NIL return is to be forwarded to DSUS for the first quarter.

3914. Review of Selected Items. At three monthly intervals a special review is to be conducted of the stock turnover and holdings of each SI as directed by the Supply Officer. At this time, stock limits are to be recalculated reflecting action initiated for items which remain in a SI status. Reversion action to NSI status is to be initiated for stock no longer qualifying as SI.

2. When preparing for deployment, stocks of Selected Items are to be topped up to their existing stock limits.

3. At the time of each review, as well as preparation for deployment, the Supply Officer is to request a report of SIM Stock Effectiveness from the Stores Accounting Officer. The report is to include as minimum information—

a. Total number of SIM items.

b. Number of ledger balances which are below safety levels and percentages of the total.

c. Number of NIL ledger balances and percentage of the total.

d. List of NIL balance items—

(1) Stock number;

(2) High limit;

(3) Details of outstanding demands (quantity, registration number, date and latest status).

5. **IMPLEMENTATION IN NEW SHIPS.** Obvious selected items are to be classified as such by the ship's staff in collaboration with the Inspector (Stores) allocated to assist with the commissioning. All other items will until expenditure rates are known, be classed as non-selected. As issues are effected, the transaction rate is to be observed and when the movement of an item reaches four or more within the past 12 months, the item is to be reclassified as a Selected Item and the relevant ledger page endorsed as indicated in 3902.

APPENDIX 31
SIM Stock Limits Tables

Table	Applicability	Safety Level Factor	Low Limit Factor	High Limit Factor
A	All Commissioned Establishments located in New South Wales	1	2	6
B	All Commissioned Establishments located without New South Wales	1	3	7
C	HMA Ships normally home ported in and while operating from the port of Sydney	2.5	3.5	4.5
D	HMA Ships homeported in ports other than Sydney or deployed from the homeport of Sydney	2.5	4.5	5.5

TABLE A
All Commissioned Establishments in New South Wales

Annual Demand	Average Monthly Demand	Safety Level (1 month)	Low Limit (2 months)	High Limit (6 months)
4- 9	1-2	1	2	6
10- 18	1	1	2	6
19- 30	2	2	4	12
31- 42	3	3	6	18
43- 54	4	4	8	24
55- 66	5	5	10	30
67- 78	6	6	12	36
79- 90	7	7	14	42
91-102	8	8	16	48
103-114	9	9	18	54
115-126	10	10	20	60
127-138	11	11	22	66
139-150	12	12	24	72
151-162	13	13	26	78
163-174	14	14	28	84
175-186	15	15	30	90
187-198	16	16	32	96
199-210	17	17	34	102
211-222	18	18	36	108
223-234	19	19	38	114
235-246	20	20	40	120

APPENDIX 31—continued

TABLE B
All Commissioned Establishments Located Without New South Wales

Annual Demand	Average Monthly Demand	Safety Level (1 month)	Low Limit (3 months)	High Limit (7 months)
4- 9	1-2	1	3	7
10- 18	1	1	3	7
19- 30	2	2	6	14
31- 42	3	3	9	21
43- 54	4	4	12	28
55- 66	5	5	15	35
67- 78	6	6	18	42
79- 90	7	7	21	49
91-102	8	8	24	56
103-114	9	9	27	63
115-126	10	10	30	70
127-138	11	11	33	77
139-150	12	12	36	84
151-162	13	13	39	91
163-174	14	14	42	98
175-186	15	15	45	105
187-198	16	16	48	112
199-210	17	17	51	119
211-222	18	18	54	126
223-234	19	19	57	133
235-246	20	20	60	140

TABLE C
HMA Ships Normally Homeported in and While Operating From the Homeport of Sydney

Annual Demand	Average Monthly Demand	Safety Level (2.5 months)	Low Limit (3.5 months)	High Limit (4.5 months)
4- 9	1-2	1	2	3
10- 18	1	3	4	5
19- 30	2	5	7	9
31- 42	3	7	10	13
43- 54	4	10	14	18
55- 66	5	12	17	22
67- 78	6	15	21	27
79- 90	7	17	24	31
91-102	8	20	28	36
103-114	9	22	31	40
115-126	10	25	35	45
127-138	11	27	38	49

APPENDIX 31—continued

TABLE C—continued

HMA Ships Normally Homeported in and While Operating From the Homeport of Sydney

Annual Demand	Average Monthly Demand	Safety Level (2.5 months)	Low Limit (3.5 months)	High Limit (4.5 months)
139-150	12	30	42	54
151-162	13	32	45	58
163-174	14	35	49	63
175-186	15	37	52	67
187-198	16	40	56	72
199-210	17	42	59	76
211-222	18	45	63	81
223-234	19	47	66	85
235-246	20	50	70	90

TABLE D

HMA Ships Homeported in Ports other than Sydney or Deployed from their Homeport of Sydney

Annual Demand	Average Monthly Demand	Safety Level (2.5 months)	Low Limit (4.5 months)	High Limit (5.5 months)
4- 9	$\frac{1}{3}$ - $\frac{2}{3}$	1	3	4
10- 18	1	3	5	6
19- 30	2	5	9	11
31- 42	3	7	13	16
43- 54	4	10	18	22
55- 66	5	12	22	27
67- 78	6	15	27	33
79- 90	7	17	31	38
91-102	8	20	36	44
103-114	9	22	40	49
115-125	10	25	45	55
127-138	11	27	49	60
139-150	12	30	54	66
151-162	13	32	58	71
163-174	14	35	63	77
175-186	15	37	67	82
187-198	16	40	72	88
199-210	17	42	76	93
211-222	18	45	81	99
223-234	19	47	85	104
235-246	20	50	90	110

(400/1/2052)

UNCLASSIFIED

214/73—Naval Stores (General) Class 5130—Wrenches, Impact, Electric—Allowances

Navy Order 60/73 is to be amended as follows:

ANNEX A

Paragraph 3:

Delete all reference to 'A/F (SAE)' Socket Sets and insert 'A/F (Unified)' Socket Sets.

Amend the description of 'A/F (Unified) Socket Set' to read as below:

Description

SOCKET $\frac{1}{16}$ " A/FSOCKET $\frac{3}{16}$ " A/FSOCKET $\frac{9}{16}$ " A/FSOCKET $\frac{5}{8}$ " A/FSOCKET $\frac{3}{4}$ " A/FSOCKET $\frac{11}{16}$ " A/FSOCKET $1\frac{1}{8}$ " A/F.

Delete 'Note: The size of the above A/F (SAE)', etc.

ANNEX B

Delete all reference to A/F (SAE) Socket Sets and insert A/F (Unified).

(518/57/15)

(Navy Order 60/73)

UNCLASSIFIED

215/73—Naval Stores (General) Class 6850—Cleaning Compound, Deep Fryer

1. As a result of comparative trials it has been decided that 7930-66-039-9496 CLEANING COMPOUND DEEP FRYER, introduced by Navy Order 219/71, will be phased out of service and will be replaced by 6850-66-030-6429 DETERGENT ALKALINE DEGREASING to DEF (Aust) 158. This item was previously identified as 0474/L55612.

2. The trials showed the 6850-66-030-6429 DETERGENT ALKALINE DEGREASING to be far more efficient and easier to handle than the 7930-66-039-9496 CLEANING COMPOUND DEEP FRYER. A number of applications of the alkaline mixture not only completely removes burnt grease film from the deep fryer, but has a preventive effect on further susceptibility to the greasy film.

3. The method of using the alkaline detergent is to place approximately 8 ounces in a gallon of hot water and apply with a scrubbing brush. Rubber gloves are to be worn.

4. In addition to its efficiency in cleaning deep fryers, the 6850-66-030-6429 DETERGENT ALKALINE DEGREASING is also suitable for use in cleaning baked grease from stoves and general heavy degreasing of a variety of hard surfaces, the attack on aluminium and brass being minimal.

5. The alkaline detergent is supplied in approximately 50 lb drums and is available on demand from SGSO, Sydney (Depot Source Code 0027).

(512/80/389)

UNCLASSIFIED

216/73—Naval Stores (General)—Sacks, Shipping, Paper—Introduction

1. A range of padded envelopes, SACKS, SHIPPING, PAPER (Jiffy bags) as detailed below, is being introduced into service for packaging/dispatch of small items of a fragile nature, eg, electronic components, precision assemblies, microfische, punch cards, etc:

Class	Catalogue No	Description	Unit of Issue	Acctg Class
8105	66-056-1655	SACK, SHIPPING, PAPER SIZE 000 (102 mm x 203 mm)	EA	C
8105	65-056-1656	SACK, SHIPPING, PAPER SIZE 00 (127 mm x 254 mm)	EA	C
8105	66-056-1657	SACK, SHIPPING, PAPER SIZE 0 (152 mm x 254 mm)	EA	C
8105	66-056-1648	SACK, SHIPPING, PAPER SIZE 1 (184 mm x 305 mm)	EA	C
8105	66-056-1649	SACK, SHIPPING, PAPER SIZE 2 (216 mm x 305 mm)	EA	C
8105	66-056-1650	SACK, SHIPPING, PAPER SIZE 3 (216 mm x 368 mm)	EA	C
8105	66-056-1651	SACK, SHIPPING, PAPER SIZE 4 (241 mm x 368 mm)	EA	C
8105	66-056-1653	SACK, SHIPPING, PAPER SIZE 6 (318 mm x 483 mm)	EA	C
3540	66-056-2283	STAPLER, BAG, HAND OPERATED	EA	P
7510	66-056-2284	STAPLES, PAPER FASTENING $\frac{1}{4}$ " (Packets of 5,000)	EA	C
7510	00-778-1597	STAPLES, PAPER FASTENING $\frac{3}{8}$ " (Packets of 5,000)	EA	C

2. Closure of the sacks is to be effected by use of the hand operated stapling machine and staples listed above.

(401/61/681)

Section 6 ESTABLISHMENTS

UNCLASSIFIED

217/73—Fire Precautions, Establishments—Stowage and Use of Cleaning Materials

1. Certain common practices often adopted in cleaning operations in shore establishments introduce hazards which could be minimised by the observance of simple precautions.

2. Fires have been caused, sometimes with serious consequences, by the dangerous practice of placing containers of wax polish and similar products in direct contact with heat sources, ie, gas rings, hot plates, radiators, to soften the contents. Often a flammable solvent such as turpentine or kerosene has been added, thus greatly increasing the risk of fire. Wherever practicable, liquid polishes, which need no thinning, should be used. Where the use and softening of a wax type product is unavoidable, the only acceptable method by which softening may be achieved is to place the product container in an outer container of hot water.

3. a. Flammable liquids not exceeding a total of 20 gallons may be stored in a metal, flammable liquid storage cabinet within a building; individual containers should be limited to a maximum size of 5 gallons;
- b. a total stock not exceeding 50 gallons may be stored in an external, metal, flammable liquid storage cabinet; or alternatively, this quantity may be stored internally in a similar cabinet in a fire isolated room, free from any source of ignition;
- c. stocks of flammable liquids exceeding 50 gallons should be kept in an approved flammable liquids store;
- d. the above recommendations do not apply to polishes in the solid state.

4. The quantities given in Paragraphs 3a. and b. are recommended maximum quantities and are not intended as relaxation of storage limits already operating. Storage in buildings other than flammable liquid stores should be eliminated to the maximum possible extent. Where such other storage is essential, quantities should be minimised and careful consideration given to the location of the storage cabinet.

5. The outlets of flammable liquid containers, when not in use, should be effectively closed with a screwed metal cap or plug fitted with a gasket which is resistant to the liquid. Containers of solid polish should be effectively closed when not in use. Dispensing of flammable liquids in a work building should be avoided as far as is practicable.

6. Cleaning rags impregnated with polish or other flammable material should be placed in lidded metal containers and removed from the building when the cleaning staff has finished work.

7. Cupboards for cleaning gear usually contain a variety of combustible materials, and for this reason should be located away from other combustibles, eg, timber stairs. The doors of these cupboards should be solid core, preferably metal lined, self-closing and close-fitting.

8. Waste paper and other combustible rubbish should be placed in non-combustible containers and removed out doors daily on the completion of work.

(1446/1/117)

1. Certain common practices often adopted in cleaning operations in shops and premises introduce hazards which could be removed by the observance of simple precautions.

2. Flammable liquids have been found, sometimes with serious consequences, by the application of electric equipment of any rating and similar products in direct contact with their surface. It is important to ensure that the equipment used is suitable for use in the presence of flammable vapours and that the equipment is properly grounded. It is also important to ensure that the equipment is not used in the presence of flammable vapours.

- a. Flammable liquids not exceeding 2 litres of 50 gallons may be stored in a metal container of suitable design and construction. The container should be limited to a maximum size of 2 gallons.
- b. A total stock not exceeding 50 gallons may be stored in an external metal container of suitable design and construction. The container should be limited to a maximum size of 2 gallons.
- c. A stock of flammable liquids exceeding 50 gallons should be stored in an approved flammable liquid storage container.
- d. The above recommendations do not apply in respect of the following:
 - (i) The quantity given in paragraph (b) shall be the maximum quantity and not the total quantity of liquid stored in the container.
 - (ii) The quantity given in paragraph (c) shall be the maximum quantity of liquid stored in the container.
 - (iii) The quantity given in paragraph (d) shall be the maximum quantity of liquid stored in the container.
- e. The outlet of flammable liquid containers should be effectively closed with a screw cap or stopcock which is resistant to fire. Containers of such liquid should be removed from the premises as far as possible.

3. Cleaning rag impregnated with petrol or other flammable material should be placed in metal containers and removed from the premises as far as possible.

RESTRICTED

ANOs 218/73-227/73



AUSTRALIAN NAVY ORDERS

SECTION 1—ADMINISTRATIVE AND GENERAL

- 218/73 Flag Training of General List Officers of the Supply Branch
- 219/73 Passage Tickets to Naval Establishments—Indulgence

SECTION 2—PERSONNEL

- 220/73 Personnel Rules and Procedures Navy Office, Canberra,
- 221/73 Training Allowance—Maximum on 1 July 1973. 17 July 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

222/73 Damage to Electrical Equipment
 223/73 Selection Test Equipment—Introduction
 for Testing of Weapons Systems
 224/73 Warehousing of Stores on HMA Ships
 225/73 Employment Appointments for the HMA Branch—Sign of Address
 226/73 Social Messes—On the Water (Approved) Test

P. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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RESTRICTED

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

218/73—Legal Training of General List Officers of the Supply Specialisation

1. The following subject was referred to 1972 for legal training under the terms of Navy Order 487/71.

Commander R. A. PATER
Commander R. P. WILLIAMS

CONTENTS

No. Title

SECTION 1—ADMINISTRATIVE AND GENERAL

- 218/73 Legal Training of General List Officers of the Supply Specialisation.
219/73 Passenger Flights in Naval Aircraft—Indemnities.

UNCLASSIFIED

SECTION 2—PERSONNEL

- 220/73 Punishment Returns and Punishment Warrants.
221/73 Travelling Allowance—Members on Short Term Duty.

SECTION 3—OPERATIONAL AND TRAINING

- 222/73 Ships' Sonars—Dangers to Divers.

SECTION 4—EQUIPMENT, STORES AND SERVICING

- 223/73 Damage to Electrical Equipment.
224/73 Electronic Test Equipment—Introduction of Clevite Brush 220 Recorder for Testing of Weapon Systems.
225/73 Numbering of Storerooms in HMA Ships.
226/73 Refrigerated Appliances for Use on HMA Ships—Scale of Allowance.
227/73 Seacat Missile—No Test Policy (Shipboard) Trial.

228/73—Punishment Returns and Punishment Warrants

1. From a submission of Capt. PATER, General Training Administration, regarding the policy of the 1972, it is apparent that sufficient work will be done to not being paid in the instructions which are laid down in 248 71/1, Manual of Naval Law (MNL) that subject to the proper completion and inclusion of these forms.

2. The following is a list of the items referred to in the above mentioned instructions:

- Orders from Form 28110/1.
- 1/11 copies of Orders in effect pending completion.
- Form 28117/1 copies which are available.
- 1/11 copies of Orders in effect pending completion of Form 28117/1, Paragraph 11.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

218/73—Legal Training of General List Officers of the Supply Specialisation

1. The following officers were selected in 1972 for legal training under the terms of Navy Order 447/71:

Lieutenant K. J. PERRY, RAN

Lieutenant R. F. WILLIAMS, RAN.

2. Names of General List Supply specialists who wish to be considered for selection in 1973 are to be forwarded to Navy Office.

(312/3/203)

(Navy Order 447/71)

UNCLASSIFIED

219/73—Passenger Flights in Naval Aircraft—Indemnities

1. It has been decided to dispense with the requirements to obtain from passengers in Naval aircraft, indemnities against claims for personal injury or death. Advice has been received that, because of the provision made by the Air Accidents (Commonwealth Liability) Act, any such indemnities are of no effect.

2. RI 6053 Article 6 and Appendix 17A will be amended.

(187/1/122)

Section 2

PERSONNEL

UNCLASSIFIED

220/73—Punishment Returns and Punishment Warrants

1. From examination of ships' Punishment Returns reaching Administrative Authorities and Navy Office, it is apparent that sufficient care and attention is not being paid to the instructions which are laid down in ABR 5151, Manual of Naval Law (MNL) with respect to the proper completion and rendition of these returns.

2. The following is a list of the more common errors in Punishment Returns:

a. Omission from Forms PD100 of:

- (1) signature of Coxswain or officer awarding punishment;
- (2) Form FN117 number where applicable;
- (3) Commanding Officer's directions as to repayment of fines (MNL 2141 Paragraph 8);

- (4) notation that forfeiture of pay has been remitted (MNL 2107);
 (5) reasons why a charge of absence without leave is aggravated (*see* MNL 0815 specimen charge);
 (6) reason for delay not given (MNL 2261 (5)).
- b. There are occasions where the Coxswain has acted both in the capacity of Coxswain and Witness in difficult or serious cases. This is contrary to MNL 1101 Paragraph 7.
- c. Maximum punishments for first offences of leavebreaking are laid down in MNL 2108. These are occasionally exceeded and the punishment is then illegal as to the excess.
- d. When multiple leavebreaking offences by the same sailor are dealt with together, the periods of absence must be aggregated for calculating the appropriate punishment for the total absence (MNL 2107, Paragraph 2). At present some ships are calculating the punishments for each absence separately and aggregating them. This leads to punishments in excess of the permitted scale. On the other hand, multiple leavebreaking offences must be considered separately and individually for the purposes of assessing forfeitures of pay.
- e. Automatic forfeiture of pay for leavebreaking is often incorrectly included as a punishment in the statistical information on Form PD107. This is not a punishment and should not be included as such.

3. It must be remembered that Administrative Authorities and the Naval Board when required to approve or review a Warrant punishment can act only on the written information submitted with the Warrant. All factors which influenced the Commanding Officer in arriving at his judgment must be included, either on page 3 of the Warrant or in a covering letter. This is necessary both to justify the conviction and to explain why the proposed punishment is considered appropriate. Greater detail, naturally, is required where the proposed punishment is unusually lenient or severe.

4. There are numerous occasions where Commanding Officers are not reviewing suspended sentences of detention within the three months maximum period permitted by s.92 of the Naval Discipline Act. If a sailor is not available at the end of the three month period he should be brought up for review before that time.

5. In all cases where a Warrant punishment is imposed upon a sailor for an offence to which he pleaded not guilty, a transcript of evidence must accompany the Form PD104.

(321/10/1233)

UNCLASSIFIED

221/73—Travelling Allowance—Members on Short Term Duty

1. Various rates of Short Term Duty Travelling Allowance contained in Navy Order 213/72, as amended by Navy Orders 329/72 and 426/72, and 94/73, have been revised. Amended rates and effective dates are as follows:

TABLE A

- a. *Delete* those rates shown for ARGENTINA, BRAZIL, BURMA, LAOS, LEBANON, MALAYSIA, MEXICO, PAKISTAN, PERU, PHILIPPINES, TRINIDAD and TOBAGO, TURKEY, and YUGOSLAVIA, and *insert* the revised rates in their stead.

TABLE A—continued

- b. *Delete* the rates shown for SOUTH VIETNAM and *insert* the revised rates for VIETNAM, REPUBLIC of, in their stead.
- c. *Insert* the new rates introduced for CHINA, PEOPLE'S REPUBLIC of, IRAQ, JORDAN and KUWAIT; and
- d. *Insert* revised rates for CHILE previously shown under TABLE B.

TABLE B

- a. *Delete* these rates shown for PAKISTAN (elsewhere) and *insert* the revised rates in their stead.
- b. *Delete* these rates shown for CHILE, and *insert* the revised rates in TABLE A.

TABLE A

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Argentina	1.12.72	\$A	21.00	21.00	26.00
Brazil—					
Brazilia	} 28.9.72	\$A	29.00	29.00	38.00
Sao Paulo			27.00	27.00	33.00
Elsewhere			25.00	25.00	29.00
Burma	28.9.72	Kyats ..	130	130	140
Chile	26.9.72	\$A	16.50	16.50	19.00
China, People's Republic of ..	5.2.73	Yuan ..	28	28	34
Iraq	2.11.72	I Dinars ..	9.75	9.75	11.00
Jordan	1.11.72	I Dinars ..	11.00	11.00	12.80
Kuwait	13.6.72	K Dinars..	15.50	15.50	16.40
Laos	28.9.72	Kip ..	13400	13400	14200
Lebanon	31.10.72	LL ..	96	96	116
Malaysia	1.12.72	\$M ..	65	65	75
Mexico	22.9.72	Pesos ..	415	415	505
Pakistan—					
Islamabad	} 20.10.72	Rupees	240	240	260
Karachi			315	315	335
Elsewhere— <i>See</i> Table B					
Peru	25.9.72	Soles ..	1400	1400	1600
Philippines	1.12.72	Pesos ..	210	210	235
Trinidad and Tobago—					
16 April to 15 December ..	} 9.10.72	\$T&T	53	53	53
16 December to 15 April ..			65	65	65
Turkey	1.11.72	T Lira ..	410	410	460
Vietnam, Republic of ..	22.11.72	Piastres ..	7800	7800	8700
Yugoslavia	27.12.72	New Dinars	360	360	440

TABLE B

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LCDR or Relative Rank, Officers of Lower Rank and Sailors	CAPT, CMDR or Relative Rank	CDRE and Above
Pakistan—Elsewhere	20.10.72	Rupees ..	83	83	91

(252/4/264)

(Navy Orders 213/72, 329/72, 426/72 and 94/73)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

222/73—Ships' Sonars—Dangers to Divers

1. Certain types of sonar sets operate on audible frequencies and produce considerable noise underwater. The transmissions made by these sets are generally harmless to divers and swimmers who are expecting them, but medium or high powered sonars can cause loss of orientation and grogginess at a range of 25 to 30 yards to divers and swimmers who are not expecting them.

2. To prevent accidents occurring ships fitted with medium powered sonar sets are to comply with relevant port orders regarding the operation of these equipments.

3. Ships and authorities operating divers are to ensure that their Diving Officers and divers are aware of the problem in Paragraph 1 above and also which ships carry medium or high powered sonar.

4. If it is operationally necessary for divers to dive in the vicinity of ships operating medium or high powered sonar, they should wear a neoprene hood. The following minimum safety distances are to be observed:

Divers protected by a neoprene hood .. 10 yards from sonar dome.
 Unprotected divers 50 yards from sonar dome.

5. ABR 155 will be amended.

6. Navy Order 314/72 is hereby cancelled.

(400/1/3513)

(Navy Order 314/72)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

223/73—Damage to Electrical Equipment

1. A serious defect has recently been caused in one of HMA ships due to the ingress of water into electrical equipment as a result of hosing down.

2. Damage resulting from careless hosing down remains all too familiar and is inexcusable. Apart from the direct financial cost it represents a waste of ships' time and unnecessary frustration to the already heavily loaded maintenance staff.

3. Commanding Officers are to take whatever steps they feel necessary to eliminate carelessness of this nature.

(1211/251/120)

UNCLASSIFIED

224/73—Electronic Test Equipment—Introduction of Clevite Brush 220 Recorder for Testing of Weapon Systems

Navy Order 152/73 is to be amended by deleting '66-TSN-9616' and inserting '66-060-3589' in the following places:

- Paragraph 2.
- Annex A, column 3.
- Annex A Notes (three places).
- Annex B, Paragraph 1.

(712/51/636)

(Navy Order 152/73)

UNCLASSIFIED

225/73—Numbering of Storerooms in HMA Ships

1. The instructions in this order, whilst already promulgated in ABR 4—RAN Storekeeping Manual—are re-promulgated for the guidance of Dockyard Officers and others concerned with the numbering of storerooms in HMA ships.

2. Each storeroom is to be designated in sequence from the bow to stern beginning with designation 'A', without regard to port/starboard or deck level locations. The letters 'I' and 'O' are not to be used. In large ships it will be necessary to commence an 'AA' series after the single letters of the alphabet have been used. This system is to apply only to those storerooms from which accountable stores are issued, including those areas containing stores which, by reason of their properties, etc, are kept in custody of Departmental Officers although accounted for by the Supply Officer (see ABR 4—Chapter 15).

3. In ships in which accounting for all stores (except fuel oil and fresh water) has been/or is to be transferred to the Supply Officer, and in the case of new construction ships, the storeroom identifications are to reflect departmental responsibility, eg,

'Weapons Radio Store—Electrical' as 'Storeroom B'. In some cases (eg, Victualling or Armament Stores) existing storeroom nomenclature may be retained, in addition to the numbering system above, for ease of identification, eg, Cool Room—Storeroom AA.

4. The drawers/bins (stowage locations) are then numbered consecutively beginning with number 1 in each storeroom with a maximum of four digits in each storeroom up to -9999. The combination of the storeroom designator and the drawer/bin number provides the location number for the stowage location record, eg, D10 locates an item in drawer/bin number 10, within Storeroom D.

5. Should it be necessary subsequently to insert a nest of drawers into an existing open bin or rack, it will be necessary to identify the new drawers by means of an alpha suffix to the original stowage location. For example, if BB533 is an open bin and a nest of drawers is inserted therein, the individual drawers are to be numbered BB533A, BB533B, etc. The complete alpha-numeric stowage indicator should never exceed eight characters.

6. The stowage location indicators should be clearly marked on each location in the storerooms.

7. ABR 1921 will be amended.

(400/1/1132)

UNCLASSIFIED

226/73—Refrigerated Appliances for Use on HMA Ships—Scale of Allowance

1. The scale of allowances for domestic automatic refrigerators, canned beverage refrigerators, deep freeze units, cool water drinking units, ice making machines, ice cream machines, soft drink vending machines and refrigerated food counters, to be fitted in HMA ships (excluding submarines) has been promulgated in Naval Construction Manual Volume 2—Section H, Requirements—Specification H4, Refrigerated Appliances, Scale of Allowances (short title NCM/2/H4).

2. Refrigerated appliances described in NCM/2/H4 will be fitted in new construction vessels and vessels undergoing modernisation or conversion.

3. For ships currently in commission there will be a gradual change to the requirements of NCM/2/H4. Where appliances as listed in the NCM are not fitted, ships shall raise Form TM200 for each deficiency to ensure fitting during the next refit period quoting this Navy Order as authority. Where additional appliances beyond those already fitted in the ship are to be fitted, the equivalent weight surrender shall be included on the Form TM200. Where structural alterations are required to meet requirements of the NCM, ships shall raise Form TM187 and forward to Navy Office for investigation.

4. Recommendations for the replacement of obsolescent appliances are to be included on Form TM200 and Dockyard shall effect repair by replacement where it is technically expedient to do so. Where structural alterations are required to accommodate replacement appliances, the recommendations are to be included in Form TM187 and forwarded to Navy Office for investigation.

5. Replacement appliances are to conform to the standard capacities provided in NCM/2/H4 irrespective of the size previously fitted, and are to be manufactured in accordance with the relevant NCM specifications.

6. NCM/2/H4 is attached to this Navy Order as Annex A.

7. Navy Order 457/71 is hereby cancelled.

ANNEX A NAVAL CONSTRUCTION MANUAL VOLUME 2

SECTION H—REQUIREMENTS SPECIFICATION H4—REFRIGERATED APPLIANCES—SCALE OF ALLOWANCES

APRIL 1973

INDEX

1. SCOPE
2. APPLICABLE DOCUMENTS
3. DOMESTIC AUTOMATIC REFRIGERATORS
4. CANNED BEVERAGE REFRIGERATORS
5. DEEP FREEZE UNITS
6. COOL WATER DRINKING UNITS
7. ICE MAKING MACHINES
8. ICE CREAM MACHINES
9. SOFT DRINK VENDING MACHINES
10. REFRIGERATED FOOD COUNTERS
 1. SCOPE
 - 1.1 This specification relates to the scale of 'Refrigerated Appliances' for use in HMA ships (excluding submarines).
 - 1.2 Refrigerated appliances comprise:
 - a. domestic automatic refrigerators,
 - b. canned beverage refrigerators,
 - c. deep freeze units,
 - d. cool water drinking units,
 - e. ice making machines,
 - f. ice cream machines,
 - g. soft drink vending machines, and
 - h. refrigerated food counters.
 - 1.3 This specification supersedes Australian Navy Order No 457/71, with respect to the scale of allowances.
 2. APPLICABLE DOCUMENTS
 - 2.1 Reference shall be made to the following documents to identify the refrigerated appliances:
 - a. NCM/6/B15 Refrigerated Food Counter
 - b. NCM/6/C1 Ice Making Machine
 - c. NCM/6/C3 Deep Freeze Unit
 - d. NCM/6/C4 Cool Water Drinking Unit
 - e. NCM/6/C5 Canned Beverage Refrigerator
 - f. NCM/6/C6 Domestic Automatic Refrigerator

ANNEX A—continued

2.2 Reference is made in this specification to the following documents:

- a. AS CZ9 SAA Flammable Medical Agents Safety Code

3. DOMESTIC AUTOMATIC REFRIGERATORS

3.1 Domestic automatic refrigerators shall be provided in accordance with the following scale:

Compartment	5 ft ³	8 ft ³	15 ft ³
Bakeries	1 g	..
Canteen	1 j	1.l	..
Dental Surgery	1
Day Cabin—Captains	1 k	..
Dining—Senior Sailors	1 bm
Dining—Junior Sailors	1 h 2 i	..
Galley—Main	1 cm	..
Galley—Officers	1 bm
Messes—Junior Sailors	1 en	1 fn	..
Messes—Senior Sailors	1 bmn
Pantry—Captains	1 k
Pantry—Senior Sailors	1
Pantry—Wardroom	1 bm	..
Provision Issue Room	1 dm
Sickbay Surgery	1 j	1.l	..
Wardroom	1 amo	..

where:

- one cubic foot per three men,
- one cubic foot per five men,
- one cubic foot per 25 men,
- one cubic foot per 100 men
- complement less than 30,
- complement 30 and above,
- complement 300 and above,
- complement less than 500,
- complement 500 and above,
- destroyers and below,
- destroyers and above,
- above destroyers,
- minimum capacity,
- where no separate dining hall is provided,
- smaller ships may, however, require a smaller unit.

3.2 The domestic automatic refrigerators selected shall be in accordance with Naval Construction Manual Specification NCM/6/C6, and conform to the size range of 5, 8 and 15 cubic feet capacity.

ANNEX A—continued

3.3 Refrigerators sited in sickbay surgeries shall conform to Australian Standard CZ9, to minimise the risk of fire and explosion arising from the use of flammable medical agents.

3.4 Special compartments, such as laboratories, photographic rooms, etc, shall be fitted with refrigerators to meet the requirements of each particular compartment.

3.5 Domestic automatic refrigerators are air cooled and require air circulation at their bases. It is essential, therefore, that they be sited remote from all heated equipments. No restriction of air flow through their ventilation openings shall be permitted. The units shall be sited so that there is a minimum clearance of 2 inches (back and sides) from any permanent obstruction (ie, bulkheads). A branch from the ventilation supply, or exhaust trunk, whichever is more convenient shall be fitted to deliver air to or exhaust from, the base of the unit, at the rate of 20 to 25 CFM.

3.6 Domestic automatic refrigerators shall be sited, such that the doors when closed, lie athwartships, to limit the possibility of doors opening when the ship is rolling.

4. CANNED BEVERAGE REFRIGERATORS

4.1 Canned beverage refrigerators shall be in accordance with Naval Construction Manual Specification NCM/6/C5.

4.2 These refrigerators are of 15 cubic feet capacity, and shall be sited in the beer issue room, or beer store.

4.3 The provisions of Paragraphs 3.5 and 3.6 also apply.

5. DEEP FREEZE UNITS

5.1 Deep freeze units shall be in accordance with Naval Construction Manual Specification NCM/6/C3.

5.2 These units conform to the following size range:

- Size I 7 cubic foot capacity,
- Size II 14 cubic foot capacity,
- Size III 21 cubic foot capacity.

5.3 Deep freeze units shall be provided in accordance with the following:

5.3.1 In vessels having a complement of 41 and above, one in number Size I, 7 cubic foot capacity deep freeze unit shall be sited in or adjacent to the main galley for ready use and frozen foodstuff ullages.

5.3.2 In vessels where cold room temperatures are -9.5°C to -7.8°C , frozen foodstuffs may be stored for a maximum of 21 days. Where insufficient space is available in the cold room or longer storage is required, separate deep freeze units, additional to the requirements of paragraph 5.3.1 shall be installed in suitable positions within the ship as follows:

Ship's company	below 100	one Size I
	101–300	one Size II
	above 300	one Size III
Officers	below 80	one Size I
	81 and above	one Size II

ANNEX A—continued

- 5.3.3 In vessels where there is no cold room provided, the capacity of the deep freeze units shall be calculated subject to space limitations as follows:

$$V = Sv \times C \times Pe$$

where V = volumetric capacity of units

Sv = storage volume of provisions = 0.08353 cubic feet/man/day

C = Complement

Pe = Provisional endurance in days.

- 5.4 The provisions of Paragraphs 3.5 and 3.6 also apply.

6. COOL WATER DRINKING UNITS

- 6.1 Cool water drinking units shall be in accordance with Naval Construction Manual Specification NCM/6/C4.

- 6.2 These units conform to the following size range:

- type 1—chilled water .. 44° F–12° F gradient,
- type 2—chilled water .. 50° F–6° F gradient.

- 6.3 Both these types are of the chilled water/fresh water heat exchanger configuration.

- 6.4 The minimum overall allowance for cool water drinking units shall be one unit per 60 men, consistent with the general arrangement of the vessel and the requirements of Paragraph 6.5.

- 6.5 Where practicable cool water drinking units shall be sited in passageways, recessed into bulkheads, and shall be dispersed throughout the vessel to serve the following areas:

- galley area,
- canteen area,
- sickbay area,
- mess areas,
- wardroom area,
- bridge/ops room area,
- ready room area,
- main machinery space access areas, and
- laboratories/photographic room areas.

7. ICE MAKING MACHINES

- 7.1 Ice making machines shall be in accordance with Naval Constructions Manual Specification NCM/6/C1.

- 7.2 Ice making machines shall be provided in accordance with the following scale:

- destroyers—one per ship, and
- vessels larger than destroyers—two per ship.

ANNEX A—continued

- 7.3 Ice making machines are provided to meet the requirements for medical, bakery, galley and cool drink purposes and require to be sited in an accessible position for all users, preferably in a passageway recessed into the adjacent bulkhead.

- 7.4 The requirements of Paragraphs 3.5 and 3.6 also apply.

8. ICE CREAM MACHINES

- 8.1 Ice cream machines are not provided from public funds, and requirements are to be met from the appropriate non-public fund onboard, usually the canteen fund. Details of suitable machines are held by the Flag Officer Commanding HM Australian Fleet.

- 8.2 Ice cream machines shall be sited in the canteen.

9. SOFT DRINK VENDING MACHINES

- 9.1 The requirements of Paragraph 8.1 apply.

- 9.2 Soft drink vending machines should preferably be sited in a main passageway, recessed into the adjacent bulkhead.

- 9.3 The requirements of Paragraphs 3.5 and 3.6 also apply.

10. REFRIGERATED FOOD COUNTERS

- 10.1 Refrigerated food counters shall be in accordance with Naval Constructions Manual Specification NCM/6/B15.

- 10.2 These food counters conform to the following size range:

- Size 1—single door model 8.5 cubic feet.
- Size 2—two door model 15 cubic feet.

- 10.3 Refrigerated food counters shall be provided in accordance with the following scale:

10.3.1

Compartment	Complement				
	81-160	101-300	161-200	301-600	601-900
Main Galley	1 x size 1	..	1 x size 2	2 x size 1
Officers Galley ..	1 x size 1	..	1 x size 2

- 10.4 These food counters are suitable for storage of ready use foodstuffs and presentation of cold dishes for self-service.

- 10.5 In new construction vessels the refrigerated food counters shall be sited in the galley serving area. For existing vessels they shall be sited in or adjacent to the galley area as space permits.

- 10.6 The requirements of Paragraphs 3.5 and 3.6 also apply.

(Navy Order 457/71)

(1/4100/3)

227/73—Seacat Missile—No Test Policy (Shipboard) Trial

RESTRICTED

Navy Order 193/73 is to be amended as follows:

Paragraph 1, line 3:

delete 'Paragraph 3',

insert 'Paragraph 4'.

(740/54/81)

(Navy Order 193/73)

Compartments			
Compartments	101-200	101-300	101-400
Main Galley	1 x size I	1 x size I	1 x size I
Officers Galley	1 x size I	1 x size I	1 x size I

These food containers are suitable for use in the preparation of cold dishes for self-service.

10.4

10.3

10.2

10.1

Historian

ANOs 228/73-238/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
31 July 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

M. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

ADMINISTRATIVE AND GENERAL

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

228/73—Commissioning

The following commissionings have been effected:

HMAS FLINDERS	27 April 1973
HMAS VENDETTA	2 May 1973
HMAS IBIS	1 June 1973
HMAS TARAKAN	15 June 1973

(1211/51/872)

UNCLASSIFIED

229/73—Unauthorised Removal or Use of Stores and Materials

1. Navy Order 392/72 dealt with the unauthorised removal for private sale or unauthorised private use of stores and materials purchased by the Commonwealth. The purpose of this order is to remind all personnel that the principles of Navy Order 392/72 apply equally to any items which are the property of, are in the possession, custody, or control of the Commonwealth, whether actually purchased by the Commonwealth or not, and that unauthorised removal or use of such stores and materials is an offence against the Naval Discipline Act and the Commonwealth Crimes Act.

2. This order is being reprinted for notice board issue. Administrative authorities and Commanding Officers are to ensure that it receives wide distribution.

(400/1/3211)

(Navy Order 392/72)

Section 2

PERSONNEL

UNCLASSIFIED

230/73—Category Badges for Photography and Aviation Categories

1. As a result of the implementation of SAILSTRUC the Naval Board has approved the following in regard to category badges for Photography and Aviation category sailors:

- the Aviation category badge consist of a jet aircraft with the initials AVN below;
- the existing Photographer category badge be replaced by a badge incorporating the basic Naval Air Branch badge (jet aircraft) with the initials PH below;
- gratuitous issues of initials/badges be made to personnel with more than one year's service remaining (elective discharge nominees excluded);

- d. personnel with less than one year's service remaining be issued replacement initials/badges similar to c. above on re-engagement; otherwise replacement if desired to be at own expense;
- e. pending procurement of new initials/badges, existing category badges continue to be worn;
- f. rank and skill emblems to be worn additional to category badge as follows:

Able Seaman and Leading Seaman

On Categorisation and Grade 1—Plain Category Badge,
Grade 2—Category Badge plus one star above,
Grade 3—Category Badge plus one star above and
one star below.

Petty Officer and above

Category Badge plus Crown above.

(302/1/167)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

231/73—Sailing—Qualifications to Take Charge of, and Minimum Manning Standards for Service Sailing Craft

1. This order lays down:
 - a. the qualifications required to take charge of sailing craft under service responsibility; and
 - b. the minimum manning standards for those craft.

Annexes A, B and C contain the rules for Open Sailing Craft, Local Yachting and Offshore Yachting respectively. Annex D lists the minimum crews for sailing craft now in use by the Service or Service Sailing Clubs.

2. The Royal Australian Naval Sailing Association will recognise qualifications issued in accordance with this order. It has produced similar rules for qualifications of non-Service members of the RANSA.

3. The rules for qualification apply to both officers and sailors.

4. Certificates incorporating all three qualifications have been produced and will be held by awarding authorities. Supplies of certificates may be obtained from the Director of Training, Navy Office, Canberra.

5. Navy Order 439/70 is hereby cancelled.

ANNEX A

Bosun Dinghies and other Open Sailing Craft

Qualifications to Take Charge

1. Open Sailing Craft Helmsmans Certificate. This entitles the holder to take away a boat, of the class(es) in which he is qualified, for recreational sailing, without supervision. He may also race that boat locally if his certificate is so endorsed.

ANNEX A—continued

Test

2. a. Practical:

- (1) rigging and sailing the selected class(es) of boat;
- (2) recovery of man overboard;
- (3) going alongside, securing to a boom, securing a tow;
- (4) righting a boat after capsize.

b. Oral:

- (1) Rules of the Road—rules 17-28 and 31;
- (2) foul weather precautions under sail;
- (3) action taken after capsizing if boat cannot be righted;
- (4) effects of tidal streams;
- (5) precautions in a shipping lane;
- (6) use of lifesaving equipment and safety fittings;
- (7) emergency repairs to hull, rigging and sails.

Note: In order to qualify for racing, a candidate must also be tested in the racing rules.

Examiners

3. Holders of Open Sailing Craft Helmsmans Certificates or persons authorised by a Flag Officer Commanding, Naval Officer Commanding, Naval Officer-in-Charge, the Commodore RANSA, or the Captain of a ship.

Issue

4. The Certificate is to be issued by a Flag Officer Commanding, Naval Officer Commanding, Naval Officer-in-Charge, the Commodore RANSA, or the Captain of a ship, and is to be held personally by the successful candidate.

Format

5. Open Sailing Craft Helmsmans Certificates

This is to certify that..... is qualified as a helmsman of.....* sailing craft. He is considered competent for local racing.†

.....(ship or command) Examiner

Date..... Captain/Chairman/Cdre

Minimum Manning

6. The helmsman must hold an Open Sailing Craft Helmsmans Certificate, and he must be accompanied by at least the number of persons to make up the minimum crew as shown in Annex D.

ANNEX B

Local Sailing and Racing in Yachts

Qualification to Take Charge

1. Local Yacht Skippers Certificate. This entitles the holder to take charge of the yacht(s) or class(es) of yacht in which he is qualified for short passages which can be completed within the period of a favourable weather forecast. Before attempting the test a candidate must hold an Open Sailing Craft Helmsmans Certificate.

* Fill in class(es) of boat in which qualified.

† Delete if not qualified for racing.

ANNEX B—continued

Test

2. a. Practical:

- (1) prepare the yacht for sea;
- (2) take charge of all deck work;
- (3) handle the yacht under sail and power, including berthing, mooring and heaving to;
- (4) take charge of the boat at sea in fair conditions;
- (5) stream and recover a lifebuoy as man overboard drill.

b. Oral:

- (1) basic pilotage, including chart conventions; taking and plotting a fix;
- (2) planning an anchorage;
- (3) measures taken in bad weather and fog;
- (4) firefighting and emergency repairs;
- (5) first aid and lifesaving;
- (6) sea courtesy and customs;
- (7) distress signals and lifesaving equipment;
- (8) yacht engines and galley equipment.

c. In order to qualify for racing a candidate must also be tested in the IYRU rules.

Examiners

3. Holders of Local Yacht Skippers Certificates who have been authorised as examiners by a Flag Officer Commanding, Naval Officer Commanding, Naval Officer-in-Charge or the Commodore RANSA.

Issue

4. The Certificate is to be issued by a Flag Officer Commanding, Naval Officer Commanding, Naval Officer-in-Charge or the Commodore RANSA, and is to be held personally by the successful candidate.

Format

5. Local Yacht Skippers Certificate

This is to certify that.....is qualified to take charge of.....* for day sailing or short passages which can be completed within the period of a favourable weather forecast. He is considered competent for local racing.†

.....(Committee or RANSA) Examiner
Date..... Chairman/Commodore

Minimum Manning

6. The Skipper must hold a Local Yacht Skippers Certificate, and the crew must include at least one member who is capable of taking charge while the Skipper is resting, incapacitated or overboard.

* Fill in yacht or class in which qualified.

† Delete if not qualified.

ANNEX C

Offshore Sailing in Yachts

Qualification to Take Charge

1. Offshore Yacht Skippers Certificate. This entitles the holder to take charge of yachts offshore, including ocean racing. Before attempting the test a candidate must be in possession of a Local Yacht Skippers Certificate.

Test

2. a. Practical:

- (1) take charge at sea for a period of not less than 24 hours;
- (2) take and plot a sunsight and mer pass;
- (3) radio stations and frequencies for yachts on the Australian coast;
- (4) chartwork, including conventions, lights, buoys, laying off a course;
- (5) planning a passage;
- (6) finding heights of tide;
- (7) deck log keeping.

b. Oral:

- (1) racing and safety rules as laid down in the Australian Yachting Federation handbook and prescriptions thereto;
- (2) a brief appreciation of the International Offshore Rule insofar as it relates to setting and sheeting of sails.

Examiners

3. Holders of Offshore Yacht Skippers Certificates who have been authorised as examiners by a Flag Officer Commanding, Naval Officer Commanding, Naval Officer-in-Charge, or the Commodore, RANSA.

Issue

4. The Certificate is to be issued by a Flag Officer Commanding, Naval Officer Commanding, Naval Officer-in-Charge, or the Commodore, RANSA, and is to be held personally by the successful candidate.

Format

5. Offshore Yacht Skippers Certificate

This is to certify that.....is qualified to take charge of yachts offshore, including ocean racing.

.....(Committee or RANSA) Examiner
Date..... Chairman/Commodore

Minimum Manning

6. The Skipper must hold an Offshore Yacht Skippers Certificate, and the crew is to include at least one member who is capable of taking charge while the Skipper is resting, incapacitated or overboard. It is desirable that a crew member other than the Skipper is responsible for navigation.

ANNEX D

Minimum Crews for Open Sailing Craft in Use by the RAN and Service Sponsored Sailing Clubs

Boat	Minimum Crew (Including Helmsman)
27 foot Montagu Whaler	4
3 in 1 Whaler	4
14 foot Bosun Dinghy	2
14 foot RNSA Dinghy	2
Mirror 16	2
Flying Fifteen	2
Soling	2
Bluebird and Endeavour Yachts (two if a Spinnaker is not used)	3

(1236/58/336)

(Navy Order 439/70)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

232/73—Accidents—Precautions Necessary when Operating Steam Ovens

1. A serious accident has occurred whereby a cook operating a steam cooking oven received first degree scalds.

2. The accident was due to a faulty ball cock and the overflow pipe which was clogged with grease and foreign matter. This caused an accumulation of water in the oven, possibly filling it. When the cook opened the door a flood of boiling water cascaded over his legs.

3. In a steam cooking oven an accumulation of grease can quickly build up and it is essential therefore that frequent cleaning of the ball cock and overflow pipe be undertaken.

4. Commanding Officers should ensure that the persons responsible for the operation and maintenance of such equipment are made fully aware of the dangers, and orders should be issued to ensure that a frequent inspection and maintenance routine is established.

5. When necessary the Works Officer responsible for maintenance should be consulted.

6. Navy Order 429/70 is hereby cancelled.

(177/1/155)

(Navy Order 429/70)

RESTRICTED

233/73—DDGs—Stability and Displacement

1. RAN DDGs require strict control of weights to ensure that satisfactory reserves of stability and displacement are maintained throughout their running lives.

2. Particular attention is to be given to the need for full moment compensation to be provided for all alterations and additions, modifications, defect remedial actions, increases in establishment of stores, increases in complement, etc, which, if not compensated, would result in a rise of the ships centre of gravity. Full weight compensation for any changes is also required.

3. Proposals for any changes are to be submitted to Navy Office for approval and each is to be supported by appropriate weight surrender proposals. Changes are not to be undertaken until the approved compensating weight has actually been landed from the ship.

4. Care is to be taken that stores are not embarked in excess of approved establishments.

5. Navy Order 422/70 is hereby cancelled.

(1205/55/148)

(Navy Order 422/70)

UNCLASSIFIED

234/73—Flying Clothing and Personal Flying Equipment—Scales of Allowances

1. Standard scales of allowances of flying clothing and personal flying equipment for RAN Aircrew, including Winch Operators and SAR Divers, have been revised and are detailed in Annex A to this order.

2. Items required to complete kits to the revised approved scales are to be demanded from the appropriate Superintending Stores Officer.

3. ABR 4, Chapter 26, is relevant.

4. Navy Order 634/70 is hereby cancelled.

(1/8475/17)

(Navy Order 634/70)

ANNEX A
Scale of Personal Loan

234/73

12

13

234/73

Class	Catalogue No	Description	Sizes Available	Unit of Issue	Accounting Classification	Helicopters	Macchi	Tracker	Skyhawk	Winch Operators/SAR Divers
Part 1—Victualling Stores:										
V4	45006	BAG, AIRCREW, HEADGEAR	—	EA	P	—	1	—	—	—
V4	45010	BAG, FLYING, CLOTHING	—	EA	P	—	—	—	—	—
V4	45012 to 45019	BOOT, FLYING, DIRECT MOULDED SOLE	5-12	PR	P	1	1	1	1	1
8475	00-559-5344	COVERALLS, ANTI-G, SUIT	Small/long to large/long	EA	P	—	1	—	—	—
8475	00-559-5345									
8475	00-559-5342									
8475	00-559-5343									
8475	00-559-5346									
8475	00-559-5347	DRAWERS, WOOL, AIRCREW	1-4	PR	P	2	2	2	2	2
V4	45032 to 45035									
V2	21100 to 21108	DRAWERS, POPLIN, ELASTIC TOP	28-44 (2 inch sizes)	PR	P	2	2	2	2	—
8475	00-964-2712	GIRDLE, ANTI-G, Mk 2A	Small and large in short and long fittings	EA	P	—	—	—	1	—
8475	00-964-2715									
8475	00-964-2714									
8475	00-964-2713	GLOVES, FLYING, SUMMER, TYPE GS-FRP-1	7S-11 (1 inch sizes)	PR	P	2	2	2	2	2
8415	66-054-2112									
8415	00-935-6328	HELMET, FLYING, PROTECTIVE, Mk 3A (complete with stowage case and mechanisms)	Small, medium and large	EA	P	1	—	—	—	1
8415	00-935-6332									
V4	45162 to 45164	HELMET, FLYING, PROTECTIVE, Mk 3B (complete with stowage case, carrying bag and mechanisms)	Small, medium and large	EA	P	1	—	—	—	1
8415	99-135-1773	Note: After fitting, sizing instrument and 2 surplus sets of liners are to be returned to Store.								
8415	99-135-1774									
8415	99-135-1776									
8475	00-178-7513	HELMET, PILOTS, PROTECTIVE, TYPE APH-6C (SIERRA)	Large and medium	EA	P	—	—	1	1	—
8475	00-178-7514	HELMET, PILOTS, PROTECTIVE, TYPE APH-6C (SIERRA)								
8475	00-178-7525	HELMET, PILOTS, PROTECTIVE, TYPE APH-6C (GENTEX)								
8475	00-178-7526	HELMET, PILOTS, PROTECTIVE, TYPE APH-6C (GENTEX)								
8475	00-833-9373	HELMET, FLYING, TYPE HGU-2A/P	Medium, large and x large	EA	P	—	1	—	—	—
8475	00-883-9372									
8475	00-947-7110									
8475	00-817-0595	JACKET, FLYING, LIGHTWEIGHT	Small, medium large and x large	EA	P	1	1	1	1	1
8475	00-817-0598	KNIFE, EMERGENCY, AIRCREW, Mk 3 (complete with metal sheath and fabric attachment)		EA	P	1	1	1	1	1
V4	45189									
V4	45186	Spares for:		EA	P	2	2	2	2	—
V4	45187	SHEATH, METAL, KNIFE, EMERGENCY FABRIC, ATTACHMENT, KNIFE, EMERGENCY		EA	P	2	2	2	2	—
V4	45211	Lifejacket, Aircrew, Mk 6 and 6A Comprising:		EA	P	1	1	1	—	1
V4	45234	FLUORESCENCE SEA MARKER		EA	P	1	1	1	—	1
V4	45217	STOLE, NEOPRENE PROOFED NYLON (complete with Oral Inflation Valve)								
V4	45217	WAISTCOAT, Mk 6 (complete with lifeline and toggle)		EA	P	1	1	1	—	1
V4	45218	or WAISTCOAT, Mk 6A (complete with lifeline and toggle)								
4220	00-150-5972	LIFE PRESERVER, TYPE LPA-1		EA	P	—	—	—	1	—
8415	66-050-4905	OVERALLS, FLYING, LIGHTWEIGHT, POLYAMIDE	1-8	EA	P	2	2	2	2	2
8415	66-050-4912									
V4	45390 to 45397	OVERALLS, FLYING, MEDIUM WEIGHT	1-8	EA	P	1	1	1	1	—
V4	45400	SCARF, NECKWEAR, GREEN		EA	P	1	1	1	1	—
8415	66-TSN-9507	SOCKS, AIRCREW, POLYAMIDE	9½-13 (½ inch sizes)	PR	P	3	3	3	3	2
8415	66-TSN-9514									
8465	99-446-6615	SPECTACLES, ANTI-GLARE, AIRCREW, Mk 14	Medium and large	PR	P	1	1	1	1	1
8465	99-446-6616									
8430	66-TSN-9501 to 66-TSN-9507	Suit, Immersion, Mk 6 or Mk 7, comprising:								
8430	66-TSN-9507	BOOT, IMMERSION, Mk 3	5-12	PR	P	1	1	1	1	—
8430	66-TSN-9507	BRACES		PR	P	1	1	1	1	—
V4	45433									

Class	Catalogue No	Description	Sizes Available	Unit of Issue	Accounting Classification	Helicopters	Macchi	Tracker	Skyhawk	Winch Operators/SAR Divers
V4 V4	45421 to 45425	BLOUSE, Mk 6 (complete with seals)	1-5	EA	P	1	1	1	1	—
V4 V4	45451 to 45455	and TROUSERS, Mk 6 (complete with seals and urination sleeve)	1-5	PR	P	1	1	1	1	—
V4 V4	45521 to 45525	or BLOUSE, Mk 7 (complete with seals)	1-5	EA	P	1	1	1	1	—
V4 V4	45542 to 45546	and TROUSERS, Mk 7 (complete with seals and urination sleeve)	1-5	PR	P	1	1	1	1	—
V4 V4 8475	45700 to 45708 99-135-4909	Suit, Immersion, Mk 10, comprising: COVERALLS, AIRCREW, IMMERSION, Mk 10	1-9	EA	P	1	1	1	1	1
8475	99-135-4916	SOCKS, AIRCREW, IMMERSION, Mk 2	5-12	PR	P	1	1	1	1	1
1670	00-865-9738	TORSO HARNESS ASSEMBLY, Mk 2	Small, medium, large and x large (3 fittings, short, regular and long in each size)	EA	P	—	—	—	1	—
1670	00-866-4345									
1670	00-866-4344									
1670	00-813-4343									
1670	00-866-4339									
1670	00-866-7606									
1670	00-866-4337									
1670	00-866-4340									
1670	00-866-4342									
1670	00-866-4341									
V4 V4	45566 to 45569	SWEATER, WOOL, AIRCREW	1-4	EA	P	1	1	1	1	1
V4 V4	45570 to 45573	UNDERSHIRT, STRING, AIRCREW	36, 38, 40 and 42	EA	P	2	2	2	2	2
8415 V4	00-144-5028 45590	VEST, SURVIVAL, SV-2A	—	EA	P	—	—	—	1	—
V4	45591	VISOR, SCREEN, ANTI-GLARE, DARK	Medium and large	EA	P	—	1	—	—	—

6230	00-067-5209	Part II—General/Electrical Stores: LIGHT MARKER, SURVIVAL, ACR4F C/W BATTERY	—	EA	P	1	1	1	1	1
5965	99-107-5503	MICROPHONE, THROAT, TYPE 13761	—	EA	P	1	—	—	—	1
5965	00-856-6020	MICROPHONE, BOOM, M3AA	—	EA	P	—	—	1	—	—
0625	952-6482	SARBE BEACON, Mk 3	—	EA	P	1	1	1	1	1
0625	932-6815	TESTER	—	EA	P	1	1	1	1	1
6135	66-054-5810	BATTERY, TYPE 401183	—	EA	P	1 per aircrew and SAR diver	—	—	—	—
0552	924-3306	WRIST CHRONOGRAPH, HS9A	—	EA	P	1 per aircrew and SAR diver	—	—	—	—
0461	3856	Part III—General Stores: DIVIDER, BRASS, 5 INCHES WITH FIXED POINTS	—	EA	P	1 per observer, ACM and Skyhawk pilot	—	—	—	—
6675	00-191-1508	PARALLEL RULER	—	EA	P	1 per Skyhawk pilot	—	—	—	—
7520 6D	00-989-4079 814, 815, 816	Part IV—Air Stores: CLIP BOARD, PILOTS, PART NO 328D OXYGEN MASK, TYPE H, C/W MICROPHONE TUBE ASSEMBLY FOR TYPE H MASK	Large, medium and small	EA EA	P P	1 —	1 1	1 —	1 —	— —
1660 1660 1660 1660	00-948-4890 00-761-1613 00-761-1609 00-050-1661	OXYGEN MASK, A13A, C/W MICROPHONE AND CUP RETENTION KIT MASK, OXYGEN, A13A—OXYGEN REGULATOR HARD HOSE FOR A13A MASK FLEXIBLE HOSE FOR A13A MASK	Large, medium and small	EA	P	—	—	—	1	—
1660 6B 6B	00-714-1361 2645 2835	COMPUTER, Mk 4A COMPUTER, Mk 4B	—	EA EA	P P	1 per Skyhawk pilot 1 per observer, ACM for Wessex aircraft	—	—	—	—
6B 6B 6B	2765 47 3206	HOLD-ALL, Mk 3 PROTRACTOR PROTRACTOR	—	EA EA EA	P P P	1 per Skyhawk pilot 1 per Skyhawk pilot 1 per observer and ACM for Wessex aircraft	—	—	—	—
6605 6605	00-390-8421 66-027-6444	PLOTTING BOARD LOW ALTITUDE NAVIGATION KEY TEMPLATE	—	EA EA	P P	1 per observer for Wessex aircraft 1 per Skyhawk pilot	—	—	—	—

UNCLASSIFIED

235/73—Galleys—Precautions for the Prevention of Fire

1. There have been a number of outbreaks of fires in galleys in HMA ships and establishments in recent years which have caused considerable damage to equipment and building installations. The relevant Fire Reports have shown that the fires started as a result of equipment being left unattended with the power on, and in one case the galley had been vacated in the evening without observing the standard safety precaution of shutting off the power at the main switches.

2. It is emphasised that deep fryers and similar equipment using cooking oil or fat constitute a very serious potential fire hazard and therefore this type of equipment must:

- a. be kept scrupulously clean and free of carbon deposit on the side of the pans;
- b. not be left unattended even for short periods when in operation with the power or fuel supply switched on;
- c. be isolated when not in use by shutting off the power or fuel supply at the control panels on the equipment. When the galley is vacated, the Main Control Switches must be locked in the 'OFF' position.

3. An electric deep fryer must not be used if the control thermostat is defective or suspected of being defective. In these circumstances the fryer should be switched off at the control panel and where there is an independent Main Switch for the fryer this is to be locked in the OFF position. The defect and action taken are then to be reported to the Supply Officer or in his absence to the Officer of the Day. These instructions will apply to all deep fryers whether fitted with a warning device or not. Where a warning device is fitted, failure of the control thermostat is indicated by the lighting of the 'Thermostat Failure Warning Lamp' (red) and the sounding of the alarm bell. In establishments and ships where there is no lamp or bell and the equipment is designed to switch off automatically if the control thermostat fails, thermostats must not be by-passed and their correct functioning must be checked at monthly intervals by the Technical Staff.

4. Navy Order 432/70 is hereby cancelled.

(177/1/154)

(Navy Order 432/70)

UNCLASSIFIED

236/73—Safety—Communication Between Officer-of-the-Watch and Controlling Engine Room or Machinery Control Room

1. To reduce the risk of collision when an engine telegraph order is passed incorrectly or when a telegraph fails to operate correctly, the following instructions are to be observed by Commanding Officers and Marine Engineer Officers of HMA ships:

- a. Special Sea Dutymen on the bridge and in the controlling engine room or MCR are to include communication numbers having no other duties to perform.
- b. The duties of all Special Sea Dutymen in the Marine Engineering department are to be specified in the departmental standing orders.
- c. Sufficient Special Sea Dutymen are to be provided to enable foreseeable emergencies or breakdown to be dealt with expeditiously.

d. Both the ships Standing Orders and the Marine Engineering department standing orders are to specify the normal and emergency methods of communication between the bridge and the controlling engine room or MCR.

2. Navy Order 457/70 is hereby cancelled.

(177/1/215)

(Navy Order 457/70)

UNCLASSIFIED

237/73—Stores (General)—Standard Units of Issue

1. Navy Order 444/72 promulgated for use within the RAN, standard Australian Services units of issue, their codes and descriptions.

2. However, when demanding stores from authorities outside the Australian Services, eg, United States of America, Britain or New Zealand, and other foreign countries, the units of issue in use by those authorities/countries **are to be used.**

(465/1/1848)

(Navy Order 444/72)

Section 5**BOOKS, CORRESPONDENCE, FORMS AND STATIONERY**

UNCLASSIFIED

238/73—Microfilm Reader/Printer Equipment Print Paper

1. Tests conducted on print paper used in 3M Filmac Reader/Printers shows that the possibility of an electrostatic hazard exists. This paper must not be used in the vicinity of sensitive explosive devices or explosive atmospheres.

2. There is a chance that if this paper comes in contact with open electrical contacts, fusing of the paper may occur but the likelihood of obtaining a harmful electrical shock can be discounted. However, care should be taken when using such paper in the vicinity of open electrical contacts.

3. A notice is to be placed on each Reader/Printer drawing attention to these dangers.

4. Navy Order 479/70 is hereby cancelled.

(400/1/585)

(Navy Order 479/70)

Navy Orders 183/70 to 296/70 are now over three years old and may be disposed of accordingly.

1. The first of these is the fact that the Commission has not yet received any information from the Government regarding the proposed amendments to the Constitution. It is therefore necessary to consider the possibility that the Government may not be prepared to accept the Commission's recommendations.

2. The second of these is the fact that the Commission has not yet received any information from the Government regarding the proposed amendments to the Constitution. It is therefore necessary to consider the possibility that the Government may not be prepared to accept the Commission's recommendations.

3. The third of these is the fact that the Commission has not yet received any information from the Government regarding the proposed amendments to the Constitution. It is therefore necessary to consider the possibility that the Government may not be prepared to accept the Commission's recommendations.

4. The fourth of these is the fact that the Commission has not yet received any information from the Government regarding the proposed amendments to the Constitution. It is therefore necessary to consider the possibility that the Government may not be prepared to accept the Commission's recommendations.

5. The fifth of these is the fact that the Commission has not yet received any information from the Government regarding the proposed amendments to the Constitution. It is therefore necessary to consider the possibility that the Government may not be prepared to accept the Commission's recommendations.

6. The sixth of these is the fact that the Commission has not yet received any information from the Government regarding the proposed amendments to the Constitution. It is therefore necessary to consider the possibility that the Government may not be prepared to accept the Commission's recommendations.

7. The seventh of these is the fact that the Commission has not yet received any information from the Government regarding the proposed amendments to the Constitution. It is therefore necessary to consider the possibility that the Government may not be prepared to accept the Commission's recommendations.



Historical

ANO 239/73



AUSTRALIAN NAVY ORDER

CONTENTS

SECTION 1—BOOKS, CORRESPONDENCE, FORMS AND STATISTICS

23973 NAVY ORDER of 31 July 1973

Navy Office, Canberra,
31 July 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY



AUSTRALIAN NAVY ORDER

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

239/73—RAN Catalogue of Materiel (ABR 5074)—Reproduction in Miniaturised Format

Includes:

1. The Catalogue of Materiel (RAN Catalogue of Materiel (ABR 5074)) is a publication which was published in 1968 (RAN Catalogue 5074) by the Royal Australian Navy. The information presented therein is available to all members of the Royal Australian Navy and is the property of the Royal Australian Navy. It is published in a format which is suitable for reproduction in a miniaturised format. It is published in a format which is suitable for reproduction in a miniaturised format.

CONTENTS

No	Title
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SECTION 5—BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

239/73	RAN Catalogue of Materiel (ABR 5074)—Reproduction in Miniaturised Format.
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Includes:

1. This is a reproduction of the original work referred to in the title. It is published in a format which is suitable for reproduction in a miniaturised format. It is published in a format which is suitable for reproduction in a miniaturised format.

ABR 5074	RAN Catalogue of Materiel (ABR 5074)—Reproduction in Miniaturised Format.
ABR 5074C	RAN Catalogue of Materiel (ABR 5074)—Reproduction in Miniaturised Format.
ABR 5074D	RAN Catalogue of Materiel (ABR 5074)—Reproduction in Miniaturised Format.
ABR 5074E	RAN Catalogue of Materiel (ABR 5074)—Reproduction in Miniaturised Format.

This Order

1. This order is issued to provide information on the reproduction of the RAN Catalogue of Materiel (ABR 5074) in a miniaturised format. It is published in a format which is suitable for reproduction in a miniaturised format.

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

239/73—RAN Catalogue of Materiel (ABR 5074)—Reproduction in Miniaturised Format

Introduction

1. The decision to produce RAN Catalogues of Materiel (ABR 5074) in miniaturised format was announced in Navy Order 421/72 as amended by Navy Order 130/73. The miniaturised format selected is microfiche sheets (6 inches × 4 inches) of microfilm each containing the equivalent of 270 computer printout pages (14 inches × 11 inches) set in 18 vertical columns and 15 horizontal rows containing data reduced at a ratio of 48:1. These microfiche are produced directly from magnetic tape by a process called Computer Output Microfilming (COM).

2. It is expected that production of the microfiche version of ABR 5074 catalogues will commence in July 1973. Retrieval equipment to meet this target date is being supplied.

3. For various reasons, not all the current sections of ABR 5074 catalogues will be transferred to microfiche at this stage. Pages of Class catalogues containing illustrations and ABR 5074A—Memorandum of Instructions will continue to be issued in their present hard copy form until further notice.

Frequency of Issue

4. Owing to the large volume of processing work involved, it is not practical to produce a complete microfiche version of the catalogue (excluding those sections referred to in Paragraph 3) at the one time. To enable the workload to be spread more evenly, the various segments of the catalogue are to be issued at regular intervals, but not necessarily simultaneously.

5. The various segments and their frequency of issue are as follows:

To be issued every three months commencing July 1973

ABR 5074B .. Master Cross Reference List—Reference (Part) Number to Stock Number and vice versa.

ABR 5074C .. Abridged Catalogue Data List.

ABR 5074D .. Stock Number Re-reference Index, Old to New and vice versa.

ABR 5074G .. Index from Item Name to Class.

To be issued every three months commencing August 1973

ABR 5074 .. Basic catalogues of Class sections accompanied after the first issue by change lists detailing deletions and other changes, but not additions, since the previous issue.

Data Content

6. The microfiche contain fully updated information as recorded on the Navy computer catalogue files at the date of issue. The data content of the various segments comprising the microfiche version of the catalogue is as shown in Annex A.

Titling, Pagination and Indexing

7. Each microfiche will display the title of the recorded data in eye readable size characters. When the microfiche is held so that the title is upright and right reading, the first micro-image or frame shall be at the top left hand corner of the microfiche. Succeeding frames shall appear in sequence from top to bottom and from left to right from column to column. For all fiche except basic catalogues and change lists an index to the contents of each microfiche will be provided in the last micro-image or frame at the bottom right corner of the microfiche. Details of titling and indexing are shown in Annex B.

Use of Microfiche

8. Instructions on the method of using microfiche are contained in Annex C.

Item Identification

9. Item identification details of retrieval equipment, spare parts and accessories are set out in Annex D.

Packaging and Dispatch

10. Each microfiche issue will be dispatched by the Publications Authority, Sydney, in sets contained in heat sealed polythene envelopes. The microfiche will not be accompanied by normal stores/publications issue documents. Microfiche are not accountable in ships and establishments. A report card for the notification of missing/defective microfiche is included in each envelope. Spare sets of microfiche are held by the Publications Authority and replacements for missing or damaged microfiche can be obtained from this source either by use of the card or on request.

Disposal of Superseded Catalogues

11. Production of hard copy catalogues, except as indicated in Paragraph 3 will cease with the issue of microfiche. On receipt of the microfiche versions detailed in Paragraph 5, equivalent existing hard copy catalogues are to be removed from their covers and destroyed, except for pages containing illustrations which should be amalgamated within a set (or sets) of covers, as appropriate. With the inclusion of the price column in ABR 5074C, the Pricing Supplement, ABR 5074F, will cease publication and any copies held should be removed from their covers and destroyed. Surplus covers are to be returned to the Publications Authority.

12. When superseding microfiche versions of the respective segments of the catalogue are received after the initial issue, the superseded microfiche editions of the same segments are to be destroyed.

Allocation of Retrieval Equipment

13. The initial allocation of Retrieval Equipment is in accordance with Annex E.

14. Wollensak viewers originally obtained for the US NMDL/CMCRL microfiche are re-allocated, as necessary, to enable this type of equipment to be standard for HMA ships. Following consideration by an Inter Service Committee NCR viewers are being provided as the standard type for use ashore.

15. The Retrieval Equipment shown in Annex E is intended for use with:

- a. ABR 5074 series;
- b. US NMDL/CMCRL;
- c. NAVPUB Management Data Report; and
- d. any other listings on 48:1 microfiche.

16. Viewers/printers (Datagraphic type) shown in Annex E are supplied on a limited scale to provide a bureau service for specified areas as shown in Annex F. It is expected that the bureau service for printouts of catalogue pages would be used sparingly and selectively. The prime reference to the catalogue should be by use of viewers. The allocation in Annex E is intended to provide sufficient viewers for such purposes. Normally, it should not be necessary for printouts of the 'Index' segments, ABR 5074C, D and G, to be obtained. Reference to these segments is almost invariably on the basis of a line item or series of scattered line items and the printout of a page or number of pages would be wasteful in these circumstances. Printouts of pages of the Master Cross Reference List (ABR 5074B2) are necessary where an item has a large number of Reference (Part) Numbers. Generally, it is expected that printouts of the Class sections would be needed in certain circumstances such as the following:

- a. where a section of a ship or establishment other than the supply staff, is concerned with a particular range of stores, eg, detached offices needing the stationery catalogue, medical and dental authorities needing classes containing medical and dental stores;
- b. design or planning authorities needing particular pages for closer study of a range of items at the desk; or
- c. for attachment of information concerning a range of items to a file or letter.

17. The allowances of spares and maintenance arrangements for retrieval equipment are set out in Annex G. Demands to complete to these allowances should be lodged on the appropriate Supply Depot.

Microfiche Filing

18. A microfiche filing system along the lines of the general specification at Annex H will be provided as soon as possible. In the meantime suitable local arrangements for filing should be made, eg, 7520-66-010-3585 BOX, INDEX CARD, FOR 6 inch x 4 inch CARDS (CSSTB Reference 610/23).

Quality Assurance

19. Before delivery, microfiche are inspected by Department of Air Quality Assurance Authority (DQA). Any defects found in the quality of the microfiche should be reported to the Publications Authority (see Paragraph 10 above) who will take the matter up with the DQA, as necessary.

ANNEX A

Data Content of Microfiche Version of Catalogues

1. The data content of the various segments comprising the microfiche version of the catalogue is shown in the following paragraphs.

ABR 5074 Class Catalogues

2. These will cover all items recorded on the NAVCAT file to which some editing attention has been paid (ie, items in the refined and semi-refined index areas—see ABR 5074A Paragraph 33 h.4) but will exclude items in the unrefined index areas. However, apart from items awaiting stock number validation by the Defence Cataloguing Authority all those items in the unrefined index areas will be shown in ABR 5074C (see Paragraphs 15-19).

3. As in the case of ABR 5074 'hard copy' Class catalogues, a separate index will be issued at the beginning of each Class to show the position of catalogue numbers within the Class. Where there is more than one Class on a fiche each new Class will be preceded by a blank frame.

ANNEX A—continued

4. The various Classes will be printed on a consecutive series of microfiche sheets in left justified sequence of the Class designators. As necessary more than one Class will be included on a single microfiche sheet.

ABR 5074 Change Lists

5. A separate set of microfiche will be issued concurrently with the class sections containing all those data changes of the type previously included in the 'hard copy' change bulletins, which have been recorded on the NAVCAT file in the three months since the previous issue of ABR 5074 Class Catalogue.

ABR 5074B

6. Contains details of all manufacturers' reference numbers which are recorded on the catalogue file at the time of issue, with the stock number applicable shown against each such part number.

7. The list is in two formats—reference number to stock number and stock number to reference number.

8. Within the list, the following type codes are shown under the heading type:

PM—for items restricted to a single manufacturer (including subsidiaries or firms manufacturing under licence).

PN—for items not restricted to any one of the manufacturers and reference numbers quoted.

9. Reference numbers for items coded PN in ABR 5074B are not printed in the appropriate basic catalogue Class section of ABR 5074. The reason being that so many different reference numbers can apply to a single item that their inclusion in Class catalogues is not considered justifiable on practical grounds. Therefore ABR 5074B is the only complete record published of all reference numbers on the NAVCAT file.

10. Also included in this list under heading MFR's CODE are codes of five characters allocated by the Cataloguing Authority of the country concerned to denote individual manufacturers. Details of these codes are contained in separate publications to ABR 5074—see ABR 5074A Paragraph 24.

11. Within the NAVCAT system the following pseudo codes are used to comply with system requirements where the name of the actual manufacturer is not available at the particular point of time:

PROTO
PTNBR
RANAS
RANAW
RANMS
WESPL
FORMS.

12. For various reasons, it is necessary for reference numbers to be recorded in NAVCAT in a modified format, omitting certain punctuation marks, symbols and spaces, etc. Because of space limitations (32 characters) an extra long reference number exceeding this number of characters is printed in the first 31 positions and a + symbol in the 32nd position to indicate that portion of the reference number has been truncated. Some examples of modified reference numbers are:

Reference Number	Corrected Modifications
- 15 + 110	M15P110
123 45 B*6D	12345B6D
‡ by ‡C	1-2X1-4C
7-16 BALL GRADE NUMBER 1	7-16 BALL GRADE 1
1A309 THROUGH 1A312	1A309 TO 1A312

Blanks and dashes will not appear in the first position of a reference number.

ANNEX A—continued

13. The list of manufacturers' reference numbers cross referenced to stock numbers is in left justified sequence of reference numbers.

14. The list of stock numbers to manufacturers' reference numbers is in left justified sequence of stock numbers.

ABR 5074C

15. This segment known as the Abridged Catalogue Data Listing was formerly known as the Catalogue Number Index—Catalogue Number to Class. It has been expanded and in addition to the Class, the following additional data now appears against each valid Catalogue Number recorded on the NAVCAT file:

- Short Name as recorded on NAVCAT (up to 19 characters including spaces, etc);
- Unit of Issue (in column headed UI);
- Accounting Classification (in column headed C);
- EDP Source Code of Depot which is responsible for managing the item (in column headed MC);
- Status (in column headed S—current items will have no code recorded); and
- Price (unit price of the item as recorded on NAVSTOK). See also Paragraphs 16 and 17 of ABR 5074A.

16. The price column will also indicate whether an account for the item is held on the EDP NAVSTOK file, in which case either a price will be included or if the item is on NAVSTOK but no price is recorded, the letters NPR will be shown. Items not held on NAVSTOK will have the letters NONEDP shown in the price column.

17. The catalogue numbers in the microfiche version of ABR 5074C will continue to appear in left justified sequence ignoring nation code. Owing to space limitations, however, it is not possible to print the nation code in a separate area to the left of the remainder of the catalogue number as in the hard copy Catalogue Number Index.

18. A small number of anomalies exist in the sequencing brought about by the fact that in programming the computer, no distinction can be made between nation codes and some genuine two digit 'Old Admiralty pattern numbers' suffixed with L1 to indicate they are a local substitute, eg, 15-L1, 17-L1. They are sequenced as though they were catalogue numbers L1 with 'nation codes' 15 and 17 ignored for sequencing purposes. These anomalies will gradually disappear as the items concerned are codified to the Defence Cataloguing System.

19. Some items will appear without an Accounting Classification Code, due mainly to the system of automatic entering of stock numbers into the NAVCAT system.

ABR 5074D

20. Lists all stock number changes recorded on the NAVCAT file. It is printed in two parts as follows:

- a. a list cross referencing old stock numbers to those new stock numbers allocated to identify the same items; and
- b. a list cross referencing new stock numbers to those old stock numbers previously used to identify the same items.

21. Both lists are printed in left justified sequence of the stock numbers from which the cross reference occurs, ie, old to new is in sequence of old stock numbers and new to old is in sequence of new stock numbers.

ABR 5074G

22. This consists of an alphabetic sequential listing of all Item Names (to 16 characters but excluding repetitions of these) cross referenced to the Class in which the item is recorded on NAVCAT.

ANNEX B

Titling and Indexing of RAN Catalogues in Microfiche

Titling

1. Each microfiche will be titled at the top with characters as follows:

a. *ABR 5074—Class Section*

The first class appearing in the top left hand frame ABR 5074 Month/Year of Issue and Fiche Sequence No.

Example 5305 5074 AUG73003

b. *ABR 5074—Change Lists*
Will be promulgated later.

c. *ABR 5074B—Master Cross Reference List*

Part 1—Reference No to Stock No
The first reference number appearing in the top left hand frame (up to 20 characters) ABR 5074B Part 1 Month/Year of Issue and Fiche Sequence No.

Example A2132521-1 5074B1 JUL73002

Part 2—Stock No to Reference No
The stock number of the first item appearing in the top left hand frame ABR 5074B Part 2 Month/Year of Issue and Fiche Sequence No.

Example 6685-00-273-7005 5074B2 JUL73023

d. *ABR 5074C—Abridged Catalogue Data Listing*

The catalogue number of the first item appearing in the top left hand frame ABR 5074C Month/Year of Issue and Fiche Sequence No.

Example 00-736-1248 5074C JUL73009

e. *ABR 5074D—Stock Number Re-reference Index*

Part 1—Old Stock Number to new Stock Number.
The stock number of the first item appearing in the top left hand frame ABR 5074D Part 1 Month/Year of Issue and Fiche Sequence No.

Example 0264-1032 5074D1 JUL73012

Part 2—New Stock Number to old Stock Number.
The stock number of the first item appearing in the top left hand frame ABR 5074D Part 2 Month/Year of Issue and Fiche Sequence No.

Example 5845-66-012-4789 5074D2 JUL73007

ANNEX B—continued

f. *ABR 5074G—Index from Item Name to Class*

The item name of the first item appearing in the top left hand frame ABR 5074G Month/Year of Issue and Fiche Sequence No.

Example SQUARE PLAIN 5074G JUL73002

Indexing

2. The index to the contents of each microfiche will appear in the last frame at the bottom right hand corner of the microfiche, and will contain the information shown hereunder and the relevant grid frame.

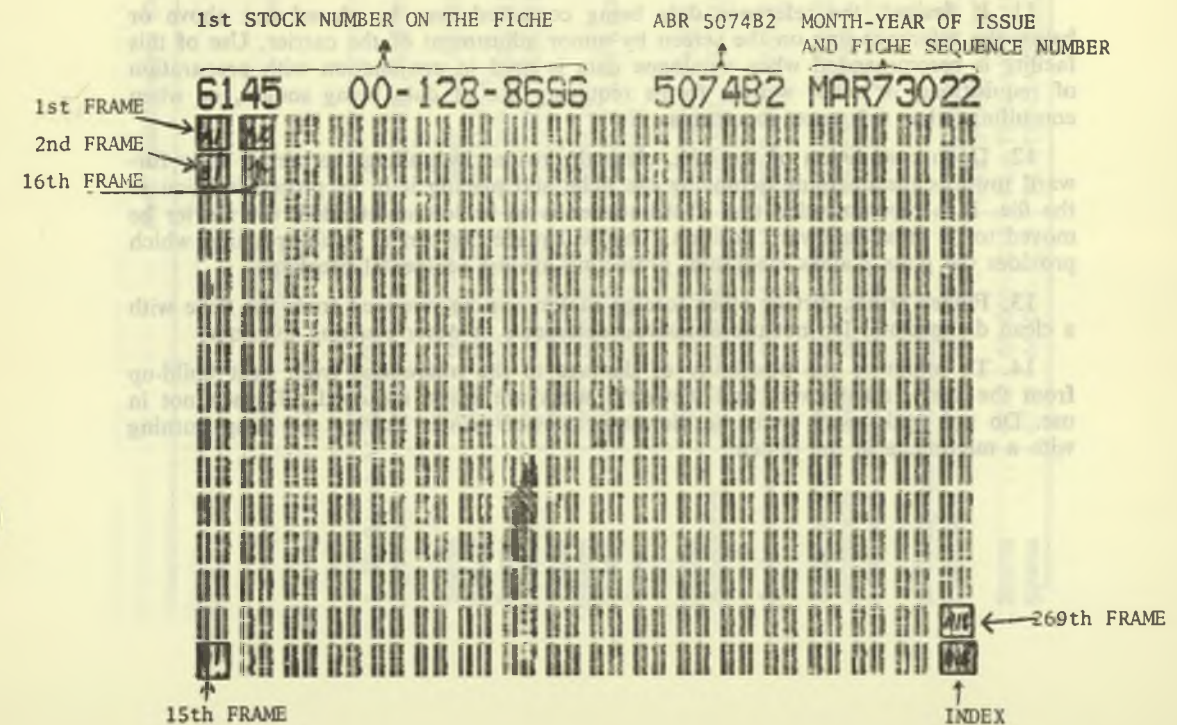
- ABR 5074B Part 1—First Reference No on each frame.
- ABR 5074B Part 2—First Stock No on each frame.
- ABR 5074C —First Catalogue No on each frame.
- ABR 5074D Part 1—First Stock No on each frame.
- ABR 5074D Part 2—First Stock No on each frame.
- ABR 5074G —First Item Name on each frame.

ANNEX C

Instructions for Locating Stock/Reference Numbers in Microfiche Editions of RAN Catalogue of Materiel ABR 5074

1. In addition to any instructions provided with retrieval equipment by the manufacturer the following applies when handling microfiche.

2. When the fiche is held so that the title is upright and right reading, the first frame is in the top left corner of the fiche. Succeeding frames appear in sequence from top to bottom. Columns are in order from left to right. The following example shows a typical ABR 5074B2 microfiche:



ANNEX C—continued

3. Above is a reproduction of a fiche. The title data is readable by the unaided eye when the fiche is placed in its proper 'pocket' in the file binder.

4. Using the visible data select the fiche which encompasses the number desired from the file, eg, for ABR 5074B2, if Stock Number 6250-66-047-3899 is not included in the microfiche title, it will be necessary to calculate the microfiche on which it should appear by referring to successive microfiche titles. If microfiche sequence No 022 commences with Stock Number 6145-00-128-8696 and microfiche sequence No 023 commences with Stock Number 6685-00-279-7005 it can be assumed that Stock Number 6250-66-047-3899 will appear on microfiche sequence No 022.

5. Handle fiche so that finger prints are on border areas only; avoid touching frame area.

6. Pull the fiche carrier fully forward towards the operator until the glass platens automatically open sufficiently to permit insertion of the selected fiche.

7. Place the fiche, right reading side up, on the platen with the visible title data along the outer edge of the carrier and against the fiche guide. A little experimentation will disclose that if the fiche is grasped between the right thumb and forefinger when removing it from the file, a quarter turn of the wrist will position the fiche correctly on the carrier.

8. Move the carrier backward away from the operator so that the pointer will be positioned over the bottom right hand frame (018) on the grid.

9. Visible on the screen will be the detailed index referred to in Annex B. This index is in the same location on all fiche except basic catalogues and change listings.

10. Select the location of the reference, next lowest to that which is desired. Move the carrier so that the pointer is over the selected location. The desired reference—if actually present in the catalogue being consulted—will now appear in the page on the screen.

11. If desired, the reference data being consulted may be placed just above or below the reference line on the screen by minor adjustment of the carrier. Use of this facility is recommended when catalogue data is used in conjunction with preparation of requisitions, or other written forms requiring use of data being sought, or when consulting other reference documents.

12. Upon completion of the task, clear the reader by pulling the carrier fully forward towards the operator, removing the fiche and placing it in its proper location in the file. It is recommended that if the reader is to be left unattended, the carrier be moved to its most backward position. This will place the carrier in the position which provides the glass platens maximum protection against accidental breakage.

13. Finger prints, dirt or other foreign matter can be removed from the fiche with a clean damp cloth. Do not use abrasives, detergents or other cleaning solutions.

14. To minimise the possibility of damage to the microfiche from heat build-up from the lamp, the viewers and viewer/printers are to be switched off when not in use. Do not walk away from the viewer or viewer/printer leaving the lamp burning with a microfiche in the platen.

ANNEX D
Item Identification Details of Microfiche Retrieval Equipment

Item	Class	Catalogue Number	Description	Unit of Issue	Accounting Classification	Manufacturers Data	
						Mfr Code	Coded Part No
1. Wollensak Model W414 Equipment ..	6730	00-074-2729	READER, (VIEWER) MICROFICHE ..	EA	P	34330	W414
Spares ..	6240	00-102-9648	LAMP, INCANDESCENT ..	EA	C	34330	014001
Spares ..	6730	00-074-4119	GRID 48X ..	EA	C	80368	BCL300W120V
Spares ..	6730	00-074-4118	PLATEN ASSEMBLY, LOWER ..	EA	C	34330	B414019
Spares ..	6730	00-074-4117	PLATEN ASSEMBLY, UPPER ..	EA	C	34330	C414006
Spares ..	6730	00-074-4242	FAN ..	EA	P	16228	C414009
Spares ..	5930	00-068-5236	SWITCH ..	EA	C	10389	229-63
Spares ..	5920	00-284-7466	FUSE, CARTRIDGE ..	EA	C	See ABR 5074B Part 2	26-629-100
Spares ..	6105	00-097-8131	MOTOR ..	EA	P	16228	M14-84R2-6T 10
Spares ..	5950	66-061-5251	TRANSFORMER POWER STEP-DOWN ..	EA	P	Z0477	ABL
Accessories ..	6730	00-074-4156	BINDER, MICROFICHE ..	EA	C	34330	TS115-300B
Accessories ..	6730	00-074-4122	STORAGE PAGE, MICROFICHE ..	EA	C	09887	8511-1-1-4
Accessories ..	7930	66-061-5219	GLASS, CLEANER ..	BT	N	34330	37V1-1-2J
Accessories ..	6640	66-037-3961	PAPER, LENS ..	PK	N	09887	MP138-52
Accessories ..	8020	66-010-8799	BRUSH, ARTIST'S ..	EA	N	34330	UMH40
2. Datagraphix Model 1335 Equipment ..	6730	66-054-4559	VIEWER-PRINTER, PROJECTION, PHOTOGRAPHIC ..	EA	P	Z2720	WINDEX
Spares ..	6730	66-061-5215	PLATEN ASSEMBLY, UPPER ..	EA	C	Z2511	CTS34
Spares ..	6730	66-061-5216	PLATEN ASSEMBLY, LOWER ..	EA	C	K0149	14B large
						Z2728	1335
						05037	1033927-001
						05037	1033913-001

Item	Class	Catalogue Number	Description	Unit of Issue	Accounting Classification	Manufacturers Data	
						Mfr Code	Coded Part No
Spares	6730	66-061-5217	COVER, GRID, GLASS	EA	C	05037	1039219-001
Spares	6240	66-054-4558	LAMP, INCANDESCENT	EA	C	24446	EJN
Spares	5920	00-681-0918	FUSE, CARTRIDGE	EA	N	81349	6623607-001
Spares	5920	00-280-5042	FUSE, CARTRIDGE	EA	N	81349	MILFIS160-02 TYPE FO2B125V 3A
Accessories	6750	00-449-3522	CHEMICAL KIT, PHOTOGRAPHIC, BLACK AND WHITE	KT	N	05037	MILFIS160C TYPE FO3G5ROOB
Accessories	6750	66-061-5218	PAPER, COPYING, DIRECT ELECTRO- STATIC PROCESS	BX	C	Z1245	8215809-001
Accessories	7930	66-061-5219	GLASS CLEANER	BT	N	Z2720	OZAFAX
Accessories	6640	66-037-3961	PAPER, LENS	PK	N	Z2511	WINDEX
Accessories	8020	66-010-8799	BRUSH, ARTIST'S	EA	N	K0149	CTS34
Accessories	6730	66-058-4705	INTENSIFIER, PHOTOGRAPHIC	PK	N	05037	14B LARGE
3. National Cash Register Model 456-248							
Equipment	6730	66-056-4081	VIEWER, STILL PICTURE	EA	P	Z0159	8315402-001
Spares	6240	66-056-4086	LAMP, INCANDESCENT	EA	C	08807	456-248
Spares	6730	66-061-6514	PLATEN ASSEMBLY VIEWER	EA	C	Z0159	FDT
Accessories	7930	66-061-5219	GLASS CLEANER	BT	N	Z2720	6050001649
Accessories	6640	66-037-3961	PAPER, LENS	PK	N	Z2511	WINDEX
Accessories	8020	66-010-8799	BRUSH, ARTIST'S	EA	N	K0149	CTS34
							14B LARGE

4. Datagraphix Model 1400

Equipment	6730	66-061-6566	VIEWER, STILL PICTURE	EA	P	05037	1400
Spares	6240	66-061-6567	LAMP, INCANDESCENT	EA	C	58854	ESL
Spares	5920	99-059-0108	FUSE, CARTRIDGE	EA	N	K0851	U0154
Spares	6730	66-061-6568	PLATEN ASSEMBLY, LOWER	EA	C	05037	1045042-001
Spares	6730	66-061-6569	PLATEN ASSEMBLY, UPPER	EA	C	05037	1045027-001
Accessories	7930	66-061-5219	GLASS, CLEANER	BT	N	Z2720	WINDEX
Accessories	6640	66-037-3961	PAPER, LENS	PK	N	Z2511	CTS34
Accessories	8020	66-010-8799	BRUSH, ARTIST'S	EA	N	K0149	14B LARGE

5. Key to Manufacturers Codes

- 05037—Stromberg Datagraphix Inc, P.O. Box 2449, 1895 Hancock Street, San Diego, CA, U.S.A.
08807—General Electric Co. Photo Lamp Dept., Nela Park, Cleveland, OH 44112, U.S.A.
09887—United States Tabulating Binder Corp., 7207 Melvina Avenue, Niles, IL 60648, U.S.A.
10389—Chicago Switch Inc, 2035 Wabansia Avenue, Chicago, IL 60647, U.S.A.
16228—Brevel Products Corp., Broad and 16th Streets, Carlstadt NJ 07072, U.S.A.
24446—General Electric Co., 1 River Road, Schenectady, NY 12305, U.S.A.
34330—Wollensak Inc Optical Systems Technology Div., 359w Bonita Avenue, Pomona CA 91767, U.S.A.
58854—Lighting Products Div., Sylvania Electrical Products Inc, Ipswich, MA 01938, U.S.A.
80368—Sylvania Electric Products Inc, 730 Third Avenue, New York, NY 10017, U.S.A.
81349—Military Specifications, Washington, U.S.A.
K0149—Winsor and Newton Ltd, Harrow, Middlesex, England
K0851—Belling & Lee Ltd, Enfield, Middlesex, England
Z0159—National Cash Register Co. Pty Ltd, Ultimo, N.S.W.
Z0477—Ferguson Transformers Pty Ltd, Chatswood, N.S.W.
Z1245—Ozapaper Ltd, Melbourne, Vic.
Z2511—Protector Safety Products Pty Ltd, Sydney, N.S.W.
Z2720—Bristol Lab. Pty Ltd, Caringbah, N.S.W.
Z2728—DC Electronics Pty, Collingwood, Vic.

ANNEX E

Allocation of Retrieval Equipment

NCR Viewers

1. a. Naval Establishments

CRESWELL	2
HARMAN	2
ALBATROSS	11
WATERHEN	3
PLATYPUS	2
WATSON	2
NIRIMBA	3
KUTTABUL	3
KUTTABUL (for SOAP)	4
PENGUIN	2
MORETON	1
ENCOUNTER	1
HUON	1
MELVILLE	1
COONAWARRA	1
LEEWIN	2
CERBERUS	4
LONSDALE	1
LONSDALE (for SOAP)	3
TARANGAU	1
COMPNGFOR	1
Patrol Boat Facility, Cairns	2
CARPENTARIA (ANRUK)	1

b. Supply Division Authorities, Sydney

Superintending Machinery and Spares Officer	4
Superintending Naval Air Stores Officer	6
Superintending General Stores Officer	6
Superintending Electrical Stores Officer	9
Superintending Victualling Stores Officer	7
Superintending Armament Supply Officer	7
Superintendent of Supply Administration	2
Director of Supply Services (Cataloguing Cell)	1
Air Stores Liaison Officer (CRO's)	6
Senior Inspector (Stores)	1
Quality Control Branch (Department of Air):	
Randwick	2
Woolloomooloo	1
Leichhardt	1

c. Other Sydney Authorities

General Manager, Garden Island Dockyard	26
Naval Technical Services Annex	1
Data Transcription Office (EDP), Garden Island	1
Superintendent of Aircraft Maintenance and Repair	1
Superintendent, RAN Torpedo Maintenance Establishment	1
Captain, RAN Trials and Assessing Unit	1
Superintendent, RAN Research Laboratory	1
Inspector, Naval Ordnance	1
General Overseer and Superintendent of Inspection	7

ANNEX E—continued

d. Victorian Authorities

General Manager, Williamstown Dockyard	16
Navy Stores Officer	5
Officer-in-Charge RAN Armament and Weapon Equipment Depot, Maribyrnong	1
National Instrument Co, Essendon (CRO)	1
Commonwealth Aircraft Corporation (CRO)	1

e. Supply Division Authorities, WA

Officer-in-Charge RAN Armament and Weapon Equipment Depot, Byford	1
Officer-in-Charge Naval Stores Section, Fremantle	1

f. Navy Office Canberra Authorities

General Services Library, Building 14, Russell Offices	1
Campbell Park Library	1
Barracks Office, Fyshwick	1
Director of Marine Engineering Design	1
Director of Weapons Systems Design	1
Director of Ship Design	1
Director of Naval Equipment Production	1
Director of Naval Quality Assurance	1
Director of Fleet Maintenance	3
Director of Aircraft Engineering	2
Assistant Secretary (EDP)	1
Director of Methods	1
Director of Armament Supply	1

g. Navy Office Melbourne Authorities

Director of Supply Services	15
Director of Machinery and Spares	2
Director of Naval Air Stores	3
Director of Electrical Stores	3
Director of Victualling and General Stores	1

Datagraphix Viewers

2. Publications Authority	2
Superintendent of Aircraft Maintenance and Repair	1

Navy Office:

General Services Library	1
Campbell Park Library	1
Director of Victualling and General Stores	2

Wollensak Viewers

3. HMAS MELBOURNE	4
HMAS SYDNEY	2
HMAS STALWART	4
HMAS DERWENT	1
HMAS YARRA	1
HMAS STUART	1
HMAS SWAN	1
HMAS TORRENS	1
HMAS PARRAMATTA	1
HMAS BRISBANE	2

ANNEX E—continued

HMAS PERTH	2
HMAS HOBART	2
HMAS ANZAC	1
HMAS VAMPIRE	2
HMAS VENDETTA	2
HMAS DUCHESS	2
HMAS SUPPLY	1
HMAS MORESBY	1
HMAS FLINDERS	1
HMAS DIAMANTINA	1
HMAS KIMBLA	1
HMAS WARATAH (ANA (W))	1

Datagraphix Viewers/Printers

4. Supply Division, Goulburn Street, Sydney	1
<i>Director of Supply Services:</i>		
Albert Park Barracks	3
Cataloguing Cell, Sydney	1
Command EDP Officer, EDP Terminal Building, Garden Island, Sydney	1
General Manager, HMA Naval Dockyard, Williamstown	1
<i>Navy Office, Canberra:</i>		
Reproduction Centre, Russell Offices	1
Reproduction Centre, Campbell Park	1

ANNEX F

Viewer/Printer Bureau Service

<i>Held at</i>	<i>For Use by</i>
1. Supply Division 162-166 Goulburn Street Sydney NSW	Supply Division Authorities in the Sydney Area
2. Navy Office Canberra: a. Reproduction Centre Russell Offices b. Reproduction Centre Campbell Park	Navy Office Canberra authorities and HMAS HARMAN
3. Director of Supply Services Albert Park Barracks Melbourne Vic	All Supply Division Authorities Navy Office Melbourne
4. General Manager HMA Naval Dockyard Williamstown Vic	GMWD, HMA Ships and Establishments in Victoria
5. Command EDP Officer EDP Terminal Building HMA Naval Dockyard Garden Island NSW	GMGID, HMA Ships and Establishments in the Sydney Area and all Ships and Establishments not covered elsewhere above.

ANNEX G

Allowances of Spares and Accessories

Stock Number	Description	Unit of Issue	Accounting Classification	Supply Depot Management Code	Allowance Table				
					Ready Use Spares		Depot Spares		
					1	2	3	4	
1. a. 6730-00-074-2729	Reader (Viewer), Microfiche (Wollensak Model W414)	EA							
6240-00-102-9648	LAMP, INCANDESCENT	EA	C	0094	2	3	4	20	1
6730-00-074-4119	GRID 48X	EA	C	0094	1	1	1	10	1
6730-00-074-4118	PLATEN ASSEMBLY, LOWER	EA	C	0094	1	1	1	10	1
6730-00-074-4117	PLATEN ASSEMBLY, UPPER	EA	C	0094	1	1	1	10	1
6730-00-074-4242	FAN	EA	P	0094	1	1	1	10	1
5930-00-068-5236	SWITCH	EA	C	0094	1	1	1	10	1
5920-00-284-7466	FUSE, CARTRIDGE	EA	C	0094	1	1	1	10	1
6105-00-097-8131	MOTOR	EA	N	0051	1	1	1	10	1
7930-66-061-5219	GLASS, CLEANER	BT	P	0027	1	2	2	10	1
6640-66-037-3961	PAPER, LENS	PK	N	0027	1	2	2	10	1
8020-66-010-8799	BRUSH, ARTIST'S	EA	N	0027	1	2	2	10	4
b. 6730-66-054-4559	Viewer-Printer (Datagraphix Model 1335)								
6730-66-061-5215	PLATEN ASSEMBLY, UPPER	EA	C	0094	1	1	1	1	1
6730-66-061-5216	PLATEN ASSEMBLY, LOWER	EA	C	0094	1	1	1	1	1
6730-66-061-5217	COVER GRID GLASS	EA	C	0094	1	1	1	1	1
6240-66-054-4558	LAMP, INCANDESCENT	EA	C	0094	2	4	4	6	6
5920-00-681-0918	FUSE, CARTRIDGE	EA	N	0094	1	2	2	4	4
5920-00-280-5042	FUSE, CARTRIDGE	EA	N	0094	1	2	2	4	4
6750-00-449-3522	CHEMICAL KIT, PHOTOGRAPHIC BLACK AND WHITE	KT	N	0094	1	2	2	4	10

ANNEX G—continued

Stock Number	Description	Unit of Issue	Accounting Classification	Supply Depot Management Code	Allowance Table									
					Ready Use Spares					Depot Spares				
					No of Eqpts Held									
6730-66-058-4705	INTENSIFIER, PHOTOGRAPHIC	PK	N	0094	1	2	3	4	1	2	3	4	10	
6750-66-061-5218	PAPER, COPYING, DIRECT ELECTRO-STATIC PROCESS	BX	C	0094	1	2	3	4	1	2	3	4	20	
7930-66-061-5219	GLASS, CLEANER	BT	N	0027	1	2	2	2	1	2	2	2	5	
6640-66-037-3961	PAPER, LENS	PK	N	0027	1	2	2	2	1	2	2	2	5	
8020-66-010-8799	BRUSH, ARTIST'S	EA	N	0027	1	2	2	2	1	2	2	2	2	
c. 6730-66-056-4081 Viewer, Still Picture (NCR Model 456-248)														
6240-66-056-4086	LAMP, INCANDESCENT	EA	C	0094	1	2	3	4	1	2	3	4	24	
6730-66-061-6514	PLATEN ASSEMBLY, VIEWER	EA	C	0094	2	3	4	4	2	3	4	4	6	
7930-66-061-5219	GLASS, CLEANER	BT	N	0027	1	2	2	2	1	2	2	2	4	
6640-66-037-3961	PAPER, LENS	PK	N	0027	1	2	2	2	1	2	2	2	20	
8020-66-010-8799	BRUSH, ARTIST'S	EA	N	0027	1	2	2	2	1	2	2	2	20	
d. 6730-66-061-6566 Viewer, Still Picture (Datagraphix Model 1400)														
6240-66-061-6567	LAMP, INCANDESCENT	EA	C	0094	1	2	3	4	1	2	3	4	5	
5920-99-059-0108	FUSE, CARTRIDGE	EA	N	0094	2	3	4	4	2	3	4	4	4	
6730-66-061-6568	PLATEN ASSEMBLY, LOWER	EA	C	0094	1	2	2	2	1	2	2	2	1	
6730-66-061-6569	PLATEN ASSEMBLY, UPPER	EA	C	0094	1	2	2	2	1	2	2	2	1	
7930-66-061-5219	GLASS, CLEANER	BT	N	0027	1	2	2	2	1	2	2	2	4	
6640-66-037-3961	PAPER, LENS	PK	N	0027	1	2	2	2	1	2	2	2	4	
8020-66-010-8799	BRUSH, ARTIST'S	EA	N	0027	1	2	2	2	1	2	2	2	4	

ANNEX G—continued

Maintenance/Repairs

2. a. *On-board*—Viewers are to be repaired where practicable on-board. If repairs cannot be effectively carried out by service resources, then the viewer is to be returned to SLSO, Sydney, and a replacement viewer demanded in lieu.

b. *Ashore*:

(1) *Viewers*—Only simple type repairs, eg, lamp replacement, are to be carried out and this is to be accomplished in accordance with the manufacturer's operating manual supplied with each viewer. More difficult type repairs are to be arranged as follows:

Sydney . . . Through SLSO.

Other Areas . . . Either through the appropriate authority responsible for the repair of office machines, by service sources or through local 'office machine' agencies. Where this is impracticable then the viewer is to be returned to SLSO, Sydney and a replacement demanded in lieu.

(2) *Viewer/Printers*—Only simple type repairs, eg, lamp and fuse replacements are to be carried out. Other forms of maintenance are to be carried out in accordance with the manufacturer's operating manuals supplied with each viewer/printer. Particular care is to be paid to the section in the manual on daily cleaning and paper handling. More difficult type of repairs are to be arranged as follows:

Sydney . . . Through SLSO.

Other Areas . . . Through the appropriate authority responsible for the repair of office machines.

ANNEX H

General Specification for Production of Microfiche Stowage Binders

1. The binder or book type unit shall be suitable to accept either single envelopes or page type inserts.
2. The binders shall be strong and durable and be capable of withstanding constant handling in adverse conditions.
3. The binder shall have a capacity of not less than 200 microfiche.
4. The microfiche shall be filed in sets of not less than 20 microfiche contained separately in envelopes or in page type inserts.
5. The dimensions of the microfiche are approximately 105 mm wide × 148 mm long with a thickness of 0.13 mm-0.23 mm.
6. The envelopes or the pockets of page type inserts shall be of such a design to enable microfiche to be easily and quickly inserted or removed.
7. When filed the title data row of each microfiche, which has a maximum depth of 8 mm, shall be clearly visible and unobstructed by any portion of the envelope or pocket.

ANNEX H—continued

8. The envelopes or pockets shall be constructed of durable paper or plastic materials.

9. Each set of envelopes shall be separated by a page divider.

10. All envelopes or page inserts shall be punched and suitably designed for binding to withstand frequent handling.

11. Shoulder tabs shall be provided for each page divider or page insert.

(465/1/1750)

(Navy Orders 421/72 and 130/73)

ARTICLE II—continued

- 3. The contents of packets shall be unclassified at least upon the receipt of the following information:
 - (a) Check-out of contents shall be reported by a page driver.
 - (b) All envelopes or page drivers shall be examined and contents removed for mailing at enclosed drop-off facility.
 - (c) Number also shall be provided for each page driver on page 2077.

1962 (11/11)

CLASSIFIED BY 42277 AND 4277A

[The following text is extremely faint and largely illegible. It appears to be a series of paragraphs or a list of items, possibly related to the classification or handling of documents. Some words like "classification", "unclassified", and "page driver" are faintly visible.]

Historian

RESTRICTED

ANOs 240/73-250/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
12 August 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

ADMINISTRATIVE AND GENERAL

RESTRICTED

240/73—Shore Stations, RAN Air Station—Restrictions on Power, Telephone and Remote Control Cables in the Vicinity of Ground Radio Installations.

CONTENTS

No Title

SECTION 1—ADMINISTRATIVE AND GENERAL

240/73 Shore Stations, RAN Air Station—Restrictions on Power, Telephone and Remote Control Cables in the Vicinity of Ground Radio Installations.

SECTION 2—PERSONNEL

- 241/73 Casualties—Signalled Reports.
- 242/73 Gowrie Scholarships—1974.
- 243/73 Registrar for UK Servicemen Serving in Australia.

SECTION 3—OPERATIONAL AND TRAINING

- 244/73 Gunnery—Supervision of Small Arms Practices.
- 245/73 Officers Course Programme 1973—Amendment 2.

SECTION 4—EQUIPMENT, STORES AND SERVICING

- 246/73 Boilers—HMA Ships YARRA, PARRAMATTA, STUART, DERWENT, SWAN, TORRENS, VAMPIRE, VENDETTA, DUCHESS—Fitting of Register Swirlers.
- 247/73 Control of Drugs of Addiction, Restricted Substances and Other Poisons and Deleterious Substances in the RAN.
- 248/73 Fittings for Use in Sea Water Systems—HMA Ships and Submarines.
- 249/73 Stores (General)—Class 5210—Rule, Steel, Engineers—Imperial/Metric Measure—Introduction.

SECTION 5—BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

- 250/73 ABR 5013—Motor Transport Instructions.

UNCLASSIFIED

241/73—Casualties—Signalled Reports

1. This report is restricted to the use of the RAN and is not to be disseminated outside the RAN. It is to be kept in the RAN files and is not to be used for any other purpose.

Section 1

ADMINISTRATIVE AND GENERAL

RESTRICTED

240/73—Shore Stations, RAN Air Station—Restrictions on Power, Telephone and Remote Control Cables in the Vicinity of Ground Radio Installations

1. Attention is drawn to the need for safeguarding the performance of ground radio installations of all types against interference with their operation. This may be due to the presence of power, telephone, remote control lines or structures in the vicinity of radio equipment installations, or their associated aerial systems, in HMA shore establishments, shore stations and the RAN Air Station.

2. An Australian Joint Service publication (Code of Practice for Installation of Power, Telephone and Remote Control Cables near Ground Radio Stations) has now been approved for use in the RAN, and the recommendations contained in this Code of Practice are to be observed in the future as appropriate when planning power, telephone and remote control cable installations referred to in Paragraph 1 above. Copies of the abovementioned Code of Practice have been forwarded to FOICEA, NOICNA, HMAS HARMAN and ALBATROSS. Requests for additional copies are to be addressed direct to:

The Secretary,
Telecommunications Advisory Committee,
Treasury Building,
Treasury Place,
MELBOURNE 3000.

3. If it is suspected that the performance of an existing radio installation referred to in Paragraph 1 above is being adversely affected by the presence of any power, telephone, remote control line or structure in the vicinity, or it appears impracticable to apply the recommendations of the Code of Practice to any new installations, the details of the installation concerned are to be forwarded to Navy Office for consideration and direction.

4. Navy Order 367/70 is hereby cancelled.

(Navy Order 367/70)

(1424/201/17)

Section 2

PERSONNEL

UNCLASSIFIED

241/73—Casualties—Signalled Reports

1. Where injury or death occurs during, or as a result of, some activity organised by the Service, or in other circumstances involving the Service, it is necessary that sufficient details be forwarded to enable the administrative authority to determine whether or not a board of inquiry should be ordered.

2. Signals notifying injury are to be made in the following form:

FROM . . .

TO . . . (NOC or NOIC of State in which next-of-kin resides, or ANRUK LONDON, if next-of-kin resides in the United Kingdom)

INFORMATION ACNB (administrative authority, and others as appropriate) (see RI 1605 (1) on flying accidents).

PRIORITY UNCLASSIFIED (or classified at Commanding Officer's discretion)

1. RI 1602 REPORT OF INJURY.
2. Particulars of member.
3. Date, time and place of accident.
4. Brief description of accident, e.g. flying accident, whip parted during ammunitioning ship.
5. Whether the injury occurred during or as a result of some activity organised by the Service or in other circumstances involving the Service. If the answer is in the affirmative, give sufficient details to enable the administrative authority to decide whether a board of inquiry should be ordered.
6. Nature of injuries.
7. General condition, e.g. satisfactory, not serious, serious.
8. Whether retained on board or name of hospital to which discharged.
9. Relationship, name and address (including State) of next-of-kin.
10. Religion of member.
11. REQUEST NEXT-OF-KIN BE INFORMED.
12. (If applicable) AUSDIL.

- | | | |
|--|---|---------------------------|
| <ol style="list-style-type: none"> A. B. C. D. | } | for details, see RI 1612. |
|--|---|---------------------------|

3. Signals notifying death are to be made in the following form:

FROM . . .

TO: (as above).

PRIORITY UNCLASSIFIED (or classified at Commanding Officer's discretion).

1. RI 1604 DEATH.
2. Particulars of member.
3. Date, time and place of death.
4. Cause of death.
5. Whether death occurred other than by natural causes, state whether the incident that led to the member's death occurred during or as a result of some activity organised by the Service or in other circumstances involving the Service. If the answer is in the affirmative, give sufficient details to enable the administrative authority to decide whether a board of inquiry should be ordered.

6. Relationship, name and address (including State) of next-of-kin.
 7. Religion of member.
 8. Proposed place and time of burial, if known.
 9. REQUEST NEXT-OF-KIN BE INFORMED.
4. RI articles 1602 and 1604 will be amended by Amendment 33.

(465/1/1475)

UNCLASSIFIED

242/73—Gowrie Scholarships—1974

1. The Naval Board have been advised that the following awards for the year 1974 will be made from the Gowrie Scholarship Trust Fund:

- a. Post-graduate Research Travelling Scholarships, for two years, of \$2,000 per annum (two per annum);
- b. University or Tertiary Scholarships, for duration of course, of \$150 per annum (10 per annum); and
- c. Secondary School Scholarships, for one or two years, of \$80 per annum (10 per annum).

2. Applications must be submitted as follows:

For Post-graduate Scholarships—to the Registrar of the University of graduation in Australia—**31 October**.

For Other Scholarships—to the Secretary, The Gowrie Scholarship Trust Fund, PO Box E5, ST JAMES, NSW—**30 September**.

3. The scholarships are available only to members of the Armed Forces who served in a combat area during the War of 1939-45 or to their descendants.

4. Forms of application and instructions are obtained from the Secretary of the Trust, or through the university or school.

5. Navy Order 288/72 is hereby cancelled.

(134/1/4)

(Navy Order 288/72)

UNCLASSIFIED

243/73—Registrar for UK Servicemen Serving in Australia

1. The Royal Navy Liaison Officer has requested that the following information be brought to the attention of all Royal Naval personnel serving with the Royal Australian Navy.

2. It has been decided by the Registrar-General at Somerset House, London, that with effect from 1 August 1970, the registration of births, marriages and deaths of Royal Naval personnel and their families serving in Australia should be transferred to the British Defence Liaison Staff, Canberra.

3. The responsibility for these duties in respect of Royal Naval personnel was previously held by the Commanding Officer, HMS TERROR, Singapore.
4. The effect of the new arrangements will be that the registration of the occurrences of personnel and their families, of all three United Kingdom services in Australia, will be carried out by one Joint Service Registering Officer instead of the three separate registrars who previously existed.
5. Supplies of Forms ORS 1 are available on request from the Joint Services Registering Officer, British Defence Liaison Staff, Canberra.
6. The full address of the Joint Services Registering Officer is:
Joint Services Registering Officer
British Defence Liaison Staff
British High Commission
Commonwealth Avenue
CANBERRA ACT 2600.
7. QR (RN) will be amended.
8. Navy Order 487/70 is hereby cancelled.

(333/5/22)
(Navy Order 487/70)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

244/73—Gunnery—Supervision of Small Arms Practices

1. This order details revised instructions for the supervision of small arms practice in the RAN. They supersede previous instructions contained in BR 1920 (B) and Navy Order 268/72, and will be incorporated in ABR 1920 (B) 1973, in due course.
2. The following regulations apply to the supervision of live firings on RAN and other Services ranges by RAN personnel. These regulations are to be strictly enforced. If circumstances are such that a relaxation of the regulations is necessary, Commanding Officers are to request approval for such relaxation from Navy Office.

The Firing Point Officer

3. The officer or senior sailor who is in charge of any live small arms firing is to be known as the Firing Point Officer. The following paragraphs list those personnel, in order of availability, who are authorised to act as Firing Point Officers on the various types of range.

Classification Range

4. a. A commissioned officer qualified G, g, DGO, or other officer posted for gunnery duties.
- b. A WOQMG or CPOQMG.

- c. A WOWM/FC, CPOWM/FC or a Gunnery Petty Officer, who is employed on a permanent basis as an instructor on a classification range. The suitability of these personnel is to be verified by a Lieutenant-Commander or Lieutenant qualified G, g or DGO. He is to provide an appropriate certificate, countersigned by the sailor's Commanding Officer. In the event of a sailor's suitability being revoked, the certificate is to be destroyed.

Short Outdoor Ranges—Full Bore SLR and AR Practices

5. a. Personnel as in Paragraph 4 with certification as required by Sub-paragraph 4c. In addition, for ships, an officer, WO, CPO or PO who has been examined and certified, in writing, by an officer qualified G, g or DGO, such certification to be countersigned by the Commanding Officer of the ship or establishment.

Short Outdoor Ranges—Full Bore Pistol Practices

6. a. A Commissioned Officer (excluding WRANS officers).
- b. A WOQMG or a CPOQMG.

Small Bore (Miniature) Practices (excluding .22 Pistol Practices)

7. a. A Commissioned Officer (excluding WRANS officers).
- b. A WOQMG, CPOQMG or POQMG.
- c. A WOFC/WM, CPOFC/WM or POFC/WM.
- d. A WRANS officer (for WRANS only) or a WO, CPO or PO of any category (including CPOWRANS or POWRANS for WRANS personnel only), subject to certification as in Paragraph 5.

Small Bore (Miniature) Pistol Practices

8. a. A Commissioned Officer (excluding WRANS officers).
 - b. A WOQMG, CPOQMG or POQMG.
 - c. A WO or CPO of any category (excluding WRANS) with experience of .22 inch pistol shooting. The suitability of these personnel is to be certified as in Paragraph 5.
9. Navy Order 268/72 is hereby cancelled.

(465/6/94)
(Navy Order 268/72)

RESTRICTED

245/73—Officers Course Programme 1973—Amendment 2

1. The deletions, alterations and additions shown in Annexes A, B and C of this order are promulgated as Amendment No 2 to Navy Order 432/72.
2. The amendment list of the reference Navy Order should be noted with this amendment.

**ANNEX A
Deletions**

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
AIO/Navigation	901448	ORO	WATSON CERBERUS ALBATROSS FLEET	105	16.7.73	7.12.73	—	Delete all detail 2/73
ASW ..	901404	Joint ASW Intro	AJASS	5	25.6.73	29.6.73	—	Delete all detail (Navy Order 141/73)
NBCD ..	901194X	Para medical	PENGUIN	7	9.4.73	17.4.73	6-20	Delete all detail (Course applicable to Navy Order 398/72)
	901194	MONBCD	PENGUIN	20	23.7.73	3.8.73	6-20	Delete all detail (Combined with 901302)

**ANNEX B
Alterations**

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
AIO/Navigation	901480	AIO Refresher	WATSON	10	7.5.73 10.9.73	18.5.73 21.9.73	6	Amended title
ASW ..	901400	SOSP	AJASS	5	5.11.73	9.11.73	35	Amended dates
	901437	Demolitions Supervisor ..	WATSON	5	10.9.73	14.9.73	4-6	Amended dates 4/73

**ANNEX C
Additions**

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
MISCELLANEOUS	901508	PRO	NAVY OFFICE	4	25.6.73	28.6.73	—	
	N/N	CODE OF CONDUCT ..	INTCEN WOODSIDE S.A.	6	30.8.73	4.9.73	4-6	

(312/3/185)

(Navy Order 432/72)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

246/73—Boilers—HMA Ships YARRA, PARRAMATTA, STUART, DERWENT, SWAN, TORRENS, VAMPIRE, VENDETTA, DUCHESS—Fitting of Register Swirlers

(DCI (RN)-(U) T11/73)

1. The attention of the above mentioned HMA ships, as well as maintenance and refitting authorities, is drawn to the care needed when fitting swirlers to the combustion equipment of main boilers.

2. MOD (NAVY) have reported that inspections of ships' combustion equipment has provided evidence that swirlers have been hammered in order to drive them on to the burner carrier tubes, and that this has resulted in distortion of the swirler snout. This damage reduces the annular gap at the snout, so destroying the non-fouling properties of the swirler and makes it no longer possible to achieve the correct swirler/atomiser positions relative to the furnace casing.

3. When exchanging swirlers, it is important to ensure that the external surface of the burner carrier tubes are in a fair condition and that the swirler bores are free of any protective coatings. The swirler should be a free sliding fit onto the burner carrier tube.

4. BR 3109 Chapter 2 will be amended.

(1211/51/899)

UNCLASSIFIED

247/73—Control of Drugs of Addiction, Restricted Substances and Other Poisons and Deleterious Substances in the RAN

1. Navy Order 34/73 is to be amended by *inserting* after Paragraph 55 and before 'Responsibilities of Custodians':

'After receipt and checking of drugs of addiction and restricted substances in accordance with ABR 4 Article 3415, the Supply Officer is to issue these stores to the custodian and obtain a receipt on copy No 4 of the issue voucher (Form AFG 982E).'

2. ABR 4 Article 1502 will be amended.

(156/51/163)

(Navy Order 34/73)

UNCLASSIFIED

248/73—Fittings for Use in Sea Water Systems—HMA Ships and Submarines

1. Potentially catastrophic failures have occurred in sea water systems of HMA ships and submarines due to the failure of temporary steel plugs fitted in non-ferrous pipework and associated components and fittings.

2. Where in an emergency it has been necessary to fit blanks or plugs in sea water systems in lieu of the correct fittings, the material of such blanks or plugs is to be the same as the fittings they replace. In such cases the Marine Engineer Officer is to ensure that suitable tallies are attached to the blanks or plugs to act as reminders and to ensure that the correct items are eventually fitted. The installation of temporary blanks or plugs is to be recorded on the ship's defect list.

3. Following completion of work by the dockyard, the Marine Engineer Officer is to ensure that correct materials have been used for fittings referred to above. Attention is drawn to BR 3000, Article 0166.

(1218/51/1459)

UNCLASSIFIED

249/73—Stores (General)—Class 5210—Rule, Steel, Engineers—Imperial/Metric Measure—Introduction

1. Due to the increased use of the metric measure in the Service, approval has been given to the supersession of the existing 0275-130-0282 RULE, STEEL, 6 INCH (IMPERIAL MEASURE) by 5210-66-042-9909, RULE, STEEL, ENGINEERS, IMPERIAL/METRIC measure.

2. Future issues of the following tool kits listed in LE48 are to include 5210-66-042-9909 RULE, STEEL, ENGINEERS, IMPERIAL/METRIC measure in lieu of 0275-130-0282 RULE, STEEL, 6 INCH (IMPERIAL MEASURE):

Tool Kits A1 to A4, A10 and A12 (Air Maintenance Sailors whilst undergoing training), E1, L1, L8, L10 to L13, O1, NS1 and NS5.

3. 0275-130-0282 RULE, STEEL, 6 INCH, will no longer be issued and demands for the replacement item 5120-66-042-9909 RULE, STEEL, ENGINEERS, IMPERIAL/METRIC measure are to be raised on Superintending General Stores Officer, Sydney (Depot Code 0027).

4. LE48 will be amended in due course.

(1/5180/7)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

250/73—ABR 5013—Motor Transport Instructions

1. ABR 5013—Motor Transport Instructions—has been revised and will be distributed within the next four to five months.

2. This revised version will supersede all previous instructions.

(465/1/1217)

Historian

RESTRICTED

ANOs 251/73-260/73



AUSTRALIAN NAVY ORDERS

251/73: Rules, Orders for Ships and Fleet Air Arm Operations
252/73: Naval Medical Society
253/73: Manning of Warships

ACTING SUPERVISOR

254/73: Details of Orders of Dependence Administrative Arrangements on Leave from
Navy Office, Canberra,
255/73: Support for Sailors for Details of Medical Services
17 August 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

257/73: Civilian Officers and Warrant Officers—Service to
258/73: Civilian Officers—Department of Defence and Program Teams
259/73: Naval Training—General Matters
260/73: Naval Training—General Matters

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

251/73—Battle Honours for Ships and Fleet Air Arm Squadrons—
Approved by the Admiralty on the basis of their service in VIETNAM (1967) as
10444 NUTCRACKER (C11)

CONTENTS

No	Title
SECTION 1—ADMINISTRATIVE AND GENERAL	
251/73	Battle Honours for Ships and Fleet Air Arm Squadrons.
252/73	Naval Historical Society.
253/73	Smoking in Storehouses.
SECTION 2—PERSONNEL	
254/73	Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas.
255/73	Requests by Solicitors for Details of Medical Treatment and Medical Expenses.
SECTION 3—OPERATIONAL AND TRAINING	
256/73	Sailors Course Programme 1973—Amendment 3.
SECTION 4—EQUIPMENT, STORES AND SERVICING	
257/73	Cables, Glands and Wiring-cables—Semi-air Spaced Aluminium Sheathed—Installation Precautions to be Observed.
258/73	Guided Weapons—Temperature Penalties and Propellant Records.
259/73	Motor Transport—Additional Vehicles.
260/73	Stores General—Stores Lost or Damaged.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

251/73—Battle Honours for Ships and Fleet Air Arm Squadrons

Approval has been given for the award of Battle Honour VIETNAM 1967-71 to HMAS WATERHEN (CDT3).

(38/2/28)

UNCLASSIFIED

252/73—Naval Historical Society

1. The Naval Historical Society of Australia is affiliated with fourteen nautical and historical organisations including the Royal Historical Society of Australia and the United States Naval Institute.

2. The object of the Society is to research, record and collate the histories of all Navies, but more particularly that of the Royal Australian Navy. The Naval Historical Society of Australia supports and assists the establishment of a National Naval Museum and a National Maritime Museum in Australia. The Society is also pledged to preserve and promote the traditions of the Royal Australian Navy.

3. Membership of the Society is open to all with an interest in Naval history and all personnel are encouraged to participate in its activities.

4. In addition to maintaining a reference library, other activities of the Society include:

- a. monthly lectures on Naval historical topics;
- b. publication of a monthly bulletin and a quarterly journal, Naval Historical Review;
- c. field expeditions and excursions;
- d. specialised historical project teams; and
- e. the preparation and publication of a series of books on Ships of the Royal Australian Navy.

5. The annual subscription to the Naval Historical Society is currently \$2.00. Life subscriptions, subject to approval by the Society's Management Committee is \$20.00.

6. As the Society is providing a valuable service to the Royal Australian Navy, commanding officers and heads of establishments are encouraged to provide assistance whenever possible to the Society in the pursuit of its objects.

7. Chapters of the Society operate in Victoria, South Australia and Papua-New Guinea. Further chapters are being formed in Western Australia, Queensland, Tasmania and New Zealand. Chapter addresses are:

VICTORIA
PO Box 60,
WILLIAMSTOWN VIC 3016.

CONTENTS

SECTION 1—ADMINISTRATIVE AND GENERAL

- 251/73 Battle Honours for Ships and Fleet Air Arm Squadrons
- 251/73 Naval Historical Society
- 251/73 Shipping to Singapore

SECTION 2—PERSONNEL

- 254/73 Dental Services in Department of Transport, Australian Maritime and Long Term Day Operator
- 252/73 Reports by Subunit for Dental or Medical Treatment and Medical Expenditure

SECTION 3—OPERATIONAL AND TRAINING

- 251/73 Motor Coach Programme 1973—Amendment 3

SECTION 4—EQUIPMENT, STORES AND SERVICES

- 251/73 Colour Bands and Wings—Special Aluminium Straps—Installation Provision to be Observed
- 251/73 Guided Weapon—Transport Training and Program Records
- 251/73 Motor Transport—Additional Vehicles
- 251/73 Motor Transport—Stores Part of Damage

SOUTH AUSTRALIA
 HMAS ENCOUNTER,
 PO Box 117,
 PORT ADELAIDE SA 5015.

PAPUA-NEW GUINEA
 PO Box 701,
 PORT MORESBY PNG.

8. The head office of the Society is located in Sydney, NSW, and further particulars may be obtained from:

The Honorary Secretary,
 The Naval Historical Society of Australia,
 PO Box 3,
 GARDEN ISLAND NSW 2000.

9. Navy Order 513/70 is hereby cancelled.

(Navy Order 513/70)

UNCLASSIFIED

253/73—Smoking in Storehouses

1. This order applies to smoking arrangements in storage areas in commissioned and non-commissioned establishments ashore. It is not applicable in HMA ships.

2. The problem of fires being caused by surreptitious smoking in 'non-smoking' storehouses has long been recognised. It is considered preferable to permit smoking openly, provided that proper precautions are taken and receptacles for matches and for cigarette butts are installed.

3. Accordingly the present no-smoking rules in storehouses have been cancelled, except in Armament depots. However, commonsense precautions are still to be taken in specific areas where there is a distinct fire risk, such as flammable stores, areas where explosives may be stored either permanently or in transit, storehouses containing highly combustible items, or where hygiene dictates otherwise, eg, in food packaging or preparation areas.

4. Areas where smoking will be permitted or prohibited are to be left to the discretion of the local administration.

5. ABR 4 and ABR 1692 will be amended accordingly.

(465/6/97)

Section 2

PERSONNEL

UNCLASSIFIED

254/73—Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas

1. The elements included in Oversea Living Out Allowance and Child Allowance to cover normal expenditure on dental treatment at the overseas post, shown at Annex B of Navy Order 197/73, have been varied.

2. The revised rates are shown hereunder and should be applied from the dates indicated:

Country	Currency	Spouse	Child	Date of effect
Burma	\$HK	125	62.50	24.8.72
Indonesia	\$S	57	28.50	24.8.72
Khmer Republic	Baht	320	160	24.8.72
Laos	Baht	320	160	24.8.72
Malaysia—Kuala Lumpur	\$M	52	26	19.10.72
Philippines	Pesos	90	45	19.10.72
Singapore	\$S	60	30	19.10.72
Thailand	Baht	320	160	24.8.72
Vietnam, Republic of	Baht	320	160	19.10.72

3. The following amendments should also be made:

- Paragraph 4 b. v. should be amended by *deleting* the word 'visit' and *inserting* the word 'unit' in its stead.
- Paragraph 8 should be amended by *deleting* the word 'Determination' and *inserting* the word 'instruction' in its stead.

4. Navy Order 197/73 and ABR 5020 Naval Pay Instructions, Article 1782, should be noted pending amendment in due course.

(157/51/147)

(Navy Order 197/73)

UNCLASSIFIED

255/73—Requests by Solicitors for Details of Medical Treatment and Medical Expenses

1. Medical officers may, on the authority of the Medical Officer-in-Charge, disclose clinical details to a solicitor representing a patient in a claim for damages for injuries sustained in an accident ashore, subject to the patient's written consent.

2. Copies of correspondence with solicitors are to be forwarded to Navy Office.

3. RI 4448 (3) will be amended by amendment No 36.

(153/1/150)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

256/73—Sailors Course Programme 1973—Amendment 3

1. The deletions, alterations and additions shown in Annexes A, B and C of this order are promulgated as Amendment No 3 to Navy Order 398/72.

2. The amendment list of the reference Navy Order should be noted with this amendment.

ANNEX A

Deletions

Branch or Group	EDP No	Course	Conducting Establishment	Duration in days	Re-engage-ment Category	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Promotion	911940	POUW ..	WATSON ..	65 (incl 10 NBCD)	—	WATSON PENGUIN PENGUIN	TAS NBCD Sship	3.9.73 22.10.73 5.11.73	19.10.73 2.11.73 30.11.73	6-9	Delete all detail 2/73
Seaman Career and PCT	902490/ 902550	Senior Sailors Navigation	WATSON ..	20	—	FOCAF	—	2.7.73	27.7.73	—	Delete all detail (ANO 192/73)
Marine Engineering Promotion	913960	DEAMPT (D)	CERBERUS	95	—	GID	—	9.7.73	16.11.73	6-12	Delete all detail 2/73
Naval Airman Promotion	915930	POPH ..	ALBATROSS	75 (incl 10 NBCD)	—	PENGUIN ALBATROSS	NBCD	3.9.73 17.9.73	14.9.73 14.12.73	2-6	Delete all detail (ANO 192/73)
Musician Promotion	921920	POMUSN ..	CERBERUS	120	—	PENGUIN	NBCD	8.10.73 22.10.73	19.10.73 19.4.74	2-4	Delete all detail 2/73
Sick Berth Promotion	918930	PODA ..	CERBERUS	30	..	PENGUIN	NBCD	—	—	—	Delete all detail Course now abolished

ANNEX B
Alterations

Branch or Group	EDP No	Course	Conducting Establishment	Duration in days	Re-engage-ment Category	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Promotion	911740	ABUW ..	WATSON ..	35 (incl 5 NBCD)	—	PENGUIN WATSON	NBCD and Sship TAS	9.7.73	—	6-12	Start 4/73 altered to PENGUIN
Communication Promotion	912930	RSS ..	CERBERUS	105	—	CERBERUS LONSDALE HARMAN PENGUIN	DSD	2.4.73 21.5.73 28.5.73 13.8.73	18.5.73 25.5.73 10.8.73 24.8.73	3-8	Amended dates Refer Navy Order 192/73
WRANS	907940	WRRSM ..	HARMAN..	60	—	LONSDALE HARMAN	DSD	21.5.73 28.5.73	25.5.73 10.8.73	3-8	Amended dates

ANNEX C
Additions

Branch or Group	EDP No	Course	Conducting Establishment	Duration in days	Re-engage-ment Category	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Career and PCT	902490/ 902550 911630	Senior Sailors Navigation Seacat Aimer ..	WATSON .. CERBERUS	20 15	— —	FOCAF FOCAF	— —	1.10.73 25.6.73	29.10.73 13.7.73	— -6	
Sick Berth Career and PCT	901194X	Paramedical ..	PENGUIN..	7	—	—	—	30.7.73	3.8.73	6-20	
Sick Berth Career and PCT	918410	Dental Hygienist	CERBERUS	85	—	—	—	30.7.73	30.11.73	-12	Additional Course 2/73 Include ARMY and RAAF
WRANS	907900	POWRRP (WA)	RANTAU ..	14	—	RANTAU ALBATROSS	—	9.7.73 16.7.73	13.7.73 27.7.73	—	Additional Course 2/73

Section 4

EQUIPMENT, STORES AND SERVICING

RESTRICTED

257/73—Cables, Glands and Wiring-cables—Semi-air Spaced Aluminium Sheathed—Installation Precautions to be Observed

1. MOD (Navy) experience with aluminium air-spaced cables, has shown that it is necessary to retain the PVC sheath of UR63, 79, 83 and 85 to avoid corrosion. Provision of a suitable covering for the PTFE version of UR63 (0561-180779) is being investigated by MOD (Navy). In the future, new installations or replacements should be installed with PVC covered cables.

2. It should be noted that considerable care is needed to install correctly, and maintain, these cables. Failure generally occurs due to the following causes:

- a. *Collapse of Sheath Due to an Excessively Sharp Bend.* The aluminium sheath is extremely liable to collapse when sharply bent. When this happens the cable is rendered useless and must be replaced. Cable runs should be as straight as possible and bends generous and smooth. After installation the cable should be examined visually and by passing the hand over the sheath, particularly under bends. If any doubt exists that a part of the cable has been incorrectly installed, the PVC covering must be stripped off for a more rigorous inspection of that part. The minimum coiling diameter must be worked to when reeving these cables through a ship or whenever a section of cable has to be reshaped. The minimum bending radius is only to be worked to where final bends are made. These diameters and radii are as follows:

Cable No	Class	Catalogue Number	Min BR	Min Coil Diameter
UR63	6145	99-910-0291	11 inches	48 inches
UR79	6145	99-942-4559	11 inches	48 inches
UR83	6145	99-942-4563	7 inches	30 inches
UR85	6145	99-942-4565	7 inches	30 inches
(PTFE version of UR63)	0561	180779	11 inches	48 inches

0561-180779 should be used where the cable is required to pass through hot regions. There is no outer covering over the aluminium of this cable.

b. *Corrosion*

- (1) 0561-180779 CABLE should be run on aluminium channel plate with aluminium cable clips. All glands and gland nuts should be of aluminium, and 6850-66-011-8055 INHIBITOR, CORROSION, LUBRICATING OIL (PX 109) should be applied where the gland nut is in contact with the cable and also to the thread of the gland nut at installation.

- (2) Contact with copper, or copper bearing alloys, eg, brass, must be avoided and the cable must be protected from the moisture drip from copper or brass. Contact with asbestos causes corrosion and must also be avoided. Unless it is absolutely necessary the cable should not be run inside funnel uptakes.
- (3) Throughout its length the cable should be degreased, pretreated with phosphoric acid to specification RAN 20, then painted with two coats of zinc chromate priming paint to specification CPC 108-60, undercoat to specification CPC E59, and topcoat to specification CPC E59.
- (4) PVC covered cables are more resistant to corrosion, therefore, the remarks above, in general, do not apply except where the outer (aluminium) conductor has been exposed, either at glands, or on inspection for kinks, cracks, etc. Where the outer PVC covering has been cut away its ends are to be sealed using 8030-99-224-2159 PACKING MATERIAL (plastic filing compound) and the exposed aluminium, as well as these ends, taped with 5970-66-029-3883 INSULATION TAPE, ELECTRICAL (Scotch 22).
- c. *Ingress of Water Due to Inefficient Sealing.* Great care is to be taken to ensure that no water or moist air enters the end of the cable when it is prepared for termination. The ingress of water into semi-air spaced cables is certain to cause breakdown. Steps should be taken to ensure that splits and cracks in the cable do not occur. When 5935-99-444-9287 and 5935-99-444-9288 PLUGS or 5935-99-444-9289 and 5935-99-444-9290 SOCKETS are fitted to CABLES UR63 or 0561-180779, a Schrader valve may be fitted to the plug or socket body via a tapped hole normally fitted with a blanking screw. To ensure complete dryness, warm dry air is to be passed through the cable for 10 minutes and the blanking screw replaced immediately on completion.
- d. It is important to prevent the ingress of copper or aluminium dust down the cable when the cable is cut or terminated. The sheaths of these cables should therefore be cut by pipe cutter and the insulation and inner conductor sheared. A hacksaw must not be used. The ends of cables are to be effectively sealed with self-adhesive tape immediately after cutting, until they are properly terminated.

Radio Interference Suppression

3. It is a requirement that the aluminium sheath of the cable should be securely bonded to earth where the cable passes into the ship. This is to avoid strong HF interference being conducted along the length of the cable. On the inboard side of the gland the PVC sheath should be stripped back for 2 inches, a clip manufactured from 9540-66-029-3884 ALUMINIUM ALLOY CHANNEL, fitted around the aluminium sheath and an earth tail of the same material connected to the ships structure. Bolts and nuts should be cadmium plated steel.

RESTRICTED

258/73

12

UNCLASSIFIED

258/73—Guided Weapons—Temperature Penalties and Propellant Records

1. Navy Order 224/72 is to be amended as follows:

Paragraph 6 Line 2: delete '8.5', insert '11'.

2. As the K40 and K44 Sealyham motors for Seacat Missiles are no longer in service in the RAN, the following amendments also are to be made:

Paragraph 8 Line 3: delete 'and K44A2'.

Paragraph 8: delete final sentence.

(740/252/833)

(Navy Order 224/72)

UNCLASSIFIED

259/73—Motor Transport—Additional Vehicles

1. In accordance with ABR 5016, Vol 2, Chapter 58, proposals for new motor vehicles should be forwarded each year to reach Navy Office by the previous 31 October, for inclusion in the subsequent financial year.

2. It has been noted that insufficient substantiation has been included in some recent proposals. In order to enable full consideration to be given, all future proposals for additional vehicles and/or changes of existing vehicle types, and also any supplementary proposals forwarded subsequently, should include full details of the reasons for the requirement or change together with the following specific information:

- a. how the requirement is currently being satisfied;
- b. hiring or rental charges, if any;
- c. anticipated annual mileage and/or usage;
- d. the number of other similar vehicles held;
- e. why existing vehicles cannot be utilised; and
- f. any other pertinent data.

(1/2300/22)

UNCLASSIFIED

260/73—Stores General—Stores Lost or Damaged

1. RI Article 4893 empowers commanding officers to authorise, without approval of superior authority, monetary charges up to \$40 against members for stores lost or damaged.

2. The Naval Board have approved the increase of this limit from \$40 to \$60.

3. RI Articles 4893 (a) and (b) will be amended by Amendment 36.

(201/1/151)

RESTRICTED

Historian

ANOs 261/73-268/73



AUSTRALIAN NAVY ORDERS

SECTION 1—ADMINISTRATIVE AND GENERAL

261/73 ACNS General Messages

SECTION 2—PERSONNEL

262/73 Payment of Allowance for Family Medical or Dental Expenses (Amended)
When Spouse has Reached Third of Day

Navy Office, Canberra,

23 August 1973.

SECTION 3—OPERATIONAL

263/73 Australia—Naval Base Terms and Treasury Code

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

261/73—ACNB General Messages

1. In accordance with Message Order 107/71 the use of ACNB General Messages will be limited to those in Annex A of this order.
2. This Order Thirty is hereby issued.

CONTENTS

No Title

SECTION 1—ADMINISTRATIVE AND GENERAL

261/73 ACNB General Messages.

SECTION 2—PERSONNEL

262/73 Payment of Accounts for Private Medical or Dental Treatment Received While Away from Normal Place of Duty.

SECTION 3—OPERATIONAL AND TRAINING

263/73 Ballistics—List of Range Tables and Trajectory Charts.

SECTION 4—EQUIPMENT, STORES AND SERVICING

- 264/73 Electricity—Shore Supplies of Electricity to HMA Ships.
- 265/73 Introduction of AMF Type Gaiter.
- 266/73 Navigation Timepieces.
- 267/73 Provisions—Fruit Juices—Extension of Varieties Available from REVY.
- 268/73 Supply of Safety Walk Deck Covering.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

261/73—ACNB General Messages

- 1. In accordance with Navy Order 377/71 the state of ACNB General Messages as at 1 July is as shown in Annex A to this order.
- 2. Navy Order 174/73 is hereby cancelled.

ANNEX A

- 1. The following F messages may now be withdrawn:

1972

- 93 see ABR 5020
- 94 see ABR 5020
- 96 see ABR 5020
- 101 see ABR 5020
- 141 see ABR 5020
- 142 see ABR 5020
- 148 see ABR 5020
- 186 see Navy Order 157/73

1973

- 62 see Navy Order 197/73

- 2. As at 0001Z July, the following F messages were in force:

1972

- 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 95, 97, 98, 99, 100, 102, 103, 104, 105, 106, 107, 108, 110, 111, 112, 113, 114, 116, 119, 120, 122, 123, 124, 125, 126, 127, 128, 130, 132, 134, 135, 137, 138, 139, 140, 143, 144, 147, 150, 151, 152, 153, 155, 157, 160, 161, 162, 163, 164, 165, 166, 168, 169, 170, 171, 172, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 187, 188, 189, 190, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207

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- 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 41, 42, 44, 45, 46, 47, 48, 49, 50, 51, 52, 54, 55, 57, 58, 59, 61, 63, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 99, 100, 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128

(77/1/14)

(Navy Orders 377/71, 157/73, 174/73 and 197/73)

Section 2

PERSONNEL

UNCLASSIFIED

262/73—Payment of Accounts for Private Medical or Dental Treatment Received While Away from Normal Place of Duty

1. The instructions concerning payment for private medical or dental treatment have been amended. In future, members who incur expenses for medical or dental treatment from public hospitals or private practitioners without prior approval are to pay such expenses and subsequently claim re-imbursement.

2. The procedure to be followed by a member who requires medical or dental treatment while away from his place of duty is as follows:

- a. Where it is not possible for the member to report to a Navy, Army or Air Force establishment, or Repatriation hospital for treatment, and time permits, he is to contact either his Commanding Officer, or the Commanding Officer of the nearest Naval establishment. If on leave, he should request approval by telephone or telegram to have the treatment carried out at the nearest public hospital. A private practitioner should be nominated only when public facilities are not available.
- b. Where approval is given, a record of such is to be made by the approving officer at the time, and the Medical Officer of the member's ship or establishment informed at the first convenient opportunity.
- c. Where a request for approval is received during normal working hours, the approving authority will be the Commanding Officer, as advised by the Medical Officer.
- d. A request received outside of working hours should be considered by the Duty Officer in the light of its urgency.
- e. Where approval is given by an establishment other than that to which the member is posted, his parent ship or establishment is to be notified by signal of the circumstances.

3. Where permission is not given, or not sought, the member is to inform the hospital or practitioner that he is responsible for the expenses incurred. In such cases the following procedure is to be followed:

- a. The member is to obtain a certificate that he has been treated and hand it to the Supply Officer on return to duty.
- b. The Supply Officer should then inform the Medical or Dental Officer, and is to record the financial commitment as follows:
 - (1) where an acceptable explanation for non-compliance with the instructions at Paragraphs 1 and 2 can be provided, re-imbursement may be made on the production of receipted accounts;
 - (2) where an explanation cannot be provided, or is unacceptable, re-imbursement is limited to the expenses which would have been incurred had treatment been obtained from service sources.
- c. The Medical or Dental Officer, depending on the treatment involved, will raise either a Medical Record in accordance with Article 0211 of ABR 1991—Naval Medical and Hospital Instructions, or a Dental Record in accordance with Article 1013 of ABR 5013—Dental Instructions for the RAN.

4. Notwithstanding any part of these instructions, the requirement to obtain prior approval does not apply where treatment is rendered to personnel in cases of extreme urgency, eg, motor car accident victims, and it is obviously impractical for permission to be sought before treatment is received.

5. Annex A to this order, which contains revised instructions for members on leave, will be reprinted for posting on notice boards.

6. Navy Order 90/73 is hereby cancelled.

ANNEX A

Instructions for members on leave or absent from their normal place of duty regarding private medical or dental treatment:

1. *Medical Treatment*—Where possible, report in person to the nearest Navy, Army or Air Force establishment. If there is no convenient local establishment report to the nearest Repatriation hospital.
2. Where the above is not possible, contact your Commanding Officer, or the Commanding Officer of the nearest Naval establishment by telephone or telegram, explain the circumstances and request approval to have the treatment carried out at the nearest public hospital or, if necessary, by a private practitioner.
3. If approval is given, you should not pay the hospital or doctor's fees, unless pressed, but should advise them to send the account as soon as possible to the Supply Officer of your ship. Ensure that they hold your full service description.
4. If treatment is received from a public hospital or private practitioner and approval has not been obtained, pay the account and present the receipted account to your Supply Officer on return from leave in order to claim re-imbursement. (Re-imbursement may, in these circumstances, be limited to the expenses which would have been incurred had treatment been obtained from service sources.)
5. If you are hospitalised, or confined to bed by a private practitioner, have a telegram sent to your Commanding Officer immediately, giving brief circumstances and send a medical certificate stating nature of illness and whether fit or unfit for travel. A further certificate is to be posted every seven days during absence.
6. When fit to travel (not necessarily fit for duty) return immediately to your ship with the final medical certificate showing the date fit to travel.
7. Dental treatment should be obtained through service sources. Where this is not possible, the Department will be responsible for the cost of private dental treatment only in cases where the treatment was for the relief of pain or the urgent repair of dentures. In the latter case, cost will be accepted only in exceptional circumstances. Approval to obtain private treatment should be obtained as in Paragraph 2 above.
8. If prior approval has not been obtained pay the dentist, obtain a receipted account to present to your Supply Officer on return from leave in order to claim re-imbursement.

(327/61/42)

(Navy Order 90/73)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

263/73—Ballistics—List of Range Tables and Trajectory Charts

1. This order lists all current range tables, their amendment status and the allowances for ships and establishments.

2. On receipt of this order, ships and establishments are to muster range tables and demand requirements from the Navy Publications Authority, Garden Island.

3. Surplus tables are to be returned to that authority.

4. A complete set of range tables is defined as follows:

BR 2050 (641)	SURT for MRS 3 and M22	..	Change No 9
BR 2050 (644)	AART for MRS 3 and M22	..	Change No 9
BR 2050 (686)	Second Order Range Tables for 4.5 inch Guns	..	Amendment No 2
BR 2050 (630)	STARHELL RT	..	Change No 1
BR 2050 (685)	40/60 Second Order RT	..	Amendment No 1
BR 2050 (532)	40/60 RT with No FC Equipment	..	Change No 1
OP 1182 FIRST REVISION	SURT for 5 inch 54 cal	..	Change No 6
OP 1184 FIRST REVISION	AART for 5 inch 54 cal	..	Change No 6
BR 2050 (DNO4)	2 inch Rocket Target Trajectory Chart		
BR 2050 (DNO10)	2 inch Rocket Flare Trajectory Chart		

5. The following authorities should hold a complete set of Range Tables:

ACNB (DUR)
 ACNB (DNOI)
 ACNB (DNEP)
 OIC RANTAU
 FOCAF
 HMAS CERBERUS (6 sets)
 FOCEA
 INO (Sydney)
 INO (Melb)
 GMGID
 GMWD
 HMAS STALWART

6. Ship allowances for Range Tables are as follows:

<i>HMAS MELBOURNE</i>	BR 2050 (532)
			BR 2050 (685)
<i>DDG's</i>	OP 1182
			OP 1184
<i>River Class DE's</i>	BR 2050 (641)
			BR 2050 (644)
			BR 2050 (630)
			BR 2050 (686)
			BR 2050 (DNO4)
			BR 2050 (DNO10)

{ Not for
 SWAN and
 TORRENS

<i>HMAS DUCHESS</i>	BR 2050 (641)
			BR 2050 (644)
			BR 2050 (630)
			BR 2050 (532)
			BR 2050 (685)
			BR 2050 (686)
<i>HMAS VAMPIRE and VENDETTA</i>	BR 2050 (641)
			BR 2050 (644)
			BR 2050 (630)
			BR 2050 (686)
			BR 2050 (532)
			BR 2050 (685)
<i>HMAS SUPPLY</i>	BR 2050 (532)
<i>HMAS WATERHEN</i>	BR 2050 (532)—2 copies
			BR 2050 (DNO4)—2 copies
			BR 2050 (DNO10)—2 copies
<i>HMAS MELVILLE</i>	BR 2050 (532)—2 copies
			BR 2050 (DNO4)—2 copies
			BR 2050 (DNO10)—2 copies
<i>HMAS TARANGAU</i>	BR 2050 (532)—2 copies
			BR 2050 (DNO4)—2 copies
			BR 2050 (DNO10)—2 copies
<i>PBF CAIRNS</i>	BR 2050 (532)—1 copy
			BR 2050 (DNO4)—1 copy
			BR 2050 (DNO10)—1 copy

(700/55/191)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

264/73—Electricity—Shore Supplies of Electricity to HMA Ships

General

1. This instruction applies to ships with 220 volt two wire-unearthed DC systems or 440 volt 60 Hz Three Phase three wire unearthed AC systems.

2. For the safety of personnel and to avoid damage to ships' equipments, certain precautions are mandatory when shore supplies are to be connected to ships' electrical systems. These precautions are of particular importance when HMA ships are berthed where the characteristics of the shore supplies are different from those of the ships' electrical systems.

3. The operation of connecting or disconnecting shore supplies to ships' electrical systems is a combined effort but the ships' officers are responsible for the whole operation. It is the dockyard officers' responsibility to connect or disconnect the shore end and to assist as necessary at the ship end. The ships' officers are to render all reasonable assistance in handling and securing the flexible shore supply cables.

4. The flexible cables used for the purpose of providing the shore power should be supplied and maintained by the dockyard or other authority providing the shore supply.

5. Shore supplies should only be used in parallel with ships' generators when all characteristics are similar to the ships' generators, and then only for the brief periods of changeover required to avoid blackouts.

Instructions to Ships' Officers

6. It is to be ascertained whether the available shore supplies are of the same nature as the ships' electrical systems, ie, DC or AC, of suitable voltage and frequency. If the characteristics are the same then normal connection procedures are to be followed as below:

- a. The shore supply circuit is to be made 'dead' on shore before the shore supply cables are connected to or disconnected from the ships' connection boxes or terminals.
- b. It is to be ascertained from dockyard officers that the shore supplies are adequately protected. DC supplies may be protected by circuit breakers or fuses. AC supplies must, where possible, be protected by circuit breakers.
- c. The correct polarity of the flexible cable connections at the ships' shore connection boxes or terminals must be ensured for DC supplies and the correct phase rotation for AC supplies. The US and British Standard phase colourings do not correspond, and connections made on the basis of similar colours between the two systems lead to incorrect phase rotation.
- d. The ships' electrical systems are to be tested to ensure that they are free from fault before any shore connections are made.

7. Ships with 440 volt 60 Hz Three Phase systems may be connected to 50 Hz Three Phase supplies if the following precautions are observed:

- a. The only equipments which may be connected are those which are not frequency or voltage conscious. Lighting, heating and motor driven apparatus for which the different speed and output is acceptable are usually suitable for connection to reduced frequency supplies, subject to the following conditions:
 - (1) The line voltage should not exceed 400 volts at the ships' switchboard. If connected to a nominal 415 volt shore supply the voltage drop in the shore supply cables may be sufficient to give 400 volts at the ships' switchboard.
 - (2) In all cases a careful check must be kept on all equipments to see that overheating does not take place and that the resulting different speed and output of motors is not detrimental.
- b. Where unearthed shore supplies are not available connection may be made to earthed shore supplies. However, ships' officers should be aware of the increased risk.
- c. In cases of doubt, the advice of the authorities supplying the shore power is to be sought.

8. Shore supplies must not be connected if the voltage exceeds that of the ships' electrical systems.

9. Under no circumstances are DC shore supplies to be connected to AC ship systems and vice versa.

10. When on shore supply, and where facilities exist, the ships are to be bonded to a shore earthing point.

Instructions to Dockyard Officers

11. The shore supplies to ships are to have the same characteristics as the ships' electrical systems except that a 440 volt 60 Hz Three Phase ship may be given a 50 Hz Three Phase supply, subject to the restrictions of Paragraph 7 of this order.

12. The shore supplies connected to the ships' electrical systems must be unearthed, except as permitted under Paragraph 7b.

13. The supplies are to be given through suitably rated protective devices located on shore in the most convenient accessible position adjacent to the ships receiving the supplies. Switch fuses are to be avoided wherever possible for Three Phase AC supplies because of the danger of single phasing.

14. Two or more ships berthed alongside each other may be supplied from a single supply point. The ship's hulls must be effectively bonded together, at not less than two points, so that the ships form one unit electrically.

15. The fault capacity of the shore supplies should not be greater than the rupturing capacity of the ships' protective gear unless adequate protection exists on shore.

16. It is to be confirmed from the ships' officers that the ships' electrical systems have been tested to ensure that they are free from fault before any shore connections are made.

(1211/251/202)

UNCLASSIFIED

265/73—Introduction of AMF Type Gaiter

Navy Order 293/71 is to be amended as follows:

After Paragraph (a) (2) insert the following:

'Note: The straps on undyed Gaiters are to be painted white'.

(710/51/276)

(Navy Order 293/71)

UNCLASSIFIED

266/73—Navigation Timepieces

1. Navy Order 121/73 stated that the issue of chronometers and chronometer watches was to be discontinued, as radio signals are used to check deck watches used for astro navigation.

2. However, due to operational requirements the provisions of Navy Order 121/73 do not apply to submarines, which are to retain their chronometers.

3. ABR 4 will be amended.

(400/1/2953)

(Navy Order 121/73)

UNCLASSIFIED

267/73—Provisions—Fruit Juices—Extension of Varieties Available from REVY

1. The range of fruit juices available for general use has been further increased by the purchase of stocks of apple juice in 30 oz and 102 oz tins. These two items are to be added to those shown in the Fixed Issuing Price List for Provisions operating from 1 January 1973.

2. The fixed issuing prices of the apple juice are:

Item	Unit of Issue	Cents
Apple Juice 30 oz (A2½)	can	20
Apple Juice 102 oz (A10)	can	41

(912/84/284)

UNCLASSIFIED

268/73—Supply of Safety Walk Deck Covering

1. Difficulty has been experienced by HMA ships in obtaining supplies of SAFETY WALK, DECK COVERING, 0415/L77099 from the Supply Depot.

2. Initial demands from HMA ships for Safety Walk, should be made in accordance with ABR 4 Article 0608, ie, they should be supported by a Captain's Certificate. Subsequent demands to replenish should be made in the normal way and these will in future be met by the Supply Depot.

(1/7220/2)

Historian

RESTRICTED

ANOs 269/73-281/73



AUSTRALIAN NAVY ORDERS

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274/73 Continued of Service to HMAS TARONGAU
275/73 Number List Naval Time Sheet (Amend for Orders West Pacific 6th Year
276/73 Thursday Address—Members' Personal Service on Land and Seagoing
277/73 Mess and Catering Programme (Amend)

Navy Office, Canberra,
3 September 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

274/73 The Programme—Delivery (Amend)
275/73 General Services—Canteen (Amend)
276/73 Messes—Personal Food by the Ship
277/73 Rolling Rations for RAN 1973
278/73 BLACAT—Operational and Practice Programme—Amend and 1973
281/73 Introduction of Inter-Service Code for Supply Systems (Amend)
S. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

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No Title

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- 269/73 Recreational Films.
- 270/73 Use of Breathing Apparatus—SCBA and Smoke Mask—By Personnel with Beards or Sideburns.

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- 271/73 Conditions of Service in HMAS TARANGAU.
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- 274/73 Visual and Colour Perception Standards.

SECTION 3—OPERATIONAL AND TRAINING

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SECTION 4—EQUIPMENT, STORES AND SERVICING

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- 277/73 General Stores—Class 0442—Aerosol Dispensers—Precautions in Use.
- 278/73 Mattress—Polyurethane Foam for Use in Sleeping Quarters in HMA Establishments.
- 279/73 Rolling Bearings for RAN Use.
- 280/73 SEACAT—Operational and Practice Frequencies—Allocation and Use.
- 281/73 Standardisation of Inter-Service Codes for Supply Purposes—Accounting Classification and Item Status Codes.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

269/73—Recreational Films

Navy Order 157/73 is to be amended as follows:

Delete Paragraph 13.

Insert new Paragraph 13:

- '13. a. With the exceptions of HMAS TARANGAU and HMAS LEEUWIN, block insurance cover for recreational films has been arranged with the Motion Pictures Distributors Association, for all ships and establishments. The premium will be paid by the RAN Central Canteens Fund through the RAN Recreational Film Account. HMAS TARANGAU and HMAS LEEUWIN should make local arrangements for the insurance of their films.
- b. The block insurance covers films for loss and accidental damage only, but **not** for damage caused by negligent handling and screening. Film equipment purchased through non-public funds is not covered by this insurance and locally arranged cover is recommended.'

(164/201/9)

(Navy Order 157/73)

UNCLASSIFIED

270/73—Use of Breathing Apparatus—SCBA and Smoke Mask—By Personnel with Beards or Sideburns

1. Extensive testing by civilian authorities has shown that a risk of ingress of toxic or noxious fumes or gases occurs when a person with a beard or sideburns wears a breathing apparatus.
2. A breathing apparatus set can only give full protection when an effective seal is made between the wearers skin and the face mask in use. Therefore when breathing apparatus wearers are exposed to noxious or toxic fumes or gases, it is of vital importance that a good seal is achieved. If there is any doubt that a seal has been obtained, then the Supervisory Officer is to forbid the person from entering any dangerous atmosphere in breathing apparatus, irrespective of the nature of the work involved.
3. The only permissible relaxation to the above rule is where it is necessary to effect a 'snatch rescue' of a trapped person exposed to noxious fumes or gases. Such cases must be decided according to the circumstances, but whenever practicable clean shaven personnel should be detailed for such work. Subsequent to any exposure, medical advice is to be obtained as a matter of urgency.
4. Personnel whose normal duties involve the use of breathing apparatus must have their attention drawn to this Navy Order and if they wear beards or sideburns must be informed in their own interests that such growth is detrimental to their personal safety.
5. This Navy Order will be reproduced for posting on notice boards.

(400/2/365)

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Section 2

PERSONNEL

UNCLASSIFIED

271/73—Conditions of Service in HMAS TARANGAU

Introduction

1. This order is published to describe conditions in HMAS TARANGAU for personnel contemplating volunteering for service in that establishment. Additional copies are issued for posting on notice boards.

2. More comprehensive information will be dispatched from HMAS TARANGAU to personnel when they receive postings to the establishment.

Role and Organisation of HMAS TARANGAU

3. The present role and function of HMAS TARANGAU is laid down in Confidential Navy Order 8/73. The future role and function of HMAS TARANGAU is under consideration and may subsequently be changed.

4. RAN and PNG personnel serving in HMAS TARANGAU, and ships of the PNG Patrol Boat Squadron are part of the Maritime Element of the PNG Defence Force. The PNGDF is a single service with a headquarters at Port Moresby. For the time being personnel in each element continue to wear Naval, Army or Air Force Uniforms, with a PNGDF shirt emblem. The Force Commander is an Australian Army Brigadier.

Geography, Climate and Health

5. HMAS TARANGAU is situated on Lombrum Point, Los Negros Island, which is separated from Manus Island on the west by a narrow channel. The Admiralty Islands, of which Manus and Los Negros are part, are two degrees south of the Equator and approximately two hundred miles north of mainland New Guinea.

6. The climate is tropical, with a range in temperature of 25° C to 33° C, high humidity and an average yearly rainfall of one hundred and fifty inches.

7. The Manus area is basically a healthy one. Although it is a malarial area, the disease rarely occurs in Europeans as long as they take prophylaxis. Serious tropical diseases rarely occur in Europeans, but minor diseases such as coral sores, ulcers and tropical ear are common, as are upper respiratory infections. All members on receiving first notice of posting to HMAS TARANGAU should report for medical and dental examination in accordance with Article 0735 of ABR 1991.

8. HMAS TARANGAU has a fully equipped and staffed hospital to cope with most medical emergencies and all routine medical problems. Dependants are charged for medical services at PNG Public Health Department rates, prescribed under the Public Hospital (Charges) Regulations applicable at the time. The current rates charged are as follows:

In-patient	\$8.40 per diem
Out-patient:	
a. when attended by a Medical Officer	\$1.50 per diem
b. when attended by a person other than a Medical Officer75 per diem

9. A PNG Defence Force Dentist visits HMAS TARANGAU every two months. Because of this periodical service only, all personnel are to be made dentally fit before departure. All personnel posted accompanied are to ensure that their families are medically and dentally fit before leaving Australia.

Facilities in HMAS TARANGAU

10. HMAS TARANGAU is situated in a remote area of Papua New Guinea and there are very few facilities, apart from picnic spots, outside the establishment. The only town is the administration centre of Lorengau, fourteen miles by road from HMAS TARANGAU, where there is a small European population, three stores and a club. There are no hotels on Manus Island, but there is a seven hole golf course at the air port. A car is an asset to enable HMAS TARANGAU personnel to travel about the area, but maintenance facilities are extremely limited and roads are poor. Cars deteriorate rapidly through rust and corrosion.

11. The recreation facilities available in HMAS TARANGAU are:

- wardroom, senior sailor's mess and junior sailor's club;
- film showing seven nights a week;
- a sports oval, tennis courts and a basketball court;
- salt water swimming pool;
- sailing dinghies and work boats;
- a library; and
- family store/canteen.

12. Personnel who volunteer for service in HMAS TARANGAU must be ready to accept the lack of facilities normally available in Australia; and be prepared to make efforts to entertain themselves.

Financial Considerations and Entitlements

13. Full details of District and Territory Allowances paid to personnel serving in HMAS TARANGAU are in NPI Articles 0601 and 0602.

14. RAN personnel pay PNG income tax during their service in Papua New Guinea, which is currently approximately 65 per cent of Australian tax rates.

15. Personnel posted to HMAS TARANGAU may have their private motor vehicles transported from and to Australia, subject to normal removal conditions. Motor bikes up to a maximum capacity of 125cc may be ridden in the establishment. Attention is drawn to NPI Article 1323 regarding compensation for loss on sale of a motor vehicle.

16. The PNG Customs authorities require a deposit of 47½ per cent of the value of any motor vehicle brought into the country. This will be refunded if the vehicle is exported within three years (the owner having indicated his intention to do so when paying the deposit). PNG registration and driver's licences are also required.

Conditions for Unaccompanied Personnel

17. Unaccompanied personnel are posted to HMAS TARANGAU for twelve months service. They must be ready to accept living under Service conditions throughout this period, as there are no facilities to eat or sleep outside the establishment. The posting will be considered as sea service, for the purposes of the sea/shore roster.

18. Unaccompanied personnel are not entitled to any leave travel at departmental expense during their posting to HMAS TARANGAU. However, they make take up to seven days advanced seasonal leave after six months in HMAS TARANGAU. The cost of their travel on such leave is subsidised by the Ship's Fund up to the amount of a return fare to Rabaul. There are occasional opportunities for unaccompanied personnel to travel on leave to Lae by RAAF Caribou aircraft.

19. *Senior Sailors:* Approximately 50 per cent of RAN senior sailor billets in HMAS TARANGAU are for unaccompanied personnel. Unaccompanied senior sailors live in single berth cabins, mess in the senior sailors' cafeteria which is adjacent to the main

galley, and use the club facilities of the senior sailors' mess. All these facilities are situated in the same building which is fifty yards from the swimming pool and canteen.

20. *Junior Sailors:* The number of RAN junior sailors in HMAS TARANGAU is gradually decreasing as billets are filled by PNG sailors, and they are now in a minority. There are only two RAN junior sailor married accompanied billets. Both RAN and PNG junior sailors share the same facilities and live under the same conditions—RAN sailors who are not ready to accept this situation should not be recommended for service in HMAS TARANGAU. Junior sailors are accommodated in dormitory type blocks, containing cabins for six persons, are messed in the junior sailors' cafe which is adjacent to the main galley, and use the facilities of the junior sailors' club. All these facilities are situated in the same area and are within one hundred yards of each other.

Conditions for Accompanied Personnel

21. Accompanied personnel are posted to HMAS TARANGAU for two years service. A member volunteering for accompanied service must at the time of application present a signed assurance from his wife that she is prepared to go to the New Guinea area with him and must sign a statement himself that to the best of his knowledge each member of his family who he proposes to take with him is physically and dentally fit for such transfer, having regard to the climate and the limited medical and dental facilities available. Attention is drawn to NPI Articles in regard to removals.

Accommodation

22. Married quarters in HMAS TARANGAU are either two or three bedroom houses which are furnished in accordance with ABR 5076 and include a refrigerator and washing machine. As there is no alternative accommodation on Manus Island, removals will not be effected until the Administrative Authority has been notified by the Commanding Officer HMAS TARANGAU that suitable accommodation is available. Personnel posted for accompanied service should forward applications for married quarters to the Commanding Officer HMAS TARANGAU.

Education

23. a. *Pre-school:* There is a pre-school for children aged from three to five years. As the number which can be accepted is limited, early application for enrolment should be forwarded to the Secretary, Lombrum Pre-school Association, HMAS TARANGAU.
- b. *Primary School:* Lombrum Primary School teaches the NSW curriculum to Australian children from prep to 6th class level.
- c. *High School:* There are no facilities for the schooling of Australian high school aged children.

Food

24. In addition to the goods available in the Lorengau shops and the HMAS TARANGAU canteen, accompanied personnel may obtain food items through the Victualling Store by way of the family victualling scheme. This helps to keep the cost of living down to about the same level as Australia.

Leave

25. Accompanied personnel are entitled to take leave in Papua New Guinea during their service in HMAS TARANGAU. A proportion of the return fare to the leave centre is met by the Department.

Members Responsibility

26. Members posted to HMAS TARANGAU will be expected to play their part in helping to establish the PNG Defence Force, a task which will require the tolerance and understanding of every member.

(302/1/173)

UNCLASSIFIED

272/73—Herbert Lott Naval Trust Fund Awards for Courses Held During the Year Ending 31 March 1973

1. The following officers and sailors gained the best results in their particular courses and have been awarded prizes of £15 Sterling in the case of officers, and £10 Sterling in the case of sailors, from the Herbert Lott Trust Fund. The Naval Board acknowledge the effort put into these training results and congratulate the recipients:

Course	Percent	Rank	Name	Personal Number	Now Serving in HMAS
Helicopter OFS ..	86.7	SBLT	R. C. TINGEY ..	—	HS 817
Fixed Wing OFS	87.0	LEUT	P. L. CLARK ..	—	VF 805
Observer	DUX	SBLT	L. N. PHILLIPS ..	—	HS 817
POQMG	93.0	LSQMG	R. W. SCATTINI ..	R63503	CERBERUS
POCD	97.0	LSCD	R. JACKSON ..	R64307	WATERHEN CDT.1
POUW	87.0	LSUW	J. W. DELLAR ..	R62985	VENDETTA
PORP	89.7	A/PORP	N. DUCKWORTH ..	R94010	PERTH
POUC	91.0	LSUC	M. J. O'NEILL ..	R64127	KUTTABUL
POWM	87.0	LSWM	F. J. AUTY ..	R93781	ANZAC
CY	86.0	LTO	R. T. BELL ..	R65766	HOBART
RS	85.0	A/RS	G. N. BROOMHALL ..	R93343	HARMAN
*RSS	79.3	RSS	B. C. HARLEY ..	R58321	HARMAN
*RSS	79.3	A/RSS	K. W. HANLEY ..	R62510	HARMAN
POAVN	86.0	LSAVN	D. J. A. KERWITZ ..	R59136	ALBATROSS
POASE	82.0	LSSE	P. M. MCGREGOR ..	R63024	ALBATROSS
†CAMTP (old CERA)	77.0	SBLTSDEN (ME)	G. C. CHARRETT ..	—	CARPENTARIA
CAMTP (old CERAD)	83.0	A/CAMTPSM ..	J. W. LENNON ..	R42070	PLATYPUS
POMTL	88.0	LEMP	B. DODSWORTH ..	R66186	SWAN
POETS (old POEWE)	87.0	A/POETS	B. WOODS ..	R66148	CERBERUS
POETS (old POEWR)	86.0	LEMWR SM ..	J. F. ANGELINI ..	R64166	PLATYPUS
POETC	87.0	POETC 2	P. J. RINKIN ..	R93736	TARANGAU
MECH2 MTP ..	70.0	MECH2 MTP ..	J. H. SLAATS ..	R63802	STALWART
MECH2 ATA/ATW ..	79.0	MECH2ATW ..	H. T. SCHNEIDER ..	R94848	ALBATROSS
CSMTH	89.0	S1MTH	C. D. BASTIN ..	R42472	Shore
POATA (old POAMAE)	86.0	LSATA	R. H. KELLY ..	R63667	NIRIMBA
POATA (old POAMW)	82.0	LSATW	L. M. DAVIDSON ..	R96034	NIRIMBA
POATW (old POEW)	80.0	LSATW	J. E. WOODS ..	R95383	VS 816
POATC	83.0	LSATC	D. W. JOHNS ..	R65125	ALBATROSS
POMTP (old POME)	90.0	A/POMTP2 ..	R. JONES ..	R66223	MELBOURNE
POMTP (old POMED)	92.3	LSMTP2	K. L. PARR ..	R64715	CERBERUS
POFC	86.0	A/POFC	K. M. RIDDING ..	R66263	PERTH

Notes * Share prize money.

† Sailor's award.

2. Payment is to be effected through the ship's cash account as a charge to Division 649-112 MODUK (N)—Other Miscellaneous Charges. See Navy Accounts Manual Article 0332 Clause 2.

3. Authorisation of payment is to be made by the ship or establishment in which personnel are borne at the date of receipt of this order.

(212/1/20)

UNCLASSIFIED

273/73—Travelling Allowance—Members Posted Oversea on Long and Intermediate Term Duty

Various rates of Long and Intermediate Term Duty Travelling Allowance shown in Navy Order 212/72 as subsequently amended, have been varied as follows:

Table A

Delete those rates shown for Argentina, Austria, Belgium, Brazil, Singapore and Trinidad and Tobago and insert the following rates in their place:

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per day		
			LEUT and Below	LCDR, CMDR and CAPT	CDRE and Above
Argentina	26.7.73	\$A ..	12	12	13
Austria	22.2.73	Schillings ..	510	510	580
Belgium	14.2.73	Francs ..	1270	1270	1470
Brazil—					
Brasilia	26.7.73	\$A ..	24	24	27
Sao Paulo	26.7.73	\$A ..	22	22	27
Elsewhere	26.7.73	\$A ..	20	20	24
Britain	25.5.73	£Stg ..	9.75	9.75	12.75
Singapore	26.7.73	\$S ..	65	65	82
Trinidad and Tobago—					
within Trinidad and Tobago—					
16 April to 15 December ..	9.10.72	\$T.T ..	48	48	57
16 December to 15 April ..	9.10.72	\$T.T ..	60	60	65

Table B

Delete those rates shown for Thailand and Elsewhere in Caribbean Area and insert the following:

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per day		
			LEUT and Below	LCDR, CMDR and CAPT	CDRE and Above
Thailand	20.2.73	Baht ..	170	170	185
Trinidad and Tobago—					
Elsewhere in Caribbean Area ..	26.7.73	\$A ..	12	13.50	15.00

(Navy Order 212/72)

(252/4/177)

UNCLASSIFIED

274/73—Visual and Colour Perception Standards

1. The following are the standards of eyesight and colour perception for personnel of the Permanent and Citizen Naval Forces. To avoid confusion the following abbreviations are always to be used when referring to these standards:

- a. VS—Visual Standard.
- b. CP—Colour Perception:
 - (1) N—Normal.
 - (2) DS—Defective Safe.
 - (3) DU—Defective Unsafe.

2. Personnel whose eyesight falls below the standard for their branch are to be brought before an Interim Medical Board of Survey.

3. Full details of testing procedures are given in ABR 1991 Naval Medical and Hospital Instructions.

Visual Standards (for other than aircrew)

4. a. Table of Visual Acuity Standards

Standard	Unaided Vision		Correctable Vision	
	6/9 (6/6)	6/9 (6/12)	6/6	6/6
VS 1	6/9 (6/6)	6/9 (6/12)	6/6	6/6
VS 2	6/12	6/12	6/6	6/6
VS 3	6/12	6/24	6/9	6/9
VS 4	6/24	6/24	6/9	6/12
VS 5	6/60	6/60	6/9	6/9
VS 6	3/60	3/60	6/12	6/12

b. Refraction and Other Visual Parameter Limits

(1) VS 1

(a) Refraction limits (with cycloplegic, eg, cyclopentolate HCl 1 per cent). These are: hypermetropia + 2.5 dioptres in either axis in either eye, of which not more than 1.0 dioptre may be astigmatism; myopia will disqualify if greater than — 0.50 dioptre sphere or — 1.0 dioptre cylinder (maximum of — 1.0 dioptre in either axis in either eye).

(b) Heterophoria (tested with Maddox Rod at 6 metres). This must not exceed: eso or exophoria 6 prism dioptre; hyperphoria 1 prism dioptre.

(c) Strabismus. This will disqualify.

(2) VS 2

As for VS 1.

(3) VS 3

(a) Refraction limits (with cycloplegic as above). These are: hypermetropia + 5.0 dioptres in either axis in either eye; myopia will disqualify if greater than — 1.0 dioptre sphere or — 1.0 dioptre cylinder (a maximum of — 1.0 dioptre in either axis in either eye).

(b) As for VS 1.

(c) As for VS 1.

(4) VS 4

As for VS 3.

(5) VS 5

(a) *Refraction limits (with cycloplegic as above)*. These are: hypermetropia + 5.0 dioptries in either axis in either eye; myopia will disqualify if greater than - 3.0 dioptries in either axis in either eye (under 17 years), and if greater than - 4.0 dioptries in either axis in either eye (17 years and over).

(b) *Strabismus*. An alternating concomitant strabismus with small deviation is allowed provided the appearance is acceptable.

(6) VS 6

(a) *Refraction limits (with cycloplegic as above)*. These are: hypermetropia + 7.0 dioptries in either axis in either eye; myopia will disqualify if greater than - 5.0 dioptries in either axis in either eye.

(b) As for VS 5.

(7) *Fields of Vision*

For all Visual Standards, the fields of vision must be normal to confrontation. Cases of doubt will be referred to an Ophthalmologist for perimetry.

Visual Requirements for Officers (other than aircrew)

5. a. On Entry:

(1) Seaman Branch and Officer Candidate (Seaman)—

15-16 years VS 1 (no myopia allowed) CP-N

Over 16 years VS 2 .. CP-N

(2) Air Traffic Control Officer VS 2 .. CP-DS

(3) Submarine Branch VS 2 (no myopia for Seaman Officer) CP-N

(4) Direct Entry Trained Officers (other than Seaman) VS 6 .. CP-DS

(5) All other entries and University Undergraduates VS 5 .. CP-DS

b. Serving Officers—

(1) Seaman Branch—

Less than 35 years VS 3 .. CP-N

35 years and over VS 5 .. CP-N

(2) Air Traffic Control Officer VS 5 .. CP-DS

(3) Submarine Branch VS 3 .. CP-N

(4) All other Branches VS 6 .. CP-DS

6. Visual Requirements for Sailors

	Visual Standard		CP
	On allocation to Branch	During Service, Re-engagement or Re-entry	
<i>Seaman—</i>			
QMG, SR, COX, PT, CD ..	2	3	N
UW, RP, UC, FC, WM ..	3	5	N
<i>Communication—</i>			
TO	2	3	N
RO, ROS, LIN	5	6	DS
<i>Submarine—</i>			
Seaman and Communication ..	2	3	N
All other categories	3	4	DS
<i>Aviation—</i>			
AVN	2	3	DS
PHOT M	5	6	DS
<i>Aircrew—</i>			
Aircrewman, Winch Operator and SAR Diver	2	3	DS
<i>Diving—</i>			
Ship's Diver	3	3	DS
CD	2	3	N
WRAN Radar Plotter	5	6	DS
All other WRANS	6	6	DS
MTD	6	6	DS
All other Branches and Apprentices	5	6	DS

Visual Standard for Aircrew—Pilots and Observers

7. This is referred to as VS 1A, and is the same for both pilot and observer on selection as aircrew:

a. *Visual Acuity*. 6/6 6/6 unaided.

b. *Colour Perception*. Normal.

c. *Refraction Limits (to be performed under cycloplegic, eg, cyclopentolate HCl 1 per cent)*.

(1) Hypermetropia and astigmatism (as measured by the power of correcting lenses necessary under cycloplegic) + 1.75 dioptries in either eye of which not more than + 0.75 dioptries may be astigmatism, eg,

+ 1.0 + 1.25
+ 1.75 sphere, or or
+ 0.75 cyl + 0.5 cyl.

(2) Myopia. No myopia nor myopic astigmatism is allowed.

d. *Accommodation (tested with Foster's Rule—RAF gauge)*.

17-20 years 10-11 cms
21-25 years 11-12 cms
26-30 years 13-14 cms

31-35 years	14-16 cms
36-40 years	16-20 cms
40-45 years	20-30 cms
45-50 years	30-60 cms

e. *Convergence (tested with Foster's Rule).*

The Near Point of Convergence is to be 10 cms or less.

f. *Heterophoria (tested with Maddox Rod at six metres).*

This must not exceed six prism dioptres for eso or exophoria, and one prism dioptre for hyperphoria.

g. *Strabismus (by Cover Test and Worth's Lights).*

Evidence of strabismus, wide latent deviation, lack of fusion as tested by Worth's Lights, nil or slow recovery is cause for rejection.

h. *Fields of Vision.*

The fields of vision should be normal as tested by perimetry.

i. *Disease of the eye or eyelids.*

Any disease (acute or chronic) present at the time of examination will disqualify. Chronic conditions will disqualify permanently.

Supply of Contact Lenses and Spectacles

8. a. *Referral to Ophthalmic Specialist.* Form AF Med 1B (PM151) or Form AF Med 7 (PM160-PM170) as applicable, is to be used to record the report of an Ophthalmic Specialist for all personnel referred for ophthalmic examination.

b. *Contact Lenses.* Contact Lenses for serving personnel will only be authorised in special cases on the recommendation of a Senior Ophthalmic Consultant. Full details of the case and the Ophthalmic Specialist's report are to be forwarded to the Medical Director-General for decision. Unless duly authorised, contact lenses are **not** to be worn on duty in any circumstances.

c. *Spectacles.* All personnel are permitted to wear spectacles on duty with the exception of:

(1) a diver, who is not permitted to wear spectacles or contact lenses during any part of a diving operation, other than reading glasses or tinted optically corrected glasses which may be worn when a diver is detailed to record times and events during a diving exercise;

(2) a QMG, is not permitted to wear spectacles during any period whilst employed as a sight operator, including SEACAT aiming sights or the aimer of a close-range gun mount. A QMG is permitted to wear spectacles at all other times but his eyesight is to be such that his efficiency as a sight operator or aimer must not be impaired by his requirement to normally wear spectacles;

(3) a submarine officer on bridge or periscope watch; and

(4) an Aircraft Handler when in the vicinity of running engines.

d. *Surveying and Navigating Officer.* Two pairs of distant and/or reading glasses are to be issued to all Surveying and Navigating Officers. One pair of each is to be kept on the officer's person at all times, and the second pair is to be kept in a convenient place on the bridge.

e. *Other Personnel.* Two pairs of reading and/or distant glasses may be issued on the recommendation of the Ophthalmic Specialist, to those personnel who, without the aid of spectacles, cannot safely or satisfactorily perform their duties.

f. *Tinted Optically Corrected Spectacles.* Tinted optically corrected spectacles may be authorised for issue and wear on the recommendation of an Ophthalmic Specialist.

g. *Special Type Frames or Lenses.* When special type frames, or lenses, not covered in the current period contract, are ordered by an Ophthalmic Specialist, the report on Form AF Med 7 (PM169-PM170) is to be referred to the Medical Director-General for approval of supply.

h. *Supply of Spectacles at Public Expense.* The supply of spectacles at public expense is to be arranged through the qualified opticians under contract with the Department and in accordance with the terms of the contract, unless unnecessary delay would occur in adopting this procedure. In such instances the Commanding Officer is to make satisfactory local arrangements for supply by a qualified optician and is to satisfy himself that the price is reasonable having due regard to the prices obtaining in the district where the purchase is made.

i. *Spectacles Required by Monocular Personnel.* When spectacles are required by monocular personnel (or those who possess but one useful eye) to enable them to carry out their duties, arrangements should be made for a lens of unsplinterable glass to be supplied at public expense in metal frames. A similar issue is to be made to all Sick Berth Staff, who need to wear spectacles constantly when engaged in nursing mentally ill patients, and to Coxswain Branch sailors employed on Regulating duties. When spectacles are prescribed for apprentices, artificers and artisans, arrangements are to be made for lenses of hardened glass to be supplied at public expense. All spectacles supplied to Service personnel are to be made of impact resistant lenses (hardened glass) except in those cases where the Ophthalmologist finds that such lenses will not fulfill the visual requirements of the particular patient and directs in writing the use of other lenses.

j. *Safety—Spectacles, Safety, Protective, with Side Shields.* Spectacles, safety, protective, with side shields, Catalogue No 41927, are to be worn whenever there is any danger of being struck in the eye by flying particles from using power tools, grinding, lathing, chipping, etc. They are provided for issue to the following personnel:

(1) officers of HMAS NIRIMBA requiring eye protection;

(2) all Naval Artificer Apprentices on entry in HMAS NIRIMBA;

(3) all Mechanics and other trainees on arrival in HMAS NIRIMBA;

(4) all Naval Artificers, Mechanics and Aircraft Mechanics;

(5) all Naval personnel who are required to enter areas where the wearing of safety spectacles is prescribed;

(6) any sailor working in the vicinity of a power tool in use (Ships Standing Orders are to specify that not only the user, but any sailor working in the vicinity of a power tool is to wear safety spectacles); and

(7) Dental Officers, Dental Hygienists and Dental Mechanics.

9. Personnel who require and are permitted to wear spectacles on duty, must be supplied with the above safety spectacles fitted with toughened glass lenses ground to their individual prescriptions. This is essential as these safety spectacles cannot be worn in conjunction with ordinary spectacles.

10. Personnel visiting Danger Areas who are wearing prescription spectacles are to be issued on loan with hardened safety clip-on lenses. Other visitors are to be issued on loan with safety spectacles with side shields, Catalogue No 41927.

11. Non-prescription safety spectacles with side shields, Catalogue No 41927 and lens, armourclad, plano, white, clip-on type, Catalogue No 42723, are available on demand from the Royal Edward Victualling Yard, Sydney. Prescription safety spectacles are to be obtained from the suppliers under period contract to supply and repair spectacles for the Department of the Navy. They are to be to the prescription of a Naval Ophthalmic Specialist.

12. ABR 93, Manual of Victualling Stores, Part 1, Appendix 35, refers.

Associated Orders and Instructions

13. Navy Orders 31/71, 178/71 and 75/72.

ABR 155—Diving Manual—Article 0303.4.

ABR 1991—Naval Medical and Hospital Instructions—will be amended in due course.

(327/53/143)

(Navy Orders 31/71, 178/71 and 75/72)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

275/73—RAN School of Underwater Medicine—Functions and Courses of Instruction

1. The RAN School of Underwater Medicine is established at HMAS PENGUIN to advise on medical matters pertaining to diving and submarines, and to fulfil an instructional role in the principles and practice of medicine as applied to the special requirements of diving and submarines. The School is also to conduct research into the medical aspects of diving and the effects of underwater environment on the naval diver.

Instruction

2. The School has the following instructional functions:

a. To give lectures and demonstrations to officers and sailors undertaking diving courses at HMAS PENGUIN. Such lectures and demonstrations form an integral part of the diving courses and cover:

- (1) basic Anatomy and Physiology (as related to body systems affected by diving),
- (2) the symptoms and signs, prevention and treatment of underwater accidents, and
- (3) the techniques of mouth to mouth resuscitation and external cardiac massage as used in the resuscitation of the apparently drowned.

b. To provide an acquaintance course, of two or four weeks duration, in Underwater Medicine for Medical Officers, covering the following:

- (1) instruction in the diagnosis and treatment of common ailments of divers (ie, aural barotrauma),
- (2) instruction in the medical management of uncomplicated diving accidents,
- (3) discussions and lectures on the major branches of Underwater Medicine, and
- (4) practical diving.

c. To provide six months course for sailors of the Sick Berth Branch to qualify for the specialist qualifications in Underwater Medicine. Details of this course are contained in ABR 27, Chapter 18, Article 1829.

Research

3. a. All research is controlled and co-ordinated by the Scientific Policy Committee, advised by the Medical Director-General. Six monthly progress reports as at 30 June are to be submitted to the Committee each year, through the Superintendent, Naval Scientific Service.
- b. The research role of the School is carried out under three main categories:
 - (1) Research into the prevention and treatment of the common ailments of divers, which result in morbidity, mortality or failure in diving courses;
 - (2) Laboratory research, in which medical knowledge and laboratory techniques are applied to the solution of Underwater Medicine problems as they affect the Naval Service. Such problems include oxygen toxicity, nitrogen narcosis, carbon dioxide intoxication, decompression sickness, and the physiological, pathological and psychological changes that do or can occur when a diver enters the underwater environment;
 - (3) Field work, such as the conduct of dangerous marine life surveys, in co-operation with civil authorities.
- c. The School is to be consulted on the investigation of the medical aspects of diving accidents and is to conduct investigations into those aspects of diving courses such as trainee selection, failure rates, safety and physical fitness, which have a medical bias.
- d. The investigation and testing of diving and ancillary equipment from the point of view of physiological acceptability, is to be referred to the School.

Co-operation With the Diving School and the Submarine Establishment

4. The School of Underwater Medicine is to work in close co-operation with the Diving School and Submarine Establishment, and is to advise on medical matters relating to diving and submarines when requested to do so by these establishments. Submarine suitability tests are conducted at the School when required by the Naval Board. In these tests volunteers for submarines are medically examined, interviewed by a Naval Psychologist and Submarine Officer and dived to one hundred feet in the recompression chamber.

Treatment of Civilian Diving Accidents

5. The School is authorised to provide emergency treatment in the form of clinical assistance and recompression therapy to civilians suffering from serious diving accidents, such as decompression sickness, barotrauma, etc.

Correspondence

6. The Officer-in-Charge, School of Underwater Medicine, is authorised to correspond as follows:

- a. Directly with the Superintendent Naval Scientific Service on matters involving research activities.
- b. Directly with the Medical Director-General on medical and scientific matters. In addition he has authority to visit and correspond with academic staff of university departments, scientific, medical and para-medical organisations to obtain expert advice in a given research project. All such contracts are to be reported to the Medical Director-General.
- c. Directly with the Officer-in-Charge, School of Aviation Medicine, on scientific problems.
- d. With those authorities listed in item (F), Appendix 52A, of RI, for the exchange of professional and technical information.

7. The Command Medical Officer, East Australia Area, is to be kept informed of the activities of the School of Underwater Medicine.

Staffing and Equipment

8. The Officer-in-Charge, School of Underwater Medicine, is to make recommendations with regard to staffing and equipment requirements to the Captain, HMAS PENGUIN, copy to the Medical Officer-in-Charge, RANH PENGUIN, as necessary.

9. General or specialist medical equipment requirements are to be processed in accordance with the provisions of ABR 4, Article 3407. Proposals for equipment of a research and development nature, should be included in a proposed programme of research which is to be submitted in May of each year for consideration by the Scientific Policy Committee and the Naval Board. The programme is to cover the period from 1 July of the year of submission to 31 December of the following year and estimated costs are to be shown against individual equipment requirements. Once approval to implement the programme is obtained, requests to process requirements should be submitted to the Superintendent, Naval Scientific Service.

10. Navy Order 531/70 is hereby cancelled.

(1426/51/384)

(Navy Order 531/70)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

276/73—Fire Precautions—Delivery Hose—Hydrant Outlets

1. The permanent attachment of fire delivery hose to hydrant outlets involves the risk of deterioration of the hose, and its failure in an emergency, should a drip leak develop at the hydrant valve.

2. In order to obviate this risk and to standardise procedures in establishments the delivery hose coupling is not to be permanently connected to internal hydrant valves or external pillar type hydrants.

3. Where hose is stowed, flaked in a cradle, care must be taken to ensure that sufficient free hose is provided to permit connection to the hydrant outlet before the hose is run out.

4. It should be noted, however, that branch pipes are to be permanently connected to the hose.

5. It is essential that coupling washers are regularly inspected and maintained in good condition. Leather washers should be periodically dressed with neats foot oil to prevent drying out.

6. Navy Order 431/70 is hereby cancelled.

(1446/1/45)

(Navy Order 431/70)

UNCLASSIFIED

277/73—General Stores—Class 0442—Aerosol Dispensers—Precautions in Use

1. An increasing number of products are becoming available in aerosol dispensers. These include lubricants, water displacing fluids, cleaning and degreasing solvents, stencil inks, insecticides, lacquers, engine starters.

2. These products vary considerably in composition and characteristics, depending on the end use. Some are highly flammable while others may contain toxic ingredients, or may cause irritation to eyes and skin. While it is not possible to give detailed instructions and precautions to be observed during the use of each one, all have some common characteristics and the precautions listed below are to be observed when using all aerosol dispensers.

Definitions

3. *Aerosol*: the term aerosol is defined as a suspension of solid or liquid particles in a gas.

Aerosol Dispenser: In the packaging industry, this term is used to define a dispensing container, incorporating a valve and containing a product which is kept at a greater pressure than atmospheric by means of propellant (liquefied or compressed gas) and from which the product, and sometimes the propellant also, is discharged when the valve is opened by the user.

Precautions

4. The following precautions are to be observed in the use of all aerosol dispensers:

a. *Instructions for Use*: Before using read the instructions on the container and ensure that the correct material is being used. Take note of any precautions or warnings specific to the particular product.

b. *Flammability*: In general, do not use near naked flames, hot elements, or on any equipment where there may be danger of electric shock. Some materials are non-flammable and non-conductive, but this will normally be noted on the label. In the event of no warning on the label, treat as a flammable material.

c. *Toxicity*: Avoid contact with the skin and eyes. Do not breathe in or swallow vapours. When used in confined areas, face and respiratory protection must be used. In the event of contact with skin or eyes causing irritation, or inhalation or swallowing of vapours causing any discomfort, medical advice must be sought immediately. Some materials may be cumulative in their toxic effects, so that short term exposure should be considered as dangerous.

d. *Storage*: The following precautions are to be observed in the storage of aerosol containers:

(1) store in accordance with the regulations governing flammable materials,

(2) only the minimum number of dispensers necessary for the work in hand should be held as 'ready use',

(3) aerosol dispensers must not be exposed to temperatures above 49° C at any time.

e. *Disposal*: Do not puncture or incinerate even when empty, as residual pressure may remain and an explosion may occur.

5. Navy Order 552/70 is hereby cancelled.

(400/1/849)

(Navy Order 552/70)

UNCLASSIFIED

278/73—Mattress—Polyurethane Foam for Use in Sleeping Quarters in HMA Establishments

1. Polyurethane (fire retardant) mattresses are to replace, at wastage rates, the latex foam mattress at present supplied for sleeping quarters in HMA establishments. The mattresses may be demanded from SVSO by EDP demand.

2. Item details of the mattress are:

Class	Catalogue No	Description	UI	Acctg Classn
7210	66-TSN-0020	MATTRESS, BED, POLYURETHANE, 74 inches × 36 inches × 4 inches	EA	P

3. ABR 4, Appendix 23, will be amended.

(514/51/113)

UNCLASSIFIED

279/73—Rolling Bearings for RAN Use

1. 'UBCO' brand ball bearings conform with Naval requirements and may be accepted into stock for general use. 'ECHUCA' brand bearings are no longer manufactured.

2. Navy Order 360/70 is hereby cancelled.

(1/3110/111)

(Navy Order 360/70)

RESTRICTED

280/73—SEACAT—Operational and Practice Frequencies—Allocation and Use

Introduction

1. a. The Royal Navy has relaxed the system of allocation and use of the available operational and practice frequencies for the SEACAT System. The main changes in the RN 'New Scheme' are:
 - (1) all frequency classifications have been downgraded to RESTRICTED,
 - (2) MOD 0 Missiles will be fired for practice only, and
 - (3) one operational frequency only is allocated to each ship and a full outfit of thirty crystals for each MOD 1 Missile carried is issued to each ship.
- b. It is of no benefit to the RAN to issue each ship with a full outfit of thirty crystals for each MOD 1 Missile carried, as the greater flexibility of RN frequencies will enable any potential interference situation to be avoided when both navies are operating together.
- c. The intention of other navies with SEACAT fitted ships is not known.
- d. The changes to RAN policy are detailed in this Navy Order.

General

2. The SEACAT Missile Receiver and associated Command Guidance Link Transmitter (outfit MAA) is designed to operate on any frequency in the 400-420 MHz range. Thirty frequencies, at least 0.6 MHz apart, have been selected for use. Each frequency is allocated a code designation and these are detailed in Table 1 to this Navy Order. This will be included in BR 2541 (1) when it is next amended.

Allocation of Frequencies

3. Each SEACAT System, RAN and RN, will be allocated one PRIMARY frequency. These frequencies are the same as the existing operational frequencies and are listed in Table 2. Each RAN SEACAT System will retain its existing standby/alternative frequencies as listed in Table 2.

Issue of Missiles

4. a. *MOD 0 (Hybrid) Practice*—will continue to be issued crystallised for D5, D6, D7 and D8 frequencies. Because there is a possibility that the SEACAT MOD 0 Receiver will not function correctly on frequency D7, ships are not to use this frequency. All four crystals will, however, be fitted to ensure that the crystal pack remains firm in the electronic pack.
- b. *MOD 0 (Hybrid) Operational*—will continue to be issued crystallised with the ship's primary frequency crystal in position 1, the alternative crystal frequencies in positions 2 and 3 and the practice frequency crystal in position 4.
- c. *MOD 1 Practice*—will continue to be issued with the practice frequency crystal (D8) fitted.
- d. *MOD 1 Operational*—will continue to be issued without a crystal fitted as ships are issued with a quantity of each of the four crystals for the codes allocated to each ship.

Security

5. The SEACAT command frequency band is well-known and is now classified as RESTRICTED. In an ECM environment it is more likely that the whole band will be jammed rather than spot frequencies. The classification of individual RAN (and RN) frequencies has therefore been downgraded to RESTRICTED and there are no longer any restrictions on transmitting on operational frequencies (*see* CB03329 Article 0777). At Commanding Officers' discretion, therefore, MOD 1 missiles may be both tested and fired for practice using their primary frequency. This will not be possible with MOD 0 practice missiles (*see* Paragraph 4. a. above).

Interference

6. a. SEACAT Systems within twenty miles of each other must have their SEACAT frequencies separated by a minimum of 0.6 MHz. Interference to an unacceptable level will otherwise occur.
- b. The following frequencies are not to be used:
 - (1) MOD 0 and MOD 1 missiles—B2 (405.8 MHz).
 - (2) MOD 0 missiles—D7 (419.0 MHz).
- c. The following channel combinations should be avoided on a multi-system ship, or on any group of ships likely to operate within five thousand yards of one another:
 - (1) missiles operating on D8 from B8 transmissions,
 - (2) missiles operating on C8 from A7 transmissions,
 - (3) missiles operating on D2 from B1 transmissions,
 - (4) missiles operating on C7 from A6 transmissions.

7. Confidential Navy Orders 25/70 and 47/70 are hereby cancelled.

(Confidential Navy Orders 25/70 and 47/70)

TABLE 1

Code Designation, Frequency and Store Reference Numbers for SEACAT Missile and Outfit MAA Crystals

Outfit MAA			MOD O Missile		MOD I Missile		
Code Designation	Radiated Frequency MHz	Crystal Frequency (ZDRA) Type	Nominal Frequency MHz	NATO Stock No 5955-99-522 (See Note)	Nominal Frequency MHz	NATO Stock No 5955-99-522	MOD (N) Store Ref No
A1	400.2	33350.0	46.15	6086	46.3375	6044	864700
A2	400.8	33400.0	46.225	6087	46.4125	6048	864704
A3	401.4	33450.0	46.3	6088	46.4875	6052	864708
A4	402.0	33500.0	46.375	6089	46.5625	6056	864712
A5	402.6	33550.0	46.45	6090	46.6375	6060	864716
A6	403.2	33600.0	46.525	6091	46.7125	6064	864720
A7	403.8	33650.0	46.6	6092	46.7875	6068	864724
A8	404.4	33700.0	46.675	6093	46.8625	6071	864727
B1	405.2	33766.6	46.775	6094	46.9625	6045	864701
B2	405.8	33816.6	—	—	—	—	—
B3	406.4	33866.6	46.925	6095	47.1125	6053	864709
B4	407.0	33916.6	47.0	6096	47.1875	6057	864713
B5	407.6	33966.6	47.075	6097	47.2625	6061	864717
B6	408.2	34016.6	47.15	6098	47.3375	6065	864721
B8	409.4	34116.6	47.3	6099	47.4875	6072	864728
C1	410.4	34200.0	47.425	6100	47.6125	6064	864702
C2	411.0	34250.0	47.5	6101	47.6875	6050	864706
C3	411.6	34300.0	47.575	6102	47.7625	6054	864710
C4	412.2	34350.0	47.65	6103	47.8375	6058	864714
C5	412.8	34400.0	47.725	6104	47.9125	6062	864718
C6	413.4	34450.0	47.8	6075	47.9874	6066	864722
C7	414.0	34500.0	47.875	6076	48.0625	6069	864725
C8	414.6	34550.0	47.95	6077	48.1375	6073	864729
D1	415.4	34616.6	48.05	6078	48.2375	6047	864703
D2	416.0	34666.6	48.125	6079	48.3125	6051	864707
D3	416.6	34716.6	48.2	6080	48.3875	6055	864711
D4	417.2	34766.6	48.275	6081	48.4625	6059	864715
D5	417.8	34816.6	48.35	6082	48.5375	6063	864719
D6	418.4	34866.6	48.425	6083	48.6125	6067	864723
D7	419.0	34916.6	48.5	6084	48.6875	6070	864726
D8	419.6	34966.6	48.575	6085	48.7625	6074	864730

Note: Crystals for Mod O Missiles are not issued to ships.

TABLE 2

Allocation of Frequencies

Ship	System	Primary Frequency	Alternative Frequency
ACHILLES	—	B4	As ordered by OTC
AJAX	—	B1	As ordered by OTC
ANDROMEDA	—	B3	As ordered by OTC
ANTRIM	Port ..	C1	As ordered by OTC
ANTRIM	Stbd ..	D1	As ordered by OTC
APOLLO	—	A2	As ordered by OTC
ARETHUSA	—	D1	As ordered by OTC
ARIADNE	—	D2	As ordered by OTC
ARGONAUT	—	A5	As ordered by OTC
ASHANTI	Port ..	A4	As ordered by OTC
ASHANTI	Stbd ..	B8	As ordered by OTC
AURORA	—	B3	As ordered by OTC
BACCHANTE	—	B5	As ordered by OTC
BERWICK	—	C5	As ordered by OTC
BRIGHTON	—	C3	As ordered by OTC
BLAKE	Port ..	A2	As ordered by OTC
BLAKE	Stbd ..	C2	As ordered by OTC
CANTERBURY	—	D4	A4, C4, D8
CAPRICE	—	D1	As ordered by OTC
CAVALIER	—	A6	As ordered by OTC
CHARYBDIS	—	A1	As ordered by OTC
CLEOPATRA	—	A8	As ordered by OTC
DANAE	—	C5	As ordered by OTC
DERWENT	—	C4	C8, D4, D8
DEVONSHIRE	Port ..	C2	As ordered by OTC
DEVONSHIRE	Stbd ..	C6	As ordered by OTC
DIDO	—	A5	As ordered by OTC
DIOMEDE	—	D4	As ordered by OTC
ESKIMO	Port ..	A2	As ordered by OTC
ESKIMO	Stbd ..	C2	As ordered by OTC
EURYALUS	—	B1	As ordered by OTC
EVERTSEN	Port ..	B3	As ordered by OTC
EVERTSEN	Stbd ..	C7	As ordered by OTC
FALMOUTH	—	D3	As ordered by OTC
FEARLESS	P1 ..	A1	As ordered by OTC
FEARLESS	P2 ..	B5	As ordered by OTC
FEARLESS	S1 ..	C1	As ordered by OTC
FEARLESS	S2 ..	A5	As ordered by OTC
FIFE	Port ..	B4	As ordered by OTC
FIFE	Stbd ..	B8	As ordered by OTC
GALATEA	—	D2	As ordered by OTC
GLAMORGAN	Port ..	C4	As ordered by OTC
GLAMORGAN	Stbd ..	A8	As ordered by OTC
GURKHA	Port ..	B1	As ordered by OTC
GURKHA	Stbd ..	C5	As ordered by OTC
HAMPSHIRE	Port ..	C2	As ordered by OTC
HAMPSHIRE	Stbd ..	B6	As ordered by OTC
HERMES	Port ..	A3	As ordered by OTC
HERMES	Stbd ..	C7	As ordered by OTC
HERMIONE	—	A7	As ordered by OTC
INTREPID	P1 ..	A6	As ordered by OTC
INTREPID	P2 ..	C6	As ordered by OTC
INTREPID	S1 ..	D2	As ordered by OTC
INTREPID	S2 ..	B6	As ordered by OTC
ISAAC SWEERS	Port ..	C6	A2, C2, D6
ISAAC SWEERS	Stbd ..	A2	C2, C6, D6
JUNO	—	B5	As ordered by OTC
JUPITER	—	C3	As ordered by OTC
KENT	Port ..	A1	As ordered by OTC

TABLE 2—continued

Ship	System	Primary Frequency	Alternative Frequency
KENT..	Stbd..	A5	As ordered by OTC
LEANDER ..	—	B5	As ordered by OTC
LINCOLN ..	—	A5	As ordered by OTC
LONDON ..	Port..	C1	As ordered by OTC
LONDON ..	Stbd..	C5	As ordered by OTC
LONDONDERRY ..	—	C1	As ordered by OTC
LOWESTOFT ..	—	B8	As ordered by OTC
MINERVA ..	—	C4	As ordered by OTC
MOHAWK ..	Port..	B6	As ordered by OTC
MOHAWK ..	Stbd..	C6	As ordered by OTC
NAIAD ..	—	A2	As ordered by OTC
NORFOLK ..	Port..	A3	As ordered by OTC
NORFOLK ..	Stbd..	C7	As ordered by OTC
NUBIAN ..	Port..	A8	As ordered by OTC
NUBIAN ..	Stbd..	C8	As ordered by OTC
OTAGO ..	—	B4	B8, C4, D8
PARRAMATTA ..	—	C8	A4, D4, D8
PENELOPE ..	—	B1	As ordered by OTC
PHOEBE ..	—	A6	As ordered by OTC
PLYMOUTH ..	—	A5	As ordered by OTC
RAHMAT ..	—	C1	B5, D1, D5
RHYL ..	—	A8	As ordered by OTC
ROTHESAY ..	—	B4	As ordered by OTC
SALISBURY ..	—	B3	As ordered by OTC
SCYLLA ..	—	D3	As ordered by OTC
SIRIUS ..	—	A1	As ordered by OTC
STALWART ..	Port..	B4	C4, B8, D8
STALWART ..	Stbd..	B8	B8, C4, D8
STUART ..	—	A4	C4, C8, D8
SWAN ..	—	A8	B8, C4, D8
TARANAKI ..	—	B8	B4, C4, D8
TARTAR ..	Port..	A1	As ordered by OTC
TARTAR ..	Stbd..	D1	As ordered by OTC
TIGER ..	Port..	B6	As ordered by OTC
TIGER ..	Stbd..	C6	As ordered by OTC
TJERK HIDDES ..	Port..	B6	C6, D2, D6
TJERK HIDDES ..	Stbd..	D2	B6, C6, D6,
TORRENS ..	—	B8	A8, C4, D8
VAN GALEN ..	Port..	C3	A7, C7, D7
VAN GALEN ..	Stbd..	A7	C3, C7, D7
VAN NES ..	Port..	C2	A6, C6, D6
VAN NES ..	Stbd..	A6	C2, C6, D6
VAN SPEYK ..	Port..	A3	B3, D3, D7
VAN SPEYK ..	Stbd..	D3	A3, B3, D7
WAIKATO ..	—	C4	B4, B8, D8
YARMOUTH ..	—	A6	B6, D2, D6
YARRA ..	—	D4	A4, C4, D8
ZULU..	Port..	B1	As ordered by OTC
ZULU..	Stbd..	B5	As ordered by OTC

(16/208/53)

UNCLASSIFIED

281/73—Standardisation of Inter-Service Codes for Supply Purposes—
Accounting Classification and Item Status Codes

1. Following discussions at Inter-Service level, and to facilitate adoption of standard Accounting Classification and Item Status codes for common Service use, the under-mentioned codes will no longer be used in the RAN:

Accounting Classification Codes

H

F

Status Codes

N

X

2. All existing H and F codes have been converted to P (Permanent) and codes N and X have been deleted entirely (thus converting the status of these items to current).

(465/1/1848)

1. Following discussion at inter-service level, and to facilitate adoption of standard Accounting Classification and Item Status Codes for common Service use, the under-mentioned codes will no longer be used in the RAN.

2. All existing H and P codes have been converted to P (Permanent) and codes N and X have been deleted entirely (thus converting the status of these codes to current).

Accounting Classification Code	Item Status Code	Accounting Classification Code	Item Status Code
01	01	01	01
02	02	02	02
03	03	03	03
04	04	04	04
05	05	05	05
06	06	06	06
07	07	07	07
08	08	08	08
09	09	09	09
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31
32	32	32	32
33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
55	55	55	55
56	56	56	56
57	57	57	57
58	58	58	58
59	59	59	59
60	60	60	60
61	61	61	61
62	62	62	62
63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
71	71	71	71
72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
76	76	76	76
77	77	77	77
78	78	78	78
79	79	79	79
80	80	80	80
81	81	81	81
82	82	82	82
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84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
00	00	00	00

Historical

RESTRICTED

ANOs 282/73-284/73



AUSTRALIAN NAVY ORDERS

CONTENTS

282/73 - *REVISIONS TO THE REGULATIONS FOR THE CONTROL OF THE NAVY*
283/73 - *REVISIONS TO THE REGULATIONS FOR THE CONTROL OF THE NAVY*
284/73 - *REVISIONS TO THE REGULATIONS FOR THE CONTROL OF THE NAVY*

Navy Office, Canberra,
11 September 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

P. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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RESTRICTED



NAVY ORDERS

Section 4

EQUIPMENT, STORES AND SERVICING

RESTRICTED

282/73—Electrical Explosive Hazards—Weapons and Pyrotechnics

283/73—Hazard to Fuel and Flammable Material from Electrical Discharge and Radio Transmitters

284/73—Radio Hazards—HF Radio Hazards to Personnel on Ships

CONTENTS

<i>No</i>	<i>Title</i>
	SECTION 4—EQUIPMENT, STORES AND SERVICING
282/73	Electrical Explosive Hazards—Weapons and Pyrotechnics.
283/73	Hazard to Fuel and Flammable Material from Electrical Discharge and Radio Transmitters.
284/73	Radio Hazards—HF Radio Hazards to Personnel on Ships.

Introduction of Electrical Explosive Hazard (EEH)

1. Weapons exhibiting EEH are classified by the Advisory Field Hazards Committee and the USN Weapons Laboratory, Dahlgren. The RAN RADHAZ Committee issues the control advisory authority as RADHAZ guidance to the RAN Service instructions, agency for Notices designed as "restricted access" version.

2. Attention is paid to the hazard to the design stage and servicing activities proceed when possible. Using positive knowledge of the electrical system and system configuration, the weapon is inspected with its environment. However, attention is directed attention to allow for a field and to design, when the weapon is operated in its environment and then inspected in the actual operating environment. Field tests require the weapon to be used both in its normal operating environment and in the actual environment for maintenance, when being inspected by all types of class of maintenance equipment. Switching conditions are also noted.

3. It is advised for field or be treated as the last step of a check or other significant modification and work, when in the weapon or in its environment. When the P/E the weapon is either closed or otherwise under its condition or abnormality, should restrictions be imposed or when a high safety factor. These restrictions may affect the maintenance or inspection handling of the weapon, such as the handling of a single unit or the weapon. Disrupting these operations will reduce the safety

Section 4

EQUIPMENT, STORES AND SERVICING

RESTRICTED

282/73—Electrical Explosive Hazards—Weapons and Pyrotechnics

General Information

1. Radio and radar transmissions present a hazard to Electrically Initiated Explosives Devices, also known as Electro-Explosive Devices (both abbreviated to EEDs) and therefore to the weapons in which they are fitted.
2. The problem of radiation hazards is dealt with in general terms in:
 - a. RI (ABR 5016).
 - b. BR 862 (Naval Magazine and Explosives Regulations).
 - c. OP 3565 (Technical Manual for Radio Frequency Hazards to Ordnance, Personnel and Fuel).
 - d. ABR 2924 (Radio Hazards in the RAN)—in course of preparation.

The Safety Factor

3. The policy is to aim to obtain a maximum measured pick up of at least 20 dB (1/100 in power) below the threshold of firing of the EED, when the weapon is exposed to the rf environment defined by NWS 6 or OD 30393. As a facility to produce this rf environment is not yet available in Australia, RAN EEH trials are conducted with the weapon in its Service environment, and with the same 20 dB requirement. 10 dB of this allows for variations between individual EEDs such as uncertainties in rf shielding and the remaining 10 dB is an additional safety factor.

Determination of Electrical Explosive Hazard (EEH)

4. Weapons embodying EEDs are examined by the Admiralty Radio Hazards Committee and the USN Weapons Laboratory, Dahlgren. The RAN RADHAZ Committee forms the central advisory authority on RADHAZ problems in the RAN Service environment, especially for Australian designed or modified naval weapons.

5. Attention is paid to the hazard in the design stage and screening/attenuation provided where possible. Using existing knowledge of the rf environment and weapon susceptibilities, the weapon is categorised safe by assessment. However where there is insufficient information to allow this a field trial is arranged, when the weapon in question is instrumented and then illuminated in the actual ship environment. Such trials require the weapon to be sited both in its normal operating position and in the normal routine for embarkation, while being illuminated by all types of ships rf transmission equipment. Switching transients are also tested.

6. It is normal for trials to be required in the first ship of a class or when significant modifications are made, either to the weapon or to its environment. From this trial the weapon is either cleared for operation under all conditions or alternatively, certain restrictions are imposed to retain a high safety factor. These restrictions may affect the embarkation or subsequent handling of the weapon, such as the loading of a missile onto a GW launcher. Disregarding these restrictions will reduce the safety factor present.

7. It is sometimes difficult in trials to cover all the possible ships in company rf environment and, consequently, in order to ensure ship safety, the restrictions imposed may be more severe than those which would obtain from a full investigation, but they should be adhered to until further knowledge is available.

Protection Against Accidental Ignition of EEDs

8. It is important to realise that so far as warheads are concerned, the EEDs are fully 'shuttered' and in the event of sufficient energy being induced to fire the EED, the weapon will then be unserviceable but safe.

9. Trials have shown that, unless restrictions are imposed, it is possible to induce sufficient energy into some weapons to fire the EED. Such items are RADHAZ or HERO SUSCEPTIBLE or UNSAFE. The relevant restrictions to normal operations, which include embarkation by the approved arrangements, that are to be applied are shown at Annex A to this order. Weapons and flares that have been cleared as RADHAZ or HERO SAFE are also shown.

10. The Annexes summarise the radio hazard susceptibility of weapons and pyrotechnics containing EEDs which are cleared for use in the RAN.

11. Confidential Navy Order 20/72 is hereby cancelled.

ANNEX A

Air Stores

PART 1

List of Stores for Which RADHAZ Clearance is Given For the Current Fleet Environment

Guided Weapons

1. Sidewinder AIM-9B, when fitted with Rocket Motor Mark 17 Mod 5 (RADHAZ Filtered).

Rocket Motors

2. 5 inch Rocket Motor (ZUNI) Mark 16 Mod 3. An electromagnetic radiation barrier is incorporated in the forward end of the motor and an improved shielding band is installed.

Aircraft Pyrotechnics

3. Smoke and Flame Float 3½ lb No 2 Mark 2.

4. Marker Marine No 4 Mark 1.

5. Marker Marine No 4 Mark N3.

6. Marker Marine No 4 Mark N4.

7. Flare, Illuminating, A/C Towed Target, 100 second (Delmar).

8. Flare, Illuminating, A/C Towed Target, 40 second (Tonic).

Cartridges, Bomb and Ejector Racks

9. Cartridge, Impulse Mark 1 Mod 3, when fitted to Buddy Store Re-fuelling Hose Guillotine.

10. Cartridge, Impulse Mark 2 Mod 1—when fitted to AERO-7A and 20A Bomb Ejection Racks, Triple Ejector Rack and SUU-44/A Parafflare Dispenser.

11. Cartridge, Impulse Mark 19 Mod 0—when fitted to the AERO-7A Bomb Ejector Rack.

ANNEX A—continued

Cartridges, Cable Cutter

14. Cartridge, Cable Cutter No 2 Mark 1 (Scout Hoist).

15. Cartridge, Guillotine Cable Cutter (Iroquois Hoist, Primer Pt No BW10057).

16. Cartridge, Impulse Mark 105 Mod 0 (Wessex Sonar Reeling Machine).

17. Squib, Electric, Cable Cutter S-68-3 (Delmar Target).

18. Fuze, Electric N4 Mark 1 (Wessex Hoist).

Emergency Helicopter Flotation Equipment

19. Cartridge, Emergency Helicopter Flotation Equipment No 1 Mark 1.

20. Igniter, Emergency Helicopter Flotation Equipment No 1 Mark 1.

21. Igniter, Emergency Helicopter Flotation Equipment No 1 Mark 2.

Cartridges, Aircrew Escape System

22. Cartridge, Vial Life Raft.

Cartridges, Operating Fire Extinguisher

23. Cartridge OFE No 1 Mark 3 (2 pin).

Air Stores

PART 2

List of Stores on Which Restrictions are Necessary in the Current Fleet Environment

Particularly Susceptible Explosive Stores

1. Conducting Composition (CC) Primers. As cartridges fitted with CC primers react to a small quantity of energy, they are susceptible to chance firing both by static electrical charges and by rf currents. Cartridges in isolation are unlikely to pick up sufficient energy from naval sources of rf to fire them, because of the physical dimensions of the stores and their components. However there is a definite hazard, whilst these stores are being handled, from long pulse length metric radar transmitters and high power HF transmitters. Safe distances which should be summarised in Ships' Standing Orders, should be observed in accordance with current Navy Orders, Naval Messages, Aircraft CA Releases and the following table of hazard distances applicable to stores not covered individually:

Type of Store	Radio Hazard		
	Radio or Radar Transmitter in Use		Aerial or Open Wire Feeder Danger Area
	Transmitter Frequency	Mean Power Output	
Percussion initiated	No limit	No limit	2m radius
Electrically initiated	100 MHz or higher	No limit	2m radius
Electrically initiated	Below 100 MHz	Below 50 watts	3m radius
Electrically initiated	Below 100 MHz	50-500 watts	3m radius
Electrically initiated	Below 100 MHz	Over 500 watts	6m radius

ANNEX A—continued

Bombs

2. a. *Bomb, Low Drag, GP, 250 lb, Mark 81 Fitted with Fuze, Electric M990E Series or Mark 344*
Restrictions apply during fuzing and loading—refer OP3565, NAVAIR 11-5A-17 and BR 862.
- b. *Bomb, Low Drag, GP, 500 lb, Mark 82 with Fuze, Electric M990E Series or Mark 344*
Restrictions apply during fuzing and loading—refer OP3565, NAVAIR 11-5A-17 and BR 862.

Rocket Projectiles

3. a. *2.75 Inch Folding Fin Aerial Rocket*
Restrictions apply during handling and loading—refer OP3565, NAVAIR 11-85-5 and BR 862. There are no restrictions when, with the rocket in the launcher LAU68A, either aft rf barrier plate is installed, or the aft aerodynamic metallic fairing is in place and extreme care is taken to ensure that hands or objects are not inserted in the fairing opening.
- b. *2.75 Inch Rocket Motor Mark 4*
Restrictions apply when in wooden shipping containers during handling—refer OP3565 and NAVAIR 11-85-5.
- c. *5 Inch Folding Fin Aerial Rocket (ZUNI)*
Restrictions apply during handling and loading—refer OP3565 and NAVAIR 11-85-5. The restrictions are removed when the RADHAZ barrier is installed and either the shielding band is in place or the rocket is in the launcher LAU10A/A. Special care is needed in replacing the shielding band when removing the rockets from the launcher—refer OP3565 and NAVAIR 11-85-5.
- d. *5 Inch Rocket Motor (ZUNI) Mark 16 Mod 2*
Rocket motors up to and including lot No RNDG-193-MCA-68 do not incorporate rf protection; restrictions therefore apply during handling and presence, both in and out of wooden shipping containers—refer OP3565 and NAVAIR 11-85-5. There are no restrictions on later motors as they incorporate either plastic caplug thread protectors covered with aluminium foil, or electromagnetic radiation barrier assemblies.
- e. *20 mm Aircraft Gun Ammunition Mark 100 Series Fitted with Electric Primer Mark 47 Mod 0*
Restrictions apply during handling and loading—refer OP3565 and NAVAIR 11-95-2. The restrictions are removed when cartridges are provided with shield clips on Mark 2 links.
The electric primer contains an explosive conducting composition; the general safety precautions given in Paragraph 1 above apply.
- f. *Flare No 3 Mark 2 (SC Type D IR)*
Used with the KD2R-5 Pilotless Target Aircraft. Restricted in accordance with the RAN Target Handbook (AFTP2) Annex 1J Appendix 3.

ANNEX B

Underwater Weapons

1. Ikara Restrictions apply to unboxed missiles during embarkation, disembarkation or replenishment at sea—see RANTECH PUB (PRELIMINARY) 502/3 or 503/3 Chapter 9. No restrictions to own ship transmissions when missile is being tested or handled by ship's equipment. No restrictions apply to missiles in completely enclosed metal boxes N (A) 1.
2. Mark 8 Torpedo No restrictions.
3. Mark 9 Torpedo No restrictions.
4. 21-inch Mark 23 Torpedo .. No restrictions.
5. Mark 44 Torpedo:
 - a. Warshot Configuration .. No restrictions.
 - b. Mod 1 Exercise, Air Launched Configuration with suspension bands installed .. Restrictions apply during presence, handling and loading—refer OP3565 and OP2890.
 - c. Mod 1 Exercise, Surface Launched Configuration .. Restrictions apply during presence, handling and loading until the torpedo is in the Mark 32 torpedo tube—refer OP3565 and OP2890.
6. Mark 46 Torpedo No restrictions.
7. Mine M Mark 5 No restrictions.
8. Mine A Mark 12 No restrictions.
9. Mine Mark 17 No restrictions.
10. Visual Mine Firing Indicator .. Until a current investigation is completed, the store must be considered to be hazardous. A possible hazard could arise during the connection of the cutter release unit to the mine. Preferably this operation should be conducted below decks, or under radio and radar silence. If these conditions cannot be met, care must be exercised to ensure that, should the flare ignite, it will not endanger personnel working on the mine.
11. Mine Disposal Weapon Weapons from Lot 1, filled CRB 12/69 with firing cable attached, are not to be brought within ten metres of a radiating type 640 communication transmitter aerial, nor within twenty metres of that of an AN/URT-23 (V) transmitter radiating on maximum power output.
12. AS Mortar Mark 10 Impulse Cart-ridge .. No restrictions.

ANNEX C

Surface Weapons

1. Seacat Mark 1 Mod 1. There are no radio hazard restrictions on the use of this missile on or off the launcher in the naval rf environment.

2. Seacat Mark 1 Mod 0 and Mark 1 Hybrid (ANH series). Ships in company, shore installation and other nearby transmitters.

Missile—Off Launcher

a. Transmissions from own ship, other HMA ships and all naval shipborne radio equipment under test ashore:

- (1) MF/HF transmitters, greater than 1 kW (multiple ICS)—no transmissions within six metres of missile;
- (2) MF/HF transmitters, greater than 1 kW (multiple ICS)—no transmissions within six metres of missile;
- (3) all other transmitters—no transmission within one point five metres of missile; or
- (4) when more than one aerial is transmitting, the safe distance is obtained by applying the above to each aerial in isolation.

b. Transmissions from other ships in company and shore radio/radar stations:

- (1) transmitter power unknown or in excess of 10 kW mean—no transmissions within fifteen metres of missile;
- (2) transmitter power known to be less than 10 kW mean—no transmissions within six metres of missile;
- (3) portable R/T equipment on police/fire launches—no restrictions.

Missile—On Launcher

a. Transmissions from own ship—no restrictions.

b. Transmission from other HMA ships in company and all naval shipborne radio equipment under test ashore:

- (1) MF/HF transmitters, greater than 1 kW (multiple ICS)—no transmissions within fifteen metres of launcher;
- (2) MF/HF transmitters, 300 W to 1 kW—no transmissions within six metres of launcher;
- (3) all other communication transmitters—no transmissions within three metres of launcher;
- (4) radar transmitters, mean power greater than 1 kW and which can illuminate launcher—no transmissions within fifteen metres of launcher;
- (5) radar transmitters, all others—no transmissions within six metres of launcher;
- (6) when more than one aerial is transmitting, the safe distance is obtained by applying the above to each aerial in isolation.

c. Transmissions from other ships in company and shore radio/radar stations:

- (1) transmitter power unknown or in excess of 10 kW mean—no transmissions within thirty metres of launcher;
- (2) transmitter power known to be less than 10 kW mean—no transmissions within fifteen metres of launcher.

Fitting/Removal of Fuze and Boost Motor Primer

a. Transmissions from own ship—no restrictions.

ANNEX C—continued

b. Transmissions from other HMA ships in company and all naval shipborne radio equipment under test ashore:

- (1) MF/HF transmitters, greater than 1 kW (multiple ICS)—no transmissions within thirty metres of missile;
- (2) all other communication transmitters—no transmissions within fifteen metres of missile;
- (3) radars which can illuminate missile: mean power less than 50 W—no transmissions within six metres of missile (Types 262, 903, 974 and 978):

Mean power 50 W to 100 W
(Type 275)

Mean power greater than 100 W,
fan beam (Types 293, 982, 983,
986, 992 and 993)

Mean power greater than 100 W,
pencil beam (Types 901, 963, 984
and Type LW02)

} No transmissions within fifteen metres of missile.

} No transmissions within ninety metres of missile.

c. Transmissions from other ships in company and shore radio/radar stations:

- (1) transmitter power unknown or in excess of 10 kW—no transmissions within ninety metres of missile;
 - (2) transmitter power 1 kW to 10 kW—no transmissions within sixty metres of missile;
 - (3) transmitter power less than 1 kW—no transmissions within thirty metres of missile;
 - (4) radars, powers greater than 100 W, pencil beam—no transmissions within ninety metres of missile.
- Others—no transmissions within thirty metres of missile.

3. Tartar Missile. HERO SAFE under normal safety conditions; that is, the missile or its handling crane do not come within three metres of an antenna radiating more than five watts. Umbilical cables and cable connectors should not be handled unnecessarily.

4. 5 inch 54 Cal Cartridge. No restrictions.

5. 4.5 inch Cartridge. N43 primers contain an explosive conducting composition. Bare cartridges are therefore restricted in accordance with Paragraph 1 of Annex A Part 2, because of the possibility of contact with the pole pieces. When transferring at sea, 4.5 inch cartridges fitted with CC primers must be either in boxes N29 or fitted with polythene base covers. No restrictions then apply.

6. 4 inch Cartridge. No restrictions.

7. 2 inch Rocket Flare Mark N9. Restricted in accordance with Confidential Navy Order 9/71. The minimum safe distances to be maintained from HF transmitting aerials are:

Up to 250 W mean power—three metres.

From 250 to 1,000 W mean power—ten metres.

Over 1,000 W mean power—fifteen metres.

8. 2 inch Rocket Flare Mark N11. No restrictions.

9. 3 inch Rocket RE Mark N1. No restrictions.

ANNEX C—continued

10. Mattina Rocket Motor. No restrictions.

11. Turana Drone. Restricted only during embarkation, disembarkation and replenishment at sea, when the same restrictions apply as for Ikara. The Rodinga boost motor is safe when separated from the drone.

12. Detonator, Electric No 79. RADHAZ SAFE when in metal container. Detonators are not to be exposed and the lids of their containers are not to be removed on the upper decks of ships in which rf emissions are taking place, nor within one hundred and fifty metres of a radiating aerial ashore or onboard another ship.

13. Cartridge, Electric, Engine Starter No 5 Mark 2. RADHAZ SAFE when in metal container. Detonators are not to be removed on the upper decks of ships in which rf emissions are taking place, nor within one hundred and fifty metres of a radiating aerial ashore or onboard another ship.

(700/51/380)

(Confidential Navy Orders 9/71 and 20/72)

RESTRICTED

283/73—Hazard to Fuel and Flammable Material from Electrical Discharge and Radio Transmitters

Introduction

1. The following instructions concerning radio and lightning hazards to combustible and flammable materials are to be observed:

- a. *Flammable materials (Flash Point below 65° C in sealed containers and AVCAT) and combustible materials (Flash Point above 65° C).* These stores do not constitute a significant hazard when exposed to radio frequency transmissions and the low energy sparking induced by these sources. There are no restrictions to radio transmissions (ie, radar, wireless and EW equipments) during normal fuelling, defuelling, handling or ship-to-ship replenishments with these materials.

Note: Any leakage of flammable materials, FP below 65° C, from a damaged sealed container will require the restrictions in Sub-paragraph 1b to be applied.

- b. *Flammable Materials (Flash Point below 65° C), but not including AVCAT or flammable materials in sealed containers.* Hazard can exist when flammable materials are exposed to radio frequency transmissions and lightning during fuelling, defuelling and handling operations, and ship-to-ship replenishments, because of the possibility of sparking. The following precautions are to be observed:

- (1) *Radar and Satellite Communications.* Radar main beams and radiations from other directional aeriels of own or other ship must not illuminate fuelling points, fuelling rig, aircraft, vehicles or craft being fuelled, defuelled or replenished within two cables for radars of mean power greater than 500 W and within one cable at lower powers.

(2) *Radio Communications (omni-directional).*

Within eight metres of fuelling point, fuelling rig or nearest point of aircraft, vehicle or craft being fuelled, defuelled, or replenished } No transmissions at all from own or other ship.

Eight to thirty metres } Transmissions allowed from own and other ship up to 250 W per transmitter. No limit to the number of transmitters.

Greater than thirty metres } No restriction.

Note: Transmitters connected to an absorptive type dummy load do not cause radio hazards and are not restricted by the above precautions.

- (3) *Lightning.* Work is to be suspended from the time the first thunder-clap is heard and fuelling connections are not to be connected or disconnected until the storm has ceased. Hoisting whips are to be removed at least two metres from flammable materials.

- c. To ensure the observance of the precautions in Paragraph 1b, the Officer-of-the-Watch is to send for and retain the 'safe-to-transmit' keys of the transmitter concerned until the the completion of the restriction period.

Special Case of Replenishment by AOE

2. a. Replenishment operations involving the AOE involve two areas that distinguish them from the other naval operations:

- (1) an AOE carries a much wider range of combustible, flammable, explosive and pyrotechnic stores than is normally found in other classes of ships. This range could at times include all types of RADHAZ susceptible stores in the RAN inventory;

- (2) the stores may be carried in larger quantities than are normally found in other ship classes.

- b. The mechanism by which an electromagnetic radiation threat to stores arises is the same as in any ship of similar size and complexity (ie, rf energy causes sparking from, say, a metal object), but the resultant fire, explosion, etc, is likely to be larger and more difficult to control.

- c. If a fire started, and burnt for some time, the possibility of pyrotechnics and explosives 'cooking off' would be a very real one. To be effective any restriction must apply equally to the AOE and to the ship/s in company.

- d. In considering the application of RADHAZ restrictions during replenishment from the AOE, the greater potential danger must be balanced against other factors such as operational expediency.

Refuelling at Sea

3. The same general conditions apply in a tanker as in an AOE as regards range and quantity of potentially hazardous stores. The problem is somewhat simplified, however, in that normally explosive and pyrotechnic stores are not carried in large quantities on a tanker. Similar caution should be exercised to that stressed for the AOE case, but in relation to refuelling only. RADHAZ restrictions should be applied equally to the tanker and the ship/s in company.

Sparking Caused by Static Charges

4. The regulations in Sub-paragraphs 1a and 1b above apply to radio frequency induced sparking only. This type of sparking is not to be confused with sparking caused by static electricity charges. Sparking caused by static electricity charges may have sufficient energy to ignite air/fuel mixtures, including AVCAT, and is a hazard. The regulations in BR 1754, Regulations for the Storing and Handling of Gasoline and Other Flammable Stores, for the proper bonding of equipment to eliminate the build-up of static electricity charges during all fuelling and replenishing operations are to be observed.

Practical Ship Tests

5. The regulations in Sub-paragraph 1b are empirical, being based on separation distances and transmitter powers found to be satisfactory from experience. It is not possible to define precise safe distances and powers that will apply in all conditions and a hazard may exist within the safety limits given in Sub-paragraph 1b. Therefore:

- a. Fuelling and replenishing positions and transmitting procedures for use with flammable materials at the separation distances given in Sub-paragraph 1b or greater, and transmitter powers given in Sub-paragraph 1b are to be established or confirmed in ships by a radio hazard trial. This trial is required to be carried out on the following occasions:

- (1) during Pre-commissioning Trials on new construction ships,
- (2) during Post-refit Trials when any structural alterations to ships super-structure have been made, or
- (3) when any changes in refuelling or replenishment equipment or procedure is made.

- b. The purpose of the trials is to attempt to draw radio frequency induced arcs between components of fuelling or replenishment equipment and is to be conducted as follows:

- (1) use equipment made safe, eg, with capped fuel tanks and capped or dry, purged fuelling equipment,
- (2) use normal fuelling or replenishing positions and procedures,
- (3) for ease of arc detection, the trial is to be carried out in the dark, and
- (4) use maximum radiated powers allowed by Sub-paragraph 1b for radio and radar transmitters and vary the operating frequency through the normal frequency range.

- c. With all equipment radiating at the maximum power allowed by Sub-paragraph 1b, normal refuelling and replenishing procedures are to be carried out. Observers are to be stationed so that they will have an unobstructed view of the replenishing/refuelling equipment for the purpose of detecting any radio frequency induced arcs. Should an arc be detected, the source of radiation should be identified by ceasing transmission from equipment, commencing with the equipment with the highest power output. If the equipment causing radio frequency induced arcing cannot be operated at reduced power, or if the separation distance cannot be increased so that no arcing occurs, then the Radio Hazards Board will require to show that this equipment cannot be operated during refuelling/replenishing operations. Radio frequency induced arcing may occur intermittently and momentarily. The alertness and concentration of the observers to be used in this trial (if reliable results are to be obtained) is most important. A minimum of two observers is necessary for each refuelling/replenishing position.

d. If visible arcing occurs during a fuelling or replenishing operation, with materials covered by Sub-paragraph 1b there is a hazard and the operation is to be stopped immediately. The operation is not to be restarted until:

- (1) the Practical Ship Tests described in Sub-paragraph 5b have been completed satisfactorily,
- (2) the separation distance has been increased, and/or
- (3) the radio transmitter power output concerned has been reduced or stopped.

Summary of References

6. The following is a summary of the references giving the regulations for handling combustible and flammable materials in the presence of radio, lightning and static electricity hazards:

Hazard	Flammable Materials (Flash Point less than 65°C)	1. Combustible Materials (Flash Point greater than 65°C) 2. AVCAT 3. Flammable Materials in sealed containers
Radar Transmission ..	Paragraph 1 b (1) ..	No Restrictions
Radio Transmission ..	Paragraph 1 b (2) ..	No Restrictions
Lightning	Paragraph	No Restrictions
Static	—	BR 1754 (1968) Part 7 Chapters 22 and 23

Relaxations

7. The danger from radio frequency transmissions is considered to be small, against which must be weighed the fact that, should an accident occur it is likely to be most serious. Therefore, no relaxation of these regulations is permitted except in extreme circumstances where it is necessary to meet specific, urgent or operational requirements, and then only by the express permission of the Commanding Officer.

Radio Hazard Regulations

8. The instructions and precautions given in this Navy Order are mandatory and must be observed with those given in BR 1754 (1968)—Safety Regulations for the Storing and Handling of Petroleum, Oils, Lubricants and certain other hazardous stores in HM ships. Paragraph 7 of this order discusses the permitted relaxation of the requirements.

9. ABR 2924 (Radio Hazards in the RAN) will contain this and other information when it is issued.

10. Navy Order 377/70 is hereby cancelled.

(177/1/219)

(Navy Order 377/70)

RESTRICTED

284/73—Radio Hazards—HF Radio Hazards to Personnel on Ships

1. It has been established that there are two distinct types of hazard from HF radio transmissions which may be encountered by personnel. They are rf shock and burn and rf radiation.

RF Shock and Burn Hazard

2. This hazard may be experienced by personnel if contact is made with a metal structure on which rf voltages exist. Such structures may be directly energised (eg, transmitting aerials) or indirectly energised by the rf field from transmitting aerials. The magnitude of the rf voltage induced in the latter structure depends upon:

- a. the frequency transmitted;
- b. the field strength at the structure;
- c. the dimensions of the structure; and
- d. the polarisation of the radiation.

3. Particular structures on which shock and rf burn hazards can arise are:

- a. energised transmitting aerials;
- b. HF aerial couplers and aerial supports;
- c. other aerials and aerial-like rigging or wires, eg, stays, awning wires; and/or
- d. large structures, eg, cranes, temporary scaffolding.

4. The effect of physical contact with hazardous structures will be one of shock and possible burning of the skin to a degree dependent on the magnitude and duration of the current drawn by the body from the structure.

5. It is impossible to predict the actual degree of hazard likely to arise on metal structures due to the rf field from any particular aerial installation. Table 1 shows the estimated minimum horizontal separation which must be observed between an aerial and various structures if the hazard from shock and rf burn to personnel is to be prevented. Also indicated are measures to be taken if these separations cannot be or have not been obtained.

RF Radiation Hazard

6. Personnel subjected to rf radiation in the HF band experience heating of the deep body tissues. Sensory reaction to such heating is delayed and a hazard arises when the level of radiation produces an undesirable increase in body temperature which may not be felt.

7. For frequencies above 30 MHz, the maximum permissible level to which personnel may be exposed continuously is established as an average power level of 10 mW/cm².

8. For frequencies between 1 and 30 MHz, the safety criterion is defined in terms of electric field strength since it is not practical to measure power density in the complex near field of an HF transmitting aerial. The maximum permissible continuous exposure level is 1,000 volts/metre electric field strength for this frequency band, and specified hazardous areas are related to it.

9. For frequencies below 1 MHz, no hazard is considered to exist at the power levels of radiation at present used or contemplated in the foreseeable future, on board HMA ships.

Radiation Hazardous Area

10. The area within which the electric field strength exceeds 1,000 volts per metre is referred to as a 'Radiation Hazardous Area' to personnel (Personnel RADHAZ Area) and this should not be occupied by personnel for more than two minutes in every 20 when transmissions are in progress. Such areas are defined by the 'SAFE DISTANCES' given in Table 2 and deck markings and warning notices are contained in the notes associated with the table. The areas thus defined are the maximum expected.

11. It should be noted that the Personnel RADHAZ Area applies only to the rf radiation hazard. The extent of this area depends upon:

- a. frequency being radiated;
- b. power radiated from the aerials; and
- c. type of aerial energised.

The shock and rf burn hazard can arise within a much larger area.

12. The area marked out on decks adjacent to an aerial installation of a given type and maximum power radiated, is the largest which is hazardous within the frequency band of operation of the aerial. The variation of safe distance with frequency is indicated in Table 2.

13. A notice 'Danger High Voltage, Do Not Touch' must be attached to the pedestal of Whip Aerial Outfit AWF (M) associated with the Type 640 and Type AN/URT-23V Transmitter installation. Similar notices painted in red on a white background are to be exhibited on the outer metal framework of base tuner cabinets (Part Type 640 Transmitter installations) when these are not enclosed by an additional container or cabinet referred to above. As an extra warning, the pedestals of the Whip Aerial Outfit Type AWF (M) referred to above are to be painted red. This should be included in Ship's RADHAZ Orders.

14. The measures to be taken against the hazards from induced voltages which may be present in the neighbouring wires, awning ropes, stanchions, stays, etc, when these are closer to a transmitting aerial than the separation distances given in Table 1 are as follows:

- a. all wires, etc, referred to above are to be sleeved with PVC or other suitable insulant, the wall thickness of which is to be greater than 3 mm; this also applies to associated shackles and blocks of any running stays, etc. The method of applying the insulation is the subject of separate action and will be promulgated later;
- b. rubber or PVC gloves of an approved type are to be worn by personnel when working with the jibs, wires and hooks of cranes (particularly when the cranes are mobile), temporary rigging, scaffolding, etc, or on passive whip or wire aerials when these may be in close proximity to radiating aerials and therefore may be energised by induced rf voltages.

RF Radiation Precautions

15. For the present, the boundary of each Personnel RADHAZ Area is to be marked on the appropriate deck with a red painted 'arrowed' line, indicating the direction of the aerial site (hazard source), on a white background. The precautions to be observed by personnel when within the area must be indicated by notices displayed in a prominent position and inscribed:

WARNING

DO NOT REMAIN WITHIN AREA SHOWN BY RED ARROWED LINE ON DECK FOR MORE THAN 2 MINUTES IN EVERY 20'

- Notes: 1. The lettering should be printed in red on a white background in one inch characters.
2. Ships Standing Orders should include a regulation governing access to a Personnel RADHAZ Area during the hours of darkness.

TABLE 1

RF Shock and Burn Hazard

Structure	Estimated Minimum Horizontal Separation Between Aerial Feed Point and Structure in Metres (See Note 4)	Precautionary Measures to be taken if Separation Cannot be obtained
Guard Rails and Stanchions ..	1	Guard rail wires to be sleeved or served with PVC, minimum wall thickness—3mm. (See Note 2)
Awning wires and stanchions, Boat Davit Stays	2	Awning wires, davit stays to be sleeved or served with PVC, 3mm minimum wall thickness, details to be issued later. (See Notes 2 and 3)
Boat Davits	3	Use rubber or PVC gloves when handling spars, falls, bottle screws, etc.
Torpedo Davits (See Note 5) ..	2	Use rubber or PVC gloves when handling hook.
Crane, e.g., Aircraft or Jumbo, of dimension D	D	Use rubber or PVC gloves when handling hook.
Receiving Aerials Whip or Wire of height 'H'	H	Use rubber or PVC gloves when handling.
Mast or Funnel stays of height 'H'	H	Stays to be sleeved or served with PVC 3mm minimum wall thickness.
Miscellaneous upper deck structures, e.g., Diesel Tanks, Ventilators, of height 'H' less than 2 metres	H	—
Halyards, signal or navigational of height 'H'	H	—

- Notes: 1. No aerial or base tuner should be sited, or aerial wire pass, within the distance from the structure indicated in the appropriate column.
2. Insulation must cover the whole length of wire eyes and ferrules. It must be of material such as PVC and have a thickness of at least 3 mm.
3. For fixed stays (eg, mast funnel or davit) both ends are to be bonded to ships structure in addition to sleeving.

4. These figures apply to all transmitters in current use.
5. The distances shown are those between the davit head and the aerial when the davit head is pointing toward the aerial.
6. Adequate electrical bonding to the ships structure must be provided by bolting or welding.
7. Facilities for approved plastic coating are available in dockyards. Insulation is required only over those stanchions which are within the distances quoted.
8. The distances quoted in the table apply to structures on the deck on which the aerial installation is situated and to structures on decks above. Attention should be given to structures on the deck below which come within these horizontal distances if they are greater than two metres in height, eg, boat davit stays, torpedo davits, awning wires.

TABLE 2

Example of RF Radiation Hazard in Ships—Variation with Frequency of Estimated Safe Distance from Whip and Wire Aerials

Transmitter Type	640	AN/WRT-2	AN/URT-23(V)
Base Tuner Type	ETC	TN.342 ..	URA-38
Aerial-Vertical	Whip or Wire		
	Band	Circle—Radius in Metres	
Safe Distance on base or Tuner Deck	2 MHz and below	1	1
	3 MHz ..	0.5	1
	4 MHz and above	0.5	0.5
Safe Distance on Decks 2.5-5 metres above base or tuner deck	1 MHz and below	1.5	1.5
	3 MHz ..	1	1.5
	4 MHz ..	1	1
	6 MHz and above	0.5	0.5
Safe Distance on Decks greater than 5 metres above base or tuner deck	2 MHz ..	1.5	2

Note: In calculating the above distances the height of a man was assumed to be two metres.

16. The foregoing information is only related to radio hazards which may be a direct danger to personnel from own ship transmissions. In addition to these, radio hazards could arise when two or more ships are in close proximity, eg, when berthed alongside in harbour, or replenishing at sea and transmissions at sufficient power on HF from either take place. Shock and rf burn hazard to personnel on the wharf is also to be taken into consideration.

Radio Hazards, Australian Book of Reference

17. This Navy Order will cease to be effective upon the promulgation of ABR 2924 (Radio Hazards in the RAN)—in course of preparation.

(400/1/1318)

TABLE 2
Example of RF Radiation Hazard in Ships—Variation with Frequency of Estimated Safe Distance from Wharf and Wire Antenna

Transmitter Type	Band	Circle—Radius in Metres	W/pt or Wire
Base Trans Type	ETC	ETC	ETC
Transmitter Type	640	AN/WRT-2	AN/WRT-2 (V)
Transmitter Type	1 Mhz and below	1	W/pt or Wire
Transmitter Type	2-3 Mhz	0.2	W/pt or Wire
Transmitter Type	4 Mhz and above	0.2	W/pt or Wire
Transmitter Type	1 Mhz and below	1.2	W/pt or Wire
Transmitter Type	2-3 Mhz	1	W/pt or Wire
Transmitter Type	4 Mhz and above	0.2	W/pt or Wire
Transmitter Type	1 Mhz	1	W/pt or Wire
Transmitter Type	2 Mhz and above	0.2	W/pt or Wire
Transmitter Type	3 Mhz	1.2	W/pt or Wire

Note: In calculating the above distances the height of a man was assumed to be 1.8 metres.

Historian

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ANOs 285/73-296/73



AUSTRALIAN NAVY ORDERS

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SECTION 2—PERSONNEL

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Navy Office, Canberra,
20 September 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

M. Handau.

SECTION 3—BOOKS, CORRESPONDENCE, FORMS

294/73 ...

295/73 ...

SECTION 4—ESTABLISHMENTS

297/73 ...

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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285/73—Formation of a Target Services Group

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Section 1

ADMINISTRATIVE AND GENERAL

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285/73—Formation of a Target Services Group

1. The Naval Board has approved the formation of a Target Services Group (TSG) based on the Jervis Bay Missile Range. The functions and responsibilities of the TSG and supporting establishments are as described in this order.
2. The Officer-in-Charge of the TSG is responsible to FOCEA for the overall administration, maintenance and operation of:
 - a. the JBMR and the JB airfield (excluding the facilities listed in Paragraph 6);
 - b. the Beecroft NGS and Air Weapon Range, including all practice marking; and
 - c. the RAN PTA unit.
3. The initial complement of the TSG will be as shown in Annex A to this order. A review of this complement is to be forwarded by the OIC TSG after six months.
4. Separate action is in hand to transfer airworthiness control of the Jindivik system to the Department of Supply, but until this matter is resolved, SAMR is to retain existing responsibilities for airworthiness control. In due course, it is expected that a permanent staff of SUPDEP sub-contractors will be employed at the range to maintain the complete Jindivik system.

Functions of the TSG

5. The TSG will carry out the following functions:
 - a. Operation of the JBMR including:
 - (1) the planning, provision, control and safe operation of all augmented and instrumented targets for surface-to-air and air-to-air missile firings but excluding other air operations;
 - (2) utilisation of range facilities for any special trial requirements.
 - b. Operation of the Beecroft Range facilities including:
 - (1) naval gunfire support range;
 - (2) practice bombing and rocketting range;
 - (3) aircraft straffing range, including the helicopter gunnery range;
 - (4) demolition range;
 - (5) small arms range; and
 - (6) drum and drumsticks live weapons range (live ordnance less than 250 lb).
 - c. Operation of the PTA Unit including:
 - (1) provision of radio controlled PTA and surface targets from shore and ships where necessary in the JB area;
 - (2) provision of radio controlled PTA and surface targets from ships in remote areas as required;
 - (3) training of TURANA system operators and maintainers for RAN ships when facilities are installed at Jervis Bay (in the interim, to provide assistance to GAF with the training of RAN personnel);

- (4) provision of logistic support services to ships fitted with TURANA systems (*see note*) including:
 - (a) pre-issue testing of drones and subsequent issue to ships,
 - (b) issue of TURANA system equipment and related spare parts to ships and co-ordination of these issues,
 - (c) first and second line maintenance of TURANA drones in JBMR and Fleet use,
 - (d) maintenance of a pool of TURANA drones and associated spare parts to support immediate Fleet operational needs, and
 - (e) TURANA system maintenance policy and documentation tasks as directed by the Director of Fleet Maintenance;
- (5) liaison with GAF, RANMME, Kingswood, and DFM concerning TURANA maintenance and support;
- (6) provision of operator and maintainer training on an ad-hoc basis for the RAN Remote Control Surface Target (RCST); and
- (7) provision of maintenance services for RAN RCST's based at Jervis Bay and advice and assistance where necessary to ships and establishments operating them away from Jervis Bay.

Note: A separate Navy Order will be issued when TURANA is introduced into service.

- d. Co-ordination of the activities of the fire fighting facility at JBMR.
- e. Co-ordination of all range and target activities with the Operations Officer, HMAS ALBATROSS.

6. The following facilities and activities will **not** be transferred to the TSG but will continue to be operated and administered as at present:

- a. **HMAS CRESWELL (SARFS Section)**
 - (1) SAR and Fleet support unit craft;
 - (2) towed surface targets; and
 - (3) submarine simulators and sonar targets.
- b. **HMAS ALBATROSS**
 - (1) FRU which provides air towed targets and aircraft for ships tracking;
 - (2) Air Weapon Analysis Section;
 - (3) air operations at JB airfield other than target operations.
- c. **RANTAU**
 - (1) sound range;
 - (2) Tartar telemetry station;
 - (3) prospective degaussing (DG) range.
- d. **Eastern Area Command**
 - (1) towed surface targets operated by Captain of the Port, Sydney;
 - (2) torpedo targets;
 - (3) sonar targets;
 - (4) contract tracking and towing aircraft; and
 - (5) Eastern Area fire fighting facility at JBMR.

7. In the long term, some of these facilities could well be run more economically by the TSG and the functions of this unit will therefore be reviewed at appropriate intervals.

Responsibilities of the Officer-in-Charge of the TSG

8. The Officer-in-Charge of the TSG is responsible to FOCEA for the following:

a. Operations

- (1) the programme, planning and provision of targets and facilities as at Paragraph 5 as required by FOCEA, COMAUSFLT and RAN ships and establishments. When necessary, priorities for the allocation of facilities will be decided by COMAUSFLT who will advise FOCEA accordingly;
- (2) the safety of operations conducted by the TSG.

b. Administration

- (1) security of the JBMR and Beecroft Range areas;
- (2) maintenance of the JBMR and Beecroft Range areas;
- (3) submission of proposals for personnel, development of facilities, new equipments for the JBMR and Beecroft Range areas;
- (4) production of a six monthly report of TSG activities;
- (5) the routine administration of naval and civilian personnel on the TSG;
- (6) editing and amending the Jervis Bay Missile Range Orders (JUMBO);
- (7) naval stores inventory account;
- (8) TURANA system administration in accordance with current policy.

Responsibilities of Establishments Supporting the TSG

9. The Commanding Officer HMAS ALBATROSS is responsible to FOCEA for the following aspects of the TSG:

- a. accommodation;
- b. pay and allowances;
- c. victualling;
- d. service documents;
- e. clerical support;
- f. maintenance support;
- g. discipline (delegating authority to the Officer-in-Charge TSG as appropriate);
- h. operation of the Eastern Area fire fighting facility;
- i. transport and emergency services support;
- j. air operations, other than target operations at JB airfield.

Note: The service complement of the TSG will be borne on the books of HMAS ALBATROSS.

10. The Commanding Officer HMAS CRESWELL is responsible to FOCEA for the provision of assistance and support to the Officer-in-Charge TSG in emergencies, and in support of operations concerned with Radio Controlled Surface Targets and PTAs, in particular, the provision of boat transportation.

Authorised Lines of Communication

11. The Officer-in-Charge TSG is authorised to communicate directly with:

- a. COMAUSFLT on all matters concerning operations and practice requirements;
- b. the Commanding Officer HMAS ALBATROSS on all matters concerning operations, practice requirements and administration;
- c. the Superintendent of Aircraft Maintenance and Repair concerning all matters of JBMR Jindivik system airworthiness control, operations, maintenance and modification;

- d. the Officer-in-Charge RAN Trials and Assessing Unit concerning the JBMR Shore Telemetry Station and trials generally;
- e. the Deputy Director WR and D Wing, WRE, and the Principal Officer Target Development Group concerning all aspects of JBMR operation, target system maintenance and proposed modifications;
- f. the Commanding Officer HMAS CRESWELL on matters concerning RCST, boat requirements and for emergencies;
- g. the General Manager Government Aircraft Factories concerning Jindivik and TURANA system routine matters, including deliveries and repair arrangements;
- h. DFM Navy Office concerning documentation, defects, maintenance and technical training.

Address for Correspondence and Messages

12. Mail is to be addressed to:

The Officer-in-Charge
Target Services Group
JERVIS BAY
ACT 2540.

13. Signals are to be addressed to:

COMTARSERVGRU.

Transport

14. The vehicles listed in Annex B are authorised for the TSG. Existing vehicles belonging to HMAS ALBATROSS are to be issued on permanent loan to the OIC TSG. Maintenance is to be carried out by HMAS ALBATROSS.

ANNEX A

Approved Complement for Target Services Group, Jervis Bay (to be Included in HMAS ALBATROSS Complement)

Rank	OFFR	WO	CPO	PO	JS	Remarks
LCDR GLEX G	1	—	—	—	—	Commander TSG (may be SDEX)
LEUT SDEX AV	1	—	—	—	—	PTA, TURANA, FIREFISH and RCSTs
LEUT GLEX G OR DGO	1	—	—	—	—	Beecroft Range Officer (may be SDEX or SLEX)
POFC	—	—	—	1	—	I/C Beecroft Range Party
LSFC	—	—	—	—	2	Beecroft Range Quadrant Operators
ABFC	—	—	—	—	6	Beecroft Range 3 Sentries 1 Communications 2 Bearing Readers
ABQMG	—	—	—	—	1	RCST and General Duties
RO	—	—	—	—	1	Beecroft and JBMR
ABAVN	—	—	—	—	1	Airfield Maintenance and Driver (MTD including medium crane)
AA1 (A1ATA)	—	—	1	—	—	PTA Unit
POAMAE (POATA)	—	—	—	1	—	PTA Unit
NAMEA (ABATA)	—	—	—	—	1	PTA Unit
POEAW (POATW)	—	—	—	1	—	PTA Unit
POEAC (POATC)	—	—	—	1	—	PTA Unit
EMAC (ABATC)	—	—	—	—	1	PTA Unit
EMAW (ABATW)	—	—	—	—	1	PTA Unit
SAN	—	—	—	—	1	TURANA and FIREFISH stores
CK	—	—	—	—	1	
WTR	—	—	—	—	1	Office Duties (MAB)
Total	3	—	1	4	17	= 25

ANNEX A—continued

Civilian Staff			
STO2	1	Technical Supervision
TO2	2	1 Technical Assistance and CDW liaison 1 Documentation Centre Librarian
TA2	1	1 Store Keeper (JINDIVIK)
Cleaner	1	Hangar Area, Admin Centre and Hill Complex
Caretaker	1	JBMR
Total	6	

ANNEX B

Vehicle Holding of the TSG

No	Vehicle	Remarks
1	SWB Landrover (with Fire Trailer)	Existing JBMR Caretaker and Emergency Vehicle
1	SWB Landrover Type	New vehicle for the JBMR Commander and for General Range Duties
1	SWB Landrover and Trailer	Existing Beecroft Range vehicle
1	Mini Bus	Existing vehicle is 4 x 4 'International' utility for transport to and from JBMR/ALBATROSS and other carrier duties. See Note 2
1	Ferguson Tractor (with blade and slasher)	Existing vehicle used for JB Airfield Maintenance
1	Mobile Crane	Existing Vehicle at JBMR
1	RCST Service Vehicle	To be provided as part of Radio Controlled Surface Target Project

- Notes: 1. Total increase in vehicle holding is 1 SWB Landrover.
2. The 4 x 4 'International' utility held at JBMR may be replaced by a mini bus, either when it is worn out or if it can be fully utilised elsewhere.

(1605/3/107)

UNCLASSIFIED

286/73—Standardised 'Prohibited Area' Signs

Navy Order 254/72 is to be amended as follows:

Paragraph 3c—insert 'Black' before 'Block Lettering'.

Paragraph 3d—delete 'Mounting Poles'.

insert 'Mounting Holes'.

Paragraph 4—after 'from SVSO' insert 'Depot Code 0086'.

(400/1/1519)

(Navy Order 254/72)

Section 2

PERSONNEL

UNCLASSIFIED

287/73—Allowances and Conditions for Oversea Service Trainees Training in Australia Under an Aid Agreement

Navy Order 136/73, relating to Living Allowance, is to be amended as follows:

Paragraph 2d

Insert the underlined clause in the appropriate place:

'Where a Service Trainee lives in a ship or establishment, or whilst living out in hotel type accommodation in circumstances shown in Paragraph 6b below, a living allowance may be paid at the rate of

(252/4/211)

(Navy Order 136/73)

UNCLASSIFIED

288/73—Destroyer Gunnery Officers

1. The Destroyer Gunnery Officers Course (901381) was introduced in 1970 to ensure that sufficient numbers of qualified gunnery officers would be available in the Fleet after the phasing out of the RN long gunnery course.

2. The future requirement for sub-specialist officers is currently under review at Navy Office. However, it is likely that Principal Warfare Officer (PWO) trained officers will ultimately take over sub-specialist duties.

3. Until sufficient numbers of PWO (G) officers are available to fill all gunnery billets in the Fleet, it will be necessary to continue training DGOs. In the long term, it is probable that the DGO course will be converted to a short A/PWO (G) course which will introduce selected officers into the gunnery specialisation at a junior level to carry out the duties of assistant gunnery officer in a DDG or Daring Class Destroyer. Subsequently, these officers could become PWO (G)s after further training.

4. LEUTs GLEX or SLEX and LEUTs/SBLTs, SDEX or SDAV who hold a Bridge Watchkeeping Certificate are eligible for selection for the DGO course. Names of recommended volunteers:

- a. should be forwarded as they arise; and
- b. will be called for periodically when courses are programmed.

(303/2/38)

UNCLASSIFIED

289/73—Discipline—Sailors Under Age—Dismissal and Discharge SNLR or Unsuitable

1. When a recommendation is made to the Naval Board for the dismissal or discharge 'Services No Longer Required' or 'Unsuitable' of a sailor who is under age and unmarried, his or her next-of-kin is to be informed by letter, by the Commanding Officer, that the sailor's continued service is under consideration. The letter should

avoid mentioning that a recommendation has been made for the sailor's discharge and, if discharge is proposed because of the sailor's disciplinary record, should not specify particular offences. A specimen letter is as follows:

HMAS.....

'Dear Mr.....

1. I am sorry to have to inform you that consideration is at present being given to whether or not your son John should be retained in the Navy.

2. In spite of all the advice and counselling he has been given, his disciplinary record in recent months indicates that John is not suited to life in a disciplined Service.

3. As soon as a decision is made I will let you know. Meanwhile I have advised John to write to you to give further details.

Yours sincerely,

Commanding Officer.'

2. Immediately the Naval Boards' decision is known a further letter or a reply-paid telegram is to be sent to inform the next-of-kin that:

- a. after consideration it has been decided to retain the sailor's service; or
- b. that approval has been given for the sailor's discharge.

In the latter event the letter or telegram is to state, where appropriate, the travel arrangements made for the sailor's return home.

3. The reading of the approved punishment warrant or the putting into effect of a Naval Board decision to discharge a sailor 'SNLR' or 'Unsuitable' may be delayed so as to permit the next-of-kin to have forty-eight hours notice of the sailor's discharge.

4. Authorities outside Navy Office authorised to approve the discharge 'Unsuitable' of recently entered recruits, are to ensure that, before a sailor who is under age and unmarried is discharged, the next-of-kin is given at least forty-eight hours notice.

5. Navy Order 405/72 is cancelled. RI 0889 and ABR 1077 Article 1414 will be amended in due course.

(320/1/19)

(Navy Order 405/72)

UNCLASSIFIED

290/73—General List Junior Officers Awards and Trophies

1. A considerable number of prizes and trophies are awarded annually to Cadet Midshipmen and Midshipmen in recognition of success in academic studies, naval subjects and sporting or other activities. The more important individual awards are detailed in this Navy Order together with the 1972 winners. Future winners will be announced following annual awards.

The Queen's Gold Medal

2. Awarded annually to the Cadet Midshipman of the Graduating Year who, during his period of training, exhibits the most exemplary conduct, performance of duty and good influence among his fellows. The recipient, in addition to receiving

the medal, has his name inscribed on an Honour Board. The Queen's Gold Medal was first presented (as the King's Gold Medal) in 1916.

1972 Winner: Midshipman A. J. GRAHAM, RAN.

The RANC Jubilee Memorial Sword

3. Awarded annually to the Midshipman who obtains first place in examinations on completion of training in HMA Fleet. The award was endowed by the parents of eight junior officers who lost their lives whilst under training during 1963, the golden jubilee year of the RAN College.

1972 Winner: Acting Sub-Lieutenant W. A. G. DOVERS, RAN.

The Otto Albert Memorial Prize for Seamanship

4. Presented by the late Frank Albert, Esq, in memory of his son, Otto Albert, who died during the period of his training at the Royal Australian Naval College in 1914. In addition to this prize, the winner's name is recorded on an Honour Board which is inscribed 'The Otto Albert Memorial Prize for Seamanship'. The prize was first presented in 1918.

1972 Winner: Midshipman B. M. DOWSING, RAN.

The Governor-General's Cup

5. Awarded annually for the best individual performance at all sports during the year. The cup was presented to the Royal Australian Naval College in 1922 by the Right Honourable Lord Forster of Lepe, PC, GCMG, Governor-General.

1972 Winner: Cadet Midshipman G. W. KEILAR, RAN.

The RNZN Prize for Navigation

6. As a token of their appreciation of the training facilities extended to the New Zealand Cadet Midshipmen the New Zealand Naval Board award a prize annually to the Cadet Midshipman of the Passing Out class who gains the highest marks in Navigation. First awarded in 1953.

1972 Winner: Cadet Midshipman P. J. HARRISON, RAN.

The Peter Mitchell Prize

7. An annual prize provided by the Peter Mitchell Trust for the ex-student of RAN College who graduates from the University of New South Wales with best results.

1972 Winner: Acting Sub-Lieutenant J. G. HILL, RAN.

(38/6/57)

UNCLASSIFIED

291/73—Travelling Allowance—Members on Short Term Duty Overseas

1. Various rates of short term duty travelling allowance contained in Navy Order 221/73 have been revised. Amended rates and effective dates are as follows:

TABLE A

Delete those rates shown for Argentina, Austria, Belgium, Brazil, Singapore and Thailand, and insert the revised rates shown hereunder in their stead.

TABLE B

Delete those rates shown for Caribbean Area (except Trinidad and Tobago) and insert the revised rates shown hereunder:

TABLE A

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LEUTs and Below	LCDR, CMDR and CAPT	CDRE and Above
Argentina	2.8.73	\$A ..	19.50	19.50	24.00
Austria(a)	22.2.73	Schillings ..	7.35	7.35	8.60
Britain	22.5.73	£Stg ..	12.75	12.75	17.00
Belgium	14.2.73	Francs ..	1570	1570	1850
Brazil					
Brazilia	2.8.73	\$A ..	27	27	30
Sao Paulo	2.8.73	\$A ..	25	25	30
Elsewhere	2.8.73	\$A ..	23	23	27
Singapore	2.8.73	\$S ..	75	75	95
Thailand	2.8.73	Baht ..	485	485	610

TABLE B

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LEUTs and Below	LCDR, CMDR and CAPT	CDRE and Above
Caribbean Area (except Trinidad and Tobago)(b)	2.8.73	\$A ..	13.00	15.00	17.00

(252/4/264)

(Navy Order 221/73)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

292/73—Care of Hearing—Protection from High Intensity Noise—Ear Plug—Introduction of New Pattern

1. The following item has been introduced to replace the AURAL PROTECTOR SOUND PLUG (V2-20010 to V2-20012) presently included in compulsory kits:

Class	Catalogue No	Description	Unit of Acctg	Issue Classn
6515	00-016-6655	PLUG, EAR	SE	P

2. The item is available for issue on personal loan to all serving members and to each officer and sailor on appointment or on entry in future.

3. Issues are to be made as early as practicable and are to be recorded on Forms SA207 (Counter Book).

4. The plug is made of soft plastic and is air filled. It has much better attenuating properties than the superseded item, is far more durable, is easier to fit and is more comfortable to wear. Only one size is stocked to fit all ears.

5. Demands are to be placed on Superintending Victualling Store Officer, Sydney (Depot Code 0124).

6. Stocks of old pattern plugs are to be returned to Royal Edward Victualling Yard.

7. ABR 93, Part II, Section 2 (Scales), will be amended.

(918/62/42)

UNCLASSIFIED

293/73—Introduction of Suspect Item Numbers

1. Suspect Item Numbers (SINs) have been introduced for items which, when received by the Supply Depot, are found on receipt inspection to be incompatible with the description and/or stock number of the item which was originally ordered.

2. These numbers are identified by the use of a designator consisting of the letter S (for suspect) and the three digits of the julian date of receipt, eg, for an item received on 2 January, the designator would be S002. The 'suspect' number is created by insertion of the designator as a prefix to the Catalogue Number as illustrated in the following example:

Stock Number of Item	5905-66-123-4567
New Suspect Item Number	5905-S002-66-123-4567

3. SINs are for Supply Depot use only, and, if it is necessary to issue an item that has been allocated a SIN, the SIN will be deleted from the ship's copy of the relevant issue voucher.

4. SINs should not appear in ABR 5074. However, should a suspect item be entered inadvertently in the catalogue, under no circumstances is it to be demanded.

5. ABR 4 will be amended in due course.

(400/67/20)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

294/73—Accounting for Publications in HMA Ships and Establishments

1. It has been decided to introduce a revised system, based on the EDP NAVPUB sub-system, for accounting for publications in HMA ships and establishments. The revised system covers all publications except:

- registered publications (previously charge books);
- hydrographic and meteorological publications (*see* Paragraph 10);

- magazines and pamphlets (*see* ABR 4, Article 2518);
- publications for undergraduates and technical college students (*see* ABR 4, Article 1208);
- free personal issues (*see* ABR 4, Article 2512);
- COMTAC publications.

2. The system will be implemented progressively, prior notice being given to the ship or establishment when the system is about to be introduced.

3. Once the revised system has been introduced the classifications 'Accountable' and 'Non-accountable' (*see* ABR 4, Article 2509) will no longer apply. All publications will be accounted for as follows:

a. The computer produced Publications Report is to be maintained by the Supply Officer as the accounting control and allowance document. This report will be updated at two monthly intervals by an EDP report advising changes made since the last report. At SOAP or in other special circumstances, eg, at refit or major library change, a new Publication Report will be issued on request to the Executive Officer, Publications Authority, Garden Island.

b. Forms SA146—Publications Ledger Cards (PLCs) are supplied in sets as described below, one set being raised for each copy of every publication onboard:

Copy No 1—white (flimsy) copy is the custodian's record of the publications in his charge.

Copy No 2—Canary (light card) copy is the accounting copy and Supply Officers record of the internal distribution of publications.

4. The following procedures for implementation apply to ships and establishments, new construction ships and ships re-commissioning. When implementation commences the computer-produced Publications Report will be supplied in duplicate. The original is to be retained as indicated in Sub-paragraph 3a and the duplicate is to be used as working copy in connection with the muster described below. Accompanying the printout will be a deck of Forms SA146—Publications Ledger Cards, consisting of a set of two cards for each copy of every publication listed in the 'QTY HELD' column of the printout. The PLCs will show the stock number (if applicable), publication number, title, and security code of the relevant publication. On receipt, the following steps are to be taken:

- Check against the 'QTY HELD' column that a set of cards has been received for each copy of every publication listed. Additional sets of cards are to be raised manually where necessary.
- Endorse the distribution block of each PLC with the name of the department where the copy of the publication is held.
- Copies No 1 of the PLCs are to be sorted and distributed to custodians who are to effect a complete muster. Copies No 2 are to be retained by the Supply Officer as indicated in Sub-paragraph 3b.
- PLCs may be filed in binders, Form SA288, or in standard card cabinets.

5. On completion of the muster, the quantities found are to be compared with the departmental officer's copy of the PLC and discrepancies reported to the Supply Officer are to be adjusted as follows:

- Publications formerly accounted for on ledger pages (Forms SA112, SA302, SA306) or on inventory accounts:

- (1) Stocktaking Discrepancy Reports (SDRs) or Forms SA116 are to be used as indicated in Sub-paragraphs a and b of ABR 4, Article 1613 (8);
 - (2) where publications are found which are in excess of allowances and it is desired to retain them onboard, applications for publications in excess of allowances are to be dealt with in accordance with ABR 4, Article 2508—where approval to retain the publications is not given the publications are to be returned;
 - (3) reports of discrepancies or surpluses are to be investigated by the Supply Officer and forwarded to Executive Officer, Publications Authority, Garden Island, for adjustment of the NAVPUB record, and subsequent write off approval;
 - (4) requisitions (Form SO150) to make good deficiencies or to complete to allowances, or return notes to cover surpluses are to be raised, and the ledger pages adjusted so that the number of publications held, the ledger balances and the allowances shown in the Publication Report are in agreement;
 - (5) Forms SA112, SA302, SA306 or, in the case of attached vessels, Forms SA239 are to be transferred to the dead ledger once all accounting action is complete.
- b. Publications formerly accounted for in accordance with ABR 4, Article 2510 (3) are to be dealt with as set out in this paragraph except that adjustment of ledger pages is not applicable.
 - c. Copy No 2 of PLCs for publications found to be deficient is to be endorsed with the registration number of the relevant Forms SA116 and filed in the dead ledger. Replacement publications are to be dealt with in accordance with Paragraph 8.
 - d. PLCs are to be raised for surplus publications found and are to be endorsed with particulars of the relevant SS1 and either the return voucher or the application for publications in excess of allowances. Where the publications are returned, copy No 2 of the PLC is to be endorsed with the registration number of the Stores Return Voucher (RSV) and filed in the dead ledger. Where they are retained, copy No 1 is to be distributed to the custodian and copy No 2 held by the Supply Officer as indicated in Sub-paragraph 3b.
 - e. At the completion of the muster a report is to be furnished to the Commanding Officer in accordance with Paragraph 16.
6. The Supply Officer of the parent ship or base is responsible for implementing the revised system, as set out in Paragraphs 4 and 5, in vessels on inventory accounts established in accordance with ABR 4, Chapter 19. In conjunction with the muster both copies of that section of the inventory relating to publications are to be compared and agreed. Copies No 1 of the PLC are to be held by the person responsible for publications in the attached vessel. Copies No 2 for publications held by all attached vessels are to be held by the Supply Officer of the parent ship or base. They are to be filed in publication number sequence and are not to be separated into banks for individual vessels. The distribution block of the PLC is to be endorsed with the name of the attached vessel.
7. Once the revised system is implemented, publications are to be dealt with in accordance with ABR 4, Chapter 25, except Articles 2509, 2510, 2511, 2513, 2516 and 2517 which are no longer to apply. In addition the procedures set out in Paragraphs 8 to 16 are to apply.

8. Where publications, except free personal issues, are received on board, a PLC is to be raised by the Supply Officer for each copy of every publication. Stocks of Forms SA146 (PLCs) are to be obtained from SVSO on Store Demands (SDs). Copies No 1 are to be forwarded with the publications to the appropriate custodian and copies No 2 are to be retained by the Supply Officer. PLCs are to be filed in publication number sequence.

9. Where a publication is issued direct to an attached vessel, copy No 3 of Form SX21 (ACIV) is to be forwarded by the person responsible for publications in the attached vessel to the Supply Officer of the parent ship who is to raise a PLC, retaining copy No 2 and forwarding copy No 1 to the vessel concerned. Publications for an attached vessel received by the Supply Officer of the parent ship or base are to be dealt with as indicated in Paragraph 8.

10. Hydrographic and meteorological publications are not included in the NAVPUB system and therefore do not appear on the Publication Report. Except for those produced annually or at short notice, such as Notices to Mariners, tide tables, etc, hydrographic and meteorological publications are to be accounted for as permanent stores, Forms SA112, SA302, SA306, or SA239 being maintained as appropriate.

11. Where a publication is transferred from one department to another, the department transferring the publication is to return it, together with copy No 1 of the PLC to the Supply Officer. The Supply Officer is to note copy No 2 of the PLC that the publication has been transferred and file it in the dead ledger. The Supply Officer is to raise a new PLC set endorsed with the name of the department to which the publication is transferred and copy No 1 and the publication is to be forwarded to that department.

12. Departmental officers returning publications to the Supply Officer are to ensure that copy No 1 of the PLC is forwarded with the publication. It is to be held with copy No 2 pending disposal after which details of action taken are to be endorsed on copy No 2 which is to be filed in the dead ledger.

13. Surveys and losses are to be dealt with in accordance with ABR 4, Chapters 10 and 14. Additionally, the departmental copy of the PLC is to be returned to the Supply Officer where, after endorsement of copy No 2 with the registered number of the loss or survey voucher, and the replacement demand, copy No 2 is to be filed in the dead ledger.

14. Replacement requisitions (Form SO150) are to be raised in the normal manner quoting the registered number of the loss or survey voucher. On receipt, replacement publications are to be dealt with in accordance with Paragraph 8.

15. Where publications are returned to the Navy Publications Store, REVY, Pymont, copy No 2 of the PLC is to be endorsed with the registration number of the RSV and transferred to the dead ledger.

16. Stocktaking of publications is to be undertaken by departmental custodians at least once in every 18 months and on change of departmental custodian. Before the stocktake, the departmental copy No 1 and the Supply Officer's copy No 2 of PLCs are to be compared. As soon as possible after completion of the muster, discrepancies disclosed during the comparison and muster are to be investigated in conjunction with the Supply Officer. On implementation and on each occasion publications are mustered, the departmental custodian is to forward a written report to the Commanding Officer listing any deficiencies and surpluses revealed, indicating 'NIL' where appropriate. All such reports are to be maintained in the Captain's office in one file as an official record. An additional copy of the report is to be furnished to the Supply Officer who is to use it as a check that all accounting action has been completed. To assure the Commanding Officer that musters are taking place on the

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correct occasions, the Supply Officer is to provide him annually with a list of all departmental custodians showing the due dates and the dates of completion of the musters. Discrepancies are to be dealt with in accordance with Paragraph 5 except that no adjustment of Forms SA112 is necessary.

17. ABR 4, Chapter 25, will be amended.

(465/51/78)

UNCLASSIFIED

295/73—Microform Reader/Printer Paper

1. Tests conducted on print paper used in 3M Filmac and Datagraphix Microform Reader/Printers show that the possibility of an electrostatic hazard exists. This paper must not be used in the vicinity of sensitive explosive devices or explosive atmospheres.

2. There is a chance that if this paper comes into contact with bare electrical contacts under certain circumstances, harmful electrical shock and/or fusing of the paper can occur. The paper is not to be used in the vicinity of bare electrical contacts.

3. A notice is to be placed on each Reader/Printer drawing attention to these dangers.

4. Navy Order 238/73 is hereby cancelled.

(400/1/585)

(Navy Order 238/73)

Section 6

ESTABLISHMENTS

UNCLASSIFIED

296/73—Provision of Carpet in Barracks Accommodation

1. The Basic Scales of Furniture for RAN shore establishments have been amended to provide for the carpeting of the following accommodation spaces in establishments in temperate areas:

Single Bedrooms and Corridors

- a. Officers (male and female).
- b. Senior Sailors (male and female).
- c. Cadets.
- d. Junior Sailors (female).

2. The policy will be implemented in existing accommodation only when the present floor coverings require replacement. The provision of carpet in new barrack accommodation will be arranged as part of the overall project; replacement of existing unservicable floor covering with carpet will be undertaken as a furniture and fittings item.

3. A decision regarding the carpeting of multiple-occupancy bedrooms and of corridors in male junior sailors' accommodation is being deferred pending a review of trials now in hand.

(1461/1/140)

F. D. ATKINSON, Government Printer, Canberra

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ANOs 297/73-306/73



AUSTRALIAN NAVY ORDERS

SECTION I—ADMINISTRATIVE AND GENERAL
 297/73—*[Faint text]*
 SECTION II—PERSONNEL
 300/73—*[Faint text]*
 301/73—*[Faint text]*
 302/73—*[Faint text]*
 SECTION III—ESTABLISHMENTS
 303/73—*[Faint text]*

Navy Office, Canberra,
22 October 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

[Handwritten signature: A. Handau.]

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

297/73—HMA Submarines—Submarine Material Safety Committee

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

297/73—HMA Submarines—Submarine Material Safety Committee

1. The material safety of submarines is dependent on:
 - a. the maintenance of appropriate standards during the preparation of design information and the compliance of all related documentation with these standards;
 - b. strict compliance with design specifications throughout the production process and during subsequent maintenance operations; and
 - c. the ability to take quick and effective decisions on matters affecting or likely to affect submarine material safety.

Note: 'Material' is to be considered as meaning all matters relating to the design, construction and maintenance of submarines and their associated equipments, excluding training, operations and effects of enemy action (other than shock of explosion or fire).

2. A Submarine Material Safety Committee was therefore formed and its terms of reference were detailed in Navy Order 115/72. In the light of experience, and as a result of changes in Headquarter's departmental responsibilities, the terms of reference of this committee have been reviewed.

3. It is now the intention that the Submarine Material Safety Committee (SUB-MATSAFE Committee) should be constituted to form a Committee of Review responsible to the Chief of Naval Technical Services. The Committee will form a qualified forum to which any matters affecting, or having the potential to affect submarine material safety can be referred for advice on appropriate action.

4. The Committee will consist of representatives of those Directors-General intimately concerned with submarine material:

The Director-General Dockyards and Maintenance (DGDM) represented by the Director of Submarine Maintenance and Repair (DSMR) Chairman;

The Director-General Naval Design (DGND) represented by:

- a. The Director of Ship Design, Submarine Project Manager (DSD/SPM),
- b. The Director of Marine Engineering Design, Submarine Project Chief Designer (DMED/SPCD),
- c. The Director of Electrical Systems Design, Submarine Project Chief Designer (DSED/SPCD), and
- d. The Director of Weapon Systems Design, Submarine Project Chief Designer (DWSD/SPCD).

DSMR will provide the Secretary.

5. Representatives of other Directorates can be co-opted as required. The minutes of the 'SUBMATSAFE' Committee will be distributed to all action addressees and to the following, for information:

The Deputy Chief of Naval Staff
The Director of Submarine Policy
The Co-ordinator of Naval Safety
The Director of Naval Quality Assurance.

6. The terms of reference of the Committee are as follows:

To review and make recommendations on matters referred to it that affect, or have the potential of affecting, submarine material safety (including submarine escape arrangements).

7. Where any doubt exists concerning submarine material safety, authorities concerned are to refer them to the Secretary of the Submarine Material Safety Committee (DSMR).

8. Navy Order 115/72 is hereby cancelled.

(1218/51/1362)

(Navy Order 115/72)

Section 2

PERSONNEL

UNCLASSIFIED

298/73—Income Tax—Section 79B—Overseas Locality Allowance

1. Section 79B authorises a special deduction for members of the Defence Force who serve at certain overseas localities. The maximum amount of the special deduction is \$540 plus half the sum of the income tax deductions to which a member is entitled for the maintenance of his dependants. The maximum deduction is only available if a member spends more than one half of the year of income in a declared locality. For any shorter period, a proportionate amount of the maximum deduction is available, calculated on the basis of the time actually spent in a declared area during the year of income.

2. The areas which have been defined for the purpose of Section 79B are as follows:

- Malaysia, Brunei and contiguous waters to a distance of one hundred nautical miles seaward of the coast;
- Singapore;
- Thailand;
- Vietnam (Southern Zone) and waters to a distance of one hundred nautical miles seaward of the coast.

3. The periods for which eligible members are entitled to claim the concession under Section 79B will be shown on taxation group certificates as 'Overseas locality' followed by the period or the number of days. The amount to be claimed on the return of income is calculated in the following manner:

$$\frac{\text{Number of days in Overseas locality (obtained from group certificate)}}{182 \text{ (ie, number of days in half year)}} \times \left. \begin{array}{l} 540 + \frac{1}{2} \text{ of the deductions allowed} \\ \text{for dependants} \end{array} \right\}$$

4. In the normal course of events eligible personnel are those who serve in ships attached to the ANZUK Force. However, as the concession under Section 79B is applicable when service in a prescribed area is a matter of fact and is not dependent on being allocated or posted to the area, it follows that members with service in any HMA ships which operates in a prescribed area are eligible to claim the concession.

5. In order that Navy Office records of service by members in prescribed areas may be kept up to date, Commanding Officers of ships are to report by signal for the information of the Director of Navy Accounts dates of arrival at and departure from prescribed overseas localities and the number of days served in prescribed areas.

6. This order will be reprinted for posting on notice boards.

(271/1/75)

UNCLASSIFIED

299/73—Training and Promotions of Junior Officers of the General List

Navy Order 202/73 is to be amended by replacing Paragraphs 48 and 49 with the following:

The Midshipmen's Examination

48. Fleet Boards are to be convened by the Flag Officer Commanding HMA Fleet who is to forward to the Presidents(s) examination papers for tests at the Board(s). Fleet Boards are to be held during the final month of a junior officer's training period in the Fleet. Results are to be forwarded to Navy Office by the Flag Officer Commanding HMA Fleet.

49. The President of each Fleet Board is to be a Captain of the Seaman Branch. He will be assisted by at least five officers of Commander or Lieutenant Commander rank of appropriate specialisations for the marking of written tests and for the testing of candidates in the oral sections of the examinations.

(312/3/199)

(Navy Order 202/73)

UNCLASSIFIED

300/73—Warrant Officers—Duties and Responsibilities

Navy Order 438/72 is to be amended as follows:

Paragraph 3—Administrative and Managerial

Insert—'Custody and issue of Freight and Travel Warrants when authorised by the Commanding Officer.'

(303/1/105)

(Navy Order 438/72)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

301/73—Accounting for Loan Bedding and Anti-flash Gear

1. Following a review, a revised method of accounting for loan bedding and anti-flash gear has been introduced. Under the revised system, bedding issued on loan is issued off main ledger charge and its disposition is recorded on Form SA323—Loan Bedding Card (see Annex A).

2. The revised procedures are to be implemented in all HMA ships and commissioned establishments on a date to be advised by general message. On implementation, Form SA110 is to be destroyed in the presence of the member after Form SA323 is raised and a receipt obtained.

Issues and Returns—All Personnel Excepting Officers

3. a. Issue of Loan Bedding and Anti-flash Gear in accordance with the existing scales is to be made on Form SA323—Loan Bedding Card and the issue is to be signed for by the member receiving.
- b. All issues are to be abstracted to Form SA267/268 (AS1048) and taken off charge in the Loan Bedding Ledger. The serial number of the Loan Bedding Card is to be recorded in the registered number column of the abstract.
- c. All returns of Loan Bedding are to be abstracted to Form SA267/268 (AS 1048) and taken on charge in the Loan Bedding Ledger. The serial number of the Loan Bedding Card is to be recorded in the registered number column of the abstract.
- d. A separate continuous abstract is to be maintained for Issues and Returns and is to be posted to the Loan Bedding Ledger at least weekly or when completed, whichever is sooner. Each abstract is to be given a registered number which is to be recorded in the voucher column of the Loan Bedding Ledger when the abstract is posted. The abstract registered number is also to be recorded on the Loan Bedding Card. After all action has been completed the abstract is to be filed in registered number order.
- e. The Loan Bedding Card is printed in sets of three pre-carboned copies which are to be actioned as follows:
 - (1) *No 1 copy—Issue Voucher.* Retained with appropriate abstract for record and audit purposes.
 - (2) *No 2 copy—Receipt Voucher.* Filed in Rank/Alphabetical order with copy No 3 until Loan Bedding is returned when it is to be handed to the member as a receipt.
 - (3) *No 3 copy—Return Voucher.* Filed in Rank/Alphabetical order with No 2 copy until return of bedding when it is to be retained with the appropriate abstract for record and audit purposes.

Verification of Personnel Borne

4. Verification of personnel borne is to be carried out as follows:
 - a. Form PB2 (Gain Sheet) is to be checked against current Loan Bedding Cards as a precaution against a member obtaining an unrecorded issue of Loan Bedding.
 - b. Form PB13 (Loss Sheet) is to be checked against current Loan Bedding Cards to verify that Bedding on Loan has been returned.
 - c. These checks are to be carried out at least weekly and Forms PB2 and PB13 signed to this effect by the responsible stores sailor. Form SS101 (AS1053) is also to be signed on occasions of routine stocktake that PB2 and PB13 checks have been carried out.
 - d. The present procedure whereby Form PB110 (AS224Z) (Movements and Periods not Victualled on General Mess) checks are carried out, need not be observed. However, Supply Officers may order PB110 (AS224Z) checks if considered necessary.

Unserviceable Items Exchanged

5. For serviceable items are to be recorded on Form SX100 which is to be dealt with in accordance with ABR 4 Article 0903.

Losses of Loan Bedding

6. Are to be actioned as follows:
 - a. Items of Loan Bedding deficient on return are to be recorded on Form SA116 in the normal manner. The ship's registered number of the SA116 is to be noted on the member's Loan Bedding Card to support the quantities shown in the Return column, and the Form SA116 is to be endorsed 'Not for Stores Ledger Action—Loan Bedding Card Noted'.
 - b. When items of Loan Bedding are lost on other occasions, Form SA116 is to be prepared in the normal manner and after a replacement issue is made the SA116 is to be posted to the Loan Bedding Ledger. No Loan Bedding Card action is required. Where a replacement is not required the Issue column of the Loan Bedding Card is to be amended and initialled by the member. The registered number of Form SA116 is then to be noted on the Loan Bedding Card and the SA116 endorsed 'not for Stores Ledger action Loan Bedding Card amended'.

Alterations to Scales of Issue

7. The quantity issued should only be varied in special circumstances such as climatic conditions, operational requirements, re-allocation of sleeping spaces, etc. On these occasions and where there is an approved variation to the scale of issue a fresh Loan Bedding Card is to be raised to record additional items issued or surplus items returned and it is to be actioned in the manner previously detailed. After action has been completed the card is to be stapled to the existing Loan Bedding Card as a subsidiary record.

Temporary Issues

8. Issues of a temporary nature such as overnight for duty watch, etc, are to be recorded on the Loan Bedding Card in the normal manner. Following the return of such issues the Loan Bedding Card may be destroyed. Where temporary issues are not returned within twenty-four hours the Loan Bedding Card is to be abstracted in the manner previously detailed.

Stocktaking

9. Stocktaking is to be carried out on the occasions detailed in existing instructions. Only stock actually held by the Supply Officer is to be verified against Loan Bedding Ledger remains.

Recovered Bedding

10. Loan Bedding recovered from the Ships Scran Bag is to be dealt with as detailed in Navy Order 454/71.

Issue of Loan Bedding to Officers

11. All requirements of Loan Bedding and Anti-flash Gear for officers are to be issued to the manager or senior steward sailor of the wardroom on permanent loan. The following detailed procedures are to be observed:

- Quantities issued on Permanent Loan should only be sufficient for actual requirements plus a small ready use stock.
- The manager or senior steward sailor is to ensure signatures are obtained for bedding in use from the officer concerned on the Loan Bedding Card.
- The Loan Bedding Cards are to be filed in alphabetical order and are to be used to verify quantities held on Permanent Loan at occasions of muster.
- After establishing that no deficiencies exist on the occasion of an officer posting out, the Loan Bedding Card may be destroyed. Should deficiencies occur, Form SA116 is to be raised in the normal manner and the Loan Bedding Card is to be held as a record of issue until recovery of any charges and accounting action has been completed.

12. The availability of Forms SA323 will be advised.

13. ABR 4 will be amended.

(917/51/7)

(Navy Order 454/71)

UNCLASSIFIED**302/73—Introduction of Blank Firing Attachments for 7.62 mm Rifles L1A1 and L2A1**

Navy Order 58/73 is to be amended as follows:

ANNEX A

Column 3 (attachment F2):

Against HMAS CRESWELL delete 1.

Insert the following new entry:

	F1	F2
HMAS TARANGAU	20	2

(710/51/293)

(Navy Order 58/73)

UNCLASSIFIED**303/73—General Naval Stores—Introduction of Cloth, Cleaning—
Class 7920**

1. The following item has been introduced for use in lieu of RAGS, OLD AND CLOTH, WIPING, which are now obsolescent:

Class	Catalogue No	Description	UI	Acctg Classn
7920	66-054-3591	CLOTH, CLEANING, 200 Sheets per Carton	BX	C

2. The undermentioned items currently held by the Superintending Victualling Store Officer, Pyrmont NSW 2009, and the Superintending General Store Officer, Garden Island NSW 2000, are to become obsolete, but existing stocks should be issued until exhausted:

Depot Code	Class	Catalogue No	Description
0124	0330	1450	RAG, COTTON, WHITE, NO 1, SPECIAL, in 56 lb bags
0124	0330	808	RAG, COTTON, COLOURED, NO 2 SPECIAL
0124	0330	808L1	RAG, COTTON AND LINEN, in bales of approximately 400 lb
0124	0330	808L2	RAG, COTTON AND LINEN, in bags of approximately 56 lb
0027	0461	461032	CLOTH, WIPING
0027	7920	00-823-9772	TOWEL, MACHINERY WIPING, REINFORCED, 13½" × 22"
0027	7920	00-823-9773	TOWEL, MACHINERY WIPING, REINFORCED, 13½" × 16"

3. Stocks of 7920-66-054-3591, CLOTH, CLEANING, are now available on demand from the Superintending General Store Officer, Garden Island NSW 2000 (Depot Code 0027).

4. Where practicable the cleaning cloths contaminated with other than oil or grease should be cleaned and recycled for subsequent use.

5. All cleaning cloths contaminated with oils and associated products are to be stored apart from soiled cloths in suitable fire proof containers, in limited bulk and disposed of in a safe manner. Navy Order 34/71 also refers.

6. Navy Order 83/71 is hereby cancelled.

(514/62/250)

(Navy Orders 34/71 and 83/71)

UNCLASSIFIED

304/73—Protective Coatings, Weather Deck and Exposed Fittings in HMA Ships

1. Reports held in Navy Office show that in many cases galvanised or nylon protected coatings to weather deck or exposed fittings have not been applied in accordance with instructions contained in drawings, or not restored after items have been repaired.

2. In order that all fittings specified to have protective coatings are protected in the prescribed manner, the following instructions are to be observed:

a. *New or Modified Fittings*

Drawings and A & A instructions, etc, are to include specific details of protective coating where applicable. Dockyard and General Overseer Quality Assurance Officers are to ensure that instructions for protective coatings are observed before installation or delivery.

b. *Repaired Fittings*

Ships' Staff are to include details of protective coatings, where applicable, when rendering Forms TM200 for repair of weather deck or exposed fittings.

(1211/51/922)

UNCLASSIFIED

305/73—Use of Fire Fighting Vehicles

1. Mobile fire appliances (tenders) are provided in certain Naval establishments for one specific purpose, ie, fire fighting, and its associated lifesaving function.

2. Instances have occurred where these appliances have been used for purposes other than above.

3. Successful fire fighting is vitally dependent on the availability of fully serviceable fire appliances. Risking damage to, or unnecessary wear and tear of these vehicles by using them on tasks for which they were neither designed nor supplied, is unacceptable.

4. Mobile fire appliances are therefore to be used only for those tasks which are directly related to their specific role.

5. Particular attention is to be given to the regular maintenance of these vehicles and their equipment.

(1446/1/117)

Section 6**ESTABLISHMENTS**

UNCLASSIFIED

306/73—Fire Protection

Refrigerated storage is sometimes required for relatively small quantities of flammable liquids, eg, ether in laboratories or dispensaries. Ordinary domestic refrigerators should not be used for this purpose unless they have been modified to comply with the following requirements:

- a. To avoid a source of ignition within the refrigerator all thermostats, temperature control units and time switches should be mounted so that their contacts are outside the cabinet. Only the bulb of the thermostat should remain within the unit.
- b. Both light and light switch are to be removed from inside the cabinet. If, however, an internal light is required the installation must be in accordance with Sections 6.9.2, 6.10.1 to 6.10.4 inclusive and 6.10.6 of Australia Standard CCI, Part 1 1969 (SAA wiring rules).
- c. The door catch should be so designed that the door will open if an explosion were to produce an internal pressure of approximately 20 lb/sq ft. It is important to note that if the cabinet is secured by a lock or by a padlock and hasp, that a suitable break link or other device is incorporated.
- d. All flammable liquids kept in refrigerators should be in closed containers with tight fitting covers.

(1446/1/71)

Navy Orders 297/70 to 378/70 are now over three years old and may be disposed of accordingly.

(17-00000)

RECEIVED JUN 15 1954 OFFICE OF THE DIRECTOR FEDERAL BUREAU OF INVESTIGATION

TO: SAC, NEW YORK FROM: SAC, BOSTON SUBJECT: [REDACTED]

RE: [REDACTED]

ON 6/10/54, [REDACTED]

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy auditing of the accounts.

In the second section, the author details the various methods used to collect and analyze data. This includes both primary and secondary research techniques. The primary research involves direct observation and interviews with key stakeholders, while secondary research involves reviewing existing literature and reports.

The third section focuses on the results of the data analysis. It presents a series of charts and graphs that illustrate the trends and patterns identified in the data. These visual aids are crucial for understanding the complex relationships between different variables and for identifying areas that require further investigation.

Finally, the document concludes with a series of recommendations based on the findings. These recommendations are designed to address the identified issues and to provide a clear path forward for the organization. The author stresses the importance of regular monitoring and evaluation to ensure that the implemented strategies are effective and that any necessary adjustments are made in a timely manner.

Historian

ANO 307/73



AUSTRALIAN NAVY ORDER

Navy Office, Canberra,
31 October 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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PART I

UNCLASSIFIED

307/73—Supplementary List Officers—Entry, Training and Promotion.

- 1. The entry and promotion rules for officers in the Department of Defense are hereby prescribed as follows:
 - a. The entry of officers in the grade of Captain.
 - b. The entry of officers in the grade of Major.
 - c. The entry of officers in the grade of Lieutenant Colonel.
 - d. The entry of officers in the grade of Colonel.

CONTENTS

No	Title
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SECTION 2—PERSONNEL

307/73 Supplementary List Officers—Entry, Training and Promotion.

- A. Entry of Officers.
- B. Training of Officers.
- C. Promotion of Officers.
- D. Entry of Officers.
- E. Entry of Officers.

PART I

Supplementary List Officers

- 1. Additional entry officers are entered in the Supplementary List of the Department of Defense as follows:
 - (a) Officers in the grade of Captain.
 - (b) Officers in the grade of Major.
 - (c) Officers in the grade of Lieutenant Colonel.
 - (d) Officers in the grade of Colonel.
- 2. The entry and promotion rules for officers in the Department of Defense are hereby prescribed as follows:
 - (a) The entry of officers in the grade of Captain.
 - (b) The entry of officers in the grade of Major.
 - (c) The entry of officers in the grade of Lieutenant Colonel.
 - (d) The entry of officers in the grade of Colonel.

Section 2

PERSONNEL

UNCLASSIFIED

307/73—Supplementary List Officers—Entry, Training and Promotion

1. The training and promotion rules for officers of the Supplementary List are hereby promulgated for information and action where necessary.

2. This order is divided into two parts:

Part I—Midshipman Entry,

Part II—Direct Entry Officers,

with special instructions for each branch shown in the Annexes as follows:

a. Part I—Midshipman Entry

Annex A. Seaman Officers,

B. Fleet Air Arm Officers,

C. Supply and Secretariat Officers.

b. Part II—Direct Entry

Annex A. Seaman Officers,

B. Fleet Air Arm Officers,

C. Supply and Secretariat Officers,

D. Engineer Officers,

E. Legal Officers.

PART I

Midshipman Entry

3. Midshipman Entry Officers are entered to train for service in one of the following Branches within the Supplementary List:

a. *Seaman Branch*—officers of the Seaman Branch may be employed in one of the following types of duty:

(1) *General Seaman Duties*—primarily in surface ships, although selected officers may sub-specialise in submarines, mine warfare, and clearance diving or hydrographic surveying. In addition some may be selected for an Operations Room Officer (ORO) course, a Destroyer Gunnery Officer (DGO) course, a Destroyer ASW Officer (DASWO) course, or such courses that may be implemented in the future to replace these.

(2) *Aircrew Duties*—Pilots and Observers.

(3) *Air Traffic Control Duties*—primarily as air traffic controllers at NAS NOWRA. In addition they may be selected for an Operations Room Officer (ORO) or Anti-submarine Air Controllers (ASAC) course and carry out aircraft carrier sea duty.

b. *Supply and Secretariat Branch*—officers are employed on cash and accounting, pay, victualling, Naval and Air Stores and Secretarial duties.

Sources of Entry

4. Supplementary List Midshipmen are selected from the following sources:
- from shore;
 - sailors who are officer candidates; or
 - transfer from General List of Cadet Midshipmen and Midshipmen.

Qualification for Entry

5. Age and academic qualifications:
- Age is to be over seventeen years and under twenty-four years on the first day of the month of entry.
 - The minimum education standard required is passes in English and Mathematics in the pre-matriculation year with three other subjects studied to the same level. For aircrew entrants a pass in Physics to the above standard is desirable.
 - Sailors from the Fleet must be recommended candidates for the Supplementary List and either possess the qualifications as in Paragraph 3b, or have achieved SGCE passes in four subjects including English and either Mathematics I or Mathematics II. Physics is desirable for aircrew candidates.

Seniority

6. Seniority date for new entry officers is to be the starting date of the initial course. Cadet Midshipmen and Midshipmen transferred from the General List will join the SL stream at various stages, depending on the training they have received, and will be given the same seniority as their SL contemporaries.

Training

7. Training for the various Branches of the Midshipman Entry of the Supplementary List are detailed in the Annexes.

Promotion

8. Eligibility for promotion is as follows:
- Midshipman to Acting Sub-Lieutenant.* Two years' seniority as a Midshipman subject to successfully completing all phases of training as Midshipman, award of Flying Badge or completion of Air Traffic Control training as applicable. When a Midshipman has not successfully completed his training within two years for reasons which are not beyond his control he may not be promoted to Acting Sub-Lieutenant on completion of training. Pay as an Acting Sub-Lieutenant will commence on the date of promotion. (See Paragraph 9 concerning provisional promotion.)
 - Acting Sub-Lieutenant to Sub-Lieutenant.*
 - Seaman Officers—one year's seniority as Acting Sub-Lieutenant subject to recommendation and award of a Full, Restricted or Limited Bridge Watchkeeping Certificate and Ocean Navigation Certificate (see Paragraph 9 concerning provisional promotion).

- Aircrew Officers—one year's seniority as Acting Sub-Lieutenant subject to recommendation and completion of OFS training.
 - Air Traffic Control Officers—one year's seniority as Acting Sub-Lieutenant subject to recommendation.
 - Supply Officers—one year's seniority as Acting Sub-Lieutenant subject to recommendation.
- Sub-Lieutenant to Lieutenant.* Promotion is subject to recommendation. The basic date for promotion is three years ten months from the date of promotion to Acting Sub-Lieutenant, adjusted by time gained up to a maximum of eight months (see Paragraph 10) or by time lost. Seaman officers require a Full Bridge Watchkeeping Certificate (see Paragraph 9 concerning provisional promotion).
 - Lieutenant to Lieutenant-Commander.* Eight years' seniority as Lieutenant. Annex C lays down the requirements for professional qualification of Supply and Secretariat officers.
 - Lieutenant-Commander to Commander.* By selection, Lieutenant-Commanders who are granted a permanent commission become eligible for consideration for promotion to Commander after three years' service in the rank or at the age of thirty-six whichever is the earlier.

Provisional Promotion to Acting Sub-Lieutenant, Sub-Lieutenant and Lieutenant

- When an officer reaches the due date for promotion but lacks, through no fault on his part, some essential qualification, he will be promoted on a provisional basis, subject to recommendation. However, he must then obtain the qualification he lacks at the first opportunity.
 - Failure by an officer promoted on a provisional basis to acquire the full qualification at the first opportunity will involve the application of the appropriate penalties set down in this order for failures. Eventual seniority in such a case will be adjusted so that in no circumstances will it be earlier than the date of final qualification.

Time Gained

10. A maximum of sixteen months may be gained towards seniority in the rank of Lieutenant. Up to eight months' time gained will count towards the actual date of promotion to Lieutenant. Officers gaining more than eight months will have their rank and pay seniority adjusted to take account of all time gained. Time gained or lost is awarded as shown in the Annexes.

Period of Service

11. Officers will be required to serve nine years from their date of entry. On completion of this service, selected officers who volunteer may be permitted to extend their period of service by successive four year periods.

Permanent Commission on the Supplementary List

12. At the discretion of the Naval Board selected officers will be offered Permanent Commissions on the Supplementary List, provided they are volunteers (see Paragraph 14).

Transfer to the General List

13. The Naval Board will offer transfer to the General List to selected Supplementary List officers, subject to recommendation and the requirements of the Service. Aircrew or Air Traffic Control officers will normally be offered General List Commissions only if they hold a Permanent Supplementary List Commission and are qualified for Full Seaman Duties.

Reports on Supplementary List Officers—General

14. Reporting and recommendation procedures are laid down in RI Articles 1042 and 1043. Supplementary List Officers will become eligible by time for selection for permanent commissions after they have completed three years of their initial commission, ie, five years from entry under normal circumstances.

Failures—General

15. New entry officers who at any stage of their training fail to reach the required professional standard, and are not back-classed or permitted to transfer to another Branch or Category, will be discharged to shore, appointment terminated. Promoted sailors who fail to reach the required professional standard and who are not back-classed or permitted to transfer to another Branch or Category will be discharged; however, subject to Naval Board approval, they may be re-entered the next day to commence a new engagement of mutually agreed length in their former sailor rank. The authorities concerned are to forward to the Naval Board a recommendation for transfer of branch, re-entry in former sailor category, or termination of appointment as applicable, and the officer's wishes in these respects.

16. Recommendations arising from the Junior Officers Job Evaluation expected towards the end of 1973 may, if endorsed by the Naval Board, significantly alter the pattern of training described in the Annexes to this order.

ANNEXES

Annex A. Seaman Officers.

B. Fleet Air Arm Officers.

C. Supply and Secretariat Officers.

ANNEX A TO PART I**Seaman Officers—Midshipman Entry****Entry**

17. There will normally be an entry of Midshipman in March each year.

Training

18. Midshipmen are to undergo training as follows:

Phase I	Duration 34 weeks		
	Basic Training at HMAS CERBERUS	16 weeks
	Navigation Training at HMAS WATSON	6 weeks
	NBCD Training	1 week
	Initial Sea Training aboard the Training Ship	11 weeks

ANNEX A—continued

Phase II Duration 52 weeks

Sea Training in the Fleet

Phase III Duration 17 weeks

Courses in Communications, Gunnery, Navigation, Supply and Secretariat, AIO, TAS, Air and Meteorology, Divisional/Management, and NBCD.

Phase I

19. Phase I training is designed to give Midshipmen on entry a Service Indoctrination that is sufficient to enable them to derive full benefit from further training at sea. This is achieved by providing a general Naval and academic background with particular emphasis on Seamanship and Navigation. To complete their Phase I training, Midshipmen are to join the training ship for a period of eleven weeks. The aim of this period is to familiarise Midshipmen with the duties and living conditions in ships and to consolidate basic Seamanship and Navigation training.

Failures

20. Phase I students failing to obtain passes in one or more subjects are to be penalised by the loss of one month's time for each subject and are required to sit for the tests again. A second failure in any subject will entail liability to discharge as shown in Paragraph 15.

Phase II**Fleet Training (Phase II)**

21. The aim of the training to be given Junior Officers in the Fleet (Phase II) is:

- by practical instruction and experience at sea, to inculcate the conduct, sense of duty, and level of knowledge required of them as officers of the Royal Australian Navy; and
- to enable them to qualify for a Certificate of Competence.

22. Junior officers should be given progressive responsibility commensurate with their experience. Rules for the award of the Certificate of Competence are shown in Paragraph 31.

23. This training provides an opportunity for Junior officers to learn at first hand, the work and problems of departments other than their own, and about the sailors who serve in these departments. For some, this opportunity will never recur. These broad aims must not be obscured by the details of the syllabus contained in the Junior Officers Fleet Training Task Book.

Junior Officer's Fleet Training Task Book (ABR 27 Volume 1 Appendix A)

24. This is issued to Midshipmen SLEX on completion of Phase I. It is to be completed by all Junior officers under training, and presented for inspection and signature by the Commanding Officer at monthly intervals. The aims of the Task Book are laid down in the introduction to the book. Midshipmen should be encouraged to carry out further research into those areas not fully covered by the questions.

ANNEX A—continued

Journals

25. Each Junior officer is required to keep a journal during his time in the training ship (Phase I) and Fleet (Phase II). The journal is designed to give Junior officers practice in writing good English, in accurate reporting and in making informed comment on current affairs and topics of professional and general interest. Journals are to be inspected, together with a sketch/diagram of topical interest, at least fortnightly by the Midshipmen's Training Officer and as required by the Commanding Officer. The journal is to be produced at inspections and sent to the Midshipmen's examining Fleet Board with the Commanding Officer's recommendation on the marks to be awarded out of 50.

Navigation Sight Books (H-225A)

26. Navigation Sight Books are to be maintained by all Midshipmen SLEX. The Sight Book is to be kept as directed in the Task Book. It is to be produced at inspections, and forwarded to the Midshipmen's examining Fleet Board with the Commanding Officer's recommendation on the marks to be awarded out of 25. A certificate of completion of a satisfactory set of astronomical observations is to be annotated on Form PH231 (8).

Syllabus of Fleet Training

27. The detailed syllabus to be covered is contained in the Junior Officer's Fleet Training Task Book. As a grounding will have been given in most of the syllabus during Phase I it is intended that Junior officers should, in the Fleet, learn, more by practical experience and use of the Task Book than by formal instruction. This does not remove the need for some lectures and for good supervision by both officers and senior sailors.

28. Of the period that Junior officers serve in the Fleet before their examination, twenty-five weeks only are allocated to completion of the formal syllabus. Time available should be divided as follows:

a. Seamanship	9 weeks
b. Engineering	6 weeks
c. Operations and Weapons	5 weeks
d. Supply	3 weeks
e. Divisional Officers' Duties; Ships' Organisation	2 weeks

29. The remainder of the time before the final examination should be devoted largely to ship's duties—watchkeeping, running boats, taking charge of working parties, divisional work—in order that officers may gain broader practical experience required of their specialisation.

Training Records

30. a. Form PH231 (Record of Training of Supplementary List Junior Officers and Certificates Gained) is to be started for each officer on entry and is to be maintained until completion of Phase III training.

ANNEX A—continued

b. Form PH231 is of stiff-cover, loose-leaf format and consists of the following pages:

Page 1—Contents
Page 2—Instructions
Page 3—Particulars of entry
Page 4—Phase I initial training
Page 5—Phase I Examinations
Page 6—Phase II Sea Training—Record of employment and progress
Page 7—Certificate of Competence
Page 8—Sea Training Service marks
Page 9—Sea Training Examinations
Page 10—Phase III Subspecialist courses
Page 11—Summary of Time Gained.

c. Form PH231 pages 3 to 11 are to be raised in duplicate (triplicate for officers from other services and PNG who undergo SL training), one copy being retained in PH231 cover and the others forwarded, on completion, to Navy Office for record purposes.

d. On completion of Phase III training, Form PH231 is to be forwarded to Navy Office for checking and ultimate dispatch to the officer concerned, for his retention.

Certificate of Competence (Form PH231 (7))

31. All Midshipmen SLEX under training are required to gain a Certificate of Competence to the effect that the officer:

- has kept watch at sea and in harbour under an officer holding a Bridge Watchkeeping Certificate and has a sound practical knowledge of the duties of Officer of the Watch, especially measures necessary for the safety of the ship;
- has demonstrated a satisfactory standard of boat-handling ability under all sea conditions; and
- is capable of transmitting and receiving by light a plain language message of approximately twenty-five words at a speed of eight words per minute.

32. Commanding Officers may award the Certificate of Competence to officers after not less than five months at sea and whenever possible, no later than before the end of Fleet training. The Certificate should normally be awarded at the end of an officer's time in a large ship, eg, DDG or above.

33. An officer who fails to gain the Certificate of Competence during his Fleet training period will forfeit two months' seniority unless it is clearly shown that the Certificate was withheld for reasons outside his control. Commanding Officers are to report to the Flag Officer Commanding HM AUSTRALIAN FLEET, the name of any officer who has not been awarded a Certificate of Competence before the Midshipmen's examination.

ANNEX A—continued

The Midshipmen's Examination

34. Fleet Boards are to be convened by the Flag Officer Commanding HMA Fleet who is to forward to the President(s) examination papers for tests at the Board(s). Fleet Boards are to be held during the final month of a Junior officer's training period in the Fleet. Results are to be forwarded to Navy Office by the Flag Officer Commanding HMA Fleet.

35. The President of each Fleet Board is to be a Captain of the General List. He will be assisted by at least five officers of Commander or Lieutenant-Commander rank of appropriate specialisations for the marking of written tests and for the testing of candidates in the oral sections of the examinations.

36. In assessing each candidate, the Board is to take into account, by reference to the Task Book, the types of ship in which the officer has served and the experience he has been expected to gain.

37. Candidates are to be examined in written and oral subjects as follows:

	<i>Time</i>	<i>Maximum Marks</i>
a. Written Tests—		
(1) Engineering—Marine, NBCD	} 2 hours	{ 80
(2) Engineering—Electrical		
(3) Supply and Administration	} 1 hour	{ 65
(4) Operations and Weapons—		
Gunnery	35
ASW	35
Communications	35
AIO	35
AIR	35
Sub-Total	385
b. Oral Tests—		
(1) Anchorwork/Evolutions	} As required	{ 40
(2) Rigging/Cordage/Survival at Sea		
(3) Pilotage		
(4) Duties of OOW/ORO/Ceremonial		
(5) Rule of the Road (85% pass required)		
(6) Ships Organisation		
(7) Divisional Officers duties		
Sub-Total	340
c. Other Marks—		
(1) Journal	50
(2) Sight Book	25
(3) Service Marks	200
Sub-Total	275
Grand Total	1,000

ANNEX A—continued

d. To pass, not less than fifty per cent of the total is required, and not less than forty per cent in each subject. An aggregate of fifty per cent is required to pass the complete Operations and Weapons subject with forty per cent or above required in each section namely Gunnery, TAS, AIO, Communications and Aviation which are re-examinable separately. All other tests listed above are to be treated as individual subjects for marking and re-examination purposes.

Failures—Midshipmen's Examination

38. A Junior officer who fails in not more than two subjects is to be re-examined in each subject after not less than one month. Failure to obtain fifty per cent of the total marks, or a failure in three or more subjects, or any subject on re-examination, will lead to termination of the Midshipmen's appointment in the Royal Australian Navy.

Service Marks

39. At approximately three monthly intervals or on change of ship (whichever is the shorter period) Commanding Officers are to assess Service Marks as a percentage. In the award of Service Marks more consideration is to be taken of zeal, resourcefulness and reliability than for powers of leadership which may be still latent in many Midshipmen (SL). The percentage marks are to be totalled and converted to a mark out of two hundred for the final Service Mark to count towards the Midshipman's Examination.

Loss of Training Time

40. When an officer misses a substantial amount of training because of sickness or other cause beyond his control, his Commanding Officer may recommend that he should take the final examination on the due date. This recommendation is subject to the Commanding Officer certifying that the officer:

- has a good chance of passing; and
- has the ability to obtain a Certificate of Competence before the end of his sea time.

If the Commanding Officer is unable to make the above recommendation or if the officer is unable to take the final examination because of sickness or other cause beyond his control, the circumstances are to be reported to the Flag Officer Commanding HM Australian Fleet who is to forward his recommendations to the Naval Board.

Period After the Examination

41. After examination by the Fleet Board, and before leaving the Fleet, provided that:

- the officer has passed the Midshipmen's examination in all subjects;
- the marks that the officer has obtained show that he has completed study of all ship's departments satisfactorily,

he is to be employed in duties appropriate to his branch.

42. Junior officers are to be sent on seasonal leave (except those required for re-examination) in time for them to start subsequent training (Phase III).

ANNEX A—continued

Confidential Reports—Phase II

43. In order to plan postings as Acting Sub-Lieutenant (SL) reports on Form PP101 are to be rendered on completion of Phase II training.

Summary on Reports Required

44. a. Commanding Officers are to report any failure to award a Certificate of Competence in accordance with Paragraph 33.
- b. The Flag Officer Commanding HM AUSTRALIAN FLEET is to send full details of the Midshipmen's examination to Navy Office by letter as soon as possible. All failures are to be reported by signal.
- c. If loss of training time is involved Commanding Officers are to report circumstances to the Flag Officer Commanding HM AUSTRALIAN FLEET in accordance with Paragraph 40.
- d. Forms PH231 pages (3) to (11) are to be raised in duplicate (triplicate for PNG and other Service officers undergoing SL training), one copy being retained in PH231 cover and the others forwarded to Navy Office for record purposes when each page is completed.
- e. The Flag Officer Commanding HM AUSTRALIAN FLEET is to keep Navy Office informed of all Junior officer movements during Phase II training.
- f. Form PP101 report on completion Phase II training.
- g. Forms PH231 are to be forwarded to Navy Office on completion of Phase III training.

Phase III

45. Phase III—Courses—Duration seventeen weeks:

Courses will be conducted as follows:

HMAS CERBERUS	..	Communications	2 weeks
		Gunnery	2 weeks
		Supply and Secretariat	1 week
		Divisional/Management	2 weeks
HMAS WATSON	..	Action Information Organisation	2 weeks
		Anti-submarine Warfare	2 weeks
		Navigation	3 weeks
HMAS ALBATROSS	..	Air and Meteorology	1 week
HMAS PENGUIN	..	NBCD	2 weeks

Failure Phase III

46. Officers failing to obtain passes in one or more subjects will be penalised by the loss of one month for each subject failed and will be required to sit for the tests again. In the case of a subject with multiple sections an overall pass can only be considered when all sections of the subject are passed. A second failure in any subject (including re-examination in sections of a subject) will lead to termination of the Midshipman's appointment in the Royal Australian Navy.

47. Promotion will be as detailed in Paragraph 8.

ANNEX A—continued

Time Gained

48. Time gained towards seniority as a Lieutenant (SL) will be awarded as follows:

		Percentage	Certificate	Time Gained
Phase I				
HMAS CERBERUS	..	80	First Class	3 months
		65	Second Class	1½ months
		50	Third Class	Nil
HMAS WATSON	..	80	First Class	1 month
		65	Second Class	½ month
		50	Third Class	Nil
Phase II (Midshipman's Examination)	..	80	First Class	8 months
		65	Second Class	4 months
		50	Third Class	Nil
Phase III Courses	..	80	First Class	4 months
		65	Second Class	2 months
		50	Third Class	Nil

The method of assessing overall time gained or lost for a Phase, or in the case of Phase I, a sub-Phase, is to be calculated from the student's overall marks obtained less the time lost for subjects failed at the initial examination, but passed at re-examination. Also refer to Paragraphs 19 and 46.

Bridge Watchkeeping Certificate

49. Acting Sub-Lieutenants (SL) are required in accordance with Paragraph 8b and current regulations, to gain a Full, Limited or Restricted Bridge Watchkeeping Certificate for confirmation as a Sub-Lieutenant (SL). The certificate will state that the recipient:

- a. 'Has the necessary knowledge of the duties of Officer of the Watch at sea and in harbour, including measures necessary for the safety of the ship, and is competent to take charge of a watch at sea by day and by night'.
- b. ('.....when single ship steaming' in the case of Limited Bridge Watchkeeping Certificate).
- c. ('.....in minor war vessels' in the case of Restricted Bridge Watchkeeping Certificate).

ANNEX B TO PART I

Fleet Air Arm Officers—Midshipman Entry**Entry**

50. There are normally four intakes of Midshipmen per year for Basic Aircrew training. There are normally three Pilot Courses and one Observer Course each year.

Training

51. On entry Midshipmen undergo the Basic Aircrew Training Course (BATC) of six weeks' duration at HMAS CERBERUS. Thereafter pilot and observer training will be as shown in the following paragraphs.

ANNEX B—*continued*

52. *Pilots.* Normally all pilots undergo the full Fixed-wing RAAF Flying Training Course as follows:

- a. twenty-four weeks of ground and preliminary flying training at No 1 Flying Training Schools (FTS) RAAF Point Cook; and
- b. thirty-five weeks of ground, basic and advanced flying training at No 2 FTS RAAF Pearce.

53. On satisfactory completion of Advanced Flying Training, Pilots will be provisionally awarded the flying badge.

54. *Operational Flying Training.* On satisfactory completion of Advanced Flying Training pilots will be selected for operational flying training in fixed wing strike aircraft, fixed wing ASW aircraft, or helicopters. This is conducted at RAN Air Station, Nowra. Conversion to helicopter flying is normally carried out at RAAF Base Fairbairn. On satisfactory completion of operational flying training the award of the flying badge will be confirmed.

55. *Observers.* On successful completion of BATC, Observers will carry out thirty-eight weeks of Observer Training at the School of Air Navigation, RAAF East Sale. The training is divided into Initial, Elementary and Applied Stages. On successful completion of Observer Training officers are selected for operational flying training in fixed wing aircraft or helicopters and are provisionally awarded the Flying Badge. Award of the Flying Badge will be confirmed on completion of Operational Flying Training.

56. *Air Traffic Control Officers.* Air Traffic Control Officers are to undergo the Basic Aircrew Training Course before proceeding for Air Traffic Control Training at RAAF, East Sale. Three courses of eighteen weeks' duration are normally conducted each year. Additional courses are occasionally conducted depending on the requirement.

Failures

57. *Pilots—Failures on Course.* Student pilots who fail a course or part of a course are liable to be suspended from pilot training. Should a student be suspended from pilot training, he may be selected to train as an Observer or as an Air Traffic Control Officer. He may also be permitted to transfer to Seaman Training if he is a recommended volunteer. *Refer* to Failures—General—Paragraph 15.

58. *Observers—Failures on Course.* Student Observers who fail a course or part of a course are liable to be suspended from Observer training. An officer will not be permitted to train as a pilot unless there are exceptional circumstances including a suitable pilot aptitude rating and he is a volunteer. He may be selected to train as an Air Traffic Control Officer, or may be permitted to transfer to Seaman training. *Refer* to Failures—General—Paragraph 15.

59. *Air Traffic Control Officers—Failures on Course.* Student Air Traffic Control Officers who fail a course, part of a course, or fail to gain the Air Traffic Control Proficiency Assessment within six months are liable to be suspended from training. An officer is not permitted to train as a pilot or observer unless there are exceptional circumstances including a suitable aircrew aptitude rating. He may however be permitted to transfer to Seaman training. *Refer* to Failures—General—Paragraph 15.

60. *Seniority.* The Seniority of an officer who fails his course and is transferred to another branch, eg, from Pilot to Observer, or Observer to Seaman, will be decided on the merits of each individual case, on the basis that all effective training should count as seniority in the new branch.

ANNEX B—*continued***Reports**

61. Reports on duplicate pages of PH106 are to be rendered by the Commanding Officer, or Senior Naval Officer as follows:

- a. HMAS CERBERUS—on completion of BATC.
- b. RAAF Point Cook—on completion of preliminary flying training.
- c. RAAF Pearce—on completion of advanced flying training.
- d. RAAF East Sale—on completion of applied stage.
- e. RANAS Nowra—on completion of OFS.

62. The name of any aircrew officer or Air Traffic Control Officer under training, who fails to maintain the expected standard of conduct, or fails professionally, is to be reported by signal to the Naval Board. This report is to give brief details of circumstances and recommendations vide Paragraph 15 and is to be followed by the written suspension report as soon as possible. Suspended officers are to be sent to the parent RAN establishment to await the Naval Board decision.

63. Preliminary Graduation Reports are to be forwarded four weeks before expected completion of:

- a. No 2 FTS; Advanced Flying Training;
- b. Basic Observers Course;
- c. ATC Training.

Reports are to include:

- a. Names of probable graduates;
- b. Names of marginal graduates;
- c. Forecast completion dates;
- d. Personal preferences and recommendations for OFS training (No 2 FTS and Basic Observer Course only).

Graduation signals are to be released on days of graduation.

Flying Pay

64. Students are eligible for flying pay while undergoing Pilot or Observer Flying training, but cease to be eligible when they are suspended from flying training. On award of provisional Flying Badge, a Midshipman who is ineligible by time for promotion will receive the same rate of flying pay as an Acting Sub-Lieutenant.

Failures

65. Students failing to obtain fifty percent of the total marks for ground subjects will be regarded as having failed. Students failing to obtain fifty per cent in one or more subjects will be penalised by the loss of one month's time for each subject and are required to sit the tests again. A failure in any re-examination will entail liability to disposal as shown in Paragraph 15.

ANNEX B—continued

66. The method of assessing overall time gained or lost for a Phase or Stage is to be first calculated on the student's overall marks obtained at initial examination less the time lost for subject failed at initial examinations but passed at re-examination.

67. Failures in air work will not incur loss of time. Where a student has transferred from one or more courses, his total time gained will be that appropriate to the category in which he graduated. However, all failures in academic subjects will still incur loss of time.

Promotion

68. Promotion will be as detailed in Paragraph 8.

Time Gained

69. Time gained towards seniority as a Lieutenant (SL) will be awarded as follows to Pilots who were trained all through on Macchi jet aircraft and Observers training at RAAF East Sale, School of Air Navigation.

<i>Pilots</i>				<i>First Class (80%)</i>	<i>Second Class (65%)</i>
BATC ..	Academics	3 months	1½ months	
Phase 2 ..	Academics	1 month	½ month	
Phase 3 ..	Academics	1 month	½ month	
	Flying	1 month	½ month	
Phase 4/5 ..	Academics	3 months	1½ months	
	Flying	3 months	1½ months	
OFS 1 ..	Academics	1 month	½ month	
	Flying	1 month	½ month	
OFS II ..	Academics	1 month	½ month	
	Flying	1 month	½ month	
<i>Observers</i>				<i>First Class (80%)</i>	<i>Second Class (65%)</i>
BATC ..	Academics	3 months	1½ months	
Initial stage ..	Academics	1 month	½ month	
Elementary stage ..	Academics	1 month	½ month	
	Flying	1 month	½ month	
Applied stage ..	Academics	3 months	1½ months	
	Flying	3 months	1½ months	
OFS I ..	Academics	1 month	½ month	
	Flying	1 month	½ month	
OFS II ..	Academics	1 month	½ month	
	Flying	1 month	½ month	
<i>Air Traffic Controller</i>				<i>First Class (80%)</i>	<i>Second Class (65%)</i>
BATC ..	Academics	3 months	1½ months	
ATC Course ..	Theoretical	6 months	3 months	
	Practical	6 months	3 months	
	Proficiency Check	1 month*		

* If gained within two months of commencing ATC duties.

TABLE B—continued

70. Time gained for aircrew who enter on or after 1 July 1973 will be as follows:

<i>a. Pilots and Observers</i>		<i>1st Class Pass (Distinction 80%)</i>	<i>2nd Class Pass (Credit 65%)</i>
BATC—Course 901711 ..		1 month	½ month
Flying Training—			
Pilots Courses 901100, 901101			
Observers Course 901102			
Flying	5 months	3 months
Academics	5 months	2½ months
Operational Flying Training			
Flying	2½ months	1 month
Academics	2½ months	1 month
		<hr/>	<hr/>
		16 months	8 months
<i>b. Air Traffic Controllers</i>			
BATC—Course 901711 ..		1 month	½ month
ATC—Course 901103 ..		10 months	5½ months
ATC Proficiency Check (to be completed within 6 months of graduation)		5 months	2 months
		<hr/>	<hr/>
		16 months	8 months

ANNEX C TO PART I

Supply and Secretariat Officers—Midshipman Entry

Entry

71. Applications for entry will be called for as required.

Training

72. Midshipmen are to undergo the following initial training before being posted to fill Complement Billets:

- Indoctrination Course at HMAS CERBERUS—duration three weeks;
- Basic Supply and Secretariat Course at HMAS CERBERUS—duration six months;
- Practical Supply and Secretariat training in ships and establishments to complete a total of two years from date of entry.

Examination for the Rank of Lieutenant

73. About three months prior to the completion of their practical Supply and Secretariat training, Midshipmen are to sit for a written professional examination which will qualify them for promotion to the rank of Lieutenant.

ANNEX C—continued

74. The examination, except for International Law, is to be set and marked by the Commanding Officer, HMAS CERBERUS. Except for International Law, the syllabus for the examination will be the same as that set for the Supply Charge and Advanced Secretariat Course. However, the standard of knowledge required will be less than for this course. The syllabus for the International Law examination will be prepared by the Director of Naval Legal Services and the examination will be based on notes handed to Supply Midshipmen whilst undergoing the Basic Supply Course. Midshipmen will be expected to prepare themselves in all subjects by private study. Notwithstanding this they will be loaned to HMAS CERBERUS for one week of refresher training immediately prior to the examination, followed by a week for the examination itself.

Reports on Officers Under Training

75. Form PH231 SL Record and Certificates are to be forwarded to FOCAF from HMAS CERBERUS for each Midshipman (SL) and is to be kept in accordance with instructions contained therein.

Failures

76. *Failures—Basic Course.* A Midshipman who fails to graduate from the Basic Supply and Secretariat Course, or who fails a part of any subject, will either be withdrawn from training, or re-examined after a period determined by the Naval Board. Unless there are mitigating circumstances officers requiring re-examination will forfeit appropriate seniority equivalent to the delay in completing the Basic Course.

77. *Failures—Examination for the rank of Lieutenant.* Failure to obtain fifty per cent at this examination will lead either to withdrawal of the Midshipman from the Royal Australian Navy or to forfeiture of four months' seniority. A Midshipman who fails the examination may, if he is not withdrawn from the Service, be re-examined after four months, but may only be awarded a Third Class Certificate at the second attempt.

Promotion

78. Promotion will be as detailed in Paragraph 8.

Time Gained

79. Time gained towards seniority as a Lieutenant (SL) will be awarded as follows:

Course/Examination	Certificate	
	1st Class 80%	2nd Class 65%
Basic Course	6 months	3 months
Examination for the rank of Lieutenant ..	10 months	5 months

Professional Qualification

80. The professional qualification for promotion to Lieutenant-Commander will be graduation from the Supply Charge and Advanced Secretariat Course (SCASC).

PART II—DIRECT ENTRY

81. The following Branches within the Supplementary List are open to Direct Entry Officers:

- a. Seaman—including Aircrew or Air Traffic Control (ATC);
- b. Supply and Secretariat (currently in abeyance);
- c. Engineering; and
- d. Legal.

Direct Entry Officers in Branches a. and b. are employed as for Midshipman Entry Officers vide Paragraph 3. Officers of the Engineering Branch are employed within their Engineering Category. Legal Officers are employed exclusively in legal billets.

Qualifications

82. The following may be entered under the Direct Entry Scheme—University Graduates, Diploma Holders and those who have been admitted to practice as Barristers-at-Law (except for Seaman Specialisation). The qualifications required for the various specialisations are detailed in the Annexes. Provision also exists for University Graduates to be appointed direct to the General List in the Engineering Branch and the Supply and Secretariat Branch.

Rank and Seniority

83. Rank and seniority on entry will be as follows:

- a. University Graduates, Diploma Holders and those admitted to practice as Barristers-at-Law:
 - (1) *If under 23½ years*, Sub-Lieutenant (on probation).
 - (2) *If over 23½ years*, Lieutenant (on probation).
- b. Reserve officers—rank and seniority on entry will be determined by the Naval Board, having regard to qualifications and previous service.
- c. Officers from other Services—rank and seniority will be assessed by the Naval Board.

All officers entered direct from shore who have not had recent Naval service will be appointed initially on probation. Subject to satisfactory service the appointment will be confirmed after one year or as specified in the Annexes.

Training

84. Divisional Officer and Man Management Training is mandatory for all new entry officers. Other training will be arranged on an individual basis depending on each officer's previous experience and current qualifications.

Promotion

85. *Graduate and Diploma Entry Officers.* Promotion is subject to recommendation and seniority and service as follows:

- a. Sub-Lieutenant to Lieutenant—on reaching the age of 23½ years;
- b. Lieutenant to Lieutenant-Commander—on reaching the age of 31½ years or after five years' service in the rank of Lieutenant, whichever is the later;
- c. Lieutenant-Commander to Commander—by selection from Lieutenant-Commanders holding permanent commissions.

86. *Other Direct Entry Officers.* Rank and seniority on entry depends on qualifications, thereafter the promotion rules for Midshipman Entry will normally apply.

Commissions

87. *Length of Service.* Details of Short Service Commissions are given in the relevant Annex.

88. *Permanent Commissions.* Subject to the requirements of the Service Direct Entry officers may be offered Permanent Commissions in the same way as Midshipman Entry officers vide Paragraphs 12 and 13.

ANNEXES

Annex A. Seaman Officers

- B. Fleet Air Arm Officers
- C. Supply and Secretariat Officers
- D. Engineer Officers
- E. Legal Officers

ANNEX A TO PART II

Seaman Officers—Direct Entry

Entry

89. Seaman Officers are entered directly to the Supplementary List from the following sources:

- a. Reserve Forces;
- b. Merchant Service;
- c. Other Navies.

Each application will be treated on its merits, taking into account previous sea experience, qualifications and age.

Training

90. Initial training will be arranged on an individual basis with the aim of equipping officers to qualify for a full RAN Bridge Watchkeeping Certificate.

Commission

91. Initial commission is to be for four or seven years and extensions for four year periods may be offered depending upon the requirements of the Service.

ANNEX B TO PART II

Fleet Air Arm Officers—Direct Entry

Entry

92. Fleet Air Arm officers are entered to the Supplementary List from the following sources:

- a. Qualified Pilots;
- b. Qualified Observers;
- c. Qualified Air Traffic Control personnel.

Each application will be treated on its merits taking into account previous experience, qualifications and age.

Training

93. *Pilots and Observers.* The necessary conversions to type and Operational Flying School training for Pilots and Observers will normally be carried out at RAN Air Station, Nowra.

94. *Air Traffic Control Officers.* The necessary Service indoctrination and training is to be undertaken at RAAF East Sale and NAS Nowra, as applicable.

Commission

95. Initial commissions are either four or seven years, and extensions in four year periods may be offered depending on the requirements of the Service.

ANNEX C TO PART II

Supply and Secretariat Officers—Direct Entry

Entry

96. Supply and Secretariat Officers are entered direct to the Supplementary List from the following sources:

- a. Naval Officer re-entry;
- b. University graduates in Arts, Commerce, Economics, Business Administration or Law, who is to be under the age of twenty-six years on the date of entry.

Rank and Seniority on Entry

97. Refer to Paragraph 83.

Training

98. *Direct Entry.* Supply and Secretariat officers of the University graduate origin are to undergo the following initial training before being posted to complement billets:

- a. Indoctrination Course at HMAS CERBERUS—duration three weeks;
- b. Basic Supply and Secretariat Course at HMAS CERBERUS—duration six months;

ANNEX C—continued

- c. Practical Supply and Secretarial training in ships and establishments—duration six months.

99. *Naval Officer re-entry.* Training given to Naval Officer re-entries will vary according to experience and period out of Service.

Commission

100. *Initial Commission.* Direct Entry officers are granted a five year Short Service Commission from their date of entry. Officers may extend their Service by periods of four years subject to the requirement of the Service.

Promotion

101. *Further Promotion.* Promotion is to be as indicated in Paragraphs 85 and 86 except that the successful completion of the Supply and Charge and Advanced Secretariat Course (SCASC) is a prerequisite for promotion to Lieutenant-Commander.

ANNEX D TO PART II

Engineer Officers—Direct Entry**Entry**

102. Engineer Officers are entered to the Supplementary List from the following sources:

- a. Engineer Officers from the Royal Navy or other Commonwealth Navies (excluding SD officers);
- b. Qualified Engineers who are graduates, or who hold Technical College Diplomas, in Mechanical, Aeronautical or Electrical Engineering;
- c. University undergraduates who elect for Short Service Commissions on graduation; and
- d. OCSLEN graduates from RMIT (see Navy Order 277/72).

Qualifications

103. Applicants must satisfy the following conditions:

- a. *Qualified Engineers.* Qualified Engineers must possess a University degree or acceptable equivalent or a Technical College Diploma. They must be under twenty-five years except for qualified Electrical Engineers who must be under twenty-seven years of age.
- b. *University Undergraduates and Technical College Students.* Undergraduates and students must have passed the prescribed examination for each year of the course up to the date of application. Their age must be such that they are to be under twenty-five years of age, or in the case of Electrical students under twenty-seven years of age, on 1 March following successful completion of their course. Eligible candidates may be entered after the first year of a degree course or in the case of Technical College students during the second last year of a full time diploma course in Mechanical, Aeronautical or Electrical Engineering.

ANNEX D—continued

Training

104. *Qualified Engineers.* Qualified Engineers are to undergo Introductory Courses appropriate to their category on entry. This training will extend from three months for Marine Engineers to twelve months for Weapon Electrical Engineers before proceeding to a billet posting. On completion of Introductory training Marine Engineers are posted to sea-going ships for practical engineering training and to obtain Engineer Officer's Watchkeeping Certificate. Air Engineering Officers are posted to NAS Nowra for practical training to obtain Air Engineer Officer's Certificate. Weapon Electrical Engineers are posted to sea-going billets under supervision.

105. *Undergraduates and Technical College Students.* Officers are posted to a Naval establishment in the same area as the University or Technical College in which they are studying for completion of courses. An officer in the establishment concerned is to be detailed to advise incoming officer candidates on matters of uniform clothing, service customs, marks of respect, pay and allowances, procedure, service organisations and security arrangements. During long vacations, officers are required to undergo some naval training.

106. The Commanding Officer of an establishment in which a student officer is borne is to arrange for the results of examinations held during or at the conclusion of the University or Technical College course to be forwarded to the Naval Board as soon as results are known.

107. Immediately on completion of final examinations for the course, a Sub-Lieutenant (U) is required to report to his Commanding Officer, who is to inform Navy Office. The Sub-Lieutenant (U) will then proceed on fourteen days' leave on completion of which he will be posted for practical courses.

108. Officers who fail in the final examinations or subsequent courses may have their appointment terminated. If required to repeat a year, approval may be given by the Naval Board for a student to be placed on unpaid leave for part or whole of the repeat period.

109. *Practical Courses.* On completion of academic training, officers will be posted to Naval indoctrination courses and practical courses appropriate to their category. This training will extend from three months for Marine Engineers to twelve months for Weapon Electrical Engineers. On completion of this training Marine Engineers will be posted to sea-going ships for practical engineering training and to obtain Engineer Officer's Watchkeeping Certificate. Air Engineering officers will be posted to NAS Nowra for practical training to obtain Air Engineer Officer's Certificate. Weapon Electrical Engineers are posted to sea-going billets under supervision.

Promotion

110. *Entry Rank.* Successful applicants will be entered on probation in the following ranks:

- a. *Qualified Engineers.* Sub-Lieutenants, if under 23½ years of age, are granted the acting higher rank of Lieutenant on the following day.
- b. *Undergraduates and Technical College Students.* Successful Undergraduate applicants are to be entered in the rank of Midshipman (U), Acting Sub-Lieutenant (U) or Sub-Lieutenant (U) depending on whether they enter during their second, third or final year. Technical College students who are in their final year of their diploma course are entered in the rank of Sub-Lieutenant (U) and in the rank of Acting Sub-Lieutenant if in their second last year.

ANNEX D—continued

111. *Probationary Period.* Subject to recommendation officers are to complete the probationary period of their service as follows:

- a. Engineer Officers of the ME Category—on award of the Engineer Officer's Watchkeeping Certificate;
- b. Engineer Officers of the AE Category—on award of Air Engineer Officer's Certificate; and
- c. Weapon Electrical Engineer Officers—on completion of Naval Weapon Electrical Courses.

112. *Further Promotion.* Promotion will be as follows:

- a. *Qualified Engineers.* Officers who enter under 23½ years of age will be promoted Lieutenant on reaching 23½ years of age. They will be promoted Lieutenant-Commander after serving eight years as Lieutenant. Officers who enter over 23½ years will be promoted to Lieutenant-Commander at the age of 31½ years or on completion of five years service as a Lieutenant, whichever is the later.
- b. *Undergraduates and Technical College Students.* Promotion will be as follows:

Midshipman (U) to Acting Sub-Lieutenant (U)	On 1 March in third year at University.
Acting Sub-Lieutenant (U) to Sub-Lieutenant (U)	On 1 March in final year at University.
Sub-Lieutenant (U) to Engineer Lieutenant (SL)	On 1 March after final year at University or Technical College (<i>See Note</i>).
Engineer Lieutenant (SL) to Engineer Lieutenant-Commander (SL)	On attaining eight years seniority.
Further Promotion	By selection from those holding permanent commissions.

Note: Officers who are under the age of 23½ years on 1 March after graduation, will be appointed Engineer Sub-Lieutenant (SL) and will be promoted to Engineer Lieutenant (SL) on attaining that age.

Commissions

113. Direct Entry Officers will be entered on Commissions as follows:

- a. Naval Officer re-entries and officers of the Royal Navy or other Commonwealth Navies (excluding Special Duties Officers), are eligible for appointment to Supplementary List Short Service Commission or General List Commission dependent upon their previous Naval Service.
- b. *Qualified Engineers:*
 - (1) Qualified Engineers who are graduates in Mechanical, Aeronautical or Electrical Engineering are eligible for General List Commissions or Short Service Commissions on the Supplementary List.
 - (2) Qualified Engineers who are Diploma holders in Mechanical, Aeronautical or Electrical Engineering are eligible for Short Service Commissions on the Supplementary List.

ANNEX D—continued

c. *Undergraduates and Technical College Students.* Undergraduates and Technical College students studying Mechanical, Electrical or Aeronautical Engineering are eligible for Commissions as follows:

- (1) Undergraduates—Eligible to serve on either Short Service or Permanent Commissions on successful graduation and may elect for either form of service on graduation subject to recommendation and requirements of the Naval Board.
- (2) Technical College Students—Short Service Commission.

Short Service Commissions

114. Qualified officers are required to serve for five years from the date of first posting, and student officers for five years from 1 March following completion of University or Technical College courses. Short Service Commission officers will be given the opportunity to transfer to Permanent Commissions subject to vacancies and suitability and to the possession of Certificates of Competence.

Administrative

Pay and Allowances

115. While completing courses at University or Technical College, Undergraduates or Technical College student officers will receive pay and allowances laid down in Naval Pay Instructions. Board and lodgings will be an officer's own responsibility. Commonwealth Rehabilitation Training Scheme benefits are to be terminated on being posted from shore to a Naval establishment, this being the date from which pay and allowances will commence. Student officers are ineligible for assistance under the Commonwealth Scholarship Scheme.

116. Earnings from civil employment undertaken as part of training while in receipt of Service pay and allowances will be paid to Revenue to the extent of Service pay and allowances, the officer retaining any amounts in excess of the latter.

Pay Seniority

117. Where applicable, a seniority for pay (only) may be awarded to direct entry graduates in Engineering who are eligible for registration by an appropriate association or institute in respect of acceptable professional experience gained after graduation as follows:

2 and less than 6 years experience	2 years
6 and less than 8 years experience	3 years
8 years or more experience	4 years

Uniform

118. A student officer will, at such time as the Naval Board decides, be provided with a minimum uniform outfit. The completion of the uniform output to the full scale for rank will be deferred until his first posting for duty after completion of the course.

ANNEX D—continued

Fees, Text Books and Instruments

119. Fees which are essential for the completion of the course and which are listed hereunder will be paid by the Department:

- a. lecture and demonstration fees;
- b. library fees;
- c. examination fees;
- d. tutorial fees (other than those University tutorials included within the course of lectures and covered by lecture fees) to an affiliated College, but only in special cases upon the recommendation of the University or Technical College; and
- e. laboratory and experiment fees, including charges for materials, but only upon the recommendation of the University or Technical College authorities.

Fees which are listed hereunder will not be reimbursed:

- a. degree fees;
- b. union fees or fees in respect of any other student body;
- c. sports fees; and
- d. amounts in respect of any item not essential for the completion of the course.

Books and Instruments

120. Information as to the books and instruments which will be required for the course should be given as early as practicable by the student officer to the Commanding Officer of the establishment to which he is attached. Requirements should, whenever possible, be listed in the body of a certificate from a member of the staff of the University or Technical College that the items are essential for the completion of the course. Local purchase of items which are not available in the establishment should normally be arranged by the Commanding Officer in the usual manner. This Navy Order should be quoted as authority on relevant documents.

121. Where time does not permit a book or other items being obtained from Naval sources, or where circumstances preclude local purchase, approval may be given by the Commanding Officer for a student officer to purchase the item privately. Reimbursement will then be made on production of a receipt covering the expenditure involved and a certificate from the University or Technical College that the item is a standard requirement for the course. Such items will be returned to the establishment when no longer required by the student officer.

122. Text books and instruments returned when no longer required, are to be retained by the Supply Officer for re-issue to others as necessary. Particulars of any of these books and instruments held surplus to local requirements are to be reported to Navy Office so that arrangements for their use elsewhere may be made.

123. Books and instruments purchased in accordance with this order are to be taken on charge in the BR or Naval Store account, as appropriate, and issued on permanent loan to the student. Loss or, or damage to books, etc, should be dealt with on Form AS126 in accordance with normal procedure.

124. Unless a student officer wishes to purchase his own text books, instruments, etc, for retention as private property, all necessary books, instruments, tools, etc, will be issued on loan to the officer. Such issues will normally be made by the establishment to which posted whilst doing the course.

ANNEX E TO PART II

Legal Officers—Direct Entry

125. Legal Officers may be entered direct into the Naval Legal Service as Supplementary List Officers under the following conditions:

Conditions of Entry**General**

126. A candidate for entry must:

- a. be not more than thirty years of age—in special circumstances applicants over the age of thirty years may be accepted;
- b. be an Australian citizen or British subject ordinarily resident in Australia;
- c. pass the prescribed medical examination; and
- d. be recommended by the Dean or other responsible person of his Law School.

Professional Qualifications

127. An applicant must be a barrister or solicitor, or barrister and solicitor of the High Court of Australia or of the Supreme Court of a State or Territory of Australia.

Conditions of Service**Period of Service**

128. Successful applicants will be entered for four years on a Short Service Commission. They will serve on the Supplementary List Legal specialisation (SLJA). After their initial training they will be employed exclusively in legal billets.

Rank on Entry

129. Direct entry Legal Officers will be entered on probation in the rank of Lieutenant. Subject to recommendation their appointment will be confirmed after one year. In this respect Commanding Officers are to submit Forms PP101 (AS206) on Legal Officers under their command during the tenth month of the officer's service.

Pay Seniority

130. Pay seniority may be granted on entry in recognition of professional experience after graduation as follows:

<i>Years of Post-graduate Experience</i>	<i>Pay Seniority</i>
Less than 2	Lieutenant after 2 years
2-4	Lieutenant after 3 years
4-6	Lieutenant after 4 years
6-8	Lieutenant after 5 years
over 8	Lieutenant after 6 years

ANNEX E—continued

Extensions and Transfers

131. At the end of his four year Short Service Commission the Legal Officer may volunteer to extend his period of service by two or four years while remaining on the Supplementary List. Six months before the expiration of his period of service he is required to indicate whether, he desires an extension, and if so for how long. Should the services of an officer who desires to continue beyond the period of his original appointment not be required he will normally receive at least three months' notice to that effect.

132. At any time during his service the Supplementary List a Legal Officer may volunteer to transfer to the General List, Supply and Secretariat Specialisation. A Legal Officer who accepts a Permanent Commission on the General List will be required to serve under the normal conditions of service applying to the General List of Officers. Depending upon his age and experience on entry it may be necessary to adjust his seniority so that neither he nor his GL counterparts are at a disadvantage in comparison with each other.

Promotion

133. Legal Officers will be promoted to Lieutenant-Commander after five years' service or age 31½ whichever is the later.

Training

134. Successful applicants will be entered and kitted up at HMAS CERBERUS. They will undergo initial training there of approximately four months' duration before taking up their legal posts.

135. Navy Order 147/73 is hereby cancelled.

(316/4/122)

(Navy Order 147/73)

Article II - continued

Executive and Treasury

111. All persons appointed as Executive Officers shall serve until the expiration of their term of office as provided in the Constitution. The Executive Officers shall be elected by the people of the State at the general election held in the year 1960 and in every fourth year thereafter. The Executive Officers shall be elected for a term of four years and shall be eligible for re-election. The Executive Officers shall be elected for a term of four years and shall be eligible for re-election. The Executive Officers shall be elected for a term of four years and shall be eligible for re-election.

112. All persons appointed as Executive Officers shall serve until the expiration of their term of office as provided in the Constitution. The Executive Officers shall be elected by the people of the State at the general election held in the year 1960 and in every fourth year thereafter. The Executive Officers shall be elected for a term of four years and shall be eligible for re-election. The Executive Officers shall be elected for a term of four years and shall be eligible for re-election. The Executive Officers shall be elected for a term of four years and shall be eligible for re-election.

Treasury

113. The Treasury shall be composed of the Treasurer and the Comptroller. The Treasurer shall be elected by the people of the State at the general election held in the year 1960 and in every fourth year thereafter. The Comptroller shall be appointed by the Governor for a term of four years and shall be eligible for re-appointment.

Public

114. The Public shall be composed of the Public Defender and the Public Administrator. The Public Defender shall be elected by the people of the State at the general election held in the year 1960 and in every fourth year thereafter. The Public Administrator shall be appointed by the Governor for a term of four years and shall be eligible for re-appointment.

115. The Public shall be composed of the Public Defender and the Public Administrator.

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Historian

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ANOs 308/73-315/73



AUSTRALIAN NAVY ORDERS

SECTION 1—ADMINISTRATIVE AND GENERAL

308/73 Naval Technical Services—Annual Engineering Award Presentation 1973.

SECTION 2—PERSONNEL

310/73 Travelling Allowance—Members on Long and Intermediate Term Duty Orders.

311/73 Travelling Allowance—Members on Short Term Duty Orders.

Navy Office, Canberra,

312/73 Transport—Training at Great Lakes, USA.

26 October 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

313/73 DEPARTMENTAL ORDER—General Orders—Orders Regarding the RANMUS and RANAD (Kangaroo).

314/73 DEPARTMENTAL ORDER AND TABLE—General Orders—Orders Regarding the RANMUS and RANAD.

315/73 Machinery Issues—Class 2000—Propellers, Tailshafts—New Spares Issued Tables.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

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AUSTRALIAN
NAVY HEADQUARTERS

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

308/73—Naval Technical Services—Aircraft Engineering Branch
Functional Statement

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| 309/73 | Travelling Allowance—Members on Long and Intermediate Term Duty Overseas. |
| 310/73 | Travelling Allowance—Members on Short Term Duty Overseas. |
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| 313/73 | IKARA, SEACAT, TARTAR Guided Missiles—Defect Reporting by RANMME and RANAD (Kingswood). |
| 314/73 | IKARA, SEACAT and TARTAR Guided Missiles—Defect Reporting by RAN Ships and RANITE. |
| 315/73 | Machinery Spares—Group 2010—Propellers, Tailshafts—Base Spares Annual Returns. |

Code	Description	Amount in \$		
		1972-73	1973-74	Total
312/73	Ammunition, Shot Guns, Clay Pigeons and Traps—Allowances and Supply on Repayment.	14,100	14,100	28,200
313/73	IKARA, SEACAT, TARTAR Guided Missiles—Defect Reporting by RANMME and RANAD (Kingswood).	11,100	11,100	22,200
314/73	IKARA, SEACAT and TARTAR Guided Missiles—Defect Reporting by RAN Ships and RANITE.	4,200	4,200	8,400
315/73	Machinery Spares—Group 2010—Propellers, Tailshafts—Base Spares Annual Returns.	14,200	14,200	28,400
	Total	43,600	43,600	87,200

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

**308/73—Naval Technical Services—Aircraft Engineering Branch
Functional Statement**

Navy Order 297/72 is to be amended as follows:

Insert after Paragraph 3 j:

'k. Co-ordinating the circulation, amendment and RAN approvals of the minutes, proceedings and standards issued by the Air Standardisation Co-ordinating Committee.'

(1541/57/327)

(Navy Order 297/72)

Section 2

PERSONNEL

UNCLASSIFIED

**309/73—Travelling Allowance—Members on Long and Intermediate
Term Duty Overseas**

1. The rates of Long and Intermediate Term Duty Travelling Allowance notified vide Navy Order 211/73, as subsequently amended, have been varied.

2. Allowances payable for Canada, India, Japan, South Korea and the USA have been varied and new rates have been introduced for Vietnam, Democratic Republic of, with effect from the dates shown and are included in the following tables:

Table A

Country	Effective Date of Variation	Currency of Payment	Rate of Payment per Day		
			LEUT and Below	CAPT, CMDR and LCDR	CDRE and Above
Arab Republic of Egypt	10.7.72	LE	7.000	7.000	8.000
Argentina	26.7.73	\$A	12.00	12.00	13.00
Austria	22.2.73	Schillings..	510	510	580
Bangla Desh(a)— Dacca	4.2.72	Rupees ..	175	175	190
elsewhere <i>see</i> Table B					
Belgium	14.2.73	Francs ..	1270	1270	1470

TABLE A—continued

Country	Effective Date of Variation	Currency of Payment	Rate of Payment per Day		
			LEUT and Below	CAPT, CMDR and LCDR	CDRE and Above
Brazil—					
Brazilia	26.7.73	\$A	24	24	27
Sao Paulo			22	22	27
elsewhere			20	20	24
Britain	25.5.73	£p Stg	9.75	9.75	12.75
China, Peoples Republic of	5.2.73	Yuan	28	28	34
Finland	15.5.72	F Marks	75	75	105
Greece	1.8.72	Drachmae	520	520	670
India(a)—					
New Delhi	31.5.73	Rupees	205	205	230
Bombay			210	210	235
Calcutta			205	205	235
Elsewhere—See Table B					
Iran—					
Abadan Isfahan	24.8.72	Rials	1690	1690	1760
Elsewhere			1350	1350	1420
Ireland	1.2.72	£ Irish	6.75	6.75	8.50
Israel	21.7.72	IL	105	105	114
Laos—					
Vientiane	28.9.72	Kip	12300	12300	13000
Luang Prabang			10530	10530	11000
Elsewhere			5780	5780	6400
Lebanon	31.10.72	LL	45	45	50
Malaysia—					
Kuala Lumpur	1.12.72	\$M	57	57	74
Elsewhere—See Table B					
Mauritius	28.4.72	Rupees	100	100	115
Netherlands	4.5.72	Florins	70	70	85
Pakistan(a)—					
Islamabad	20.10.72	Rupees	225	225	245
Karachi			300	300	315
Elsewhere—See Table B					
Peru	25.9.72	Soles	780	780	860
Singapore	26.7.73	\$\$	65	65	82
South Africa	28.4.72	Rand	18.00	18.00	20.50
Trinidad and Tobago—					
Within Trinidad and Tobago—					
16 April–15 December	9.10.72	\$TT	48	48	57
16 December–15 April			60	60	65
Elsewhere in Caribbean—See Table B					
Turkey—					
Ankara, Burse, Istanbul and	1.11.72	T Lira	340	340	410
Izmir			230	230	270
Elsewhere					
Yugoslavia	27.12.72	New Dinars	250	250	340

Table B

Country	Effective Date of Variation	Currency of Payment	Rate of Payment per Day		
			LEUT and Below	CAPT, CMDR and LCDR	CDRE and Above
Bangla Desh(a)—Elsewhere	4.2.72	Rupees	65	65	75
Burma	28.9.72	Kyats	45	45	55
Canada	18.6.73	\$Can	15	15	17
Chile	26.9.72	\$A	6.00	6.00	6.50
Denmark	24.4.72	Kroner	80	80	100
Fiji	8.3.72	\$F	8.00	8.00	10.00
France	22.6.72	Franc	62	62	67
Germany	21.6.72	D Marks	40	40	45
Ghana	28.4.72	New Cedis	11.50	11.50	13.00
India(a)—Elsewhere	31.5.73	Rupees	60	60	65
Indonesia—					
Djakarta	30.10.72	Rupiahs	5725	5725	6660
Elsewhere—See Table C					
Italy	1.8.72	Lire	7500	7500	9500
Japan	2.7.73	Yen	5300	5300	6200
Kenya	28.4.72	Shillings	65	65	75
Khmer Republic—					
Phnom Penh	3.10.72	Riels	905	905	1005
Elsewhere—See Table C					
Malaysia—Elsewhere	1.12.72	\$M	26	26	32
Malta	1.8.72	£M	3.15	3.15	4.15
Mexico	22.9.72	Pesos	175	175	205
New Caledonia	8.3.72	CFP Francs	1250	1250	1450
New Zealand	8.3.72	\$NZ	8.50	8.50	10.00
Nigeria	28.4.72	£N	3.15.0	3.15.0	4.7.6
Pakistan—Elsewhere(a)	28.10.72	Rupees	65	65	75
Philippines	1.12.72	Pesos	52	52	59
Portugal	1.8.72	Escudos	260	260	350
South Korea	2.7.73	Won	4450	4450	5150
Spain	1.8.72	Pesetas	600	600	700
Sri Lanka	4.2.72	Rupees	34	34	41
Sweden	15.5.72	Kroner	56	56	68
Switzerland	1.8.72	Francs	48	48	57
Tanzania	28.4.72	T Shillings	51	51	56
Thailand	20.2.73	Baht	170	170	185
Trinidad and Tobago—Elsewhere	26.7.73	\$A	12	13.50	15
USSR—					
Leningrad, Moscow	26.5.72	Roubles	12.50	12.50	13.50
Elsewhere			10.50	10.50	11.50
USA	18.6.73	\$US	15.00	15.00	17.50

Table C

Country	Effective Date of Variation	Currency of Payment	Rate of Payment per Day		
			LEUT and Below	CAPT, CMDR and LCDR	CDRE and Above
Indonesia—Elsewhere	3.10.72	Rupiahs	1335	1335	1500
Khmer Republic—Elsewhere	3.10.72	Riels	215	215	235
Vietnam, Democratic Republic of	15.5.73	Dong	3	3	4
Vietnam, Republic of	22.11.72	Piastres	825	825	1650
Other Countries	13.1.72	\$A	2.50	2.50	3.00

Note: Members on Short Term Missions who are on 'Within Country' Rates in accordance with NPI 1705 are to receive the \$A equivalent converted at the tourist rate of exchange.

3. The following schedule is to be used as a guide to the appropriate standard of hotel accommodation to be used by RAN personnel serving on short term duty in and when travelling within the United States or Canada:

USA	LCDR and Below	CAPT, CMDR or Relative rank	CDRE and Above
Washington ..	Executive House	Executive House	Embassy Row
New York ..	Roger Smith	Park Sheraton	Gotham
Chicago ..	La Salle	Barbizon Plaza	
Seattle ..	Washington Plaza (Benjamin Franklin Annex)	Conrad Hilton	Palmer House
		Washington Plaza Tower	Washington Plaza Tower
San Francisco ..	Manse	Sir Francis Drake	St Francis
Los Angeles ..	Gaylord	Ambassador	Ambassador
Honolulu ..	Kaimana Beach	Ilikai	Royal Hawaian
Elsewhere ..	As a guide to an appropriate standard of accommodation, the Holiday Inn Hotel Chains would be suitable for Officers of Lieutenant-Commander and lower rank and sailors, and the Western Hotel Chain for Commanders and above.		

Canada	LCDR and Below	CAPT, CMDR or Relative Rank	CDRE and Above
Ottawa ..	Lord Elgin	Skyline	Chateau Laurier
Montreal ..	Park Sheraton	Skyline	Skyline
Vancouver ..	Georgian Towers	Queen Elizabeth	Chateau Champlain
Toronto ..	King Edward	Georgian Towers	Hotel Vancouver
Elsewhere in Canada	Hotels of comparable standard and costs to the above should be used.		

4. Conditions of payment are contained in NPI Article 1767.

5. The following Navy Orders, their contents having been consolidated above, are hereby cancelled: 212/72, 413/72, 93/73, 211/73 and 273/73.

(252/4/177)

(Navy Orders 212/72, 413/72, 93/73, 211/73 and 273/73)

UNCLASSIFIED

310/73—Travelling Allowance—Members on Short Term Duty Overseas

1. Various rates of Short Term Duty Travelling Allowance contained in Navy Order 213/72 as amended by Navy Orders 329/72, 426/72, 94/73, 221/73 and 291/73 have been revised. Amended rates and effective dates are as follows:

Table A

Delete those rates shown for India and insert the revised rates shown hereunder in their stead. The name of Ceylon has been varied to Sri Lanka. All reference to Ceylon should be amended accordingly.

Table B

Delete those rates shown for Canada, Hong Kong, India elsewhere rates, Japan, South Korea and United States of America and insert the revised rates shown hereunder, and insert new rates for Vietnam, Democratic Republic of.

Table A

Country	Effective Date of Variation	Currency of Payment	Rate of Payment per Day		
			LEUT and Below	CAPT, CMDR and LCDR	CDRE and Above
India—	31.5.73	Rupees			
New Dehli ..			220	220	250
Bombay ..			225	225	250
Calcutta ..			220	220	250
Elsewhere—See Table B					

Table B

Country	Effective Date of Variation	Currency of Payment	Rate of Payment per Day		
			LEUT and Below	CAPT, CMDR and LCDR	CDRE and Above
Canada ..	18.6.73	\$C ..	19.00	19.00	22.00
Hong Kong ..	2.7.73	SHK ..	87	87	100
India—Elsewhere ..	31.5.73	Rupees ..	70	70	75
Japan ..	2.7.73	Yen ..	7000	7000	7900
South Korea ..	2.7.73	Won ..	12200	12200	14200
USA ..	18.6.73	\$US ..	19.50	19.50	22.50
Vietnam, Democratic Republic of	15.5.73	Dong ..	23	23	26

(252/4/264)

(Navy Orders 213/72, 329/72, 426/72, 94/73, 221/73 and 291/73)

UNCLASSIFIED

311/73—Transport—Training at Great Lakes, USA

1. Personnel who are posted to undertake training courses at Great Lakes, USA, may utilise taxis as the normal means of travel from O'Hare Airport to the training establishment on occasions when USN Service Transport is unavailable.

2. Applications for reimbursement of taxi fares should be accompanied by evidence of expenditure.

(187/1/398)

Section 4**EQUIPMENT, STORES AND SERVICING**

RESTRICTED

312/73—Ammunition, Shot Guns, Clay Pigeons and Traps—Allowances and Supply on Repayment

Navy Order 108/73 is to be amended as follows:

- a. **Paragraph 2d:** delete '3,000 rounds' and insert '6,000 rounds'.
- b. **Paragraph 9c:** delete 'CRESWELL'.

After HMAS NIRIMBA—5 guns. Insert the following: 'HMAS CRESWELL—6 guns'.

(726/51/188)

(Navy Order 108/73)

RESTRICTED

313/73—IKARA, SEACAT, TARTAR Guided Missiles—Defect Reporting by RANMME and RANAD (Kingswood)

1. Instructions to RAN ships/RANITE for the reporting of defects occurring in IKARA, SEACAT and TARTAR guided missiles, missile components including explosive components, fins and missile ancillary items (eg, SEACAT cannister bases, IKARA arming/safety plugs) are contained in Navy Order 314/73.

2. Action to be taken resulting from defects originating from ships/RANITE, or defects originating at RANMME/RANAD is as follows:

- a. Forms TM199-2 (RANMME) and TM199-3 (RANAD) is to be used and is to include the following information as applicable:

- (1) results of tests;

- (2) remedial action taken by RANMME or RANAD staff;

- (3) if defective item is beyond RANMME/RANAD repair capability and is to be forwarded to another approved authority for investigation or repair—if the item is considered to be beyond repair, this is to be stated;

- (4) where spares are required to effect local repair, a component listing is to be provided; and

- (5) all other information called for on the form or considered relevant.

- b. RANMME/RANAD originated Forms TM199 are to be clearly marked with the letters RANMME or RANAD to indicate the originating source. The serial number of the form is to be prefixed by the letter G, followed by the letters I, S or T as applicable and suffixed by the year of occurrence, eg, RANMME GT 1/73.

- c. All completed forms are to be distributed as follows:

- (1) one copy to originator;

- (2) one copy to DFM;

- (3) one copy to DNOI;

- (4) one copy to INO (S);

- (5) one copy to Design Authority;

- (6) one copy to RANAD Kingswood;

- (7) one copy to RANMME Kingswood.

3. RANMME/RANAD will be advised of the results of investigation/repairs carried out by other authorities by means of Forms TI345 to be completed by the regional INO.

4. Missile test equipment, fin test equipment, related specialised test equipment, special tools and handling equipment defects, are to be reported in accordance with Navy Order 129/71 using Form TM145 and TM199 as appropriate for major defects.

5. Form CG188 is to be used for reporting errors and omissions in technical publications.

6. Navy Order 35/72 is hereby cancelled.

(740/52/375)

(Navy Orders 129/71, 35/72 and 314/73)

RESTRICTED

314/73—IKARA, SEACAT, TARTAR Guided Missiles—Defect Reporting by RAN Ships and RANITE

1. This order details procedures for the reporting of defects which occur in IKARA, SEACAT and TARTAR guided missiles and supersedes previous instructions.

2. Forms TM199-1 are to be used for reporting defects on missiles, missile components (including explosive components), and missile ancillary items (eg, SEACAT cannister bases, IKARA arming/safety plugs).

3. Missiles, as referred to in this Navy Order, include:

- a. action missiles;

- b. practice missiles;

- c. IKARA test missiles;
 - d. TARTAR TSAM;
 - e. SEACAT servicing missiles; and
 - f. SEACAT drill missiles.
4. Forms TM199-1 are to be raised on the following occasions:
- a. failure of missile on test;
 - b. failure of missile during firing sequence, including serial no of fin fitted;
 - c. misfire and hangfire;
 - d. in flight failure; or
 - e. damage caused during handling or storage including abnormal environmental conditions (eg, flooding of magazines).
5. Where a failure or defect is of such a nature that it could affect safety or operational performance, it is to be initially reported by URDEF or INDEF Signal in accordance with Navy Order 129/71 Annex D (Info ACNB in all cases). The signal should refer to the serial number of the intended Form TM199-1 and is also to include the following additional information:
- a. missile type and serial no; and
 - b. brief description of the failure and possible causes.
6. Forms TM199-1 are to be clearly marked with the name of the originating ship or RANITE. The serial number of the form is to be prefixed with the letter G followed by either I for IKARA, S for SEACAT, or T for TARTAR, and suffixed by the year of occurrence (eg, GS 10/75 refers to the 10th SEACAT defect raised by the ship in 1975).
7. Forms TM199-1 are to be raised as soon as possible after the occurrence of the defect and distributed as follows:
- a. original to Superintendent RAN Missile Maintenance Establishment, Kingswood, NSW;
 - b. one copy to INO, Sydney;
 - c. one copy to the administrative authority;
 - d. one copy to SASO, Kingswood, NSW; and
 - e. one copy to be retained by the ship.
8. Defective missiles, missile components and missile ancillary items, will not be repaired by ship/RANITE unless a specific instruction is given by ACNB.
9. Defective missiles, missile components and missile ancillary items are to be forwarded to RANAD at the first available opportunity.
10. The originator will be advised of the results of investigation by the return of completed copy of the Form TM199-1. When appropriate, advance information will be distributed.
11. Shipborne and RANITE missile test equipment defects are to be reported in accordance with Navy Order 129/71 Annex J and are to be treated as Category A for TM145 action. For major defects Form TM199-1 is also to be raised.
12. Form CG188 is to be used for reporting errors and omissions in missile technical publications.
13. Navy Order 34/72 is hereby cancelled.

(740/52/375)

(Navy Orders 129/71 and 34/72)

UNCLASSIFIED

315/73—Machinery Spares—Group 2010—Propellers, Tailshafts—Base Spares Annual Returns

1. Statements are to be forwarded annually to Director of Machinery and Spares, and to Superintending Machinery and Spares Officer, Sydney, showing the following particulars of propellers and tailshafts held as spares at 31 December by any HMA Naval Establishments or Naval Store Depots:

<i>Propellers</i>	..	Number held and whether right hand or left hand, class of ship for which suitable, pitch, diameter and surface area. Condition and details of repairs necessary, if other than serviceable.
<i>Tailshafts</i>	..	Number held, class of ship for which suitable, screw thread, right or left hand. Condition and details of repairs necessary, if other than serviceable.

2. Navy Order 560/70 is hereby cancelled.

(1/2010/10)

(Navy Order 560/70)

UNCLASSIFIED

SECRET EXACTLY 2
312773-Subj: [Illegible]
[Illegible]

1. [Illegible text]

2. [Illegible text]

3. [Illegible text]

4. [Illegible text]

5. [Illegible text]

- a. [Illegible]
- b. [Illegible]
- c. [Illegible]
- d. [Illegible]

6. [Illegible text]

7. [Illegible text]

8. [Illegible text]

9. [Illegible text]

10. [Illegible text]

11. [Illegible text]

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RESTRICTED

RESTRICTED

Historian

ANO 316/73



AUSTRALIAN NAVY ORDER

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Navy Office, Canberra,
29 October 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY
UNCLASSIFIED

416/73—Books—Libraries—Organisation

1. Information concerning the purchase and maintenance of books should be sent through the Director to the Director of Education, Service Division.

416/73—Books—Libraries—Organisation

Book Catalogue and Accounting System

1. Books provided by the Director of Education and the Director of Education, Service Division should be included in the book catalogue and accounted for as follows.

Section 5—Books—Libraries—Organisation

CONTENTS

No	Title
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SECTION 5—BOOKS, CORRESPONDENCE, FORMS AND STATIONERY
316/73 Books—Libraries—Organisation

1. Purpose

1. The purpose of this Group Order is to provide a uniform system of purchase, receipt, issue, control and accounting for the Director of Education, Service Division, and for the Director of Education, Service Division, and for the Director of Education, Service Division.

2. The Director of Education, Service Division is to be responsible for the purchase, receipt, issue, control and accounting for the Director of Education, Service Division, and for the Director of Education, Service Division.

3. The Director of Education, Service Division is to be responsible for the purchase, receipt, issue, control and accounting for the Director of Education, Service Division, and for the Director of Education, Service Division.

4. The Director of Education, Service Division is to be responsible for the purchase, receipt, issue, control and accounting for the Director of Education, Service Division, and for the Director of Education, Service Division.

2. Definitions

1. The Director of Education, Service Division is to be responsible for the purchase, receipt, issue, control and accounting for the Director of Education, Service Division, and for the Director of Education, Service Division.

Section 5**BOOKS, CORRESPONDENCE, FORMS AND STATIONERY****UNCLASSIFIED****316/73—Books—Libraries—Organisation**

1. Instructions concerning the provision and administration of ships libraries and central reference libraries have been revised, and are promulgated in this order.

Ships Libraries**Book Categories and Accounting Classifications**

2. Books provided to libraries in ships and establishments are divided into three sections as follows:

Section A—all paperback books,

Section B—hardcover popular fiction, and hardcover non-fiction books suitable for general reading, and

Section C—reference books.

3. Books from Section A are classified as non-accountable. Books from Section B are accountable by number only and chargeable in accordance with Paragraph 28 of this order. Section C books are classified as accountable by title and chargeable.

Distribution

4. Distribution of all library books is made by the Executive Officer, Publications Authority, Garden Island, as authorised by the Director of Naval Education Service (DNES) who is the Navy Office authority responsible for the organisation of ships libraries.

5. An initial request for the issue of a library is to be forwarded to DNES, Navy Office, Canberra. Once a ships library has been supplied, supplements of fresh reading material for Sections A and B, and annual reference publications, are issued without further demand. A list of books allocated is forwarded to the library. These supplements are issued on a monthly basis so far as Section A (paperback) books are concerned, and on a quarterly basis for Section B (hardcover fiction and general reading) books.

6. Demands therefore should be made only for the issue of a complete library, or for the replacement, as necessary, of Section C (reference) books. In view of the regular supplements to Sections A and B, books lost from these sections will not be replaced.

7. Suggestions regarding the types of books required in regular supplements may be forwarded to DNES.

Base Libraries

8. The establishment of base libraries for mine-warfare and patrol forces, and submarines, in HMAS WATERHEN, COONAWARRA, TARANGAU and PLATYPUS, provides facilities for borrowing on an internal accounting basis and thereby cancels individual library entitlements of ships attached to the abovementioned bases.

Scale of Supply

9. Ships libraries are graded in size according to the complements of the ships and establishments concerned. The following table sets out the numbers of Section B books included in the initial supply, and the numbers of books included in the quarterly supplements for Sections A and B, for complements of varying sizes:

Complement	Library Class	Section B	Section A	Section B
		Initial Outlay	Quarterly Supplement	Quarterly Supplement
Over 2,000	S	1,000	60	60
1,000-1,999	1	800	40	40
600-999	2	600	40	30
400-599	3	400	40	15
200-399	4	250	40	10
140-199	5	150	40	5
50-139	6	100	40	Nil
Under 50	7	Nil	20	Nil

10. Non-fiction books will comprise about 15 per cent of issues of Section B books, providing suitable books are available.

11. Section C of the library is a reference section and consists of dictionaries, encyclopaedias, Who's Who in Australia, Janes Fighting Ships, etc. Form CC107 for each ship or establishment indicates which particular books are held in this section. Certain reference books are republished regularly at intervals varying from one to three years. Up to date editions will be supplied without demand to the larger ships and establishments which are to return superseded editions to Royal Edward Victualling Yard for re-issue to smaller ships and establishments.

Note: Only superseded editions of Janes Fighting Ships will be supplied.

12. Other books required for reference in certain ships will be issued as necessary, but in general, use should be made of the facilities of the Central Reference Libraries when reference books not available in the ships library are required.

Responsibility for Accounting and Control

13. The accounting authority in ships and establishments for all libraries referred to in this order is the Instructor Officer or, where no Instructor Officer is borne, the officer appointed by the Commanding Officer to be the Education Officer.

Section A Books—Arrangements for Control

14. Internal accounting for Section A (paperback) books is not obligatory, but a measure of control should be maintained to ensure that the books have a reasonable life span. Paperbacks may be removed from the library and discarded when their condition deteriorates. They are not required to be included on Form CC107 Account of Ships Libraries.

Section B and C Books—Arrangements on Receipt

15. Notification of a pending issue of books from these Sections will be advised by Form SX21 and the books will be supplied under cover of issue voucher Form SX20 (two copies).

16. On receipt of the consignment a comparison of Forms SX20 and SX21 is to be made to ensure that correct supply has resulted.

17. Form SX21 is to be receipted and returned to Executive Officer, Publications Authority, Garden Island 2000, as an Acquittance Advice for Manual Accounts.

18. Discrepancies between quantity and condition invoiced and received are to be dealt with in accordance with existing instructions covering Acquittance for Stores under the manual system.

19. One copy of Form SX20 together with the packing list that is enclosed in the consignment is to be retained on board for auditing and reference purposes and the other copy of Form SX20 is to be retained for subsequent enclosure with Form CC107—Account of Ships Libraries (see Paragraph 22).

Musters—Books from Sections B and C

20. The Accounting Officer is to carry out a six-monthly muster of all books in Sections B and C of the library about 30 June and 30 November each year. The actual dates may be varied as necessary to fit in with local arrangements, but in no case is the muster to be delayed by more than fourteen days after the due date. Where a change of custody of the library occurs, or on paying off, an additional muster is to be carried out.

21. Section B (hardcover fiction and general reading) books are to be mustered according to the number of such books held. Section C (reference) books, however, are to be mustered according to both number and the title of the individual books held in this section of the library. For convenience in mustering, a list of titles of Section C books is printed on Form CC107.

22. On each occasion of muster, an account on Form CC107 is to be prepared in duplicate. After approval by the Commanding Officer, the original of the account is to be forwarded to DNES, accompanied by issue vouchers (Form SX20) and Form SA116 in respect of books lost or deficient. The duplicate of the account is to be retained on board for reference purposes.

23. The following notes are for the guidance of officers in completing Form CC107:

- 'Remains from Last Account'—This is the number of books actually mustered on the occasion of rendering the last account, and which was entered as 'Numbers Remaining' on that occasion.
- 'Received from Victualling Yard'—This is the number of books received during the period since the last muster. The relevant issue vouchers (Form SX20) are to be attached to the original of the Form CC107.
- 'Surplus'—This figure is confined to books previously reported as losses or deficiencies and subsequently found. The titles of any surplus Section C books should be indicated by footnote on Form CC107.
- 'Total Debits'—This is the total of the previous three columns.
- 'Returned to Victualling Yard'—This is the number of books returned in accordance with Paragraphs 24 and 26 of this order. Receipt copies of Form SX25 are to accompany the original of Form CC107.
- 'Losses reported on Forms SA116'—This is the number of books whose loss is traceable to specific individuals, and for which Form SA116 are attached to the Form CC107.
- 'Other deficiencies'—This is the number of Section B books which were unaccountably deficient on muster.
- 'Numbers remaining'—This is the number of books actually found at muster.

Returns

24. Books of all sections are to be returned to the Publications Authority, Garden Island, Sydney, when a ship pays off. An account on Form CC107 is to be rendered to DNES on such occasions. Care is to be taken that books obtained from extraneous sources are not included in these accounts. Each section should be packed separately, and recorded on separate Return Vouchers (Form SX27) which should specify the section to which each note refers.

25. Ships undergoing refit, unless paying off, need not return their libraries but may lodge them on deposit with the Publications Authority, Garden Island, or by arrangement with NOIC at other ports, informing DNES that supplements are not required. On withdrawing libraries from deposits, a statement that supplements are again required is to be forwarded to DNES.

26. Books from Section B which are no longer of use as a result of wear and tear or for any other reasons, may be returned to the Publications Authority, Garden Island, under cover of a Return Voucher (Form SX27). Since no replacements will be issued other than the regular quarterly supplements, returns are to be limited to such quantities that the total number of books held in Section B of the library does not fall below the number authorised for the initial supply for this section as detailed in Paragraph 8 of this order.

Losses

27. The Instructor Officer (or Education Officer) is to take all reasonable precautions to avoid the loss of library books in his charge, but these precautions are not to be such as may restrict the use of the library, and it is appreciated that if this is done, a small number of unaccountable losses may occur.

28. Cases of loss or damage by borrowers are to be investigated by the Instructor Officer (or Education Officer). Whenever it appears that loss or damage is due to negligence or misconduct on the part of the borrower, suitable disciplinary action is to be taken against the borrower. For this purpose, the value of any book is to be taken at its cost price, which is notified when the books are supplied. For this reason, it is important that the packing list (*see* Paragraph 19 above) of books supplied, which includes book prices, be retained. However, in cases where price information is not available for Section B books, an average price of \$5.00 per book should be used.

29. Losses of the nature referred to in the preceding paragraph are to be entered in the 'Losses reported on Form SA116' column of the Form CC107 on the next occasion of rendering this form, and the appropriate Forms SA116 are to be attached.

30. Section B books found to be unaccountably missing at muster are to be entered in the 'Other Deficiencies' column of the Form CC107 and are not to be covered by Form SA116.

31. All Forms SA116 rendered in connection with ships libraries are to be subject to the approval of the Commanding Officer.

Exchanges

32. Commanding Officers may authorise the exchange of books between ships on a book for book basis within Section A, and on the same basis for books within Section B. Such exchanges are to be made strictly on this basis, but no advice of books exchanged need be forwarded to DNES.

Conduct of the Library

33. The Ships Library Officer is to give each book in the library a serial number by which the book can be identified so long as it remains in his library. The number

is to be clearly marked inside the cover of the book, using a rubber stamp in the following form:

HMAS MELBOURNE
Book No.

34. Serial numbers are to be arranged in such a way as to indicate the section of the library to which a book belongs.

35. The library should be so located as to provide the ships company with ready access to books from Sections A and B, and controlled access to books from Section C. Sections A and B of the library are to be opened to the ships company at such times as may be convenient to permit free circulation of the books.

36. A record of books borrowed is to be maintained by the librarian, and all reasonable precautions are to be taken to ensure that books are returned by borrowers in due course. To facilitate control of books, a 'Borrowers Card', Form CC102, is available on demand from SVSO, Sydney; proper use of these cards will enable the librarian at any time to check which books are out on loan, and to whom they have been loaned.

Disposal of Books Returned to the Publications Authority

37. Serviceable books from Sections A and B which are returned by ships to the Publications Authority, Garden Island, in accordance with Paragraphs 24 and 26 will be stamped on receipt to indicate that they are second-hand books, and distributed through the Base Instructor Officer to small ships and messes which do not carry established libraries. Such books may be exchanged direct, but only for other books in this category and may be discarded when their condition deteriorates. Books classified as second-hand do not require to be accounted for but small ships and messes to whom they are issued should ensure that they have a maximum useful life.

Central Reference Library

38. In order to make available a wider range of reference books than can be provided in ships libraries, Central Reference Libraries are maintained in HMAS ALBATROSS, CERBERUS and WATSON. These books cover a wide range of subjects and are intended for both officers and sailors. A catalogue is held in Section C of the ships library.

39. Additions are made to the Central Reference Libraries by DNES as they become available. Recommendations for books considered to be suitable for insertion may be forwarded to DNES. Normally only prescribed books for use with private courses of study in accordance with Navy Order 289/72 will be considered for inclusion in the libraries.

40. Books will normally be issued singly for short periods but may be borrowed in batches for longer periods by arrangement with the Senior Instructor Officer in charge of the library. The officer in charge of the library is to keep detailed records of issues and returns.

Application to Borrow Books

41. Personnel serving in HMAS ALBATROSS, CERBERUS or WATSON may apply to the officer-in-charge of the library.

42. Personnel serving in other ships or establishments may apply through their Senior Instructor Officer or Education Officer.

43. The Education Officer will forward a 'book order' Form (CC100) to the library concerned. The books will be issued to the Education Officer for re-issue to the individual. Thus the Education Officer is responsible for the eventual return of the books to the Central Reference Library, and he is to ensure that books are recovered from personnel about to be posted away from the ship or establishment.

44. Central Reference Libraries are to be mustered on or about 30 June and 30 November each year as for ships libraries. Additional musters are to be carried out on change of custody. Books on loan need not be recalled for muster, but the officer-in-charge must obtain a certificate of muster (stocks held by DNES) from each Instructor Officer/Education Officer to whom books are on issue.

45. The officer-in-charge is to forward a completed certificate of muster through the Commanding Officer to the Director of Naval Education Service.

46. Losses are to be dealt with as for losses from ships libraries, and are to be covered by Forms SA116, approved in each case by the Commanding Officer. Again, it is accepted that a number of unaccountable losses will occur at each muster.

47. Navy Order 364/70 is hereby cancelled.

(451/51/15)

(Navy Orders 364/70 and 289/72)

Appendix A - Bureau Books

- 41. Personal survey by HARRY ALBERTSON, CLARENCE W. WALTON and others in 24 office buildings of the BUREAU.
- 42. Personal survey by mail done on postmen and mail carriers in the Bureau building.
- 43. The "Bureau Survey" was carried out during 1934-1935 by the Bureau employees. The results are found in the Bureau Building Survey by the Bureau. This is the Bureau Survey as reported to the Bureau Office of the Bureau of the Bureau of the Bureau, with the results of the survey in the Bureau Building Survey, with the results of the survey in the Bureau Building Survey.
- 44. Bureau Building Survey done by the Bureau Office of the Bureau of the Bureau of the Bureau, with the results of the survey in the Bureau Building Survey, with the results of the survey in the Bureau Building Survey.
- 45. The Bureau Building Survey done by the Bureau Office of the Bureau of the Bureau of the Bureau, with the results of the survey in the Bureau Building Survey, with the results of the survey in the Bureau Building Survey.
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- 47. Survey done by the Bureau Office of the Bureau of the Bureau of the Bureau, with the results of the survey in the Bureau Building Survey, with the results of the survey in the Bureau Building Survey.

(12111-121)

(Classified under 50 USC 20577)

Historian

RESTRICTED

ANOs 317/73-323/73



AUSTRALIAN NAVY ORDERS

117/73
121/73

121/73
122/73

121/73

Navy Office, Canberra,
29 November 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

J. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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ADMINISTRATIVE AND GENERAL

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318/73	Use of 'Commonwealth'.
SECTION 2—PERSONNEL	
319/73	Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas.
320/73	Medical Instructions for Naval Aircrew Personnel.
SECTION 3—OPERATIONAL AND TRAINING	
321/73	Salvage of Ditched Helicopters.
SECTION 4—EQUIPMENT, STORES AND SERVICING	
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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

317/73—Bathythermograph Observations

1. The programme of fitting Expendable Bathythermograph (XBT) Systems into anti-submarine ships of HMA Fleet is now well on the way to completion. Although the operation of dropping an XBT probe is far more simple than making an observation with the older mechanical bathythermograph, the maintenance of the system demands the most meticulous care and supervision; in fact to a very much greater degree than the older method.

2. The operation of the system which functions in an automatic cycle, commences with the placing of a probe within its canister in the launcher and closing the breech. This action completes a circuit between the probe and the recorder, locking the servo in the centre scale position and driving the chart for a few seconds. The chart drive then stops. It starts again when the probe is released and enters the water, completing a seawater trigger circuit to begin the measurement cycle. After ninety seconds the temperature/depth profile has been recorded and the chart drive stops, indicating completion of the cycle. The launcher is then ready for re-loading. On no account must the breech of the loader be opened and closed indiscriminately; such action throws the cycle out of phase and necessitates the re-setting of the recorder.

3. Although the percentage of effective bathythermal observations has greatly improved with XBTs, much more care is still required to avoid a considerable degree of wastage of time, effort and material. Among other things, the following points must be observed:

- a. All leads and connections must be completely waterproof. The slightest leakage of water results in malfunctions and short circuits and negates all observations until corrected.
- b. Probe canisters must remain in the launcher until removed immediately before reloading. This prevents the three contact pins in the breech being exposed to damp and spray, and gradually becoming corroded.
- c. The utmost care must be taken to ensure the recorder is functioning perfectly and is always in correct alignment. When the green status light (Launch) is ON, the recorder should indicate $62^{\circ} \pm 0.5^{\circ} \text{ F}$, or $16.7^{\circ} \pm 0.2^{\circ} \text{ C}$.
- d. The information identifying each observation must be entered correctly in the panel on each section of the chart roll, as well as in the BT log sheet. Gross inattention to these provisions has meant that many otherwise good observations have been a complete waste of effort. The details required are:

Ship's name:

Cruise:

Latitude:

Longitude:

Time:

Day/Month/Year:

Consecutive number:

As an example:

Ship: HMAS PERTH

Cruise: Indian Ocean Littoral

Latitude: 32° 55' S

Longitude: 104° 23' E

Time: 0801

Day/Month/Year: 9-4-73

Consecutive No: 7.

Latitude and longitude are to be entered to the nearest minute—decimal parts of a minute are not required. Latitude and longitude must not be confused—latitude always comes first.

The time is always to be Greenwich Mean Time (GMT) or (Z) time. The suffix is not necessary. Great care is to be exercised to prevent Local or Zone time being recorded.

The date is to be the Greenwich date—corresponding to GMT.

The consecutive number—the sequence should continue for the entire chart roll.

- e. When XBT results are signalled to a shore authority, details of temperatures are recorded in the space provided in the log sheet, in strict compliance with instructions printed on the inside cover of the log.
- f. All details recorded by hand must be legible, and not left open to guesswork afterwards as to the correct figures and words.
- g. Some recorders are not being maintained as well as they should be. Evidence of this comes from strained or torn sprocket holes on the right-hand edge of the strip roll.
- h. The correct use of the test canisters provided should, generally, ensure that all drops function correctly. In some cases the tests are not made before operational drops, causing a considerable number of probes being expended and many feet of recorder roll wasted before proper recording is achieved. This state of affairs is frustrating to everyone on board requiring the information during the exercises as well as to those handling the results afterwards.

4. Navy Order 537/70 is hereby cancelled.

(161/1/491)

(Navy Order 537/70)

UNCLASSIFIED

318/73—Use of 'Commonwealth'

1. The Government has indicated that it prefers the use of terms such as 'Australia', 'Australian' and 'Australian Government', according to context rather than 'Commonwealth', 'Commonwealth of Australia' or 'Commonwealth Government'.

2. Where practicable, effect is to be given to this preference by replacing or minimising the use of the term 'Commonwealth' in correspondence, etc.

3. In all cases, before effecting a change, consideration is to be given to any legal consequences that could ensue from such a change. This applies particularly in respect of legal and formal matters such as those required to be done in pursuance of an Act or Regulation, including the use of prescribed forms and notices on behalf of 'the Commonwealth'.

4. The term "Commonwealth of Australia" should also continue to be used in legal agreements when referring to the Australian Government as a body acting in a legal capacity, ie, as distinct from using the term 'Commonwealth' in a geographical sense. In agreements where there are several references to 'The Commonwealth', the expression 'Australian Government' could be generally substituted provided that this expression is appropriately defined in the agreement, as for example—'Australian Government' means the Commonwealth of Australia.

5. Titles of Acts and Regulations such as the Compensation (Commonwealth Employees) Act, and of statutory or other formally appointed bodies or authorities such as the Commonwealth Police Force must remain until changed by amending legislation or formal change to the instrument of appointment, etc.

(2/1/135)

Section 2

PERSONNEL

UNCLASSIFIED

319/73—Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas

1. The conditions governing assistance with excess dental costs incurred for dependants of members serving on long term duty overseas, with the exception of those members serving with the ANZUK Force, Singapore, or seconded to the Royal Malaysian Navy, have been reviewed. The revised conditions, which are set out hereunder, are to be applied with effect from 5 July 1973.

Treatment Before Departure

2. a. Whenever possible, members are to arrange to have all required dental treatment effected in Australia prior to departure. Unless otherwise approved by the Naval Board, to qualify for the benefits available under the following provisions, dependants are required to undergo a complete dental examination before proceeding to the overseas post.
- b. A dental health certificate in the form of Annex A to this Navy Order and including an up-to-date dental chart is to be obtained at Departmental expense for the information of the Service Medical Officer at the time of the medical examination. In the case of children the certificate should show if there is an obvious malocclusion or any indication that orthodontic treatment may be necessary.

Members' Contributions

3. The Oversea Living Out and Child Allowance applicable to each post include provision for standard amounts of treatment at prices appropriate to the post. Subject to Paragraphs 7 and 8 the member will be required to meet personally the costs of dental treatment of any nature undertaken in any one year up to a limit of:

- a. the amounts provided in Oversea Living Out Allowance as specified in Annex B to this Navy Order; and
- b. a further amount of \$A100 per family unit. For the purposes of this paragraph a year is to be the year commencing on the date or anniversary of the arrival of the family at the overseas post.

Admissible Expenditure

4. a. Costs in excess of the amount calculated under Paragraph 3 may be reimbursed for dental treatment of the following nature:
- (i) necessary fillings and extractions;
 - (ii) palliative dressings, prophylaxis and X-rays associated with the foregoing;
 - (iii) exploratory X-rays preceding the prescription of treatment; and
 - (iv) emergency provision, replacement or repair of dentures. Claims for reimbursement under this clause are to be forwarded to the Head of Post together with appropriate supporting details for approval.
- b. Claims together with appropriate supporting details for treatment of the following nature are to be forwarded to Navy Office for separate determination:
- (i) except for emergency treatment, all treatment proposed within three months of departure from Australia, or during the last three months of the oversea posting;
 - (ii) purely cosmetic or decorative dentistry;
 - (iii) corrections of congenital malformations;
 - (iv) prosthetic services except in cases of emergency; and
 - (v) all treatment other than that specified in Sub-paragraph a. above, or Paragraphs 7 and 8 costing in excess of \$A50 for a family unit.

Assessment of Claims

5. Costs to be used in assessing claims are to be reasonable costs for treatment at an appropriate standard in the country of posting. In respect of North America, for example, reasonable fees include those appearing in:

- a. the Schedule of Maximum Fees, California Dental Services;
- b. the Schedule of Maximum Charges, Group Health Dental Insurance Inc; New York; and
- c. the Ontario Dental Association's Schedule of Fees.

Fares Assistance for Treatment at Some Other Localities

6. Where it is essential, on qualified medical or dental recommendation, to obtain treatment of a type listed in Sub-paragraph 4a at a location away from the member's oversea post, the provisions determined in respect of medical treatment for dependants oversea under the provisions of NPI 1781.7. and 1781.8. apply.

Orthodontic Treatment

7. a. Orthodontic treatment will be accepted for assistance purposes only if prior to commencement of such treatment approval is obtained from Navy Office for such treatment to be undertaken.
- b. Requests for approval to obtain orthodontic treatment are to be accompanied by a dental certificate in the form of Annex C to this Navy Order. Paragraph 12 hereunder also refers.

Crown and Bridge Work

8. a. Crown and bridge work will be accepted for assistance purposes only if, prior to commencement of treatment approval for such treatment has been given.

- b. Requests for approval to obtain crown and bridge work must be accompanied by a dental certificate in the form of Annex D. Paragraph 12 hereunder also refers.

9. For treatment approved under Paragraphs 7 and 8a, reasonable costs incurred in excess of the assessed Australian cost for similar treatment will be reimbursed. Where a member meets the assessed Australian costs of orthodontic treatment or of crown or bridge work, undertaken in any year of posting, and assistance under Paragraph 4 is also approved with respect to the same year, the personal contribution required under 3b for the latter assistance will be reduced by \$A50 per family unit for either orthodontic treatment or crown or bridge work, so that if both orthodontic treatment and crown or bridge work are carried out in that year no contribution is required.

Damage Paid for Dental Expenses

10. Where a member or a dependant incurs dental expenses under circumstances which subsequently lead to a payment of damages covering these expenses to the member by a person or persons other than the Commonwealth the member is required to repay to the Commonwealth any expenses reimbursed under this instruction up to the amount of damages received.

Taxation

11. Taxation concessions will not be allowable in respect of excess costs reimbursed by the Commonwealth.

General

12. Dental Health Certificates required (*see* Paragraph 2b above) are to be reproduced locally in accordance with Annex A of this Navy Order. On completion of the examination, such certificates are to be lodged in the member's MHD for transmission to the Medical Director-General and signalled advice is to be made to Navy Office and the member's new administrative authority detailing the following information:

- a. the date of completion of examination;
- b. inclusion of certificates in MHD; and
- c. any dental conditions apparent in dependants which are likely to affect the proposed posting.

13. Orthodontic and crown and bridgework certificates required, are also to be reproduced locally in accordance with Annexes C and D of this Navy Order and are to be forwarded in duplicate, the original to accompany the application and the duplicate direct to the Medical Director-General for lodgement with the member's MHD.

14. ABR 5020, Naval Pay Instructions, Article 1782, should be noted pending amendment in due course.

15. Navy Orders 197/73 and 254/73 are hereby cancelled.

ANNEX A

Dental Report
Prior to Overseas Posting

To be completed by the member's dentist and handed to the
C.M.O. at the time of health examination.

Name of person

Address

Dental Condition—

Permanent Teeth

Patient's Right Patient's Left

	8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8
Upper ..																
Lower ..																

Sound = S Extraction required = E Filled = F Absent for reasons
Decayed = D Missing because of caries = M Excluded = X other than caries = A

Deciduous Teeth

Patient's Right Patient's Left

	e	d	c	b	a	a	b	c	d	e
Upper ..										
Lower ..										

Sound = s Extraction required = i Excluded = x
Decayed = d Filled = f

Any other abnormality noted—

Existing dentures or bridges (indicate if those are satisfactory at present)—

Future treatment (Indicate briefly any treatment which is likely to be needed in the next 3 years, eg, orthodontic, etc)—

The Commonwealth Medical Officer—

I have examined the undermentioned person and state that I do/do not consider that his/her dental condition is satisfactory.†

Dentist Date...../...../.....

Address

† For this purpose 'satisfactory' is taken to mean that necessary dental treatment has been carried out and that the dentition is adequately functional.

ANNEX B

Country	Currency	Spouse	Child	Date of Effect
Burma	\$HK ..	125	62.50	24.8.72
Indonesia	\$S ..	57	28.50	24.8.72
Khmer Republic	Baht ..	320	160	24.8.72
Laos	Baht ..	320	160	24.8.72
Malaysia—Kuala Lumpur	\$M ..	52	26	19.10.72
Philippines	Pesos ..	90	45	19.10.72
Singapore	\$S ..	60	30	19.10.72
Thailand	Baht ..	320	160	24.8.72
Vietnam, Republic of	Baht ..	320	160	19.10.72

SECTION I—MEDICAL FLYING CATEGORIES

Medical Examinations

2. Prior to acceptance as members of naval aircrew, all personnel must pass a medical examination to assess their fitness for aircrew under the conditions set out in this order.

3. The provisions in Foreign Naval or Defence Council Instructions relating to physical requirements and flying medical categories remain applicable to loan personnel serving in the Royal Australian Navy as the following instructions apply only to RAN personnel. However, before acceptance for courses arranged as an Australian liability, or for loan or exchange service in the Royal Australian Navy, such personnel must pass a full aircrew medical examination conducted in accordance with requirements of their own country and in accordance with current Seastags.

4. A flying medical category is to be allocated at the original aircrew medical examination, and subsequently checked and varied if necessary at the annual medical examination or at an Air Medical Board.

Fitness for Flying Duties

5. The letter 'A' represents 'fitness for flying duties' as a pilot. The letter 'B' represents 'fitness for flying duties' as any other member of the aircrew.

Type of Flying Duties

6. The numerals 1 or 2 placed after the letter 'A' or 'B' denote the type of flying duties for which an individual is medically fit, where:

1 = full flying duties.

2 = limited flying duties, eg:

A1 = fit for full flying duties as a pilot.

A2 = fit for limited flying duties as a pilot.

B1 = fit for flying duties as aircrew other than a pilot.

B2 = fit for limited flying duties as aircrew other than a pilot.

7. The limitation in flying duties is always to be written in full after a restricted flying category as indicated in Paragraphs 13 and 14.

Aviation Physiology Indoctrination and Refresher Courses

8. All pilots and observers starting flying training, receive an aviation physiology indoctrination course at the RAAF Institute of Aviation Medicine, Point Cook.

9. Other aircrew are to receive their aviation physiology indoctrination course at the RAN School of Aviation Medicine, HMAS ALBATROSS.

10. Aviation physiology refresher courses for all naval flying personnel are to be carried out every three years at HMAS ALBATROSS. The decompression chamber component of this course is only to be given to those aircrew whose duties require them to fly in oxygen-fitted aircraft, and is to include:

a. practical experience of hypoxic states, including the effect of hypoxia on night vision. An altitude of 25,000 feet is not to be exceeded;

b. a demonstration **only** of the effects or explosive decompression, using static objects in the chamber. Under no circumstances is explosive decompression to be demonstrated on human subjects.

11. Pressure breathing training is not to be carried out unless recompression chamber facilities are immediately available.

12. A record of the Aviation Physiology course is to be made in the flying log book.

Degree of Unfitness or Limitations to Fitness

13. The appropriate letter 'p', 't' or 'h' is to be added after the note 'A' or 'B' (denoting flying category) to indicate degree of unfitness or limitations of fitness as follows:

'p' Permanently unfit.

't' Temporarily unfit.

'h' Home service only, eg:

At .. a temporarily grounded pilot.

Bp .. a permanently grounded observer.

A2h .. a pilot limited to home service only.

Other Limitations—Temporary Only

14. The following limitations (to be written in full after the flying category) may be applied in cases of categories A2 or B2:

a. duration of flight—to be stated both as regards individual flight and the total flying permitted in any one day;

b. limitation in height;

c. limitation in aerobatics;

d. dual fitted aircraft only and with another pilot; or

e. daylight flying only.

15. The use of corrected flying spectacles does not of itself prohibit the retention of an A1 or B1 category but must always be indicated, eg, 'A1 (with corrected spectacles)'.

SECTION II—MEDICAL EXAMINATION FOR ENTRY

16. Medical examination procedures for pilot, observer, sailor aircrew, SAR diver, glider pilot and glider pilot instructor are detailed in ABR 1991, Articles 0415-0418.

SECTION III—MEDICAL EXAMINATIONS—SICKNESS—AIR MEDICAL BOARDS AFTER ENTRY

Annual Medical Examinations

17. Routine annual medical examinations of all aircrew personnel are to be carried out in the fourth quarter of each year and at intervals of not more than twelve months. This is to include an X-ray examination of the chest and an audiometric examination on each occasion. An electrocardiograph examination is also required. If, for some other purpose, a full medical examination including electrocardiogram has been carried out in the third quarter of the year, a further examination will not be required. The flying log book is to be notated AME after the flying medical category at annual medical examinations, and SME for all other medical examinations.

Reporting of Annual Medical Examinations

18. In January of each year, a report by the Commanding Officer is to be made indicating that all personnel have been examined, or, if this is not so, the names of officers and sailors not examined and the reasons for this.

Other Medical Examinations (Form PM149)

19. Medical re-examination of aircrew members is required on the following occasions:

- a. before an officer or sailor is permitted to resume flying duties after a period on the sick list or in hospital, which, in the opinion of the Medical Officer of the ship or establishment, may have caused him to fall below the requisite standard of medical fitness;
- b. after an accident when the Squadron Commander, or the Medical Officer, considers that the occupants of the aircraft, even if apparently uninjured, may be suffering or may later suffer from the effects of the accident;
- c. when members of aircrew are re-appointed for flying duties after a period of general service, they are to be examined as in Paragraph 24. If more than three years have elapsed, a full medical examination is required as for entry;
- d. when an officer or sailor selected for training as a pilot has not commenced his flying training at an elementary flying school, or at any other place of flying instruction within six months of final medical examination for fitness for flying;
- e. when a member of aircrew is proved incapable of undertaking flying duties for psychological reasons; and
- f. prior to proceeding overseas for exchange service or flying courses.

20. These examinations will be carried out at a Naval Air Station, or in an aircraft carrier, or by arrangement with the Medical Director-General.

Reconsideration of Permanent Flying Medical Categories

21. A flying medical category of Ap or Bp is to be recommended by an Air Medical Board only after full investigation when it is considered that the individual is medically unfit for further flying duties.

22. If, at the expiration of at least twelve months from the date of allocation of an Ap or Bp category, an officer or sailor considers he has recovered completely from his disability, he may submit to his Commanding Officer that his return to flying duties might be considered. If, in the opinion of the Commanding Officer the submission is justified, the application is to be forwarded with his covering remarks through the Administrative Authority to the Naval Board.

23. In the event of Naval Board approval being given, instructions regarding medical re-board will then be issued.

24. A flying medical category of Ap or Bp is not to be given to Foreign Navy or Air personnel while serving in the Royal Australian Navy. If such an officer or sailor is considered permanently unfit for further flying duties by an Air Medical Board, he is to be given a category of At or Bt (unfit for flying whilst serving in the RAN). The appropriate authority will be informed and his disposal determined by the Australian Commonwealth Naval Board.

Air Medical Boards

25. Aircrew personnel are required to be examined by an Air Medical Board under the following circumstances:

- a. when recommended by a Medical Officer in whose opinion there has been a definite lowering of the flying medical category;
- b. on discharge from the sick list or from hospital unless it is considered that the flying medical category remains unchanged;

- c. when any aircrew have remained in hospital in excess of three months in order to determine the probability of their fitness to resume air duties;
- d. when it is proposed to discharge an RN officer or rating to the United Kingdom on medical grounds.

26. An Air Medical Board is to consist of two or more Medical Officers of whom the President is to be an officer of or above the rank of Surgeon Lieutenant-Commander. At least one member is to be experienced in Air Medicine.

Presentation of Flying Log Book on Change of Posting

27. All aircrew on change of posting are to present their flying log books to the Senior Medical Officer of their new ship or establishment. The flying category shown in the flying log book is to be checked against the individual's PM168 and a notation made in the flying log book of this inspection. The Medical Officer is to satisfy himself that the aircrew member is fit for flying duties as categorised.

SECTION IV—MEDICAL STANDARDS FOR MEMBERS OF NAVAL AIRCREW

28. ABR 1991, Articles 0440-0441, specifies the medical standards for members of naval aircrew.

SECTION V—OPTICALLY CORRECTED SPECTACLES—SUPPLY OF

29. Correcting spectacles Mark 12 and 12A with plastic lenses, or such other design as may be approved by the Medical Director-General from time to time, may be supplied to pilots, observers and sailor aircrew when recommended by a naval ophthalmic specialist and approved by the Naval Board, in order to enable them to continue flying duties. This applies both to fully trained personnel who have suffered a deterioration in visual acuity after entry and are required to continue flying duties, and also to recruit members of the RAN aircrew.

30. In the case of observers and sailor aircrew only, if the error of refraction is small, aircrew may continue flying duties on the recommendation of a naval ophthalmic specialist. All other cases are to be made At or Bt pending medical and executive decision by the Naval Board.

31. When a pilot, observer or sailor aircrew is found on examination to have defect in vision, he is to be referred to a naval ophthalmic specialist. Upon receipt of the report from the specialist a copy of Form PM170 is to be forwarded to Navy Office by the Commanding Officer. This is to be accompanied by a report as to whether it is desired that the member should be retained for flying duties. When a member is recommended for retention of such duties, the report is to contain details of his flying experience.

32. The Commanding Officer will be notified of the Naval Board decision as to whether the member is to be retained on flying duties, and if retention for flying duties is approved, the Commanding Officer is then to arrange for the member concerned to proceed to the official contractors for spectacles, taking with him an official order which is prepared by the supply officer, the prescription of the ophthalmic specialist, his flying helmet both inner and outer, and oxygen mask.

33. Three pairs of flying spectacles will be allowed with optically corrected lenses (two pairs clear, and one pair tinted Crooks B2 or equivalent). When ready, the spectacles should be obtained from the suppliers and taken by the member concerned to the naval ophthalmic specialist for checking and certification.

34. The supply of special spectacles at departmental expense and the prescription for them are to be noted on Form PM170, as an additional enclosure to Form PM168. The medical categories of personnel supplied with specially corrected spectacles are at all times to be shown with the limitation 'with corrected spectacles', eg, 'A1 with corrected spectacles'.

35. A periodic check of the optically corrected plastic spectacles is to be made by the ophthalmic specialist at intervals of not more than twelve months in order that any deterioration may be detected.

36. Upon relinquishing flying duties a member is to retain the spectacles.

SECTION VI—MEDICAL STANDARDS FOR GLIDER PILOTS AND PARACHUTISTS

37. ABR 1991, Articles 0450-0451, specifies the medical standards for glider pilots and parachutists.

SECTION VII—GENERAL

Casual Flying

38. All officers and sailors, other than aircrew, who fly in service jet aircraft are to be given a full medical examination by a medical officer of an Air Station or carrier. Casual flying of this nature will necessitate full briefing in emergency escape procedures and oxygen equipment and medical clearance that the passenger is Category A or BY, has had a negative chest X-ray within six months, and has had no significant history of lung or heart conditions.

Medical Officer's Journal

39. In compiling the Medical Officer's Journal, aircrew are to be considered as part of the ship's company. Under a special heading 'Aircrew', welfare of aircrew should be discussed. A description of the flying carried out during the quarter, and remarks on reactions of flying personnel to varying climatic conditions, should be included, with special reference to flying clothing and safety equipment generally.

Paybook

40. The following medical notations are to be made in the paybook of RN aircrew personnel serving in the RAN:

- a. flying medical category;
- b. vaccinations;
- c. blood group;
- d. issue of personal first-aid outfit;
- e. chest X-ray result; and
- f. date of annual medical examination.

41. ABR 1991 will be amended in due course.

42. Navy Order 198/72 is hereby cancelled.

(327/251/6)

(Navy Order 198/72)

Section 3

OPERATIONAL AND TRAINING

RESTRICTED

321/73—Salvage of Ditched Helicopters

1. Emergency floatation gear, if fitted, provides a helicopter with additional buoyancy on ditching, giving the crew maximum escape facilities and enabling salvage operations to be carried out. In the case of the Wessex, the equipment includes a permanently inflated float secured by ropes within the tail cone, and an inflatable float unit installed on each main wheel axle. The main wheel floats are automatically inflated on ditching by cool gas generators, one being mounted in-board of each main wheel axle. The generators are activated by a salt water sensitive actuator on each unit when either becomes immersed on ditching. Other helicopters may have similar systems which are designed to provide the helicopter with positive buoyancy.

Functions of Floatation Equipment

2. The primary function of the emergency floatation equipment is to keep the helicopter afloat long enough for the crew to escape. The next most important function is to permit salvage of the aircraft so that accident investigation can determine the cause of the failure which resulted in the aircraft ditching. It is stressed that, once the aircrew have been saved, salvage of the aircraft should not be attempted if any serious risk to personnel is likely to result and except for the rescue of injured occupants, no person should enter the aircraft until it is adequately supported. If the aircraft can be recovered and repaired or partially salvaged, this is a bonus, and if salvage is attempted, little consideration need be given to secondary damage as in most cases this will be minor structural damage which must be accepted in the interest of recovering the aircraft for accident investigation.

3. The airframe is manufactured primarily of aluminium and magnesium alloys and when immersed in sea water some airframe components will corrode rapidly. If the aircraft is to be repaired, it is necessary to remove it from the water and take necessary anti-corrosion measures within two hours of entry. The initial action being to thoroughly wash the aircraft inside out with an abundance of fresh water.

4. Once in the water, if the floatation bags have inflated correctly, the Wessex will float with the cabin floor about twelve inches below water level. Experience has indicated that the aircraft will remain upright in heavy sea states as long as the three bags remain inflated.

Helicopter Recovery

5. In order to lift a helicopter completely from the water it is necessary to use a high capacity crane. (Wessex weight 6,075 kg (13,500 lb) gross, Sea King weight 8,955 kg (19,900 lb) gross.) It is also necessary that special lifting equipment and a certain amount of expert knowledge is available. Recovery could only be achieved if an aircraft carrier or large ship is available or if the aircraft can be towed to a crane with sufficient lifting capacity.

6. Where it is possible to lift the aircraft the following points are relevant:

- a. The rotor blades should not be folded while the aircraft is in the water. This action takes time and may shift the centre of gravity too far aft. It is better to concentrate on getting the aircraft out of the water, accepting any damage to the blades which may result.
- b. As the aircraft is raised from the water it will contain water which will run into the tail pylon and thus upset the equilibrium of the aircraft.

- c. The floatation bags are made of reinforced rubberised fabric. If punctured, the aircraft will roll over and make recovery much more difficult. With sea motion the bags will not last indefinitely and the possibility of a bag bursting or coming adrift should be borne in mind during salvage operations.
- d. Great care should be taken not to puncture a bag by ramming it with a seaboard or a sharp object during the salvage operation.
- e. In the case of the Wessex, experience has shown that if the tail bag bursts, the aircraft will become fully immersed in a near inverted attitude with the nose of the aircraft approximately 45° past the vertical. Under these circumstances, only the wheel bags will protrude above the surface.
- f. If one of the Wessex wheel bags bursts or becomes detached, the aircraft will roll over past the horizontal and become fully immersed with the possible exception of the tail rotor. If more than one bag bursts the aircraft will sink.

Helicopter Salvage

7. The helicopter may ditch in a position or at a time when no ship or crane is available to salvage the aircraft. Under these circumstances the first consideration should be the recovery of the crew. When this has been effected the next consideration should be the best means of keeping the aircraft afloat so that the cause of the ditching can be investigated and if possible some components salvaged.

8. The best course of action will depend on circumstances such as distance from shore, availability of a crane, sea state, weather, time of day, operational situation, etc, but the following action, in order of priority, should be taken:

- a. Attach a buoyed line firmly to the aircraft in case it sinks.
- b. Provide additional buoyancy to ensure aircraft does not sink. Do not attempt to fold the rotor blades as this action will waste time and upset the balance (trim) of the aircraft. In any case, special tools are required which would not normally be available.
- c. Seek the assistance of an aviation specialist and the assistance of a ship fitted with a suitable crane and slinging equipment. When within range, NAS NOWRA can provide assistance and slinging equipment.
- d. Having carried out a. and b., and if no assistance can be provided, two alternatives are available. The aircraft can either be secured alongside by suitable aircraft strong points, or towed ashore.

9. Whatever action is taken the protracted immersion in sea water will most probably result in the aircraft being a total loss. Maximum consideration should therefore be given to salvaging components for accident investigation purposes. Structural damage to the airframe caused by the salvage operation must be accepted.

Additional Buoyancy

10. Additional buoyancy can be provided by inserting buoyant items inside the cockpit and cabin. Modified mine lifting bags have been supplied to Naval Air Station, Nowra, for use as floatation bags to assist with the salvage of ditched helicopters. Lifting bags will also be supplied to HMAS MELBOURNE.

11. These bags are primarily intended to augment existing floatation equipment. Whilst not suitable for recovery of helicopters from substantial depths of water the bags can be used for recovery from depths of about 100 feet or less.

Operating Instructions for Modified Mine Lifting Bag

- 12. a. On receipt of equipment charge air cylinder to 1,300 PSI and check security of all connections;

- b. place floatation bag in cockpit cabin or attach to external hoisting or picketing point;
- c. remove valise securing pin;
- d. open air cylinder control to inflate bag; and
- e. during inflation adjust position of bag as required.

13. If inflatable liferafts are used, they should be inserted prior to inflation and used in sufficient quantity to make them semi-rigid inside the aircraft structure. If the aircraft is inverted following the loss of one bag, it may be too late to insert items inside the cabin. Under these circumstances attempts should be made to secure the aircraft alongside (*see* Paragraph 15).

Towing

14. Under suitable conditions, when a recovery cannot be effected, it may be possible to tow the aircraft to a shore crane, or to a place where it can be beached. If such an attempt is made the best methods are:

- a. tail first from the tail wheel structure;
- b. nose first from a strop passed under the aircraft through both main oleo or cross-tube structures; or
- c. if the aircraft is inverted a tow would probably be unsuccessful. The best course of action under these circumstances would be to attempt to secure the aircraft alongside (*see* Paragraph 15).

Note: Speed of tow must be restricted as a strong possibility of bursting floatation bags exists.

Securing the Helicopter Alongside

15. The practicability of securing a ditched helicopter alongside a ship is dependent on the conditions prevailing at the time. It is considered that it would be possible to salvage essential evidence for accident investigation by attempting this course of action.

16. The best means of attaching the helicopter to a ship is by a wire strop placed around the rotor head. Once alongside, the helicopter should be lifted by leading a strong wire rope from the strop to the most powerful winch available. Under most circumstances the best area would be alongside the forecastle where the capstan could be used. Heeling the ship slightly may assist this evolution.

17. Should it not be possible to lift the helicopter clear of the water, the aim should be to hoist it high enough in the water to prevent excessive buffeting, and to attach additional securing lines to suitable strong points on the aircraft.

18. The best points for securing the aircraft alongside are:

- a. rotor head;
- b. main wheel structure;
- c. through engine structure;
- d. tail wheel;
- e. through the cabin; and
- f. tail rotor shaft.

Once secured and raised as high as possible, the ship should proceed at slow speed to the most suitable place for landing the helicopter.

19. Navy Order 570/70 is hereby cancelled.

(1362/201/36)

(Navy Order 570/70)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

322/73—Outboard Motors—Revised Allowances of 20HP and 40HP
Outboard Motors for HMA Ships and Establishments

1. In order to standardise the range of outboard motors for use in the RAN and to rationalise the spares backing and maintenance requirements for these equipments, extensive trials have been carried out on a recently developed 40HP motor.

2. Trials revealed that this motor did not suffer during low speed operation, eg, for use in craft tending divers, and was most suitable for RAN needs. Those applications still requiring 20HP motors are:

Minehunters,
Patrol Boats (except HMAS MADANG),
LCHs.

3. Details of the outboard motors to be used in the Service together with the associated use of such motors are as detailed hereunder:

a.

Class	Catalogue No	Description	Acctg Classn	UI
2805	66-064-0809	OUTBOARD MOTOR, GASOLINE 40HP (RL71), LONG SHAFT	P	EA

Purpose

For general use by HMA ships (except Minehunters) and establishments, and Clearance Diving Teams on 17 foot 6 inch Lightweight Utility Boats (LUBs), variants A, B and C, inflatable dinghies used as diving safety boats, or for recovery of men from the sea.

Allowance

1 EA, for each LUB or inflatable dinghy allowed.

b.

Class	Catalogue No	Description	Acctg Classn	UI
2805	66-024-7316	OUTBOARD MOTOR, GASOLINE 20HP TILLER CONTROL, SHORT SHAFT	P	EA

Purpose

For general use as follows:

- (1) MINEHUNTERS—the 20HP motor is to continue to be used on inflatable dinghies for minehunting as it is considered more suitable for the acoustic mine situation.
- (2) PATROL BOATS—for the 14 foot dinghy.
- (3) LANDING CRAFT HEAVY (LCH)—for the 12 foot dinghy.

Allowance

1 EA for each inflatable dinghy, 14 foot dinghy, 12 foot dinghy, allowed.

4. Existing 40HP motors will be replaced by the new model, as the older models become uneconomical to repair. 18HP and 25HP motors currently in use are to be withdrawn from service as the new replacement items become available.

(1104/51/949)

Section 6

ESTABLISHMENTS

UNCLASSIFIED

323/73—Fire Precautions—Expanded Polystyrene—Potential Fire Risk

1. Expanded polystyrene is a cheap, lightweight and effective cushioning material for locating and protecting many types of stores within packages and is widely used commercially for these purposes. Typical instances are the packing of transistor radios, cameras, electronic and electrical components, precision tools, optical equipment and selected soft fruit/vegetables.

2. Expanded polystyrene burns fiercely in the seat of a fire and additionally:

- a. melts at high temperatures (about 250° C) and may help to spread an existing fire; and
- b. when exposed to temperatures above 150° C, gives off vapours which are toxic and under certain conditions may be explosive.

3. The use of expanded polystyrene in packages specifically designed for this Department is controlled and, wherever practicable, alternative materials are used. It is not practicable, however, to control its use for items bought in 'trade packs' and although the quantities of expanded polystyrene used in individual packages are normally small, the following precautions are to be observed:

- a. Expanded polystyrene in any form is not to be stored in machinery spaces or compartments presenting a particular fire hazard and is not to be left near hot pipes, heating appliances or naked flames.
- b. Waste expanded polystyrene is to be disposed of as quickly as possible. The material is buoyant and resistant to decomposition. Waste, therefore, is not to be thrown overboard at sea, or in harbour where it may add to local environmental pollution. Disposal should be carried out where possible by incineration, only small quantities being fed into the incinerator at a time, otherwise, the material should be landed at the first opportunity for local disposal.

4. Navy Order 638/70 is hereby cancelled.

(400/1/1452)

(Navy Order 638/70)

10000

11

EQUIPMENT STUDIES AND SERVICING
ESTABLISHMENTS

UNCLASSIFIED

UNCLASSIFIED

1. The purpose of this report is to provide a summary of the results of the studies conducted at the following establishments:

2. The following establishments were included in the study:

- a. [Establishment Name]
- b. [Establishment Name]

3. The results of the study are summarized in the following paragraphs:

- a. [Establishment Name]
- b. [Establishment Name]

4. The following conclusions were drawn from the study:

- (1) [Conclusion 1]
- (2) [Conclusion 2]

5. The following recommendations were made:

Historian

ANOs 324/73-333/73



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Navy Office, Canberra,
26 November 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

AUSTRALIAN
NAVY ORDERS

ADMINISTRATIVE AND GENERAL

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333/73	Navigation Timepieces.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

324/73—Abolition of the Term 'Notice for Steam'

(DCI T517/73)

1. The term 'notice for steam' is abolished and is superseded by 'notice for sea'. All references in publications to "notice to steam" are to be read as "notice for sea".

2. The relevant publications will eventually be amended to incorporate this change.

(465/1/2158)

UNCLASSIFIED

325/73—Requests for Visits to United States Activities

1. The United States policy concerning visits of foreign personnel to United States Naval facilities requires that at least thirty days' notice is given when submitting visit requirements. For visits to USA Defence Communications—Electronics Organisations six weeks notice is required.

2. All requests for visits by RAN and civil personnel are required to be channelled through ANA Washington and are to be submitted so that they reach that office at least six weeks in advance of normal visit dates or at least nine weeks in advance where visits to USA Defence Communications—Electronics Organisations are concerned.

3. The fullest possible information is to be furnished with all requests for information or visits. In this regard it is pointed out that for such requests US policy allows only those subjects specified to be discussed. Briefings or discussions are not extended to peripheral items and where briefings are requested on broad topics only the briefings given will be as broad as the topic and couched in laymens terms.

4. Advice of proposed visits should include:

- a. full name;
- b. rank/grade;
- c. date of birth;
- d. home address;
- e. supporting organisations;
- f. place to be visited (full address);
- g. names of person(s) to be interviewed if known;
- h. security clearance;
- i. purpose of visit (to be stated as fully as possible and to include need to know); and
- j. date and duration of visit (give exact date if known or earliest visit likely, plus overall period).

5. To assist the Department of Foreign Affairs and the Australian Embassy in Washington it is also required the following information should be included in addition to Paragraph 4 above where applicable:

- a. fields of interest;
- b. time they wish to devote to each aspect;
- c. full details of their academic attainments;
- d. type of establishments they would like to visit; and
- e. whether or not they wish the Embassy to make accommodation arrangements.

6. In order that the above procedures can be complied with, Administrative Authorities when concerned with arrangements for personnel to make such visits are to ensure the above details are forwarded to Navy Office as soon as possible.

7. Navy Order 629/70 is hereby cancelled.

(42/1/319)

(Navy Order 629/70)

UNCLASSIFIED

326/73—The Functions and Roles of the Australian Armed Forces

Introduction

1. The purpose of this order is to provide a statement in broad and fundamental terms of the functions and roles of the Australian Armed Forces. The fulfilment of a specified role embraces numerous activities which are essential to enable a Service to discharge its functions. This order is also included in JSP (AS) 201, Division of Administrative Responsibilities of the Services in Operations (DARSO) and such other Joint Service Publications.

2. The approved definitions of function, role, mission and task are listed hereunder. It is most important that these definitions be applied consistently, and that any statement of functions, etc, be tested against them before being used:

Function: Broad responsibility proper to an organisation.

Role: Type of activity involved in discharging a function.

Mission: The task together with its purpose, thereby clearly indicating the action to be taken and the reason therefore.

Task: A particular undertaking.

3. The statement of functions and roles, and the operational responsibilities of the Armed Forces developed from them, provides clear guidance on what is the business of each Service. This guidance is necessary in making decisions on the capabilities to be developed by the Armed Forces. Basically, functions are unchanging; roles are subject to change with developments in science and technology and changes in the equipment, weapons and tactics; whilst capabilities to perform missions and tasks are developed against a periodic re-assessment of the strategic basis of Australian Defence Policy and joint concepts of operations. The statement of a role or function does not, in itself, require that a capability to discharge it must be provided. Decisions to provide capabilities and their extent are made from a critical analysis of, inter alia, threats, priorities, and resources and the requirement to maintain and develop specialised forms of warfare.

Common Functions

4. The common functions of the Australian Armed Forces is, by acting as an independent national force or in association with Allied Forces, to:

- a. deter aggression;
- b. ensure the security of Australia and its Territories; and
- c. uphold and protect Australia's national interests by military means.

Common Roles

5. Common roles of the Armed Forces are:

- a. to prepare forces and establish reserves of equipment and supplies for the effective discharge of the common function;
- b. to organise, train and equip forces for joint operations, including amphibious and airborne operations, and the establishment of joint or combined headquarters;
- c. to develop and maintain reserve forces to supplement or expand the Regular Forces;
- d. to assist each other in fulfilling their Single Service roles;
- e. to establish and operate bases and other installations;
- f. to provide joint and single service communications;
- g. to provide intelligence for the National Intelligence Organisation and intelligence for operational use by the Services;
- h. to provide training for the military forces of designated nations;
- i. to develop the indigenous forces of TPNG;
- j. to provide aid to the civil power as directed;
- k. to provide assistance to civil authorities and organisations as authorised; and
- l. to conduct research, and develop tactics, techniques and organisation for the fulfilment of their roles.

Single Service Roles

6. Single Service functions are:

- a. *Royal Australian Navy.* The conduct of operations at sea for the defence of Australia and Australian interests.
- b. *Australian Army.* The conduct of operations on land for the defence of Australia and Australian interests.
- c. *Royal Australian Air Force.* The conduct of operations in the air for the defence of Australia and Australian interests.

Single Service Functions

7. *Royal Australian Navy.* The roles of the Royal Australian Navy are:

- a. to organise, train and equip naval forces, including naval aircraft, for timely and sustained combat operations at sea:
 - (1) to detect and destroy enemy naval forces and sea commerce;
 - (2) to establish and maintain superiority in areas as necessary for naval operations including the protection of sea lines of communication;
 - (3) to conduct naval offensive operations against enemy forces and installations; and
 - (4) to conduct naval reconnaissance and surveillance, anti-submarine warfare, the protection of shipping, and hydrographic and oceanographic survey;

- b. to provide naval support for land operations;
 - c. to provide military sea transport support for the Australian Services; and
 - d. to provide seaward defence of ports and anchorages.
8. *Australian Army*. The roles of the Australian Army are:
- a. to organise, train and equip Army forces including Army aviation for the conduct of timely and sustained combat operations on land, to defeat enemy forces and to seize, occupy and defend land areas;
 - b. to provide specified logistic services and support in the field to the other Australian Services;
 - c. to provide general area ground defence of Service installations and low level air defence in designated areas;
 - d. to develop techniques and provide for the implementation of civic action programmes in support of ground operations; and
 - e. to conduct geodetic surveys and to provide landmaps and aircharts for the Australian Armed Services.
9. *Royal Australian Air Force*. The roles of the Royal Australian Air Force are:
- a. to organise, train and equip air forces for timely and sustained combat operations;
 - (1) to defend Australia, its Territories and Australian forces against air attack;
 - (2) for offensive air-strikes against enemy forces and installations;
 - (3) to control vital air areas and establish local superiority when required;
 - (4) for air reconnaissance; and
 - (5) for maritime air warfare and ocean surveillance;
 - b. to provide close offensive and tactical air transport and air support for the Army; and
 - c. to provide strategic and other military air transport support for the Australian Armed Forces.
10. Navy Order 469/70 is hereby cancelled.

(1600/8/82)

(Navy Order 469/70)

Section 2

PERSONNEL

UNCLASSIFIED

327/73—Naval Emergency Reserve and Citizen Naval Forces—Conditions of Service During Voluntary Continuous Service

General

1. The Naval Defence Act provides that members of the Naval Emergency Reserve and the Citizen Naval Forces may, at any time, volunteer to carry out continuous full time service. Accepted applicants are bound to serve for the agreed period.

2. This order amplifies conditions of service for reservists previously promulgated in Navy Order 3172 as amended by 390/72—RANER, Navy Order 94/71—RAFR, and Navy Order 152/72—WRANSR. For ease of reference, this order has been divided into sections, namely:

- a. Officers.
- b. Sailors, Naval Policemen and WRANS.
- c. Common Conditions.

OFFICERS

3. PNF Officers wishing to continue to serve after reaching the retiring age for rank or extended retiring age under the terms of RI Article 0344 (2), may be transferred to the RANER, RANEM or WRANSR as appropriate. Ex-officers of the Permanent Naval Forces of the British Commonwealth may be appointed to the RANER or RANEM. RANR officers carrying out continuous full time service in the PNF will transfer to list 5 RANR on commencement of such service.

Period of Service

4. Male officers may serve for any period in excess of twelve months, but will normally be limited to four years. WRANSR Officers may apply to serve for periods in excess of thirty days but normally less than two years.

5. Applications are to be forwarded as follows;

- a. *Serving PNF Officers*—to Navy Office through their administrative authority.
- b. *Ex-officers of British Commonwealth Naval Forces not resident in Australia*—to the Australian Naval representative in their country of residence if one is there; in other cases, to the Secretary, Department of the Navy, Canberra, ACT 2600.
- c. *Ex-officers of British Commonwealth Naval Forces resident in Australia and RAN Emergency List Officers*—to the Secretary, Department of the Navy, Canberra, ACT 2600.
- d. *RANER and RANR Officers on Lists 1, 2, 10, 11 and 12*—to the Director of Naval Reserves, Navy Office, Canberra ACT 2600.
- e. *RANR Officers on Lists 3, 4, 6, 7, 8 and 9*—to the Captain of their Reserve Training Establishment who will forward the application to Director of Naval Reserves.

Applications are to state the period the officer would like to serve.

Promotion

6. RANR Officers are considered for promotion under the rules contained in ABR 5054. If, during a period of full time service, an officer is selected for promotion under the rules of ABR 5054, he will be required to continue to serve in the rank in which he was entered for full time service unless there is a vacancy in the PNF for him to serve in a higher rank. On completion of full time service, an RANR officer who has been promoted to a higher rank, but not employed in that rank, will assume the rank and seniority he holds in the RANR.

7. RAN Emergency Reserve, Emergency List and WRANSR officers serving continuously in a PNF vacancy will not be considered for promotion, but may serve in an acting higher rank in order to fill a vacancy.

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8. All officers will be considered for promotion under PNF rules when called up for service in a time of war, time of defence emergency and, in the case of RANER officers, when the Governor-General calls out this Reserve.

Release from Full Time Service

9. An officer will not normally be released from continuous full time service before the expiration of the period for which he was entered unless compassionate or other exceptional circumstances exist.

SAILORS, NAVAL POLICEMEN AND WRANS

General

10. Sailors, Policemen and Wrans completing their service in the PNF may volunteer to enlist in one of the following Forces or components and carry out continuous full time service:

- a. RANER .. Sailors in certain ranks and categories only.
- b. RAFR .. Sailors and Naval Policemen.
- c. WRANSR .. Wrans.

Sailors applying to enlist in the RAN Emergency Reserve and to carry out continuous full time service are to state if they are volunteers to serve in the RAFR if sailors of their rank and category are not required in the Emergency Reserve.

Application

11. Applications from serving members are to be made to the Captain who will forward the applications with his recommendation to Navy Office. Applications from persons already discharged are to be made to the Director of Naval Reserves, Navy Office, Canberra. Persons who have been absent from continuous full time service in excess of five years will not normally be accepted. Applicants may state a preference for sea or shore service or individual ships and establishments but postings will be dictated by manning requirements.

12. RANR sailors volunteering to carry out continuous full time service may be accepted for training or service in a PNF vacancy. Normally only sailors with active service rank classification will be accepted for service in a PNF vacancy. Applications are to be made through the sailors' Reserve Training Establishment.

Period of Service

13. The initial period of full time service in a PNF billet will be limited to a minimum of one year and the maximum will depend on Service requirements. If required to undergo a course of three months or more during the period of full time service the minimum initial period will be two years. Extensions of full time service after the initial period will be a minimum of six months unless special circumstances exist. For WRANSR the initial period of continuous full time service in a PNF billet must not be less than three months. Extensions for not less than six months may be approved depending on Service requirements. Extensions for periods of less than six months will only be approved in special circumstances.

Promotion

14. RANER, RAFR Sailors, Naval Policemen and WRANSR Wrans carrying out continuous full time service in a PNF billet will be considered for promotion under the following rules:

- a. Those commencing service within twelve months of discharge from PNF:
 - (1) must be qualified for promotion under current RAN rules in ABR 10/ABR 1077;

- (2) vacancies must exist on PNF promotion lists with no PNF sailors available to fill them;
- (3) current Forms PP1 rendered prior to discharge will be taken into consideration where applicable.

b. Those commencing service in a PNF billet after twelve months absence from PNF:

- (1) must be qualified for promotion under current RAN rules in ABR 10/ABR 1077;
- (2) vacancies must exist on PNF promotion lists;
- (3) must have completed twelve months full time service in a PNF billet as a member of the RANER, RAFR or WRANSR to be eligible for promotion;
- (4) current Forms PP1 must be at or above promotion levels;
- (5) relevant Forms PP1 rendered prior to discharge will be taken into consideration where applicable.

RANR and RANVR sailors will be considered for promotion under the rules contained in ABR 5054.

15. Forms PP1 are to be rendered for all Emergency Reserve and CNF Sailors, Policemen and Wrans on the same occasions as PNF personnel. Promotion of qualified personnel will not be deferred if the required number of Forms PP1 under RAN rules is not available. Suitability for promotion will normally be based on PP1 rendered during current period of full time service.

16. If a sailor, Policeman or Wran is promoted during a period of full time service, continued employment after the expiry of that period will, subject to application, be reviewed having regard to the requirements for full time service in the higher rank.

17. The conditions of ABR 10, Chapter 4 (Sailors), Chapter 25 (Policemen), and ABR 1077, Chapter 8 (Wrans) concerning reversion, reduction in rank and re-promotion apply.

Promotion During Full Time Service after Call-up

18. Until it is decided that amendments are necessary, the rules contained in Paragraph 14 above will apply to RANER sailors called up. During any period the CNF has been called out for continuous service ABR 5054 will be in abeyance, and the rules pertaining to the PNF and RANER at the time will apply.

Extensions of Service

19. Applications from Reserve Sailors, Policemen and Wrans who wish to extend their period of full time service are to be forwarded to Navy Office, together with a covering recommendation by the Captain six to three months before the completion of the applicant's current engagement.

Discharge During Full Time Service

20. The Naval Board may direct that an Emergency Reserve or CNF Sailor or Policeman be discharged if:

- a. he is medically unfit for Naval service;
- b. he is unsuitable for further Naval service;
- c. his services are no longer required;

- d. he made a false or misleading statement in connection with his enlistment in the Emergency Reserve or CNF;
- e. he is to be appointed to be an officer of the Naval Forces.

In addition to the foregoing conditions, a Wran may also be discharged from continuous full time service if she becomes pregnant.

Release From Full Time Service

21. A Sailor, Policeman or Wran will not normally be released from continuous full time service before the expiration of the period for which he or she agreed to serve unless compassionate or other exceptional circumstances exist.

COMMON CONDITIONS

General

22. Other conditions relevant to continuous full time service as a member of the RANER or CNF are:

- a. members agreeing to serve for at least twelve months have an entitlement to removals at Departmental expense in accordance with the normal rules;
- b. PNF members who are receiving deferred pay and enlist in the RANER or RAFR for full time service may draw their entitlement on completion of their final PNF engagement, or wait until discharge to shore on completion of full time service. Deferred pay is not credited to members of the RANER or CNF;
- c. an officer who has been absent from continuous full time service for longer than five years will be paid the 'on promotion' rate of pay applicable to a PNF officer of the same rank. Where an officer commences service and his absence from service with the PNF has not exceeded five years, his seniority for pay purposes will be assessed in accordance with NPI 0104 (2)(b);
- d. the rate of pay of a sailor will be the 'on promotion' rate of pay applicable to the sailor's rank and category. However, a sailor who has been discharged from the PNF on or after 27 August 1971 and who then transfers for service in the same rank, will, provided the break in service has not exceeded five years, be entitled to count for pay purposes time served in that rank on or after 27 August 1971, and will be entitled to pay at a rate equivalent to the rate of pay payable at discharge.

Note: A Chief Petty Officer who was in receipt of the 'on promotion' Warrant Officer rate of pay on discharge from the PNF, will not be entitled to that benefit on transfer.

Defence Force Retirement and Death Benefits

23. All members accepted for continuous full time service of twelve months or more will be required to contribute to the DFRDB Scheme under the following rules:

a. Personnel Who Qualify for Retirement Pay

- (1) Members contributing to the DFRDB Scheme who transfer to full time service without a break in service will:
 - (a) continue to contribute to the Scheme;
 - (b) not receive any part of their retirement pay during full time service;

- (c) be covered for death and invalidity benefits during their service;
- (d) not be able to commute any portion of their retirement pay on transfer from the PNF; and
- (e) qualify for a higher retirement pay on final retirement.

(2) Contributors who transfer to full time service with a break in service will:

- (a) re-commence contributions to the scheme from the date of transfer;
- (b) not receive any portion of their retirement pay during full time service;
- (c) be covered for death and invalidity benefits during their service;
- (d) be required where commutation has been made on retirement from the PNF to re-pay fortnightly, during the period of full time service 14/365th of the portion of pension or retirement pay commuted;
- (e) qualify for a higher retirement pay on final retirement.

b. Personnel Who Do Not Qualify for Retirement Pay

(1) Contributors who transfer to full time service without a break in service will:

- (a) continue to contribute to the Scheme;
- (b) be covered for death and invalidity benefits during their service;
- (c) not receive a gratuity or refund of contributions on transfer;
- (d) count the additional service towards an increased gratuity or, if sufficient service is accrued to qualify for retirement pay, towards that retirement pay. Those who do not qualify for retirement pay will receive a refund of contributions in addition to the increased gratuity on final retirement.

(2) Contributors who commence full time service after a break in service will:

- (a) contribute to the Scheme as new contributors from the date of re-entry;
- (b) be covered for death and invalidity benefits during their service;
- (c) (i) receive a refund of their contributions and qualify for a gratuity for the number of completed years of service after rejoining the Scheme; or
(ii) qualify for retirement pay under normal rules if sufficient service completed after rejoining the fund.

Note: A member may elect, under Sections 63 or 64 of the DFRDB Act 1973, and within ninety days of re-entry to purchase the whole or part of his previous effective service for retirement pay purposes.

24. Navy Order 230/71 is hereby cancelled.

(465/1/1170)

(Navy Orders 94/71, 230/71, 3/72, 152/72 and 390/72)

UNCLASSIFIED

328/73—RAN Central Canteens Fund Report for Year Ended 31 July 1973

1. The auditors report and financial statements covering the operation of the RAN Central Canteens Fund for the year ended 31 July 1973 appear as Annexes of this order.

2. The Fund is established within the authority provided by Navy (Canteens) Regulations under the Naval Defence Act 1910-1971. The Naval Board controls the activities of all Service System Canteens and imposes a levy on sales. The RAN Central Canteens Board is responsible to the Naval Board for administering the RAN Central Canteens Fund. The Fund derives its income from a levy of 3½ per cent on retail sales in all Service System Canteens and from investments.

3. The Fund exists for the purposes of providing for the welfare and amenities of the Naval community. In general its funds are used for:

- a. the provision of amenities which will benefit Naval personnel generally, and which it would be inappropriate for an individual ship or establishment to provide;
- b. assistance in providing amenities for individual ships and establishments which cannot be provided from their own resources;
- c. the grant of 1 per cent of the total canteen sales to the RAN Relief Trust Fund;
- d. a subsidy to Navy News;
- e. meeting the freight costs of recreational films and subsidising film hire for certain small ships;
- f. capital expenditure on major recreational projects such as RAN holiday centres at Lake Burrill and Forster;
- g. loans to finance Service System Canteens;
- h. subsidies for entertainment of personnel of visiting foreign warships;
- i. meeting the cost of insuring canteen goods and equipment in seagoing HMA ships.

4. The RAN Central Canteens Committee is composed of officers and sailors representing areas and commands and meets twice a year in accordance with Regulations and Instructions Appendix 15B. The Committee may:

- a. make recommendations and suggestions to the RAN Central Canteens Board on matters concerning the interest and welfare of members of the Navy in relation to canteens; and
- b. make recommendations to the RAN Central Canteens Board on matters of principle concerning the application of money or property forming part of the RAN Central Canteens Fund.

5. Requests for loans or grants which involve matters of principle should be referred to the RAN Central Canteens Committee for discussion and preparation of a recommendation to the RAN Central Canteens Board. Requests for loans or grants are to be supported by a comprehensive narrative delineating the need and be accompanied by the balance sheets and financial statements of all relevant funds.

Board Report

6. During the year the accumulated funds and reserves were increased by \$66,685 to \$645,680. A new RAN holiday centre was established at Forster, NSW, at a net cost of \$77,805 and the long range project funds were reduced accordingly to \$23,995. The Lake Burrill reserve fund was reduced by \$3,433 representing improvements made to the holiday centre.

7. Fund income increased by \$2,314 to \$171,058 mainly as a result of higher sales in canteens. Expenditure reduced by \$38,735 to \$101,607 due to the overall reduction in grants made to the RAN Relief Trust Fund and the reduction in expenditure from the RAN Recreational Film Account.

8. During the year canteen sales rose from \$4,464,291 to \$4,641,587, an increase of 3.97 per cent. The growth of sales is considerably down on the previous year (9.36 per cent) and bearing in mind that the consumer price index rose by 8.2 per cent during 1972-73 financial year it is possible that higher cost prices were not being passed on to the customer as higher selling prices. On the other hand it could mean that there has been a contraction in the volume of sales caused by customers buying their goods elsewhere.

9. The RAN holiday centre at Forster was opened for business on 1 December 1972. The operating surplus of \$210 on the first eight months trading is considered satisfactory in view of the initial costs and improvements which have already been made to the centre.

10. The RAN holiday centre at Lake Burrill made an operating loss of \$4,777 over the year but when it is taken into consideration that land and buildings have been depreciated by \$7,260 and the provision for the replacement of fixed assets has been increased by \$2,500 it can be seen that the centre is financially sound. It is expected that the triennial valuation of the holiday centre to be conducted in July 1974 will reveal an increase in the market value of the land and buildings and there will be no further requirement for depreciation to be charged on the freehold property.

11. The RAN Central Canteens Board is satisfied that the holiday centres have proved a worthwhile amenity for the Navy community and that they are a sound investment for the RAN Central Canteens Fund.

12. Annex C lists all grants made during the year. Grants made to the RAN Relief Trust Fund have ensured that the waiting period for loans to sailors does not normally exceed one month and also provided sufficient funds to substantially increase furniture loans. The cost of providing grants for housekeeping services has been a cause for concern and the funds allocated for this purpose in the 1973-74 year have been limited to \$15,000. If steps taken in July 1973 to limit the housekeeping service grant to seven days does not have the required effect of reducing this expenditure the Board will have to consider other measures to effect the necessary reductions.

13. During the past year the RAN Central Canteens Board:

- a. introduced free insurance for canteen stocks and equipment in sea-going ships;
- b. introduced free insurance for films; and
- c. increased the film hire subsidy for small ships and submarines.

14. During the coming year, the RAN Central Canteens Board intends to allocate more funds to the RAN holiday centre at Lake Burrill for improvements and the erection of holiday flats. The present financial position of the RAN Central Canteens Fund is sound and the allocation of funds for welfare and amenities purposes during the 1973-74 year is expected to continue at the present rate.

15. The RAN Central Canteens Board has undertaken to guarantee the operation of the Naval Health Benefits Society until it is finally overtaken by the National Health Scheme in July 1974. This action ensures that members claims will be paid until the Society's liability for claims ceases. A loan of \$30,000 has been made to the Society to improve its liquidity and it is not expected that further funds will be required until the Society is finally dissolved in late 1974. It is not possible at present to accurately estimate the funds required to cover this contingency.

16. This order will be reprinted for posting on notice boards.

ANNEX A
RAN CENTRAL CANTEENS FUND
Balance Sheet as at 31 July 1973

<i>Accumulated Funds</i>	1973	1972
	\$	\$
Balance at 31st, 1972	423,995.48	470,128
ADD: Improvements to RAN Holiday Centre Lake Burrill	3,432.83	
Purchase of RAN Holiday Centre Forster	77,805.09	
	<u>81,237.92</u>	
	505,233.40	
ADD: RAN Central Canteens Fund Operating Surplus	69,451.64	
RAN Holiday Centre Forster Operating Surplus	210.04	
	<u>69,661.68</u>	
LESS: RAN Holiday Centre Lake Burrill Operating Loss	4,776.94	
	<u>64,884.74</u>	46,133
	570,118.14	423,995
<i>Reserves</i>		
Long Range Project Reserve	23,994.91	
Lake Burrill Project Reserve	46,567.17	
Canteen Insurance Reserve	5,000.00	
	<u>75,562.08</u>	155,000
<i>Total Funds and Reserves</i>	<u>645,680.22</u>	<u>578,995</u>
Represented by:—		
<i>Current Assets</i>		
Cash at Bank	29,796.03	
Interest Bearing Deposits	120,000.00	
	<u>149,796.03</u>	203,118
<i>Outstanding Loans</i>		
Advance to ASCO	100,000.00	
Loans to Canteens etc.	77,888.76	
	<u>177,888.76</u>	134,553
<i>Investments—At Cost Less Amounts Written Off</i>		
RAN Holiday Centre Lake Burrill	155,055.30	
RAN Holiday Centre Forster	78,015.13	
Commonwealth Bonds—At Cost	84,925.00	
	<u>317,995.43</u>	241,324
<i>Total Net Assets</i>	<u>645,680.22</u>	<u>578,995</u>

Note: The Fund has guaranteed the operations of the Naval Health Benefits Society until the introduction of the National Health Scheme. A contingent liability may exist for losses incurred by the Society.

ANNEX B

RAN CENTRAL CANTEENS FUND

Revenue Account for the Year Ended 31 July 1973

<i>Income</i>	1973	1972
	\$	\$
Levy on Sales in Service System Canteens	154,719.55	148,810
Interest	13,015.07	15,589
Donation	436.57	65
ASCO Dividend Vietnam	1,501.00	4,253
NAAFI Dividend Singapore	1,386.20	..
Newspaper Subscription Refund	27
	<u>171,058.39</u>	<u>168,744</u>
<i>Expenditure</i>		
Grants as per schedule	95,887.49	129,134
Audit Fees	240.00	200
Stationery	996.50	936
RAN Recreational Film Account	4,482.76	10,072
	<u>101,606.75</u>	<u>140,342</u>
Surplus Transferred to Accumulated Funds	69,451.64	28,402

AUDITORS REPORT

We wish to report that we have audited the books and accounts of the Fund for the year ended 31 July 1973 and, in our opinion, the attached Balance Sheet and Accounts are properly drawn up so as to give a true and fair view of the state of the affairs of the Fund and the results for the year.

The Balance Sheets and Accounts of the Lake Burrill and Forster RAN holiday centres have been incorporated. These accounts have not been audited by us but we have accepted the certificates of the auditors appointed.

GOODE & TONER

Chartered Accountants

343 Little Collins Street, Melbourne 3000

Melbourne,

14 September 1973.

ANNEX C

RAN CENTRAL CANTEENS FUND

Schedule of Grants Made During Year Ended 31 July 1973

	\$	\$
<i>We'fare</i>		
RAN Relief Trust Fund—		
Half Yearly Grants	47,269.46	
Housekeeping Services	15,132.71	
CPSO Sydney	400.00	
		62,802.17
<i>Amenities</i>		
Navy News Subsidies	8,159.14	
Canteen Insurance for ships	959.25	
Newspapers for ships overseas	284.69	
HMAS ADVANCE	419.32	
HMAS ASSAIL	141.34	
HMAS ATTACK	332.67	
HMAS CERBERUS	15,102.00	
HMAS COONAWARRA	673.90	
HMAS CRESWELL	600.00	
HMAS ENCOUNTER	67.50	
HMAS KIMBLA	174.27	
HMAS LEEUWIN	100.00	
HMAS OVENS	534.67	
HMAS PALUMA	556.21	
HMAS SNIPE	183.87	
HMAS SYDNEY	63.00	
HMAS TARANGAU	2,068.16	
HMAS WATSON	21.00	
		30,440.99
<i>Sport</i>		
Australian Services Rugby Union	300.00	
ANZUK Sports Control Board	51.39	
HMAS ENCOUNTER	117.50	
HMAS HARMAN	51.20	
HMAS LEEUWIN	1,205.16	
HMAS NIRIMBA	919.08	
		2,644.33
		95,887.49

ANNEX D

RAN CENTRAL CANTEENS FUND

Schedule of Loans Outstanding at 31 July 1973

	\$
HMAS BRUNEI Canteen	190.00
HMAS CERBERUS Senior Sailors Swimming Pool Committee	9,500.00
HMAS COONAWARRA Ships Fund	2,800.00
HMAS FLINDERS Canteen	750.00
HMAS LABUAN Canteen	190.00
HMAS NIRIMBA Apprentices Fund	3,916.50
HMAS TARAKAN Canteen	190.00
HMAS TARANGAU Canteen	5,600.00
HMAS VAMPIRE Canteen	1,200.00
HMAS VENDETTA Canteen	3,500.00
HMAS WATERHEN Canteen	688.00
HMAS WEWAK Canteen	200.00
Naval Health Benefits Society	30,000.00
RAN Gliding Association	8,000.00
RAN Ski Club	5,164.26
Royal Naval House	6,000.00
<i>Total</i>	77,888.76

(212/1/8)

UNCLASSIFIED

329/73—Report on the Operation of the Naval Health Benefits Society for the Year Ended 30 June 1973

1. The Naval Health Benefits Society is a restricted membership, non-profit organisation registered under the National Health Act to pay hospital and medical benefits. The affairs of the Society are administered by a Committee of Management appointed by the Naval Board.

Financial Report

2. The operating statement appearing as Annex C to this order shows that both Medical and Hospital Benefits were operated at a loss during the year. The Medical Fund had a marginal operating loss of \$2,964 and the Hospital Fund operating loss was \$24,964. The combined net operating loss for the year was \$27,928.

3. The action taken to increase medical contributions from 16 November 1972 has arrested the decline in the Medical Fund but the current medical contribution income is barely capable of supporting the level of medical benefit currently being provided. Increased benefits due to be paid from September 1973 will require an increase in contribution rates.

4. The cost of providing hospital benefits rose from \$54 per contributor family in 1972 to \$62 in 1973, an increase of 14.8 per cent. Therefore, it was not surprising that the pegged hospital contribution rates proved to be inadequate to meet the increased costs. An increase in the rate of contribution being paid by the member contributing on behalf of his wife only, ie, the Naval member without children, will be implemented from 6 September 1973. Impending increases in hospital charges will require further increases in contribution rates for all classes of members.

5. The combined Medical and Hospital Funds, ie, members funds, represent an excess of liabilities over assets of \$34,148. Measures have been taken to ensure that adequate funds will be available to meet the Society's commitments before it is finally overtaken by the planned National Health Insurance Fund in July 1974.

6. The increase of \$5,524 in administration costs was due to substantial increases in both uniform and civilian wages during the year.

Investments

7. The Society's investments provided an income of \$8,021 which helped to reduce the accumulated deficit. The composition of the investment port folio has not been altered.

Contributor Services

8. The total number of GP consultations claimed during the year was 62,177, an average of 7.9 per contributor family. This compares favourably with 7.8 for the previous year. The number of other types of medical services was 51,835, representing an average of 6.6 per contributor family and an increase of 13.2 per cent on the previous year.

9. The total number of days hospitalisation claimed during the year was 27,667, and average of 3.52 days per contributor family. This represents an increase of 8.3 per cent on the previous year and partly explains the poor performance of the Hospital Fund.

Constitution

10. In order to control the mounting pressure on the Hospital Fund it was necessary to require new members to complete waiting periods before becoming eligible for Society benefits.

Membership

11. Membership increased by 224 from 7,742 to 7,966. The growth in membership has slowed down due mainly to loss of ex-naval members who have decided to seek lower contribution rates charged by major voluntary health insurance organisations.

The Future

12. It is the Government's stated intention to introduce in July 1974 an Australian Health Insurance Programme. In simple terms this means that the Government will make a levy on all taxable incomes and in return will provide free medical treatment and free hospitalisation in standard wards and in any other accommodation allocated by the hospital in accordance with medical need. Full details of the programme are contained in the report of the Health Insurance Planning Committee available from Government Bookshops. A simple introduction to the Australian Health Insurance Programme called 'The Plain Facts' is available at any Post Office.

13. Introduction of the Health Insurance Programme will prohibit private medical insurance, and will reduce the need for hospital insurance to those persons who elect preferred accommodation in a public hospital or seek private treatment in a private hospital. It is expected that certain large health insurance organisations will cater for the needs of these persons in much the same manner as is done at present.

14. Recent experience has proved that the Society cannot provide lower contribution rates than most major voluntary health insurance organisations. The severely limited sphere of voluntary health insurance cover which will be permitted under the new programme will reduce the market for insurance and make it impossible for the Society to compete with major voluntary health insurance organisations who decide to remain in business. Accordingly, the Committee of Management of this Society feels that there would be insufficient demand for private health insurance in the Naval community to justify the continuation of the Society beyond the time necessary to wind up its affairs after the introduction of the Health Insurance Programme.

15. Arrangements for the changeover to the Health Insurance Programme are being negotiated and details will be promulgated closer to the changeover date.

16. This order will be reprinted for posting on notice boards and is to be given the widest promulgation.

17. Navy Order 558/70 is hereby cancelled.

ANNEX A Naval Health Benefits Society Balance Sheet as at 30 June 1973

	1973	1972
	\$	\$
<i>Reserve Funds</i>		
Hospital Benefits	127,000.78	151,965
Less Medical Benefits—Deficit	161,148.79	158,185
<i>Deficiency in Reserve Funds</i>	34,148.01	6,220
Represented by:—		
<i>Current Assets</i>		
Interest Bearing Term Deposit	26,000.00	26,000
Commonwealth Government Re-imbursements Due	64,296.30	62,069
	90,296.30	88,069
<i>Investments (at Cost)</i>		
Commonwealth Bonds	39,952.00	39,952
1st Mortgage Loan	45,000.00	45,000
	84,952.00	84,952
<i>Fixed Assets (at Cost)</i>		
Office Equipment	3,342.16	2,846
Less Provision for Depreciation	1,886.49	1,256
	1,455.67	1,590
	176,703.97	174,611
<i>Less Current Liabilities and Provisions</i>		
Sundry Creditors	1,683.55	1,323
Bank Overdraft	22,682.64	19,931
Provision for Outstanding Claims	148,354.56	126,638
Provision for Contributions in advance	38,131.23	32,939
	210,851.98	180,831
<i>Total Net Liabilities</i>	34,148.01	6,220

ANNEX B

Naval Health Benefits Society

Revenue Statement for the Year Ended 30 June 1973

	1973	1972
	\$	\$
Contributions applicable to the year	794,194.33	668,960
Deduct:—		
Benefits	793,784.33	693,663
Management Expenses	36,358.69	30,835
	830,143.02	724,498
Operating Deficit	35,948.69	55,538
Deduct Investment Income	8,020.83	6,550
Net Deficit for the year	27,927.86	48,988

GOODE & TONER
CHARTERED ACCOUNTANTS
Telephone: 67 6171

E. FRANCIS TONER, F.C.A.

343 Little Collins Street
Melbourne 3000

AUDITOR'S REPORT

To the Contributors of the Naval Health Benefits Society:

We report that we have audited the books and accounts of your Society for the year ended 30 June 1973. In our opinion the accompanying Balance Sheets, Revenue Statement and Operating Statements are properly drawn up so as to give a true and fair view of the state of the Society's affairs and of the results for the year.

Melbourne,
August 1973.

ANNEX C

Naval Health Benefits Society

Operative Statements for the Year Ended 30 June 1973

	1973	1972
	\$	\$
Medical Benefits Fund		
Contributions applicable to the year	340,211.74	266,291
Deduct—		
Benefits	310,990.55	294,024
Management Expenses	32,185.14	27,536
	343,175.69	321,560
Operating Deficit	2,963.95	55,269
Add—		
Investment Income		
Net Deficit for the year	2,963.95	55,269

ANNEX C—continued

Hospital Benefits Fund

Contributions applicable to the year	453,982.59	402,670
Deduct—		
Benefits	482,793.78	399,639
Management Expenses	4,173.55	3,299
	486,967.33	402,938
Operating Deficit	32,984.74	268
Less—		
Investment Income	8,020.83	6,550
Net Deficit for the year	24,963.91	6,282

(271/51/10)

(Navy Order 558/70)

UNCLASSIFIED

330/73—Technical Branch Sailors—New Titles and Badges

1. Navy Order 43/73 is to be amended as follows:

Delete Paragraph 3 and insert new paragraph as follows:

‘Trade Proficiency Certificate

3. The Trade Proficiency Certificate (TPC) may be awarded to those RATSTRUC Technical Sailors listed in RI Article 1069 who comply with the following conditions:

- the satisfactory completion of a period of formal trade training;
- the successful passing of the appropriate trade test or trade examination;
- the serving of one complete engagement of at least six years in the RAN;
- holds the minimum rank of Petty Officer or of a Leading Seaman who is fully qualified and recommended in all aspects for promotion to Petty Officer;
- is recommended by his Commanding Officer, who must be satisfied that the sailor concerned possesses the necessary degree of skill and knowledge to fit the civil trade classification in which he is to be recognised, at the time of the recommendation; and
- the sailor's technical efficiency must not have been assessed lower than ‘Satisfactory’, ie, box 5 or above, for job performance on the Performance Evaluation Report (Form PP1) or level E for Task Execution on the new Performance Evaluation Report, during the three years prior to the award of the Trade Proficiency Certificate.

2. RI 1069 should be noted pending amendment.

(303/35/89)

(Navy Order 43/73)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

331/73—RANR Training—Instructions and Procedures for Sailing Training Craft

1. Local Naval Authorities are authorised to sail craft allocated for RANR training in accordance with RANOPs. They are to ensure that the officer posted in command is competent and qualified for the task and that minimum complements in accordance with Paragraphs 10, 11, 12, 13 and 14 are carried.

Procedure Before Sailing

2. Before Local Naval Authorities sail RANR training craft, they are to:
- post, in writing, the officer selected to command the craft if the period of the cruise is less than seventy-two hours; or
 - request the Naval Board to post the officer selected to command, if the cruise is for more than seventy-two hours.
3. Approval is to be obtained from the Naval Board for the proposed annual RANR training programme, but approval is not required on each occasion that RANR training craft are sailed.

Sailing Intention Signal, PIM and Arrival Signal

4. Movements are to be reported and are to be in accordance with RANOPs, Articles 0126, 0127 and 0108 d. (ii).

Wearing of Flags

5. Craft undergoing cruises of duration shorter than seventy-two hours are to wear the Australian white ensign but are not to wear a masthead pendant.

6. Craft approved to carry out ocean passage and cruises longer than seventy-two hours are to be regarded as commissioned ships, and appropriate flags and ensigns are to be displayed in accordance with the customs of the Service.

Victualling Arrangements

7. a. Meals are to be supplied in accordance with the provisions of Naval Reserve Regulations and Instructions, Article 227.
- b. Provisions issued are to be accounted for as set out in ABR 93.
- c. Mess gear is to be accounted for as set out in ABR 93.

Defined Local Waters

8. Defined local waters are those sheltered bays and estuaries which are proclaimed by the Local Naval Authority as safe for use by training craft with reduced complements during daylight hours in order to increase the numbers borne solely for training.

Restricted Waters Training Passage Areas

9. These areas herewith defined require the passage by training craft outside sheltered waters in order to reach training areas which are within sight of land:

- New South Wales*
An area extending from Port Hacking to Broken Bay.
- Western Australia*
The waters inside Gage Roads and Cockburn Sound.
- Victoria*
An area extending from Port Phillip Bay to Westernport Bay.

d. *Queensland*

An area extending from Point Danger to Double Island Point (Wide Bay).

e. *South Australia*

An area between latitudes 35° 10' S and 34° 25' S within St Vincents Gulf.

10. Minimum complements for RANR GPVs, SDBs and MRLs to carry out daylight training in Defined Local Waters:

Rank	Officers	CPO/ PO	JS	Remarks
LEUT RLEX	1	In command. RANR BWC2 (See Paragraphs 1 and 2) and experience in the local waters in the last 12 months
CPO/PO/LS(MASC)	1
AB(MASC)	1	Must have Helmsman's Certificate
AB/ORD(MASC)	2	..
A1MTP(D)/A2MTP(D)	1	..	Recent experience in the training craft
ABMTP(D)	1	Recent experience in the training craft
RO	1	May be excluded if efficient communications can be maintained by CO or OOW
Total	1	2	5	= 8

11. Minimum Complements to be borne in RANR GPVs and MRLs for Restricted Waters Training Passage Within Sight of Land:

Rank	Officers	CPO/ PO	JS	Remarks
LEUT RLEX	1	In Command. To hold SSCC
LEUT/SBLT RLEX	1	To hold RANR BWC2 (or BWC3 if daylight running only)
CPO/PO(MASC)	1
LS(MASC)	1	..
AB(MASC)	1	..
AB(MASC)	2	Maybe RCT/ORD SMN if daylight running only
A1MTP(D)/A2MTP(D)	1	..	Recent GPV or MRL experience as requisite
LSMTP(D)/A/A2MTP(D)	1	May be ABMTP(D)/A/A2MTP(D) if daylight running only
ABMTP(D)/A/A2MTD(D)	1	..
ABMTL/A/A2MTL	1	Optional for day running
RO	1	May be excluded if efficient communications can be maintained by bridge staff
Total	2	2	8	= 12

12. Minimum Complements to be borne in RANR GPVs for ACT Cruises, and shorter cruises Out of Sight of Land (Ocean Passage):

Rank	Officers	CPO/ PO	JS	Remarks
LEUT RLEX	1	In command. To hold SSCC and ONC
LEUT RLEX	1	To hold RANR BWC2 and have recent sea experience
LEUT/SBLT RLEX	1	
CPO/PO(MASC)	1	..	
LS(MASC)	1	
AB(MASC)	3	
A1MTP(D)/A2MTP(D)	1	..	Recent GPV experience
LSMTP(D)/A/A2MTP(D)	1	
ABMTP(D)/A/A2MTP(D)	2	
ABMTL/A/A2MTL	1	
RO	1	
CK	1	
Total	3	2	10	= 15

13. Minimum Complement to be borne in RANR Patrol Boats for ACT Cruises, and shorter cruises Out of Sight of Land (Ocean Passage):

Rank	Officers	CPO	PO	JS	Remarks
LEUT RLEX	1	In command. To hold SSCC and ONC
LEUT RLEX	1	To hold RANR BWC2 and have recent Patrol Boat experience
LEUT/SBLT RLEX	1	U/T
CPO/PO(MASC)	1	1	..	See note paragraph 14
LS(MASC)	2	See note paragraph 14
AB(MASC)	2	
AB/ORD(MASC)	1	U/T
A1MTP(D)	1	Must hold Patrol Boat Charge Certificate. See Note 1
A2MTP(D)	1	..	Must have recent Patrol Boat experience
LSMTP(D)/A/A2MTP(D)	1	
ABMTP(D)/A/A2MTP(D)	2	
ABMTL/A/A2MTL	1	
ABETC/A/A2ETC	1	
RO	1	
CK	1	
Total	3	2	2	12	= 19
Accommodation	3	2	2	12	= 19

Notes: 1. When no RANR A1MTP (D) with PB Charge is borne the PNF MTP sailor posted for Patrol Boat Charge duties may be used in lieu.

2. Ocean Passage is defined as passage in the open sea outside Defined Local Waters and designated Restricted Waters Training Passage.

14. Minimum Complement to be borne in RANR Patrol Boats for Restricted Waters Training Passage Within Sight of Land:

Rank	Officers	CPO	PO	JS	Remarks
LEUT RLEX	1	In command. To hold SSCC
LEUT RLEX	1	To hold RANR BWC2. Maybe BWC3 if daylight running only
LEUT/SBLT RLEX U/T	1	
CPO/PO(MASC)	1	See note
LS(MASC)	1	See note
ABQMG	1	Maybe (MASC) if daylight running only
AB(MASC)	2	Maybe ORDSMN(U/T) if daylight running only
ORDSMN U/T	1	
A1MTP(D)	1	To hold Patrol Boat Charge Certificate
A2MTP(D)	1	..	Maybe LSMTP(D)/A/A2MTP(D) if daylight running only
LSMTP(D)/A/A2MTP(D)	1	Maybe ABMTP(D)/A/A2MTP(D) daylight running
ABMTP(D)/A/A2MTP(D)	2	Maybe ORD(MTP(D)) daylight running only
ABMTL/A/A2MTL	1	
ABETC/A/A2ETC	1	
RO	1	
CK(MAB)	1	Optional
Total	3	2	1	12	..
Accommodation	3	2	2	12	..
Training Billets	1/2	..	1/2	1/6	Night/daylight only

Note: For weapon firings (40/60 and Browning MG) a senior QMG and 1LSQMG who have completed the PB Gunnery PCT are to be borne. The Commanding Officer is similarly required to have completed this PCT.

15. Navy Orders 602/70 and 164/71 are cancelled.

(311/52/74)

(Navy Orders 602/70 and 164/71)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

332/73—HMA Ships and Commissioned Establishments—Allowances of Material—Amendment to Definition of SIM Item

1. The determination of which items are subject to Selected Item Management (SIM) as promulgated in Navy Order 213/73 is based principally on the concept of 'frequency of movement'. However, because of the varying interpretation which could be applied to that expression it has been decided to amend it to 'frequency of internal demand'. A frequency of internal demand is defined as the number of notifications of requirements for items of supply, regardless of quantity demanded, placed with the supply department.

2. For most practical purposes 'frequency of internal demand' will be the same as the frequency of internal issues. This is because where the item is in stock an issue will usually be effected immediately on demand. However, where the item is not carried in stock or for reasons of short supply the item is continually out of stock, the number of unfilled demands for departmental requirements are also to be taken into consideration in determining a SIM item. In the last case, where a demand is lodged for a requirement but as time goes on supply is not effected and further demands for the same requirement are lodged, all those demands together constitute one internal demand.

3. For permanent loan type items, frequency of internal demand is to be counted only when a serviceable item is demanded in lieu of an item returned unserviceable. Where custody is transferred backwards and forwards many times between the Supply Officer and departmental officers (eg, items on temporary loan) but the item remains serviceable, these transactions are not internal demands for the purposes of this order and their frequency is not to be counted for SIM purposes.

4. Accordingly Navy Order 213/73 is to be amended as follows:

- a. **Paragraph 8c (2)**—*delete* 'frequency of movement' occurring twice and *insert* 'frequency of internal demand' in lieu.
- b. **Paragraph 8c (5)**—*delete* 'Items' first occurring and *insert* in lieu 'Repair Parts'; *delete* 'Sub-paragraph c' and *insert* 'Sub-paragraph (3)'.
- c. After **Paragraph 8c (5)**—*add* new Sub-paragraph (6) as follows:
'(6) In determining the frequency of internal demand for permanent loan type items only demands in lieu of items returned unserviceable are to be counted.'
and *re-number* Sub-paragraphs (6) and (7) to (7) and (8) respectively.
- d. **Annex C, Article 3902 (1)**—*delete* and *insert*:
'3902. Application. All items of storeroom stock which meet one of the following criteria are to be classified as SIM:
 - a. Have a frequency of internal demand of four or more within the last twelve months.
 - b. Have a frequency of internal demand of less than four within the last twelve months but other considerations (such as operational necessity) require them to be closely managed.
 - c. Are valuable and attractive.

For the purposes of determining a SIM item the frequency of internal demand will normally be the number of internal issues plus the number of demands for departmental requirements outstanding during the last twelve months, but it will not include issues of permanent loan type items unless the items are issued in lieu of items returned unserviceable.'

- e. **Annex C, Article 3907-4**—*amend* 'less than four issues . . .' to read 'frequency of internal demand of less than four . . .'
- f. **Annex C, Article 3908-2**—*amend* 'an SI, ie, four or more issues . . .' to read 'an SI, ie, having a frequency of internal demand of four or more . . .'
- g. **Annex C, Article 3914-5**—*re-number* Paragraph to read 4 and *amend* 'and when the movement . . .' to read 'and when the frequency of internal demand . . .'

(400/1/2052)

(Navy Order 213/73)

UNCLASSIFIED

333/73—Navigation Timepieces

1. Navy Orders 121/73 and 266/73 advised that the issue of chronometers and chronometer watches to ships other than submarines has been discontinued but that they would be re-issued if necessary.

2. As ships undertaking long voyages may, for considerable periods, be out of range of reliable time signals, it has been decided that chronometers and chronometer watches may be drawn prior to commencement of such voyages if required by the Navigating Officers.

3. ABR 4 will be amended.

(400/1/2935)

(Navy Orders 121/73 and 266/73)

For the purpose of determining a SIM from the frequency of interest demand will normally be the number of interest items from the number of items for which the demand is made. The number of items for which the demand is made will be the number of items for which the demand is made. The number of items for which the demand is made will be the number of items for which the demand is made.

1. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

2. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society. The number of shares he has taken in the club or society shall be the number of shares he has taken in the club or society.

3. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

4. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society. The number of shares he has taken in the club or society shall be the number of shares he has taken in the club or society.

5. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

6. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society. The number of shares he has taken in the club or society shall be the number of shares he has taken in the club or society.

7. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

8. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

9. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society. The number of shares he has taken in the club or society shall be the number of shares he has taken in the club or society.

10. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

11. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

12. A person who is a member of a club or society shall be entitled to a share in the assets of the club or society in proportion to the number of shares he has taken in the club or society.

The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

Secondly, it highlights the role of internal controls in preventing fraud and ensuring the integrity of the financial statements. The document suggests implementing robust internal control systems to minimize the risk of errors and misstatements.

Thirdly, it addresses the importance of regular audits and reviews. The document states that independent audits provide an objective assessment of the financial statements and help to build confidence among stakeholders.

Finally, it discusses the importance of communication and disclosure. The document stresses the need for clear and concise communication of financial information to all relevant parties, including investors, creditors, and the public.

In conclusion, the document provides a comprehensive overview of the key principles and practices of financial reporting. It serves as a valuable resource for anyone involved in the financial management of an organization.

The document also includes a list of references and a glossary of terms. The references provide further reading on the topics discussed, while the glossary helps to clarify any technical or specialized terminology used throughout the text.

Overall, the document is a well-structured and informative resource that provides a solid foundation for understanding the complexities of financial reporting. It is highly recommended for anyone seeking to improve their financial reporting practices and ensure the highest standards of transparency and accountability.

The document is available in both print and digital formats. It can be purchased from various bookstores or downloaded from the publisher's website. The digital version is available in PDF format and is compatible with most e-readers and digital devices.

For more information about the document, please contact the publisher at [contact information]. The publisher's website provides additional details about the document, including pricing and shipping options. You can also find the document on various online retailers and libraries.

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Historian

ANOs 334/73-346/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,
28 November 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

A. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

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No *Title*

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Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

334/73—ACNB General Messages

- 1. In accordance with Navy Order 377/71, the state of ACNB General Messages as at 1 October is as shown in Annex A to this order.
- 2. Navy Order 261/73 is hereby cancelled.

ANNEX A

- 1. The following F Messages may be withdrawn:

1972

181 see ABR 5028 Change 2

194 see Navy Order 201/73

1973

23 see Navy Order 201/73

40 see Manual of Naval Law Chapter 4

44 see ABR 5168 Change 1

50 see ABR 5168 Change 1

62 see Navy Order 197/73

66 see ABR 5168 Change 1

72 see ABR 5020 Change 3

78 see ABR 5168 Change 1

84 see RANSO 4/73

85 see ABR 5168 Change 1

90 cancelled

93 cancelled

98 cancelled

102 see ABR 5168 Change 1

110 cancelled

126 see Navy Order 309/73

127 see Navy Order 310/73

135 cancelled

153 cancelled

166 cancelled

184 cancelled

- 2. As at 0001Z October, the following F Messages were in force:

1972

143 144 150 151 152 153 155 157 160 161 162 163 164 165 166 168 169

170 171 172 175 177 178 179 182 183 184 185 187 188 189 190 193 195

196 197 198 200 201 202 203 204 205 206 207

ANNEX A—continued

1973

1 2 5 6 7 8 10 11 12 13 14 15 16 17 18 19 21 22 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 39 41 42 45 46 49 51 54 55 57 58 59 60 61 63
 65 67 68 69 70 71 73 74 75 76 77 79 80 81 82 86 87 88 89 91 92 94
 95 96 97 98 99 100 101 103 104 105 106 107 108 109 111 112 113 114
 115 116 117 118 119 120 121 122 123 124 125 128 129 130 131 132
 133 134 136 137 138 139 140 141 142 143 144 145 146 147 148 149
 150 151 152 154 155 156 157 158 159 160 161 162 163 164 165 167
 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183
 185 186 187 188 189 190 191 192 193 194 195 196 197

(77/1/14)

(Navy Orders 377/71 and 261/73)

UNCLASSIFIED

335/73—Concessional Postage and Telegraph Rates to Members of the Armed Forces

1. Postal and telegraph concessions now available to members of the Armed Forces apply to:
 - a. mail matter posted to and from Australian Service personnel serving in Malaysia, Singapore and Thailand and in HMA ships assigned to the ANZUK Force under the Five Power Agreement;
 - b. Expeditionary Force Messages (EFM) to Malaysian area, at the rate of 25 cents per message as shown in Annex A;
 - c. Special Naval Message (SNM) to HMA ships at sea and HMAS TARANGAU at the rate of 55 cents per message as shown in Annex A; and
 - d. mail posted to their home land only, by members of the forces of other countries serving in Australia, where similar treatment is given by the Government of the countries concerned to Australian personnel serving in those countries, for mail posted back to Australia. The only country at present affected by this decision is the United Kingdom. The rates at present in operation and the instructions relating to relevant mails are detailed in Annex B.
2. This order will be reprinted for posting on notice boards.
3. Navy Order 322/72 is hereby cancelled.

ANNEX A

1. Concessional rates of postage on mails addressed to members of the Australian Forces serving in Malaysia, Singapore and Thailand or HMA ships assigned to the ANZUK Force under the Five Power Agreement.

Method of Addressing

2. Defence forces mail, to be eligible for transmission at the special rate of postage, must be addressed to a naval address. Mail for delivery from an Australian Defence Forces Post Office should have the words 'AFPO (No of AFPO), C/o GPO, SYDNEY, NSW 2890' in the last line of the address.

ANNEX A—continued

Surface Mail

Letters, letter cards and post cards	2 cents per 20g or part of 20g
Other articles, including sound recordings, business papers, printed papers	2 cents per 100g or part of 100g (over 500g parcel rates apply)
Books, periodicals and newspapers (registered at a General Post Office for transmission by post as such)	2 cents per 250g or part of 250g

Parcels

Weighing up to 1 kg	20 cents
Weighing up to 3 kg	40 cents
Weighing up to 5 kg	50 cents
Weighing up to 10 kg	80 cents

Airmail

Letters	5 cents per 10g or part of 10g
Post cards and greeting cards ..	3 cents per 10g
Other articles including sound recordings, books, periodicals, newspapers, business papers, printed papers and merchandise	8 cents per 50g or part of 50g (over 500g parcels rates apply)
Parcels	35 cents per 250g or part of 250g

Note: The charges indicated are approximately 50 per cent of the civilian rates to the areas concerned.

Telegrams

The Expeditionary Force Message (EFM) telegram service is available only between members of the forces serving in Malaysia, Singapore and persons in Australia. The charge is 25 cents and the maximum is three (3) standard phrases. Special Naval Message (SNM) radiogram service is available between HMA ships at sea, HMAS TARANGAU and persons in Australia. The charge is 55 cents and the maximum is three (3) standard groups.

ANNEX B

1. Concessional rates of postage on mails addressed by members of the United Kingdom Forces serving in Australia to their homeland only.

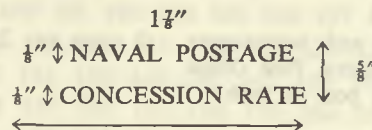
Airmail

Letters	6 cents per 20g
Post cards	4 cents per 10g

ANNEX B—continued

2. There are no concessions on printed papers and parcels.

3. To be eligible for the relevant concessions, all articles posted by members of the Royal Navy serving in Australia or in HM ships visiting Australia to addressees in the United Kingdom must be impressed with a rubber stamp as below:



and must bear the name, rank and rating and service number and service address of sender on the reverse side of the article.

4. It is insufficient to endorse the article with the words 'Navy Postage Concession Rate' printed by hand. The postal authorities state that any mail marked in this manner is being sent by surface means as it is essential, in order to prevent misuse of the concessions, that all eligible mail must bear the imprint of the approved rubber stamp.

5. The Flag Officer Commanding, East Australia Area, Naval Officers Commanding and Naval Officers-in-Charge are to issue rubber stamps as described above to visiting HM ships for use whilst in Australian waters. The Commanding Officers of HM ships are to be requested to return all stamps to the Flag or Naval Officer Commanding or Naval Officer-in-Charge or Naval Agent at the last port of call in Australia. The rubber stamps should be prominently marked 'return to FOCEA (or NOC/NOIC concerned)' in order to ensure return to the issuing officer.

6. Ships and authorities not holding stamps should forward demands to SVSO, Sydney, or obtain them by local purchase as appropriate.

7. Care is to be taken to ensure that the concession stamps are adequately safeguarded, to ensure no wrongful use occurs.

(68/3/44)

(Navy Order 322/72)

UNCLASSIFIED

336/73—Diplomatic Mail—Safehand Courier Service

1. Concern has been felt for some time at the increasing volume of safehand dispatches which couriers and safehand officers are required to carry.

2. A recent check of an overseas consignment revealed that unclassified material had been dispatched through the safehand system when it should have been sent by non-safehand diplomatic service.

3. The attention of all concerned is drawn to ABR 337, Chapter 7, which details the classifications of documents that should only be dispatched through the safehand system.

(68/1/31)

UNCLASSIFIED

337/73—Director Naval Ordnance Inspection—Terms of Reference

1. The Director of Naval Ordnance Inspection and Chief Inspector of Naval Ordnance is responsible for:

- a. The functional control and direction of the Naval Ordnance Inspection and Design Branch.
- b. The safety from explosive hazard (Paragraph 2) of all Naval Armament Stores (Paragraph 3) at all times and of armament stores of other services during such times as their stowage and carriage is the responsibility of the RAN. This does not absolve the holders, users and maintainers from compliance with all rules and regulations concerning the handling, stowage and use of Naval Armament Stores, nor does it relieve Officers in Charge of RANADs or maintenance establishments of their responsibilities for physical safety within their establishments. In the event of disagreement with any authority on matters of safety from explosive hazard DNOI will have direct access to the CNTS and CNSW.
- c. The technical direction and control of the quality assurance and inspection of all Naval Armament Stores and components manufactured, repaired or modified by external authorities and supplied in aid of Navy Orders to ensure their safety, compliance with design, and the requirements of the user.
- d. Technical direction and control of the quality assurance and periodic inspection, of all RAN stocks of Naval Armament Stores maintained, modified, repaired, stored and transported by RAN maintenance and storage authorities, to ensure that they continue to remain safe and fully serviceable during their lifetime in the naval environment.
- e. Where applicable, technical direction, quality assurance and preparation of quality assurance requirements during the feasibility study, project definition, research and development, and initial research and development contracts for production of Naval Armament Stores to ensure that full account is taken of naval environment, that safety standards are incorporated, and advice in conjunction with other directorates on their suitability for use or carriage in the RAN.
- f. Providing the focal point in the RAN on all matters affecting quality assurance and safety from explosive hazard of Naval Armament Stores, including the requirement to ensure that adequate instructions, rules and regulations are promulgated for all Naval Armament Stores and other armament stores used in the RAN.
- g. Functioning, where applicable, as the Co-ordinating Authority to initiate, conduct or sponsor trials of Naval Armament Stores (Paragraph 3) so as to assure quality, safety and suitability of design (Paragraph 4), or modification of design through the research, development and production phases and all phases of in-service life in Australia, overseas (in special circumstances) and in RAN ships.
- h. The design, and amendment to designs, of explosive stores and in conjunction with DWSD, the approval of local design, and local amendments to overseas design of Naval Armament Stores for their introduction and use in the RAN.

- i. The control and updating of RAN master copies of design data and their amendment and issue of copies to production, maintenance and user authorities of Naval Armament Stores. For missiles and torpedoes, design and maintenance data will be controlled jointly by DNOI and DFM.
- j. In conjunction with other directorates, technical advice and assistance to the Supply Division associated with the repair and maintenance of Naval Armament Stores.
- k. Provision to the Supply Division of manufacturing schedules, drawings and specifications for the procurement of Naval Armament Stores.
- l. Consulting with the Director of Naval Quality Assurance on quality assurance and quality control policies.
- m. Liaising with the Supply Division, Maintenance Authorities, other services, Departments of Defence and Supply on matters relating to quality assurance, proof, and investigation of defects of Naval Armament Stores.
- n. Where applicable, initiating, conducting or being actively associated with other authorities in investigations of failures and defects of Naval Armament Stores.
- o. Processing applications from production and maintenance authorities for departures from the approved documentation which defines the standard of any Naval Armament Stores.
- p. Advising the appropriate authorities on personnel, complement and training matters associated with the naval and civilian staff employed in the Naval Ordnance Inspection and Design Branch.
- q. Providing representation on appropriate committees associated with the above functions.
- r. Planning and forward planning of the overall task of the Directorate and provision of all estimates required by the Secretariat.
- s. The functional control, and direction of maintenance and operation of IKARA telemetry receiving equipment.
- t. Appraising Naval Armament Stores of overseas design to assess and advise the Naval Board of their suitability (Paragraph 4) and safety for use in the RAN. For missiles and torpedoes the appraisal shall be the joint responsibility of DNOI and DWSD.

2. 'Safety from explosive hazard' means responsibility that no feature in an armament store in any foreseeable environmental situation can give rise to explosive hazard to personnel, ship or material. It is impossible, in an assembled explosive store, to define an interface between the explosive and non-explosive components in respect to hazard potential, and therefore this applies to a complete armament store; it does not extend to the parts of a weapon system external to it. The system is part of the environment within which the store must be safe.

3. Naval Armament Stores are defined as the undermentioned items, but exclude weapons equipment:

- a. guns (ie, barrels, breech mechanisms and jackets), gun spares and accessories, small arm weapons and associated stores;
- b. gun ammunition, pyrotechnics and miscellaneous magazine stores;
- c. Fleet Air Arm explosive stores and their components, Fleet Air Arm pyrotechnics;

- d. torpedoes and associated explosive and non-explosive stores;
- e. submarine signalling stores;
- f. mines and mining stores;
- g. anti-submarine or underwater weapons (ie, barrels, breech mechanisms and range valves) and their associated stores;
- h. anti-submarine ammunition;
- i. demolition stores;
- j. guided missiles and associated explosive and non-explosive stores;
- k. miscellaneous armament depot stores;
- l. ammunition packages and associated stores; and
- m. filled package assemblies.

4. The term 'suitability' as used in the above, means the ability of the explosive elements of the weapon to function as designed and that this functioning will not be unacceptably degraded by the service environment. This may include the ability of the weapon to meet staff requirements but will not necessarily include either a quantitative assessment of functional reliability or an assessment of overall lethality.

(1541/56/149)

UNCLASSIFIED

338/73—Naval Agents at Wyndham and Dampier

1. Mr W. P. BARNAART has been appointed as Naval Agent at Wyndham, WA. The following particulars are relevant:

- a. Business Address Sub-Collector of Customs
PO Box 209
WYNDHAM WA 6740
- b. Private Address 1095 Dorrigo Street
WYNDHAM WA 6740
- c. Business Tel No Wyndham 188
- d. Private Tel No Wyndham 196
- e. Address to which telegrams should be sent Sub-Collector of Customs
WYNDHAM WA 6740.

2. Mr M. W. QUIN has been appointed as Naval Agent at Dampier, WA. The following particulars are relevant:

- a. Business Address Sub-Collector of Customs
PO Box 117
DAMPIER WA 6713
- b. Private Address 118 Irwin Crescent
DAMPIER WA 6713
- c. Business Tel No Dampier 83 1133
- d. Private Tel No Dampier 83 1347
- e. Address to which telegrams should be sent Sub-Collector of Customs
DAMPIER WA 6713.

(2/4/269)

Section 2

PERSONNEL

UNCLASSIFIED

339/73—The Navy List—Inclusion of Professional Qualifications

1. The Naval Board has examined the procedure for recording academic and professional qualifications in the Navy List and has decided that the following would apply:

- Academic and professional qualifications gained by a course of endeavour requiring a minimum of three years full-time post-matriculation studies and terminating in an examination, should be included in the Navy List.
Note: The above condition is not meant to preclude qualifications gained through part-time study.
- All recorded professional qualifications must qualify the officers concerned as full corporate members or fellows of the particular professional bodies.
- Honorary appointments as member or fellow of a professional body should be included but not appointments such as Honorary Physician or Honorary Surgeon to the Queen or to the Governor-General.
- Places of origin or award of qualifications, eg, BA (OXON), MIEE (LON), MS (LON) or MRCN (LON) should be omitted.
- In the case of medical officers only, basic academic qualifications, eg, MB, BS, should not be included since all doctors must possess these qualifications to be eligible for entry into the RAN.
- The criteria at a to e would likewise apply to officers of the Reserve Forces.

2. A list of academic and professional qualifications held by members of the Naval Forces is attached as Annex A. Qualifications which fulfil the criteria in Paragraph 1 above will appear in both the Navy List and the member's Service Record. Those identified with an asterisk will appear on the Service Record only.

3. Action will be taken in Navy Office to delete from the Navy List and the Service Record any academic qualifications not shown in Annex A.

(178/1/179)

ANNEX A

Academic and Professional Qualifications Recommended for Inclusion in the Navy List

Qualification	Present Code No.	Qualification	Present Code No.
General			
AASA	1	BA	50
AASA(S)	21	BAppSc	52
ACA	3	Barrister-at-Law	63
ACIS	6	BCom	54
ARMIT	22	BDS	55
		BDSc	56

ANNEX A—continued

Qualification	Present Code No.	Qualification	Present Code No.
BE	57	MDSc	406
BEc	58	ME	407
BEd	59	MEd	408
BEE	60	MEdAdmin	396
BSc	62	MEng Sc	409
BSc(Eng)	64	MIE	410
		MIEE	411
CEng	100	MIEI	412
		MIERE	413
DDS	163	MIMarE	414
DDSc	151	MIMechE	415
DE	152	MInstWS	417
DipEd	153	MIS(A)	418
DipEdAdmin	140	MOpR'ch	392
DipEE	154	MRINA	427
DipME	155	MRINE	426
DPhil	167	MSc	428
DipT(Sec)	168		
		PGCE	443
FACDS	200	PhD	444
FASA	182		
FCA	183	ThA	510
FDSRCS	201	ThL	445
FIE	214		
FIEE	207	Medical	
FIEI	218	BAO	51
FIERE	208	*BCh	53
FIMechE	217	*BChir	65
FIWSP	209	*BS	61
FRAeS	215	BSc(Med)	66
FRINA	210		
		*ChB	101
†GIMarE	256	ChD	105
†GIMechE	250	ChM	104
†GradIE	254	CM	106
†GrBrIERE	252	CPH	102
†GrBrIRE	253		
†GrRAeS	251	DA	150
		DAP&E	173
HonFIE	265	DCh	174
HonFIMechE	266	DCH	175
HonFRINA	267	DCMT	176
		DCOG	177
LittB	310	DCP	178
LLB	300	DCRA	179
LLD	301	DDHM	180
LTh	309	DDM	161
		DDR	162
MA	400	DFR	181
MAIC	401	DGO	193
MAppSc	402		
MDS	405		

ANNEX A—continued

Qualification	Present Code No.	Qualification	Present Code No.
DIH	194	FRIPHH	233
DipAvMed	479	FRSH	234
DLO	164	GGHP	257
DM	184	GGHS	258
DMRD	165	*LAH	311
DMRT	185	*LMSSA	302
DO	166	*LRCP	304
DObstRCOG	156	MACD	430
DOMS	170	MACO	433
DPath	186	MANZP	434
DPH	157	*MB	403
DPhysMed	187	MCh	435
DPM	160	MChOrth	436
DR	188	MCRA	431
DRACR	189	MD	404
DTH	190	MFARACS	424
DTM	158	MGO	437
DTM&H	159	MPH	438
DTPH	191	MRACP	419
DTR	192	MRACR	439
FACA	219	MRCOG	432
FACC	220	MRCP	421
FACMA	221	MRCPA	440
FACP	222	MRCPath	441
FACR	223	*MRCS	422
FACS	211	MRSR	423
FANZP	224	MS	442
FCAP	225	QHP	465
FCCP	226	QHS	466
FCRA	227		
FFARACS	202		
FFARCS	212		
FFR	213		
FRACGP	228		
FRACP	203	Nursing	
FRACR	229	*DC	195
FRACS	204	*TC	511
FRCGP	230	*FCNA	235
FRCOG	216	*ACNA	25
FRCP	205	*FCN	236
FRCPA	231	*DipNed	173
FRCPath	232	*DipNAdmin	172
FRCS	206	*MRCN	450
		*STDip	505

Qualifications not cited above but which fulfil the criteria established for inclusion in the Navy List are eligible for consideration.

* Retain on Service Record only.

† Retain only where no other corresponding qualification is held.

(178/1/179)

UNCLASSIFIED

340/73—Travelling Allowance—Members on Long and Intermediate Term Duty Overseas

1. The rates of Long and Intermediate Term Duty Travelling Allowance notified vide Navy Order 309/73 have been varied as follows:

Table B

Delete those rates shown for Chile, Fiji, New Caledonia, New Zealand and Nigeria and insert the revised rates shown hereunder in their stead:

Table B

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LEUT and Below	LCDR, CMDR and CAPT	CDRE and Above
Chile	10.9.73	\$A ..	4.50	4.50	5.00
Fiji	3.9.73	\$F ..	8.00	8.00	10.00
New Caledonia	29.8.73	CFP Francs	1300	1300	1500
New Zealand	10.9.73	\$NZ ..	8.50	8.50	10.00
Nigeria	28.4.72	Naira ..	7.50	7.50	8.75

(252/4/177)

(Navy Order 309/73)

UNCLASSIFIED

341/73—Travelling Allowance—Members on Short Term Duty Overseas

1. Various rates of Short Term Duty Travelling Allowance contained in Navy Order 213/72 as amended by Navy Orders 329/72, 426/72, 94/73, 221/73, 291/73 and 310/73 have been revised. Amended rates and effective dates are as follows:

Table A

Delete those rates shown for Fiji, Korea, New Zealand and Nigeria and insert the revised rates shown hereunder in their stead.

Table B

Delete those rates shown for Chile and New Caledonia and insert the revised rates shown hereunder.

Table A

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LEUT and Below	LCDR, CMDR and CAPT	CDRE and Above
Fiji	3.9.73	SF ..	23.00	23.00	29.00
Korea	2.7.73	WON ..	12200	12200	14200
New Zealand	10.9.73	\$NZ ..	22.50	22.50	27.00
Nigeria	28.4.72	Naira ..	27.00	27.00	28.00

Table B

Country	Effective Date of Variation	Currency of Payment	Rates of Payment per Day		
			LEUT and Below	LCDR, CMDR and CAPT	CDRE and Above
Chile	10.9.73	\$A	6.50	6.50	7.50
New Caledonia	29.8.73	CFP Francs	1900	1900	2200

(252/4/264)

(Navy Orders 213/72, 329/72, 426/72, 94/73, 221/73, 291/73 and 310/73)

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

342/73—The Training Committee Programme 1974

1. With reference to Article 0133 of ABR 27 Volume 2 the training committee will visit establishments and HMA Fleet in the following months in 1974:

HMAS PENGUIN	February
HMAS PLATYPUS	April
HMAS CERBERUS	September
HMAS WATSON (and RTE)	October
HMA FLEET	November/December (as convenient to Flag Officer Commanding HMA Fleet and the Fleet Programme)

2. It has been decided that HMA Establishments LEEUWIN and NIRIMBA will no longer be visited annually and ABR 27, Volume 2, Article 0133, will be amended to reflect this decision.

3. Separate instructions will be issued concerning visits to RTEs (other than HMAS WATSON) during 1974.

(42/22/735)

UNCLASSIFIED

343/73—Training of Supplementary List (Direct Entry) Weapon Electronics Engineer Officers

1. The pattern of the initial training of Supplementary List (Direct Entry) Weapon Electronics Engineer Officers is detailed at Annex A. These officers will be categorised SLEN WEL.

2. Should subsequent transfer to the General List be approved the officer will be designated GLEN WEL and cross training to GLEN WE will be required to the level of the Course Training Standards detailed at Annex B. On completion of cross training the officer will be designated GLEN WE.

ANNEX A

Supplementary List (Direct Entry) WEL Officers Training (Course 901781)

Aim

1. To provide short service Supplementary List WEL Officers with sufficient background to fulfil the tasks of deputy or assistant WEEO in one of HMA ships. The course consists of:

- 901340 New Entry Officers Orientation;
- 901300X Preliminary NBCD;
- WEE Familiarisation of SL Phase 1 Training;
- ME Familiarisation of SL Phase 1 Training;
- 964450 Organisation, Administration and Planned Maintenance; and
- PCTs as appropriate to first complement posting.

2. SLEN WEL Officers are also required to complete Course 901173 Junior WEEO Acquaint, and will be selected for the first course programmed after completion of Course 901781 above.

ANNEX B

Cross Training ENWEL to ENWE (Course 901360) Course Training Standards

Aim

- To provide GLEN WEL Officers with an ordnance/weapon background for re-categorisation to ENWE.
 - To provide SLEN WEL Officers with an ordnance/weapon background for re-categorisation to ENWE, on transfer to the General List.

Cognitive Skills

Attainment

- Comprehend the methods of gun construction employed in guns 40/60, and above, in RAN service C
 - Comprehend the function and operation of breech mechanisms employed in 40/60 guns, and above, in RAN service C
 - Comprehend the range and functions of valves, pipes and seals used in hydraulic applications in RAN weapon equipments C
 - Comprehend the principles of operation of hydraulic machinery fitted in the following equipments—4.5 inch turret, 5 inch/54 gun mount, and Ikara handling equipment C
 - Know the requirement for hydraulic cleanliness A
 - Know the types of ammunition, fuzes, warheads and rocket motors in RAN service C
 - Comprehend the safety arrangements in Ikara, Tartar and Seacat magazines in RAN service C
 - Comprehend the principles of mechanical construction of the 4.5 inch Mark 6 Mod 3 and 5 inch/54 gun mountings on a comparison basis C
 - Know the methods of weapon alignment employed in the RAN B
 - Comprehend the principles of operation of hull outfits in RAN service and directing gear for Sonars 170 and 177M C

ANNEX B—continued

Cognitive Skills	Attainment
k. Comprehend the principles of testing weapon equipments with dummy director and error recorder	B
l. Comprehend the principles of missile aerodynamics, propulsion and structure	C
m. Comprehend the principles of operation of the Tartar and M44/Seacat weapon systems	C
n. Know the principles of operation of the M22 weapon system . .	C
o. Comprehend the principles of operation of the Sonar 177M/Ikara weapon system	C

(312/3/139)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

344/73—Shipment of Stores—HMA Ships Deployed Overseas

1. The object of this order is to acquaint Commanding Officers of HMA ships operating overseas of the broad time frames, delays, etc, associated with the urgent airfreight of stores to the Asian ports listed in Paragraph 5 below.

2. The following factors are generally applicable in determining time frames, and should be borne in mind when assessing target dates:

- a. delays incurred between transmission of signal from the ship until actual supply action is generated. These will vary according to:
 - (1) the time of day and day of the week that the message is dispatched,
 - (2) the ship's position at the time the signal is sent in relation to local Sydney time, and
 - (3) the precedence given to the message;
- b. subject to availability (local procurement may be involved) the amount of time involved in consolidating, packing and transporting the stores to the air terminal;
- c. scheduled flight departure times, bearing in mind that airlines generally require freight to be delivered to their terminal four (4) hours prior to departure of flight;
- d. actual flight time involved; and
- e. delays incurred in clearing stores through customs. These are inherent in many countries' customs procedures, and vary from country to country, eg, less than one day in the case of Singapore, to three to five weeks in Thailand. Additionally, procedures are subject to periodical revisions which can further delay clearances.

3. It can be reasonably anticipated that stores dispatched airfreight from Sydney will arrive at any of the listed ports within three to five days from time of origin of ships' messages. However, with the exception of Singapore and Hong Kong, where few or no customs delays are involved, time scales for clearing stores in other Asian ports cannot be defined.

4. To the extent possible packages containing urgently required stores for delivery to overseas ports where customs clearance problems are known to exist, eg, Thailand and the Republic of the Philippines, will be dispatched as diplomatic cargo through the Department of Foreign Affairs. However, it should be borne in mind that this method of dispatch has limitations on weight and size of packages and large packages which need to be consigned by normal commercial airfreight will be subject to customs clearance procedures. It is emphasised, therefore, that wherever possible Commanding Officers should request for such stores to be consigned to the ports of Singapore and Hong Kong.

5. The addresses to which consignments will be dispatched and brief details of likely customs delays are listed below.

Port	Address	Probable Custom Delay
BANGKOK	C/o Australian Services Attache, Australian Embassy, BANGKOK	3-5 weeks
COLOMBO	C/o Australian High Commissioner, COLOMBO	Variable
JAKARTA (Including SURABAYA)	C/o Australian Services Attache, Australian Embassy, JAKARTA	Variable
HONG KONG	C/o Stores Transport Officer, (NAVAL) HM Naval Base, HONG KONG	Minor—up to one day
KARACHI	C/o Australian High Commissioner KARACHI	Variable
MANILA	C/o Australian Services Attache, Australian Embassy, MANILA	3-4 weeks
RANGOON	C/o Australian Services Attache, Australian Embassy, RANGOON	Variable
SINGAPORE	C/o RN Stores & Transport Officer, ANZUK Naval Base, SINGAPORE	Minor—up to one day
JAPANESE	C/o Australian Services Attache, Australian Embassy, TOKYO	Minor—(See also Note below)

Note: Delays may be incurred in shipment of stores from TOKYO to nominated port.

6. ABR 4 will be amended.

(187/2/17)

UNCLASSIFIED

345/73—Diesel Engines—Inhibition of Cooling Water

1. As a result of queries from the Fleet regarding inhibition of diesel engine coolant systems it is evident that clarification on this subject is required. The following instructions are promulgated to ensure uniform adoption of the correct inhibition of all diesel engine coolant systems:

a. Coastal Minehunters and Minesweepers

6850-66-035-7871 INHIBITED ETHYLENE GLYCOL is to be used, in accordance with BR 994 and BR 996, to inhibit the Napier Deltic 18.7A main propulsion engines and the Napier Deltic 9.5A 'Pulse' generators fitted with these vessels. For reasons of convenience the Foden FD6 Mark I and II diesel generators and Mark VII activated rudder diesel engines

in these vessels are also to be inhibited with ethylene glycol. Control procedures as laid down in BR 3001, Chapter 16, Article 1613, are to be strictly adhered to.

b. *Submarines*

The coolant systems in the ASR 1 diesel engines are to be treated with 6850-66-035-7871 INHIBITED ETHYLENE GLYCOL in accordance with the instructions laid down in the Engineering Technical Addendum No 58, Issue No 2, which is attached as Annex A of this order.

c. *General*

For all other diesel engines in use throughout the remainder of the Fleet and bases, 0473-L58617 SODIUM CHROMATE is to be used in accordance with the instructions laid down in Navy Office Drawing S2535 entitled 'Instructions for the Use of Corrosion Inhibitor in Distilled Water Cooling Systems of Diesel Engines' which is attached as Annex B to this order.

ANNEX A

Engineering Technical Addendum No 58 Issue 2

ASR1—16 VMS Engines Re-introduction of 6850-66-035-7871 Inhibited Ethylene Glycol in Engine Fresh Water System

Reference: BR 3001, Article 1613

1. The following information is forwarded for guidance on the re-introduction of 6850-66-035-7871 INHIBITED ETHYLENE GLYCOL:

- Before glycol is introduced, the engine fresh water system is to be thoroughly cleaned. The flushing routine to be carried out is given in Paragraph 3.
- The mixture normally to be used is to be in the proportions of one part glycol to four parts distilled water. Where temperatures lower than 15° F are expected, proportions are to be used as listed in Paragraph 3 of the reference.
- The system should be drained and fresh coolant replaced every eighteen months and whenever the test for acidity proves unsatisfactory. Detailed information on routine testing is given in Paragraph 4 of the reference.

Precautions to be Observed When Using Ethylene Glycol

- The engine fresh water system is to be pressure tested to sixty psi at each maintenance period and checked for leaks. At each monthly inspection of keeps and fastenings, a thorough visual examination for water leaks within the engine is to be carried out. (If a cylinder liner has been leaking, drops of Ethylene Glycol will be seen at the lowest point of the liner.)
 - Complete analysis of engine oil is not practicable on board but the engine oil test kits give a limited guide to oil condition. It is important that on board analysis is carefully conducted by a rating commensurate with the task and who is capable of intelligent interpretation of the results obtained. A fall in the header tank level and water discharge from the lubricating oil separator can give an early indication of coolant leakage. If glycol is present in the engine oil it can sometimes be observed in the separator bowl as a tarry substance.
 - Whenever operational circumstances permit, load is to be reduced before engines are stopped. Invariably the priming pump and turning gear are subsequently to be used to further reduce engine temperatures.
 - If contamination of the lubricating oil by the coolant does occur, consideration must be given to changing the oil and examining large end bearings.
 - The Maintenance Schedule will be amended in due course.

ANNEX A—continued

Procedure for Washing Through Coolant System Before Adding 6850-66-035-7871 Inhibited Ethylene Glycol Anti-freeze Coolant

3. Before 6850-66-035-7871 INHIBITED ETHYLENE GLYCOL can be used in an engine, it is essential that the following procedure is carried out:

- Run the engines with the existing coolant until the latter reaches normal working temperature.
- Stop and drain the entire system.
- Fill with fresh water to which is added 1 per cent 0474-10063 DETERGENT.
- Restart and run for ten minutes at 850 rpm after the coolant has reached normal working temperature.
- Stop and drain as in b. Refill with fresh water only.
- Repeat d. and e.
- To a sample of water drawn from the engine, add twice its volume of neat ethylene glycol. If a large flocculent deposit forms, repeat e. and f. until only a slight cloudiness forms in this test. Drain entire system on completion.
- Add 6850-66-035-7871 INHIBITED ETHYLENE GLYCOL and 0473/L58250 DISTILLED WATER to the engine fresh water tank and fill the engine systems. The proportions of one part glycol to four parts distilled water is normally to be used. The engines are then to run for ten minutes, and the coolant again drained back to the engine fresh water tank. This process is to be repeated twice more to ensure even distribution throughout the system.

Weekly Tests Required

4. a. *Salinity*

The presence of 6850-66-035-7871 INHIBITED ETHYLENE GLYCOL enables a large salinity to be tolerated. Provided a heavy cloud is not formed in the ordinary silver nitrate test, no action other than locating and rectifying the contamination need be taken.

b. *Specific Gravity*

To be checked by 6630-99-220-5767 HYDROMETER to the limits laid down in Specific Gravity Chart as follows:

Glycol; Water Mixture	Temperature		Specific Gravity	Twaddell Deg
	Deg C	Deg F		
1:4	-25	-13	1.052	10.4
	0	+32	1.041	8
	10	50	1.0365	7.3
	20	68	1.032	6.4
	40	104	1.023	4.6
	60	140	1.014	2.8

Submarines are to demand an additional 6630-99-220-5767 HYDROMETER from SGSO Sydney (Code 0027) to cater for possible breakages.

ANNEX A—continued

c. *Acidity*

Check the coolant with the following test papers as necessary:

- | | |
|------------------|---|
| 6630-66-056-7451 | TEST PAPER, BROAD RANGE,
pH Range 1-14 in 1.00 steps. |
| 6630-66-056-7451 | TEST PAPER, NARROW RANGE,
pH Range 6.0-8.00 in 0.30 steps. |
| 6630-66-064-2089 | TEST PAPER, SHORT RANGE,
pH Range 8.0-9.5 in 0.50 steps. |

The paper should be immersed in the coolant for ten seconds and the colour observed in the daylight (when possible). The pH Range of the coolant is to be maintained between the limits of 7 to 8.5. Acid coolant is to be replaced with fresh coolant at the first opportunity.

d. *Inhibitor Concentration*

'Make up' additions to the cooling system is to be suitably adjusted to maintain the Specific Gravity of the coolant, ie, losses due to leakage are to be made up with fresh glycol/water mixture, whilst losses due to evaporation are to be made good by the addition of water.

e. *Inhibitor Strength*

As corrosion inhibitors are subject to gradual depletion in service, it is necessary, therefore, to change the coolant at eighteen monthly periods to ensure that engine systems remain free from corrosion. The system need not be washed through again unless the system has been left drained for more than seven days before refilling.

ANNEX B

Instructions for the Use of Corrosion Inhibitor in Distilled Water Cooling Systems of Diesel Engines

Reference: BR 3001, Article 1613

1. The following procedure is to be adopted in the RAN, where directed, for protection against corrosion in the distilled water systems of diesel engines, using 0473-L58617 SODIUM CHROMATE in lieu of 6850-66-035-7871 INHIBITED ETHYLENE GLYCOL as the inhibitor:

a. *Preparation of System for Inhibitor*

The system is to be thoroughly washed through using the method outlined in BR 3001, Article 1613, Paragraph 2, Clauses (a) to (f).

b. *Initial Charging*

The system is to be charged with a solution made up of one lb of 0473-L58617 COMMERCIAL SODIUM CHROMATE for every thirty-five gallons of 0473-L58250 DISTILLED WATER.

c. *Testing of Coolant*

In order to ensure that the coolant is satisfactorily inhibited routine checks are to be carried out at the following intervals:

- (1) alkalinity (*see* Paragraph 4)—weekly,
- (2) chloride content (*see* Paragraph 4)—weekly,
- (3) chromate ion concentration (*see* Paragraph 5)—monthly.

ANNEX B—continued

Note: On initial charging, check tests should be carried out after the first period of running to ensure that a stable condition has been established.

d. *Tests for Alkalinity and Chloride Content*

(1) The tests for alkalinity and chloride content can be combined in the following method which is based on the standard method of boiler water testing and uses the same apparatus and reagents.

(2) *Alkalinity*—The pH of the coolant should be within the range eight to nine. Measurement and adjustment can be carried out as follows:

- (a) take a two hundred ml sample of filtered coolant,
- (b) add seven to nine drops of 6810-99-224-2520 PHENOLPH-THALEIN. The colour should be light pink indicating the right degree of alkalinity. If not, add approximately one-quarter oz of 0473-4980 NAVY BOILER COMPOUND to the system. Run the engine for a period to ensure thorough mixing and repeat test. If necessary continue additions in the above quantity until the solution just turns the phenolphthalein pink.

(3) *Chloride Content*—The recommended maximum limit is thirty ppm chloride. If this value is exceeded action should be taken as early as practicable to drain the system, eliminate the source of chloride contamination and thoroughly flush and refill the system as in Paragraphs 1 and 2. The following test for chloride content can be carried out immediately following the alkalinity test and using the same sample:

- (a) Neutralise the coolant sample by the addition of dilute nitric acid dropwise until the pink colour is just dispelled. Excess acid must be avoided. A suitable strength of acid for this step is made by diluting one part of the 0444-737L1 STANDARD N/10 NITRIC ACID with ten parts of 0473-L58250 DISTILLED WATER. The volume of acid used need not be noted.
- (b) Titrate the neutralised solution with 6810-66-032-6616 STANDARD N/35.5 SILVER NITRATE SOLUTION until a brick red coloured precipitate appears. This colouration will disappear on stirring. Add silver nitrate solution until the brick red colouration persists, this is the end point. The chromate already in the coolant acts as an indicator. For a two hundred ml sample, each one ml of 6810-66-032-6616 STANDARD N/35.5 SILVER NITRATE SOLUTION used in the titration is equivalent to five ppm chlorides.

e. *Chromate Concentration*

- (1) On initial charging of the system with sodium chromate as in Paragraph 2 the solution will contain two thousand ppm of chromate ions. (This is equal to two thousand eight hundred ppm of sodium chromate.) The normal operating strength should not fall below one thousand ppm of chromate ions. If the strength falls below this figure corrections should be made by the incremental additions of two oz of sodium chromate to the system until its concentration exceeds one thousand ppm as determined below.

ANNEX B—continued

(2) *Determination of Chromate Ion Content*—The method requires the mixing of equal volumes of convenient size, say twenty-five ml of the coolant with twenty-five ml of the test solution for chromate ion concentration. If the chromate ion concentration is greater than one thousand ppm the solution will turn dark blue-purple and no correction is necessary. If the chromate ion concentration is less than one thousand ppm the solution will be yellow-green and chromate additions should be made as above.

f. *Apparatus*

The foregoing tests are similar in nature to the standard boiler water tests and as the ships will normally carry boiler water test equipment no additional apparatus will be required. Due care must be taken to ensure the complete cleansing of the apparatus before and after tests.

g. *Precautions when Handling Chromium Compounds*

Contact with chromium compounds can cause irritation to skin and eyes and care should be exercised when mixing the inhibitor to avoid contact with either the powder or solution. Where accidental contact occurs the inhibitor should be removed by thoroughly washing with soap and water. Before major overhauls are carried out the system should be flushed with clean water. Any components removed from the cooling water circuit for servicing should be thoroughly flushed with clean water to avoid contact with the inhibitor.

Chemicals

2. The following chemicals are used in inhibiting or testing the coolant:

- a. 0444-737L1 STANDARD N/10 NITRIC ACID SOLUTION.
- b. 6810-66-032-6616 STANDARD N/35.5 SILVER NITRATE SOLUTION.
- c. 6810-99-224-2520 PHENOLPHTHALEIN SOLUTION (formerly 0442-780).
- d. 0473-4980 NAVY BOILER COMPOUND.
- e. 0473/L58617 SODIUM CHROMATE.
- f. 6630-66-064-5902 SOLUTION for test of chromate ion concentration.

3. Items a, b, c and d are already carried on board for boiler water testing and treatment. Item e: 0473/L58617 COMMERCIAL GRADE SODIUM CHROMATE packed in one lb containers will be supplied. An additional issue of eight lb per ship is to be demanded from the Superintending General Store Officer, Sydney (Depot Code 0027). Item f: The 6630-66-064-5902 TEST SOLUTION FOR CHROMATE ION CONCENTRATION will be supplied ready mixed in half litre bottles of plastic or glass. An initial supply of two bottles per ship is to be demanded from the Superintending General Store Officer, Sydney (Depot Code 0027). The composition of the solution, included herewith for information is as follows:

50 ml concentrated sulphuric acid (SG 1.84).

200 ml concentrated phosphoric acid (SG 1.75).

10.14 grams ferrous ammonium sulphate (Mohrs Salt).

8 ml barium diphenylamine sulphate (.2 per cent aqueous solution) made up to 1 litre with distilled water.

(80/1/62)

UNCLASSIFIED

346/73—Introduction of NAVTEND—Accounting and Replenishment System for Use in Submarines and Small Vessels (Tenders)

1. The purpose of this Navy Order is to promulgate for information the general outline of NAVTEND and its applicability in the RAN.

2. NAVTEND has been designed for use in selected units of the Fleet which are tenders to a parent ship and do not maintain their own stores accounts. It has been decided that NAVTEND will be implemented in:

Submarines

Minesweepers and Minehunters

LCHs

HMAS KIMBLA.

3. NAVTEND is a computerised allowances sub-system, the purpose of which is to provide each tender with:

- a. maintenance spares and general stores to meet operational requirements;
- b. concise records of stores allowances;
- c. a record of all equipment fitted;
- d. a simple means of identifying stores;
- e. an accurate record of stowage locations;
- f. a record of expenditure for replenishment purposes; and
- g. a computerised updating of records maintained.

Characteristics

4. a. the system is applicable to all stores carried onboard excluding provisions;
- b. quantities allowed and stowage locations are detailed in a Consolidated Allowance List (CAL);
- c. existing stores procedures and forms are used where applicable, eg, SX100;
- d. clerical work onboard is reduced to a minimum; and
- e. lists of equipment and associated subsidiary records need not be used.

Records Maintained Onboard Tender

5. The NAVTEND system comprises the following documents:

- a. Index of all Equipments/Outfits fitted;
- b. Consolidated Allowance List (CAL);
- c. Equipment Allowance Lists (EAL);
- d. Articles-in-Use Account (A in U) Form SA239;
- e. Permanent Repair Part Account (PRA) Form SA239;
- f. Drugs of Addiction Account—Form SA114;
- g. Form Transfer of Practice Torpedoes for Submarines.

6. A separate section of the CAL, A in U, and PRA are provided for each user department. The parent ship is supplied with a duplicate set of all EDP produced records.

7. Equipment Allowance Lists (EAL) detail parts/item breakdown and gross allowances for fitted equipments/outfits that have been given a set identification number. This record replaces 'E' Lists, APLs and Forms SA208-6 (J pages).

8. Form SA114 is to be used as a 'Drugs of Addiction' Account and maintained in accordance with Navy Order 234/72.

9. Armament Stores with the exception of torpedoes are to be accounted for as general sea stores. However, Forms SA105 and SA147 are to be used as necessary.

NAVTEnd-EDP Operation

10. All NAVTEnd computer produced records are initially obtained from information input to NAVEST I. On completion of input a separate EDP file, NAVTEnd, produces in the first instance a COLMS I, COLMS II, EAL and Form SD24. These documents are forwarded to the OIC SOAP or parent ship who completes the Forms SD24 in regard to stowage location, Departmental use, etc, and returns them to the EDP centre for production of the CAL, A in U, and PRA Accounts. Subsequent additions, reductions, re-references of stock, etc, shown on the CAL are effected by means of Form SD24. The CAL and EAL are produced on 8 inch x 5 inch cards.

Operating Instructions

11. Detailed operating instructions for NAVTEnd will be included in ABR 5196, Standard Instructions for Sub-systems Based on NAVEST EDP System which will be published in due course. As an interim measure copies of the detailed procedures will be forwarded to appropriate authorities from Navy Office.

Implementation

12. NAVTEnd will be implemented in submarines at their next SOAP and in remaining vessels as decided in Navy Office.

(400/1/3264)

Historian

ANOs 347/73-353/73



AUSTRALIAN NAVY ORDERS

SECTION 1—ADMINISTRATIVE AND GENERAL

147/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

148/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

149/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

SECTION 2—PERSONNEL

150/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

151/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

152/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

SECTION 3—SHIPS, ESTABLISHMENTS, STORES AND SERVICES

153/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

154/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

SECTION 4—MILITARY, COMMERCE, FISHERIES AND STATISTICS

155/73 *Administrative Orders—Promotions and Qualifications—Promotions—List*

Navy Office, Canberra,
30 November 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

P. Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

347/73 Australian Defence Product Qualification and Qualified Products List System.

348/73 Naval Stores—Re-classification of Mirrors, Moisture Resisting.
349/73 Cranes and Derricks—Directing Hand Signals.

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No Title

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- 347/73 Australian Defence Product Qualification and Qualified Products List System.
- 348/73 Naval Stores—Re-classification of Mirrors, Moisture Resisting.
- 349/73 Cranes and Derricks—Directing Hand Signals.

SECTION 2—PERSONNEL

- 350/73 Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas.

SECTION 4—EQUIPMENT, STORES AND SERVICING

- 351/73 Introduction to the RAN Shipboard/Shore Establishment Allowance List (RANSAL) System.
- 352/73 Transfer of Personnel by Light Jackstay Allowances of the Hamill-Stirrup.

SECTION 5—BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

- 353/73 Manual of Seamanship.

UNCLASSIFIED

348/73 Naval Stores—Re-classification of Mirrors, Moisture Resisting.

349/73 Cranes and Derricks—Directing Hand Signals.

350/73 Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas.

Section 1

ADMINISTRATIVE AND GENERAL

UNCLASSIFIED

347/73—Australian Defence Product Qualification and Qualified Products Lists System

1. An Australian Defence Standard—DEF (AUST) STD 525—'The Australian Defence Qualified Products Lists (QPL) System' is being introduced by the Department of Defence. The Australian QPL system will have some similarity to the US Department of Defence QPL system.

2. The system will be used when product testing is so time-consuming, costly or destructive that testing during or after manufacture against specific order requirements is inappropriate. In such circumstances, the system provides a means by which invitations to tender for the supply of qualified items will be issued only to those suppliers whose standard of manufacturing and quality control have been certified as being acceptable. This certification, known as product qualification, will be completed prior to and independent of any procurement action.

3. Because of the administrative work involved, use will be made of the Australian Defence QPL system only when absolutely necessary. Nevertheless, where a need for establishing a qualified products list for a particular range of items is identified within the Department of the Navy, it shall be subject to full consideration on a Defence Group basis under the provisions of the Australian Defence Qualified Products Lists system.

4. There are existing schemes in which the Department of the Navy participates whereby suppliers are required to meet certain requirements to become eligible to supply specified items. Items covered by such schemes include paints, detergents, rolling bearings, liquid fuels and lubricants. Such schemes are under study by the Department of Defence for consideration for inclusion in the Australian Defence Qualified Products Lists system.

5. No further schemes involving registration or listing of potential suppliers of items to procurement specifications are to be initiated without approval of the Department of Defence. Proposals by Navy Department authorities for the establishment of qualified products are to be directed to DNQA who is co-ordinating Navy participation in the Australian Defence Qualified Products system.

(400/1/3094)

UNCLASSIFIED

348/73—Naval Stores—Re-classification of Mirrors, Moisture Resisting

1. It has been decided the 0402-019-6368, MIRROR, MOISTURE RESISTING, be reclassified as Attractive Consumable.

2. ABR 4, Article 0804, will be amended.

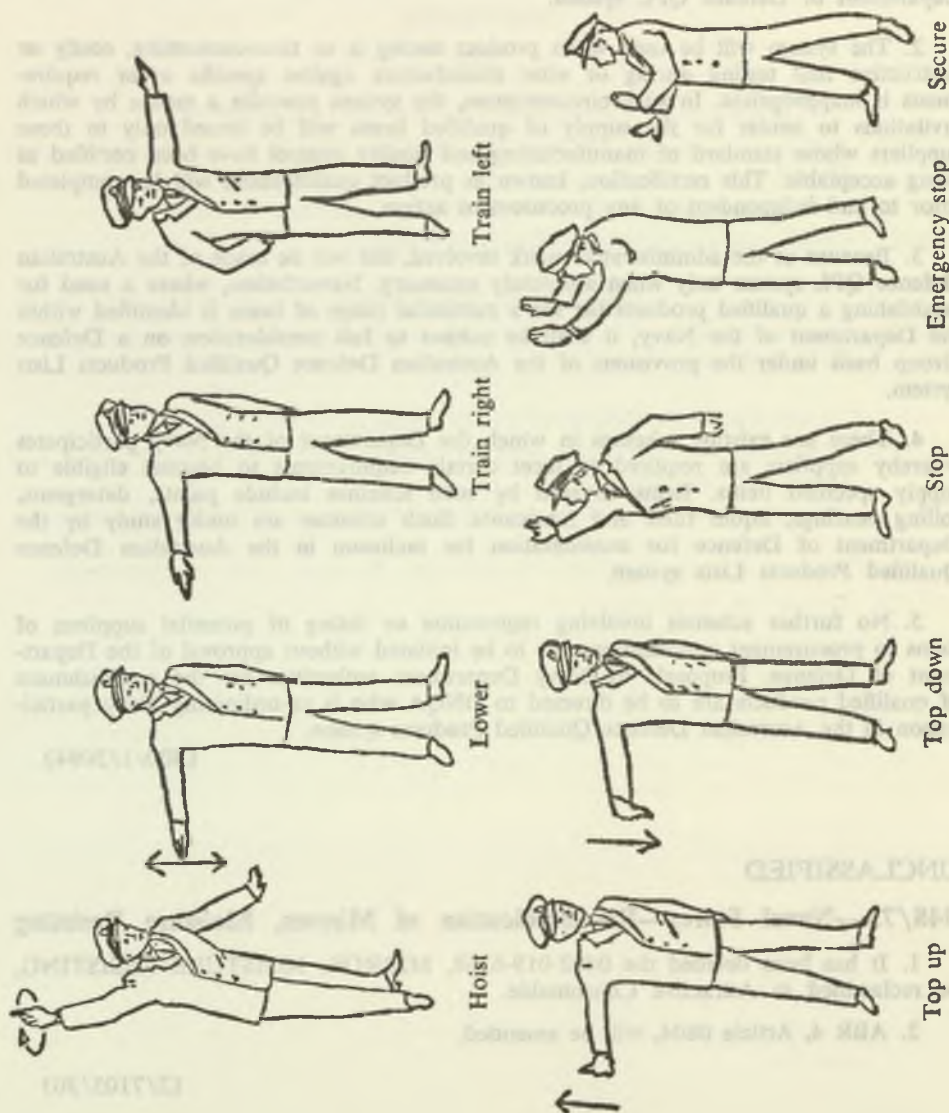
(2/7105/30)

UNCLASSIFIED

349/73—Cranes and Derricks—Directing Hand Signals

1. The hand signals shown in Annex A to this order are to be used for directing cranes and derricks in RAN ships, shore establishments and dockyards.

2. These signals are to be taught in lieu of the hand signals shown in the Manual of Seamanship, Volume 2.

ANNEX A**Directing Hand Signals for Cranes and Derricks**

(465/6/65)

Section 2
PERSONNEL

UNCLASSIFIED

350/73—Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas

Annex B to Navy Order 319/73, detailing the elements included in Oversea Living Out Allowance and Child Allowance to cover normal expenditure on dental treatment as an oversea post, should be *deleted* and the following *inserted* in lieu:

ANNEX B**Dental Component in Oversea Living Out and Child Allowance**

Country	Currency	Spouse	Child	Date of effect
United Kingdom	£Stg	4.25	2.12	1.7.71
Canada	\$Can	45.00	23.00	12.8.71
Indonesia	\$S	57.00	28.50	24.8.72
Japan—				
Tokyo	Yen	9,500	4,750	16.7.70
Osaka	Yen	6,000	3,000	16.7.70
New Zealand	\$NZ	7.50	3.75	12.2.70
Pakistan	Rupees	135	68	26.8.71
Philippines	Pesos	90	45	19.10.72
Republic of Korea	Won	3,500	1,750	7.5.70
Singapore	\$S	60	30	19.10.72
Thailand	Baht	320.00	160.00	24.8.72
United States of America	\$US	45.00	23.00	12.8.71

(156/51/147)

(Navy Order 319/73)

Section 4**EQUIPMENT, STORES AND SERVICING**

UNCLASSIFIED

351/73—Introduction to the RAN Shipboard/Shore Establishment Allowance List (RANSAL) System

1. The COSAL Working Party has now completed development of the allowance system. The new system is titled RAN Shipboard/Shore Establishment Allowance List (RANSAL). The system will be declared operational after proving during the forthcoming SOAP of HMAS BRISBANE. The purpose of this Navy Order is to describe the system in such a way as to familiarise the user with its capabilities and limitations.

2. The RANSAL system includes all categories of stores except:

- air stores;
- provisions;
- repayment clothing;

- d. publications and confidential books;
- e. stationery and forms;
- f. bulk fuels; and
- g. ammunition.

3. RANSAL is an EDP system for the automatic production of allowance documentation conforming to Naval Board policy—see Navy Order 2/72. The system maintains a data base containing details of ship-shore establishments configurations and technical, supply and usage data on assemblies and parts. The data base is updated and corrected from Navy Office records (A and A actions, etc) and by physical validation of a unit's configuration.

4. When the correct configuration and outfit requirements (fire fighting, diving, mess gear, etc) of a ship/shore establishment has been determined, a RANSAL document can be produced, often in conjunction with a SOAP. The RANSAL document is produced in four parts as follows:

- a. *Introduction*—an explanation of how to use the RANSAL document.
- b. *RANSAL Part 1* contains the documents described hereunder:
 - (1) *Summary of Assembly Identification Designators (SAID)*. The SAID is an alpha numeric sequence listing, by Assembly Identification Designator (AID), of all Assembly Parts Lists (APLs) and Outfit Allowance Lists (OALs) applicable to the ship/shore establishment.
 - (2) *RANSAL Index*. The RANSAL Index contains the assembly/outfit configuration of the ship/shore establishment and is also a list of the applicable APLs and OALs. The index is used to determine the Assembly Identification Designator (AID) necessary for entry to RANSAL Part 2 and is in two sections, viz, A and B, each of which contains exactly the same information arranged as follows:
 - (a) *RANSAL Index Section A*. This index is arranged in alpha sequence by noun name and partial characteristic description of each assembly and outfit.
 - (b) *RANSAL Index Section B*. This index is arranged in equipment system sequence detailing all assemblies/outfits within a system and contains the same information as in Section A.
- c. *RANSAL Part 2*. This is a microfiche pack containing reproductions of every Assembly Parts List (APL) and Outfit Allowance List (OAL) available in the RAN. Each individual APL or OAL listed in the RANSAL Part 1 Index for a specific ship/shore establishment will therefore be available in the RANSAL Part 2 microfiche pack. The APLs and OALs are filed in alpha numeric sequence of AID. A microfiche APL/OAL Index containing an alphabetical cross reference of all assembly/outfit names to the AID numbers is included in the microfiche pack. The microfiche pack will be updated and distributed automatically at quarterly intervals commencing late 1973. Manually produced documentation containing significant amendments to individual APL/OALs or new APLs will be supplied to appropriate ships/shore establishments in the intervening period where this is considered necessary.

Note: The APL is a most important document as far as technical personnel are concerned, for by reference to it, a required part can be uniquely identified whether or not it is allowed as an onboard repair part.

d. *RANSAL Part 3*. This part contains the following documents:

- (1) *The Shipboard/Shore Establishment Allowance List (SAL)*. This section lists the authorised on board allowances of materiel selected from the applicable APLs and OALs in RANSAL Part 2. The SAL is arranged in left justified sequence of catalogue number excluding nation code.
- (2) *Alternate Number Cross Reference to Stock Number Listing*. This list is arranged in alternate number sequence (alpha numeric) and is tailored to the specific ship/shore establishment for which the RANSAL is produced. This list provides additional reference numbers that can be used to determine Defence Stock Numbers.

4. It has been decided that during the conversion to RANSAL, the quarterly microfiche production of APLs/OALs and the APL/OAL Index commencing late 1973 will be extended to include the existing EDP allowance system (NAVEST I)—ie, E Lists. The sequence of the microfiche packs will be as follows:

- a. *APL/OAL Index*—a combination of NAVEST I and RANSAL assembly/outfit names merged in alpha numeric sequence.
- b. *APL/OAL and E List microfiche pack*—will be arranged as follows:
 - (1) NAVEST I E Lists in Set Identification Number sequence.
 - (2) RANSAL APLs and OALs in Assembly Identification Designator sequence.

5. RANSAL will generally be implemented in the following order of precedence:

- a. DDGs.
- b. New Construction Ships.
- c. HMAS STIRLING.
- d. Existing Ships.
- e. Shore Establishments.

6. During the conversion to a true RANSAL system, allowance documentation may be produced in a RANSAL format using the existing NAVEST I system, the RANSAL system, or a combination of both.

7. ANNEX A provides a glossary of pertinent terms, definitions and abbreviations used in this Navy Order.

8. ANNEX B lists those publications and forms applicable to ship/shore establishments.

ANNEX A

Glossary of Terms, Definitions and Abbreviations

Term	Abbreviation	Definition
Alternate Number	..	An additional reference number that can be used to determine a Defence Stock Number, eg, manufacturers part number, drawing and piece numbers.
Assembly Identification Designator	AID	A unique alpha numeric identifier assigned to each different assembly or outfit.

ANNEX A—continued

Term	Abbreviation	Definition
Assembly Parts List ..	APL	A technical and supply document which describes the assembly and establishes the range and depth of the maintenance parts necessary to maintain it in a serviceable condition.
Equipment System	A combination of items of equipment used to perform a specific function. It may or may not be an item of supply.
Microfiche	A microform system using a transparency. More than 200 computer printout pages may be recorded. (Recorded material is viewed using a projector reader).
Outfit Allowance List ..	OAL	A technical and supply document prepared for the various categories of materiel assembled to support a specific shipboard function—eg, NBCD outfit, diving, replenishment at sea, etc.

ANNEX B

Ransal Publications and Forms Applicable to Ships and Shore Establishments

Publication/Form	Description
1. a. ABR 5153 ..	Manual for the Preparation and Maintenance of RAN Shipboard/Shore Establishment Allowance Lists (RANSAL).
b. Validation Pamphlet ..	An introduction to the validation process aboard ship.
c. RANSAL Booklet ..	A brief introduction to the RANSAL System.
d. RANSAL Introduction ..	An explanation of how to use the RANSAL document.
e. Key to APL/OAL Index ..	An explanation of how to use the microfiche APL/OAL Index.
f. SX44 ..	The card utilised in validating configuration prior to a SOAP.
g. SD155 ..	RANSAL Binder Part 1
h. SD156 ..	RANSAL Binder Part 3
i. SD152 ..	Report of Assembly Change/APL Request/Availability Advice. For use by the Supply Officer in communicating equipment changes to and requesting APLs from Navy Office.

2. An initial supply of publications (Paragraph 1. a.–e., above) will be made to all ships/shore establishments without demand. Additional Validation Pamphlets will be supplied by OIC SOAP prior to commencement of a Validation and a RANSAL Introduction will be included with each RANSAL document. Further supplies of these publications can be obtained by submission of Form SO150 to Executive Officer Publications, Garden Island N.S.W. 2000.

ANNEX B—continued

3. Forms (Paragraph 1. f. to i., above) are obtainable on demand from SVSO, Sydney (Depot Code 5819) as follows:

Class	Catalogue No	Description	Unit of Issue	Accounting Classification
FORMS ..	SX44	Validation Aid ..	ST	N
FORMS ..	SD152	Report of Assembly Change/APL Request/Availability Advice	PD	N
FORMS ..	SD155	RANSAL Binder Part 1 ..	EA	N
FORMS ..	SD156	RANSAL Binder Part 3 ..	EA	N

(1605/1/66)

(Navy Order 2/72)

UNCLASSIFIED

352/73—Transfer of Personnel by Light Jackstay Allowances of the Hamill-Stirrup

1. The Hamill-Stirrup was introduced into service in 1970—this order updates the allowances previously promulgated.

2. The allowances given below will be incorporated in RANSAL documents.

3. The following items make up the allowances:

2090-66-035-1234	HAMILL-STIRRUP ASSEMBLY complete
2090-66-037-5232	HAND GRIP UNIT including belt and release unit
2090-66-037-4233	STIRRUP UNIT.

Each Hamill-Stirrup Assembly issued is supplied complete with one spare Stirrup Unit and one spare Hand Grip Unit.

Ship	No.	Ship	No.
MELBOURNE .. CV ..	3	MORESBY .. AGS ..	1
STALWART .. AD ..	3	DIAMANTINA .. AGOR ..	1
SUPPLY .. AO ..	3	IBIS ..	} MSC .. 1
PERTH ..	} DDG .. 2	TEAL ..	
HOBART ..		} DD .. 2	SNIPER ..
BRISBANE ..	} DE .. 2		CURLEW ..
VENDETTA ..		} ..	
VAMPIRE ..	} ..		
DUCHESS ..		} ..	
ANZAC ..	} ..		
TORRENS ..		} ..	
SWAN ..	} ..		
YARRA ..		} ..	
PARRAMATTA ..	} ..		
STUART ..		} ..	
DERWENT ..	} ..		

New Construction

4. The allowances for new construction ships will depend upon type but will normally fall within the categories above.

(177/1/52)

Section 5

BOOKS, CORRESPONDENCE, FORMS AND STATIONERY

UNCLASSIFIED

353/73—Manual of Seamanship

1. The Manual of Seamanship comprises three bound volumes (I, II and III) and one loose leaf volume (IV):

- a. *Volume I 1964 (BR 67 (1))*: The basic book of seamanship for newly entered officers and sailors.
- b. *Volume II 1967 (BR 67 (2))*: Contains more technical detail and is a general textbook for sailors seeking advancement and for junior officers.
- c. *Volume III 1964 (BR 67 (3))*: Covers the handling of ships and advanced seamanship, mainly intended for officers.
- d. *Volume IV 1966 (BR 67 (4))*: Will be updated with information on new or modified equipment and new methods and techniques, and should be consulted as a supplement to the bound volumes which will not be amended.

Distribution

	Volume I	Volume II	Volume III	Volume IV
2. a. RAN Personnel				
All Cadet Midshipman on Entry ..	X	X	X	X
All SL Seaman Midshipmen on Entry ..	X	X	X	X
All SL Aircrew Officers granted permanent commissions on the general list ..	X	X	X	X
All Seaman sailors selected for SD course ..	—	—	X	X
All Seaman on passing professionally for Leading Seaman ..	—	X	—	—
All Recruits (Seaman) on Categorisation ..	X	—	—	—
b. RANR Personnel				
All Seaman Sailors on promotion to Ordinary Seaman ..	X	—	—	—
All Seaman in passing professionally for Leading Seaman ..	—	X	—	—
All Subordinate Seaman Branch Officers on first appointment ..	X*	X	—	—
All Seaman Officers on confirmation as Sub-Lieutenant ..	—	—	X	X
Seaman Branch Sub-Lieutenant (SD) on first appointment ..	—	—	X	X

* If not already issued

c. Ships and Establishments				
Officers' Reference Libraries ..	X	X	X	X
For issue on loan
		scale of 20% of able sea- man on comple- ment		scale of 20% of able sea- men on comple- ment
HMAS CERBERUS for Recruit School ..				
.. ..	200	10	—	2
For Seamanship School ..	2	2	2	2
HMAS LEEUWIN for JRTE ..				
.. ..	200	10	—	2
HMAS PENGUIN for Seamanship School ..				
.. ..	2	2	2	2
d. RANR Training Establishment				
HMAS ENCOUNTER ..				
.. ..	15	12	5	5
HMAS HUON ..				
.. ..	10	10	5	5
HMAS LEEUWIN ..				
.. ..	20	15	10	10
HMAS LONSDALE ..				
.. ..	20	15	10	10
HMAS MORETON ..				
.. ..	20	15	10	10
HMAS WATSON ..				
.. ..	20	15	10	10
e. Navy Office ..				
.. ..	19	20	19	17

3. All volumes are available for issue on repayment.

4. Application for copies, free or on repayment, should be made to the Supply Officer.

5. Personnel holding copies of the 1951 edition should demand free copies of the new editions in accordance with the scales laid down in Paragraph 2. Copies of the 1951 edition need not be returned.

6. Personnel in any of the classifications listed in Paragraph 2 who were not issued with the 1951 edition should demand free copies of the new editions in accordance with the scales laid down in Paragraph 2.

(465/52/1623)

Table with multiple columns and rows, containing various numerical and text data. The text is mirrored from the reverse side of the page.

1. The following information is for your information...

2. The following information is for your information...

3. The following information is for your information...

4. The following information is for your information...

Table with multiple columns and rows, containing various numerical and text data. The text is mirrored from the reverse side of the page.



Historian

RESTRICTED

ANOs 354/73-363/73



AUSTRALIAN NAVY ORDERS

Navy Office, Canberra,

30 NOV 1973

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

Section 1

ADMINISTRATIVE AND GENERAL

RESTRICTED

1954/73—NBCD—States of Readiness and Conditions (Not Applicable to RAN DDGs).

CONTENTS

No Title

SECTION 1—ADMINISTRATIVE AND GENERAL

354/73 NBCD—States of Readiness and Conditions (Not Applicable to RAN DDGs).

SECTION 2—PERSONNEL

355/73 Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas.

356/73 Establishment of Command Personal Services Office, East Australia Area.

357/73 Income Tax—Extra Risk Allowance.

SECTION 4—EQUIPMENT, STORES AND SERVICING

358/73 Ammunition—Shell QF (SL) 4.5 inch RE/F Mark N1—Phasing out of Service.

359/73 Fixed Issuing Prices for Provisions and Victualling Allowances as from 1 October 1973.

SECTION 6—ESTABLISHMENTS

360/73 Fire Precautions Establishments.

361/73 Fire Precautions—Thermal Insulation.

362/73 Inclusion of Reasons for Cancellation on Deferred Supply Advice—Form SX29.

363/73 Support Craft Policy—Musters, Maintenance, Additions and Replacements.

Section 1

ADMINISTRATIVE AND GENERAL

RESTRICTED

354/73—NBCD—States of Readiness and Conditions (Not Applicable to RAN DDGs)

1. Recent experience has indicated that the NBCD States of Readiness and Conditions laid down in BR 2170 and BR 2171 (Ship NBCD Manuals Volumes 1 and 2) are no longer in line with today's requirements. The revised States of Readiness and Conditions which follow have been devised to alleviate the shortcomings of the present system.

NBCD State 1

2. a. Normally associated with Action Stations.
- b. Assumed, to the extent practicable, for Emergency Stations.
- c. Normally assumed for AWKWARD State 1.
- d. Implies an automatic assumption of Watertight Condition ZULU unless specially ordered, eg, at Emergency Stations.
- e. Equates with the present First and Second General Degrees of Readiness and Conditions One and Two of the present Damage Control Conditions of Readiness. (ATP 1A Volume 1 Chapter 17.)
- f. Personnel will be relaxed for meals, etc, by order from HQ 1.
- g. When an NBC threat exists, this state will automatically be combined with the assumption of Gastight Condition ALPHA.
- h. In all respects represents no change from the present NBCD State 1.

NBCD State 2

3. a. A wartime state—normally only assumed in times of war or tension or for exercises.
- b. Normally associated with Defence Stations (two or three watches).
- c. Normally assumed for AWKWARD State 2.
- d. Equates with the present Third and Fourth General Degrees of Readiness and Condition Three of the present Damage Control Conditions of Readiness. (ATP 1A Volume 1 Chapter 17.)
- e. Implies an automatic assumption of the Watertight Condition YANKEE.
- f. When an NBC threat exists this state will be combined with Gastight Condition ALPHA, relaxed as necessary under the STRICT Control of HQ 1.
- g. Insofar as material preparations are concerned, implies no change from the present NBCD State 2.

NBCD State 3

4. a. A state normally associated with peacetime cruising.
- b. Implies the maintenance of Watertight Condition X-RAY.
- c. Under hazardous navigational conditions may be augmented by closing up additional personnel as Special Sea Dutymen (HQ 1, Section Bases, etc) and assumption of Watertight Condition YANKEE.
- d. Equates with the present Fifth General Degree of Readiness and Condition Four of the present Damage Control Conditions of Readiness. (ATP 1A Volume 1 Chapter 17.)
- e. This state is never assumed if an NBC threat exists.

NBCD State 4

5. a. A state normally associated with peacetime in harbour.
- b. Implies the maintenance of Watertight Condition X-RAY with relaxations as necessary for maintenance, etc.
- c. Equates with the present Sixth General Degree of Readiness and Condition Five of the present Damage Control Conditions of Readiness. (ATP 1A Volume 1 Chapter 17.)
- d. This state is never assumed if an NBC threat exists.

Watertight Conditions

6. The present Watertight Conditions of X-RAY YANKEE and ZULU as laid down in Chapter 20 of BR 2170 remain unchanged.

Gastight Condition ALPHA

7. Condition ALPHA is the closed down condition affording complete collective protection against NBC hazards. Condition ALPHA may be relaxed in NBCD State 2, at the discretion of the Command, when certain selected openings may be opened under the STRICT control of HQ 1.

8. Condition BRAVO is abolished. This implies eventual changes in markings on certain gastight openings. Until markings are changed both ALPHA and BRAVO openings are required to be closed when assuming Condition ALPHA.

9. The above NBCD States of Readiness and conditions become effective from the date of receipt of this instruction.

10. BR 2170 and BR 2171 are being amended.

(1600/3/166)

Section 2**PERSONNEL****UNCLASSIFIED****355/73—Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas**

Navy Order 350/73 is to be amended as follows:

Delete Paragraph 4. b. (v) and insert the following in lieu:

'all treatment other than that specified in Sub-paragraph a. above or Paragraphs 7 and 8 costing in excess of \$A150 for a family unit.'

(156/51/147)

(Navy Order 350/73)

UNCLASSIFIED**356/73—Establishment of Command Personal Services Office, East Australia Area**

Navy Order 138/72 is to be amended as follows:

Paragraph 14:

delete 'six months and one month', and insert 'twelve months and nine months'.

(307/4/164)

(Navy Order 138/72)

UNCLASSIFIED**357/73—Income Tax—Extra Risk Allowance**

1. Members who, as a result of the nature of their employment with the RAN, receive payment of 'extra risk allowance', which for taxation purposes is not assessable income, will be required to show details in their income tax returns, either on the return form itself or on an attachment to the return, of the manner in which the deduction they have claimed for life assurance premiums has been calculated, eg, the deduction claimed could be shown as:

Total Life Assurance Premiums	\$ 750
Less Extra Risk Allowance	150
					<hr/> 600 <hr/>

2. Extra risk allowance to the nearest dollar will be printed on Group Certificates in column 2 (previously used for 'Value of Subsistence') and with an explanatory notation 'Column 2—Extra Risk Allowance' shown in the 'Exemption or Allowance' column at the foot of the certificate.

(271/52/45)

Section 4**EQUIPMENT, STORES AND SERVICING****RESTRICTED****358/73—Ammunition—Shell QF (SL) 4.5 inch RE/F Mark N1—Phasing out of Service**

- Introduction* The purpose of this Navy Order is to ensure that Stock No 337855 Shell 4.5 inch RE/F Mark N1 is phased out of service as soon as possible.
- Authorities Concerned* .. HMA ships, establishments and RAN armament depots.
- Action Required* RE/F Shell is to be returned by HMA ships to the Superintending Armament Supply Officer, RAN Armament Depot, Newington, through the nearest RAN armament depot, and RE/I Shell demanded in lieu.
- By RAN Armament Depots* .. RE/F Shell is to be issued to HMAS CERBERUS for Window Exercise Training until stocks are exhausted.

(729/51/100)

UNCLASSIFIED**359/73—Fixed Issuing Prices for Provisions and Victualling Allowances as from 1 October 1973**

1. The price list for fresh fruit and vegetables which has operated since 1 July 1973 has been amended.

2. A revised price list, operative from 1 October 1973 has been distributed to all HMA ships and establishments. Fixed Issuing Prices for fresh and frozen meats, sundries and smallgoods operative from 1 July 1973 are to remain.

19540/73—3

3. Consequent upon the revision of these prices the following rates of victualling allowance per head per day will apply as from 1 October 1973:

	Ashore \$	Afloat \$
Messes of 50 or less victualled from a separate galley ..	1.00	1.04
All other messes of 300 or less messed separately ..	0.98	1.02
Messes of more than 300	0.96	1.00
Additional for ships and submarines deployed with the ANZUK force	—	0.04
Supplementary 'Broadside' messing allowance for HMAS ANZAC and DIAMANTINA	—	0.01
HMAS COONAWARRA	1.02	—
HMAS TARANGAU and small craft (messes of 50 or less) under the operational control of COMPNGFOR	1.04	—
Cadet Midshipmen at RANC	1.07	*
Junior Recruits at Training Establishments		
Apprentices at RANATE		
Naval Reserve Cadets attending camps and courses		

* The allowance of \$1.07 per day for Cadet Midshipmen, Junior Recruits, Apprentices and Naval Reserve Cadets, is increased to \$1.11 per day when victualled on board ships undergoing training and when messed separately.

4. Navy Order 187/73 is hereby cancelled.

(901/66/3)

(Navy Order 187/73)

Section 6 ESTABLISHMENTS

UNCLASSIFIED

360/73—Fire Precautions Establishments

1. The following precautions are to be taken to minimise risk of fire in accommodation buildings:

- cabins or compartments shall be kept locked with windows secured when not in use;
- unused cabins or compartments shall not be used as storage space for combustible materials; and
- spare mattresses shall be returned to stores and not kept in accommodation buildings.

2. Navy Order 608/70 is hereby cancelled.

(1446/1/91)

(Navy Order 608/70)

UNCLASSIFIED

361/73—Fire Precautions—Thermal Insulation

(DCI T533/73)

1. Thermal insulation to equipment and pipes subject to temperatures above 80° C is by nature cellular and liquids spilled on unsealed insulated surfaces are rapidly absorbed. When these liquids are combustible or are liable to spontaneous ignition, a fire hazard can arise.

2. Diesel fuel, mineral lubricating oils, emulsifying hydraulic fluid PR 1192 and glycerine mixtures are particularly hazardous in this respect.

3. Thermal insulating materials are required, by specification, to be sealed with the object of preventing the ingress of liquids but cracks or joins through which liquids may penetrate are invariably present.

4. To minimise the risk of fires developing in contaminated lagging the following precautions are to be taken:

- In areas where lagging work is being undertaken, no other work should be carried out which may result in the spillage of a potentially hazardous liquid.
- If, in spite of the above, or for other reasons, contamination does occur the lagging must be removed and the surface relagged.

(1446/1/71)

UNCLASSIFIED

362/73—Inclusion of Reason for Cancellation on Deferred Supply Advice—Form SX29

1. Currently, Deferred Supply Advices Forms SX29, show cancellation of demands for items by insertion of '00' in the 'Quantity Required Column' of the form. However, no reason for cancellation of a demand is included and this causes considerable problems in that the customer has difficulty in ascertaining the reason for cancellation of the demand.

2. To alleviate this problem, simple reason for cancellation codes have been allocated to the major reasons for cancellation. By insertion of one of these codes on the input document Form SX34 Dues-Out Amendment and Cancellation, EDP will automatically print the reason for cancellation on the Form SX29 which is forwarded to the customer.

3. Ten codes which reflect the major reasons for cancellation are detailed hereunder, and in future one of these codes is to be inserted in the 'New Due Code' column of all Form SX34s raised to cancel Dues-Out.

Code	Reason for Cancellation as shown on Form SX29	Explanation
Ø	Demander Request ..	Cancellation requested by demander.
1	Overage Demand ..	Demand over eight months old (ABR 4 Article 0636 refers).
2	DCTC	Total Dues Cancellation or Type Change Request, Will only appear on DSAs for demands cancelled by a DCTC (Form SD18).

Code	Reason for Cancellation as shown on Form SX29	Explanation
3	Not Allowed	Customer has requested item for which he does not have an allowance/entitlement.
4	Bal Cancelled	Balance cancelled. Will only appear on DSAs as the result of the input of a DORA (Form SX30) to release a part quantity as full satisfaction of the requirement.
5	MSI NO RSV	This cancellation applies to Reason Code 2 demands for Maintenance Supply Items (MSIs) where Return Voucher details are not shown in the remarks column of the demand as is required vide ABR 4 Article 0619.
6	Item Obsolete	Self explanatory.
7	Alternate Suppld	Alternative item supplied.
8	Duplicate Demand	Demand is a duplicate of one already received.
9	Consult Depot	Further information regarding cancellation is to be obtained from appropriate Supply Depot.

(178/1/356)

UNCLASSIFIED

363/73—Support Craft Policy—Musters, Maintenance, Additions and Replacements

1. The definition and approved allowances of support craft are contained in current Navy Orders. The approved allowances may be amended from time to time in the light of:

- changing requirements and priorities;
- changed usage rates of the assigned support craft; and
- new requirements being established.

2. This order contains the policy of the Royal Australian Navy on the following support craft matters:

- musters and returns;
- additions and replacements; and
- maintenance and surveys.

Planned Life

3. All support craft will be held in the RAN for a period defined as their 'planned life'. The planned life of a class or type of craft will be assessed and established when it is first introduced into service. The planned lives for support craft remaining in service after 1975 have been assessed and are tabulated at Annex A to this order.

4. Support craft that are presently held but not listed in Annex A are expected to be replaced by new construction over the next few years. While remaining in service until their replacements have been received, these support craft should generally follow the purport of this order but individual cases will be reviewed by Navy Office and, if required, variations to this policy will be made.

5. The planned lives of support craft, listed at Annex A may also be adjusted from time to time by Navy Office in the light of experience and technical reports received for various classes and types.

Annual Musters and Returns

6. All support craft (including non-powered craft) are to be mustered annually on 31 October and the results of the muster are to be included in an annual return which is to be rendered by each ship or establishment for all support craft assigned to them on that date. Details of support craft which have been assigned for any other periods during the year but not held on 31 October are also to be included in the annual return in a separate section. Returns are to be rendered through Administrative Authorities and, after collation by them are to be forwarded so as to reach Navy Office (marked Attention—Director of Fleet Maintenance) by 1 December annually.

7. Returns are to be completed in accordance with the pro-forma at Annex B to this order. Discrepancies are to be resolved by Administrative Authorities prior to dispatch of the returns to Navy Office. The initial returns under this system are required for the complete year ending 31 October 1973; if insufficient records have been held for the whole year, estimates of usage/availability are to be given and the return annotated accordingly. The returns for the year ending 31 October 1974 and subsequent years are to be based upon usage/availability data which is to be maintained throughout the year and retained on board for two years.

Replacements and Additions

8. Action to initiate provision of replacement and additional support craft will be taken in Navy Office after the information provided in accordance with Paragraph 9 below has been examined and co-ordinated. Requirements for craft of similar characteristics will be combined into common standard types and projects will be initiated so that craft will be delivered according to financial priorities and the ending of assessed planned economic lives of classes.

Requirements

9. Requirements for replacement of craft which are within five years of their planned economic lives and foreseen requirements for any craft additional to current allowances are to be listed in annexes to the annual return. A separate annexe is to be completed for each type of craft in accordance with the pro-forma at Annex B to this order. These annexes are to consist of a series of answers to the following questions:

- What type of craft is required? Give brief description.
- Is craft required as a replacement for one currently allowed? (If 'Yes' give Registered Number of craft to be replaced.)
- Is craft required as an addition to current allowances?
- For what tasks will the craft be required and what will be its estimated average loading?
- What is the estimated usage in hours per year of the replacement or additional craft? (Give reasons for estimate.)
- Why is it not practicable for the tasks at d. to be met by other craft currently assigned? (Usage rates of other craft listed in the annual return should be considered when answering this question.)
- What penalties would have to be accepted if the craft is not replaced or added?
- What other alternatives can be considered? Eg, reduction of maintenance time, commercial hirings (with or without full maintenance contract), sharing/combining with other Services or Governmental Authorities.

- i. Are any other types of craft known (Service or Non-service) which could adequately meet the requirement?
- j. What increase or decrease in numbers of personnel are likely to be required to operate and maintain the required craft?
- k. What additional support facilities are likely to be required to operate and maintain the required craft? Eg, berthing, workshops, storage spaces, fuelling, etc.
- l. What additional stores are likely to be required to operate and maintain the required craft? Eg, spares holdings.
- m. What is the estimated cost of:
 - (1) initial procurement of the craft?
 - (2) provision of support facilities?
 - (3) increase (+) or decrease (—) in operating and or maintenance personnel?
 - (4) provision of additional stores?
 - (5) annual operating costs (fuel, consumable stores, crew wages and overheads, berthage charges for use of commercial berths)?
 - (6) annual maintenance costs (spares, refits, dockings and slippings, including labour costs and overheads)?
- n. For the craft requiring replacement state the date of:
 - (1) its last survey,
 - (2) rendition of the survey report (Forms TM169 and TM170—include reference),
 - (3) expiration of its planned life.
- o. Are there any other comments? If so what are they? (Include in answer to this question references to any previous correspondence vide Paragraphs 10-12 of this order.)
- p. *Notes:*
 - 1. If the answer to any question is not known or is not applicable this is to be shown by the letters 'NK' or 'NA' respectively.
 - 2. If Administrative Authorities can reasonably supply the answers to questions which have not been answered at unit level then they should do so.
 - 3. The annual return complete with all annexes is to be prepared in triplicate for disposal as follows:
 - one copy—Navy Office (Attention: Director of Fleet Maintenance) through the Administrative Authority.
 - one copy—Retention by Administrative Authority.
 - one copy—Retained by unit initiating the return.

10. Support craft which are found to require excessive maintenance or repair after a periodic or special survey (vide formula at Annex C) may be submitted by Administrative Authorities for replacement before their normal planned economic lives would make it necessary. These craft are to be included in Section 3 of the annual support craft return which is to be specially noted in reply to standard question (o) of the appropriate annexe that advance replacement is required.

11. When times does not permit normal administrative procedures to be followed and a replacement or additional craft is urgently required for operational reasons, Administrative Authorities should recommend to Navy Office that a craft be provided

in anticipation of the need being confirmed. Brief details in the format of Paragraph 9 above are to be provided. Support craft requested or provided prematurely under this provision are to be included in Section 3 of the annual support craft return with a special note that an early replacement or addition has been requested/provided. A reference is also to be noted.

12. After a support craft has been replaced, either in the normal course or prematurely, it is to be returned (unless otherwise directed) to the Captain of the Port, Sydney, with copies of Form TM200 requesting a dockyard survey and itemising known defects. Repair and restoration of craft received into the custody of the Captain of the Port, Sydney (or into store), will be a charge to the Repair and Refit Expenditure Authority 'Power Boats in Store'.

Maintenance of Support Craft

13. The running maintenance, routine testing and overhaul of machinery and equipment is to be carried out in accordance with current instructions. The holding unit (ship or establishment) is to undertake as much of this work as its capacity will allow. Engine running hours may be varied by ± 10 per cent to allow engine overhauls to be carried out concurrently with surveys and refits.

14. The holding units for support craft are also responsible for the material state of the assigned craft and are to initiate action to have the craft slipped, surveyed, repaired and if necessary maintained. All work, including surveys, is normally to be carried out by the holding unit's staff. If the necessary work is beyond the holding unit's resources, a Naval Dockyard is to be requested to undertake the required work. Where remote from a Naval Dockyard the local Administrative Authority, on application by the holding unit, is to arrange through the District Contract Board for a local contractor to undertake the work, or, if one is not available, seek Navy Office advice.

15. Full records of all work carried out are to be maintained on Forms TM145. Defects beyond the capacity of ships' staff are to be actioned under normal defect procedures on Form TM200.

Docking/Slipping and Refit Intervals

16. A table at Annex D lists the periods between dockings or slippings and refits for major classes of support craft held by shore authorities.

17. Support craft held by HMA ships will normally be refitted when the parent ship is being refitted. Annex D does not normally apply.

18. On each occasion that a support craft is docked or slipped a Form TH107—'Report of Docking/Slipping' is to be completed and where applicable a Form TM167—'Report of Examination and Repairs of Propellor and Underwater Fittings' is also to be completed. GRP, aluminium and sheathed wooden craft are excluded from this requirement unless specifically stated by Navy Office.

Surveys

19. On each occasion that a support craft is refitted Form TM169—'Report of Survey and Repair of Support Craft Inside' and Form TM170—'Report of Survey and Repair of Support Craft Outside'—are to be completed by the following:

- a. *Naval Dockyard*—Dockyard Surveyor.
- b. *Shore Establishment*—Shipwright Officer. (If one is not borne the services of a Dockyard or GOSI Surveyor should be requested.)

- c. *Contractor's Yard*—Depending upon the contract authority, a Dockyard Surveyor, GOSI Surveyor or a Shipwright Officer. (If necessary on request by the contract authority.)

Survey Principles

20. Officers carrying out a survey of support craft are to be guided by the principle that all support craft are to be maintained in a safe and serviceable state and at an acceptable standard of appearance having regard to their assigned role, age and planned life. Where different means of rectifying a defect exist, the least costly repair which meets this policy until the next routine docking/slipping is to be effected.

21. During a survey examples of wear, deterioration, distortion or wastage may be discovered and are to be recorded. They are not in themselves to be regarded as defects for immediate rectification. (See Paragraph 20.)

22. Support craft held in store as reserve holdings are to be surveyed every twelve months and prior to issue for operational service.

23. Support craft carried in HMA ships are to undergo survey by Dockyard Officers, if possible, prior to the ship's main refit so that defects found on survey can be made good during the ship's programmed main refit period.

24. Requests to carry out a survey of support craft should be forwarded to the appropriate authority three months before the required date.

25. Four weeks before the survey is due, the holding unit is to forward:

- Form TM171 'List of main/supplementary work required';
- all previously rendered Forms TM200 in priority order under the appropriate headings;
- copies of the previous survey reports TM169 and TM170;
- copy of main engine and generator running hours.

General

26. A support craft overdue for docking/slipping or refit/survey in accordance with Annex D or as otherwise specified, is to be reported to Navy Office through the Administrative Authority. The report is to include:

- reasons for the delay; and
- the earliest date that the necessary action can be taken.

27. The paint systems to be applied are to be in accordance with ABR 19—RAN Painting Manual.

28. The registered numbers of all support craft are to be permanently affixed to the craft in accordance with current instructions and drawings.

29. The approved Alterations and Additions procedures are to be followed for permanent modifications or alterations of support craft and Navy Office approval must be obtained before work is commenced. Alterations and Additions action will normally be taken on a class or type basis.

30. It is planned that in due course and after refinement of the procedures this policy will be incorporated in ABR 5144 'Royal Australian Navy Support Craft'.

ANNEX A

Planned Life of Existing Types of Support Craft

	Type of Craft	Planned Life in Years	Material of Hull	Remarks
1	40' Diving Boat ..	15		} Not yet in Service
2	40' Harbour Utility Boat ..	20		
3	40' Harbour Personnel Boat	20		
4	40' Fleet Utility Boat ..	20		
5	40' Fleet Utility Boat ..	20	Wood ..	
6	40' Fleet Personnel Boat ..	20	Wood ..	
7	40' Australian Work Boat	20	Wood ..	
8	38' Bertram	20	GRP	
9	34' Motor Survey Boat ..	10	Wood ..	Replacements in hand
10	34' Motor Survey Boat ..	10	AA ..	PD47
11	33' Fleet Utility Boat ..	20	GRP ..	PD20
12	33' Harbour Personnel Boat	20	GRP ..	PD45
13	33' Sea Boat	20	GRP ..	PD20
14	32' Motor Cutter ..	15	Wood	
15	30' Personnel Boat ..	15	Plywood	
16	26' Personnel Boat ..	20	GRP ..	USN DDG's only
17	26' Motor Whale Boat ..	20-25	GRP ..	USN DDG's only
18	26' Fleet Utility Boat ..	20	GRP	
19	26' Sea Boat	20	GRP	
20	26' Harbour Personnel Boat	20	GRP ..	PD46
21	26' Work Boat	20	GRP	
22	17' 6" Lightweight Utility Boat A	10	AA	
23	17' 6" Lightweight Utility Boat B	10	AA	
24	17' 6" Lightweight Utility Boat C	10	AA	
25	17' 6" Lightweight Utility Boat	5	AA ..	Used by Diving Teams
26	14' Hercules Dinghy ..	8	AA	
27	12' AA Dinghy	8	AA ..	LCH
28	Radio Controlled Surface Target	15	GRP ..	PD26
29	Aircraft Water Lighter ..	20	Steel	
30	Flat Top Lighter	20	Steel	
31	Crane Stores Lighter ..	20	Steel	
32	Aviation Fuel Lighter ..	20	Steel	
33	Ammunition Lighter ..	30	Concrete	
34	Ammunition Lighter ..	25	Steel	
35	Ammunition Lighter ..	20	Ferro-Cement	
36	Motor Water Lighter ..	25	Steel	
37	Motor Refrig Lighter ..	25	Steel	
38	General Purpose Vessel ..	25	Steel	
39	Oil Fuel Lighter	25	Steel	
40	Harbour Tug Small ..	20	Steel ..	PD19
41	Medium Harbour Tug ..	20	Steel	
42	Torpedo Recovery Vessel ..	20	Steel	
43	100' Diving Tenders ..	15	Wood ..	GRP Sheathed ex IMS PD 15

This list does not include miscellaneous craft most of which are being considered for replacement due to their age.

HMAS..... Date.....
Signature.....
Commanding Officer.....

Certification. The details listed in Sections I to III below have been extracted from detailed Support craft records maintained in this Ship/Establishment and are certified correct to date 31 October 19

SECTION I—SUPPORT CRAFT ASSIGNED TO SHIP/ESTABLISHMENT AS AT 31 OCTOBER 19

Serial No.	Brief Description of Each Craft	Reg. No. of Craft	Dates Assigned		Usage/Availability for Period/s Assigned			Remarks (To include brief description of Other Reasons, vide Col. (i))	
			From	To	Total Hours Utilized	Total Days Available	Total Days not Available		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	
1	(Example) HPB 40 ft	P4063	1.5.73	31.10.73	200	80	32	72	Involved in collision which required urgent repairs (42 days) and awaiting slipping (30 days)
2	_____	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____	_____

SECTION II—SUPPORT CRAFT ASSIGNED DURING YEAR ENDED 31 OCTOBER 19

SECTION II—SUPPORT CRAFT ASSIGNED DURING YEAR ENDED 31 OCTOBER 19 —BUT NOT HELD ON THAT DATE (Cols as in Section I)	
1	(Example) OFL 1,200 Tons OFL1207 1.11.72 30.1.73 Nil 61 Nil
2	_____
3	_____

SECTION III—REQUIREMENTS FOR ADDITIONAL OR REPLACEMENT CRAFT OVER NEXT 5 YEARS—STATED IN ACCORDANCE WITH PARAGRAPH 9 OF ANO 363/73

These are attached as Annexes A to (inclusive) according to type of craft required. Any requirement which has been put forward previously has not been re-stated in detail unless the information previously given needed to be amended; reference to any previous correspondence has been made in the appropriate Annex(es).

ANNEX B—continued

Example of an Annex to Pro-Forma for Annual Return of Support Craft (Section III)

(Example) Annex A (to HMAS..... Annual Return of Support Craft Dated.....)

Type of Craft 17' 6" Lub Variant A.

1. Answers in accordance with Paragraph 9 of Navy Order 363/73.

Addition	Replacement
A. Small lightweight Utility Boat for Personnel	A. Small lightweight Utility Boat for Personnel
B. No	B. Yes A 1769
C. Yes	C. NA
D. Fast Harbour personnel transport for small parties of personnel (1-6)	D. Fast harbour personnel transport for small parties of personnel (1-6)
E. 1200 hours pa	E. 800 hours pa (as shown in serial 6 of Section I.)
F. The loss of one HPB 33' from the establishment in June (Serial 8 Section II) has left the establishment short of one boat and the utilisation figures and average loadings show that a suitable replacement to meet overall transport commitments would be a smaller boat. It is not intended to seek replacement of the 33' HPB	F. No other small personnel boat held. Larger boats held and their utilisations at Section I show they are fully committed on more economic tasks and cannot cover this commitment
G. Continued excessive use of Motor Transport and inability to meet all requirements for boat transport and larger boats would have to be uneconomically employed on certain priority trips for small parties	G. Excessive use of Motor Transport and uneconomic and excessive use of larger boats
H. No other alternative to providing boat transport	H. No other service or commercial boats available. Maintenance on present boats is carried out during troughs in requirements and peaks are not affected
I. 17' 6" Variant A Lightweight Utility Boat would be preferable but an acceptable alternative would be a Halvorsen commercial 26' Fast Personnel Boat	I. 17' 6" Variant A Lightweight Utility Boat currently being operated
J. Nil. Driver would be provided from present complement and maintenance would be minimal and could be provided from within present resources	J. Nil. Present staff would change one boat with another of the same type
K. NK	K. NA
L. Nil current stores holdings would provide all necessary requirements	L. Nil

ANNEX B—continued

Addition	Replacement
M. (1) \$3,000 (incl. Engine) (2) Nil (3) Nil (4) Nil (5) \$1,900 (6) \$500	M. (1) \$3,000 (incl. Engine) (2) Nil (3) Nil (4) Nil (5) \$1,700 (6) \$500
N. NA	N. (1) 31/7/7— (2) 30/8/7—(NC 33/3/1 dated 30/8/7—refers)
O. Cost of hiring a commercial boat under a full maintenance contract \$2,400 p.a. to which should be added operating costs of \$1,900 p.a. (approx.) The purchase of a boat is therefore more economic on present estimates	O. Submitted in advance in view of the recent survey report and should be replaced ASAP

ANNEX C

Uneconomical Repair of Support Craft

1. If, for any particular reason during the planned life of a craft it becomes obvious that the general condition of the craft as shown by the survey is such as to make it uneconomical to repair, the formula in Paragraph 2 below, is to be applied to clearly determine this.

2. Where N = estimated cost of replacement craft,

Y = number of years of life of new craft (present planned life of existing craft),

X = cost per year of maintenance of new craft,

O = estimated cost of repairs needed now which will ensure craft operating satisfactorily for the balance of its planned life,

W = number of years remaining of planned life, and

Z = cost per year of maintaining existing craft for W years,

the repair is uneconomic if:

$$O + WZ > \frac{WN}{Y} + WX.$$

3. If the repair is obviously uneconomic the facts on which this conclusion is based are to be reported to Navy Office for a decision. Where a repair has been commenced and it becomes apparent that the refit will be uneconomic no further expenditure is to be incurred pending a Navy Office decision.

4. In all cases where O is greater than 0.4N the figures used in the calculation in Paragraph 2 should be forwarded to Navy Office with the report of survey Forms TM169 and TM170.

ANNEX D

Docking/Slipping and Refit Intervals

1. The periods for docking/slipping and refits of support craft are generally under review in conjunction with the preparation of planned maintenance schedules. These will be issued progressively for each type of craft as they become available in the future.

2. Until such time as specific schedules are issued the following table is to be used as a guide for the periods in months between docking/slipping and refit of major classes of craft:

	Docking/Slipping	Refit
a. Concrete lighters	36	36
b. Steel lighters—dumb	18	36
c. Powered steel craft	12	24
d. Wooden craft sheathed	12	24
e. GRP craft	12	24
f. Aluminium craft	12	24
g. Floating docks with overall cathodic protection ..	24	48
h. Floating docks (other than above) caissons ..	24	24

3. Specific slipping and refit periods are not applicable to those support craft allocated to HMA ships. In normal circumstances refit periods will be dependant on the refit of the ship in which these support craft are carried.

4. Support craft in store as a reserve should be surveyed every twelve months and before issue to an operating authority.

(1236/51/198)

Navy Orders 379/70 to 482/70 are now over three years old, and may be disposed of accordingly.

SECRET

SECRET

The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

1. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

- a. General Review
- b. Special Review
- c. Review of Support Rates
- d. Review of Support Rates
- e. Review of Support Rates
- f. Review of Support Rates
- g. Review of Support Rates
- h. Review of Support Rates
- i. Review of Support Rates
- j. Review of Support Rates

2. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

3. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

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5. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

6. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

7. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

8. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

9. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

10. The methods for determining and setting support rates are generally under review in connection with the preparation of annual maintenance schedules. These will be made available for the use of all interested parties.

Historian

ANO 364/73



AUSTRALIAN NAVY ORDER

Navy Office, Canberra,

30 November 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

Handau.

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

364/73—Officers' Course Programme 1974

1. The programme of officers' courses in 1974 is detailed in Annex A to this order. ABR 27 Volume III should be consulted to determine the appropriate method of nominations for any given course.
2. In accordance with Naval Board policy, courses for Commanding Officers designate will be arranged by Navy Office as the requirement arises.
3. Alterations and additions to the course programme will be promulgated by amendments to this order.

Amendment List

Amendment No	Authority	Date
100	100	10
101	101	10
102	102	10
103	103	10
104	104	10
105	105	10
106	106	10
107	107	10
108	108	10
109	109	10
110	110	10
111	111	10
112	112	10
113	113	10
114	114	10
115	115	10
116	116	10
117	117	10
118	118	10
119	119	10
120	120	10
121	121	10
122	122	10
123	123	10
124	124	10
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182	182	10
183	183	10
184	184	10
185	185	10
186	186	10
187	187	10
188	188	10
189	189	10
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191	191	10
192	192	10
193	193	10
194	194	10
195	195	10
196	196	10
197	197	10
198	198	10
199	199	10
200	200	10

TABLE V

ANNEX A

364/73

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
Aircrew	901711	BATC 1/74	CERBERUS ..	30	18.2.74	29.3.74	—	To 92 Pilot To 94 Pilot Observer
		BATC 2/74	CERBERUS ..	30	5.8.74	13.9.74	—	
	901100/	Pilot 92	RAAF Pt Cook	—	1.4.74	20.9.74	—	
	901101	Pilot 94	Pearce ..	—	16.9.74	—	—	
	901102	Observer	RAAF East Sale ..	255	TBD	—	—	
	901345	Aircrew Orientation ..	CERBERUS ..	10	As required	—	—	
AIO/ Navigation/ Tactical	901061	Post PWO RAN Famil ..	WATSON ..	34	14.1.74	15.2.74	3-6	Includes 2-3 days sea in DDG/DE + SM
			CERBERUS ..	—	18.2.74	1.3.74		
			CERBERUS ..	—	6.5.74	17.5.74		
			WATSON ..	—	20.5.74	21.6.74	—	
			WATSON ..	—	26.8.74	27.9.74	—	
			CERBERUS ..	—	30.9.74	11.10.74	—	
	901431	RAN Tactical	WATSON ..	15	21.10.74	8.11.74	—	Senior Lieutenant and above
	901434	Junior Officers Tactical ..	WATSON ..	10	27.5.74	7.6.74	—	Includes ORO
			WATSON ..	—	25.11.74	6.12.74	—	
	901448	ORO	WATSON ..	100	14.1.74	15.2.74	4-6	Last 2 weeks with Junior Officers Tactical Course
			CERBERUS ..	—	18.2.74	26.2.74		
			WATSON ..	—	27.2.74	15.3.74	—	
			ALBATROSS ..	—	18.3.74	21.3.74	—	
			WATSON ..	—	22.3.74	3.5.74	—	
			SEA ..	—	6.5.74	17.5.74	—	
			WATSON ..	—	20.5.74	7.6.74	—	
			WATSON ..	—	22.7.74	23.8.74	—	
			CERBERUS ..	—	26.8.74	3.9.74	—	
		WATSON ..	—	4.9.74	20.9.74	—		
		ALBATROSS ..	—	23.9.74	26.9.74	—		
		WATSON ..	—	17.9.74	1.11.74	—		
		SEA ..	—	4.11.74	15.11.74	—		
		WATSON ..	—	18.11.74	6.12.74	—		
901458	Basic Nav General ..	WATSON ..	15	22.7.74	9.8.74	6	3 days sea week 2	
901459	Basic Nav Astro ..	WATSON ..	10	8.7.74	19.7.74	4-20		
901480	AIO Refresher ..	WATSON ..	10	25.2.74	8.3.74	3-6		
					30.9.74	11.10.74	—	

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ANNEX A—continued

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks	
	904110	CTT PWT	WATSON ..	7	7.2.74	8.2.74	—	AIO TAC	
				WATSON ..	—	11.2.74	15.2.74		—
				WATSON ..	—	28.3.74	29.3.74		—
				WATSON ..	—	1.4.74	5.4.74		—
				WATSON ..	—	24.4.74	26.4.74		—
				WATSON ..	—	29.4.74	3.5.74		—
				WATSON ..	—	20.6.74	21.6.74		—
				WATSON ..	—	24.6.74	28.6.74		—
				WATSON ..	—	22.8.74	23.8.74		—
				WATSON ..	—	26.8.74	30.8.74		—
				7.11.74	8.11.74	—	AIO TAC		
				11.11.74	15.11.74	—			
	N/N	XO Desig ND/TAS ..	WATSON ..	5	As required	—	—		
	901603	CO Desig ND/TAS ..	WATSON ..	5	As required	—	—		
	901605	CO Desig MSC ..	WATSON ..	10	13.5.74	24.5.74	—		
	901433	CO Desig MHC ..	WATSON ..	10	16.9.74	27.9.74	—		
	901467/	MWV CO Desig Nav ..	WATSON ..	15	22.4.74	10.5.74	6	4 days at sea week 2/3	
	901610/		PENGUIN ..	—	13.5.74	17.5.74			
	901611		WATSON ..	—	26.8.74	13.9.74			
			PENGUIN ..	—	16.9.74	20.9.74	—	PENGUIN & MORETON for 901611	
	901468	MWV Nav PCT ..	WATSON ..	5	1.4.74	5.4.74	6	Last day at sea	
	901447	Navigation Officer Desig ..	WATSON ..	15	30.9.74	4.10.74	6	4 days at sea week 2/3	
			WATSON ..	—	11.3.74	29.3.74	6		
			WATSON ..	—	25.11.74	13.12.74	—		
ASW	901400	SOSP ..	AJASS ..	5	2.12.74	6.12.74	20		
	901404	Joint ASW Intro ..	AJASS ..	5	21.1.74	25.1.74	35		
			WATSON ..	—	28.10.74	1.11.74	—		
	901405	Joint ASW Tactical Period ..	AJASS ..	12	27.5.74	7.6.74	30		
901429	RAN ASW Equipment ..	WATSON ..	20	As required	—	—	Should join ASW section of PWO course		

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364/73

ANNEX A—continued

364/73

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
ASW— continued	901438	ASW Acquaint	WATSON ..	5	25.2.74	1.3.74	—	
					29.4.74	3.5.74		
					29.7.74	2.8.74		
	901437	Demolitions Supervisor ..	WATSON ..	5	25.11.74	29.11.74	4-8	
					4.2.74	8.2.74		
					17.6.74	21.6.74		
					22.7.74	26.7.74		
					2.9.74	6.9.74		
					4.11.74	8.11.74		
	901176	Degaussing (NAV/TAS Officers)	WATSON ..	2	As required	—	—	
Diving	901425	Ship Diving Officer ..	PENGUIN ..	20	14.1.74	8.2.74	—	
					18.2.74	15.3.74		
					22.4.74	17.5.74		
					8.7.74	2.8.74		
					12.8.74	6.9.74		
					16.9.74	11.10.74		
					21.10.74	15.11.74		
Divisional	901342/901343	Divisional/Man Management/Sports	CERBERUS ..	15	26.2.74	15.3.74	—	
					22.4.74	10.5.74		
					13.8.74	30.8.74		
Hydrography Orientation	901530	H4	PENGUIN ..	95	29.7.74	6.12.74	2-10	
	901340	New Entry	CERBERUS ..	15	29.1.74	15.2.74	—	IO MO 1/74 DO 1/74 IO 2/74
	901730	SDEN	CERBERUS ..	10	15.7.74	2.8.74	—	
					14.1.74	25.1.74	—	
					7.10.74	18.10.74	—	
Instructor	901533	Maths Bridging	CERBERUS ..	20	9.1.74	5.2.74	—	RMIT
	901181	IO Duties Pt 1	CERBERUS ..	5	14.1.74	18.1.74	—	
	901300	Prelim NBCD	CERBERUS ..	5	21.1.74	25.1.74	—	
	901340	Orientation	CERBERUS ..	15	29.1.74	15.2.74	—	
	901181	IO Duties Pt 2	CERBERUS ..	10	18.2.74	1.3.74	—	
	901600	IT	CERBERUS ..	5	4.3.74	8.3.74	—	
	901446/901182	IO ND/TAS	WATSON ..	60	14.3.74	21.6.74	—	Sea 2 weeks
	901181	IO Duties Pt 1	CERBERUS ..	5	8.7.74	12.7.74	—	
	901340	Orientation	CERBERUS ..	15	15.7.74	2.8.74	—	
	901600	IT	CERBERUS ..	5	5.8.74	9.8.74	—	

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ANNEX A—continued

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
	901181	IO Duties Pt 2	CERBERUS ..	10	13.8.74	23.8.74	—	
	901300	Prelim NBCD	CERBERUS ..	5	26.8.74	30.8.74	—	
	901446/901182	IO ND/TAS	WATSON ..	60	2.9.74	29.11.74	—	Sea 2 weeks
	901470	Introductory Meteorology ..	ALBATROSS ..	15	16.4.74	3.5.74	—	
	N/N	Met Officer Windfinding and Radar	ALBATROSS ..	5	As required	—	—	
MCD	901432	MCDO	PENGUIN ..	180	4.3.74	31.5.74	—	
			WATSON ..	—	3.6.74	26.7.74	—	
			PENGUIN ..	—	29.7.74	23.8.74	—	
			WATSON ..	—	26.8.74	15.11.74	—	
Medical/Dental	901340	Orientation	CERBERUS ..	15	29.1.74	15.2.74	—	
	901195	MO Famil	CERBERUS ..	15	18.2.74	8.3.74	—	
	901196	DO Famil	CERBERUS ..	5	18.2.74	22.2.74	—	
	901192	MO AV Med	ALBATROSS ..	5	11.3.74	15.3.74	—	
	901191	MO UW Med	PENGUIN ..	10	8.4.74	3.5.74	—	
					4.11.74	15.11.74	—	
	901197	Foreign Services MOUW Med	PENGUIN ..	65	25.3.74	15.6.74	—	
	901198	WM/SS UW Med ..	PENGUIN ..	10	As required	—	—	
NBCD	901302	Combined Services MO NBCD	PENGUIN ..	5	11.11.74	22.11.74	24	
	901301	Officers Advanced NBCD ..	PENGUIN ..	10	28.1.74	8.2.74	6-20	
					11.3.74	22.3.74		
					15.7.74	26.7.74		
					2.9.74	13.9.74		
	901308	Officers NBCD Qualifying ..	PENGUIN ..	20	15.4.74	10.5.74	—	
Supplementary List Seaman	901387	Gunnery	CERBERUS ..	15	9.1.74	30.1.74	—	} 1/72 Phase III
	901388	Comms	CERBERUS ..	10	31.1.74	13.2.74	—	
	901801	Supply	CERBERUS ..	5	14.2.74	22.2.74	—	
	901342/901348	Divisional	CERBERUS ..	15	26.2.74	15.3.74	—	

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ANNEX A—continued

364/73

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
Supplementary List Seaman—continued	901444	AIO/NAV	WATSON ..	35	22.4.74	14.6.74	—	2/72 Phase III
	901436	TAS	WATSON ..	—	17.6.74	28.6.74	—	
	901149	AIR	ALBATROSS ..	—	1.7.74	5.7.74	—	
	901387	Gunnery	CERBERUS ..	15	8.7.74	26.7.74	—	
	901328	Comms	CERBERUS ..	10	29.7.74	9.8.74	—	
	901342/901348	Divisional	CERBERUS ..	15	13.8.74	30.8.74	—	
	901801	Supply	CERBERUS ..	5	2.9.74	6.9.74	—	
Security	901444	AIO	WATSON ..	35	21.10.74	1.11.74	—	1/73
	901436	TAS	WATSON ..	—	4.11.74	15.11.74	—	
	901444	NAV	WATSON ..	—	18.11.74	6.12.74	—	
	901149	AIR	ALBATROSS ..	—	9.12.74	13.12.74	—	
	901444	WATSON	WATSON ..	—	7.1.74	15.2.74	—	
Supply and Secretariat Training Technology	901598	SLEX New Entry ..	CERBERUS ..	—	26.8.74	20.12.74	—	1/74
	901528	Security Acquaint ..	PENGUIN ..	4	12.2.74	15.2.74	—	
	901351	Security Officers Qualifying	PENGUIN ..	5	11.3.74	15.3.74	—	
					16.9.74	20.9.74	—	
					8.7.74	19.7.74	—	
	901532	Advanced Security ..	PENGUIN ..	10	8.4.74	10.4.74	—	
	N/N	Registered Publications Officer	PENGUIN ..	3	3.6.74	5.6.74	—	
901494	BSC	CERBERUS ..	—	7.10.74	9.10.74	—		
				2.12.74	4.12.74	—		
				22.7.74	TBD	—		
				14.1.74	18.1.74	6-8		
				21.1.74	25.1.74	—		
				4.2.74	8.2.74	—		
				11.2.74	15.2.74	—		
903600	Instructional Technique ..	CERBERUS ..	5	18.2.74	22.2.74	—		
				4.3.74	8.3.74	—		
				11.3.74	15.3.74	—		
				25.3.74	29.3.74	—		
				25.3.74	29.3.74	—		

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ANNEX A—continued

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
Supplementary List Seaman—continued	901444	AIO/NAV	WATSON ..	35	1.4.74	5.4.74	—	LEEUWIN LEEUWIN
					22.4.74	26.4.74	—	
					29.4.74	3.5.74	—	
					6.5.74	10.5.74	—	
					27.5.74	31.5.74	—	
					3.6.74	7.6.74	—	
					1.7.74	5.7.74	—	
					8.7.74	12.7.74	—	
					15.7.74	19.7.74	—	
					29.7.74	2.8.74	—	
					5.8.74	9.8.74	—	
					19.8.74	23.8.74	—	
					26.8.74	30.8.74	—	
					9.9.74	13.9.74	—	
					7.10.74	11.10.74	—	
21.10.74	25.10.74	—						
Supply and Secretariat Training Technology	903640	Quality Control	CERBERUS ..	5	28.10.74	31.10.74	—	WATSON WATSON
					11.11.74	15.11.74	—	
					18.11.74	22.11.74	—	
					2.12.74	6.12.74	—	
					9.12.74	13.12.74	—	
					18.3.74	22.3.74	6-16	
					6.5.74	10.5.74	—	
					3.6.74	7.6.74	—	
					19.8.74	23.8.74	—	
					11.11.74	15.11.74	—	
					9.12.74	13.12.74	—	
					23.9.74	4.10.74	16	
					22.4.74	26.4.74	—	
					8.7.74	12.7.74	—	
					2.12.74	6.12.74	—	
903630	Training Systems Acquaint	CERBERUS ..	1	4.3.74	—	—		
				22.4.74	—	—		
				6.5.74	—	—		
				17.6.74	—	—		
				8.7.74	—	—		
19.8.74	—	—						
21.10.74	—	—						

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ANNEX A—continued

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Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
Supply and Secretariat Training Technology—continued	901261	Training Management	CERBERUS	3	2.12.74 9.12.74 As required	—	—	
	903660	Training Analysis	CERBERUS	5	25.3.74 29.4.74 17.6.74 5.8.74 7.10.74 25.11.74	29.3.74 3.5.74 21.6.74 9.8.74 11.10.74 29.11.74	1-16	NIRIMBA and as required
	903670	Training Design	CERBERUS	5	1.4.74 14.10.74	5.4.74 18.10.74	1-16	NIRIMBA 903660 prerequisite. Additional courses as required
	901365	ENME SM Reversion to GS	CERBERUS	—	As required	—	—	
Marine Engineering	N/N	SH & SDEN L ME Prelim.	CERBERUS	—	21.1.74 15.7.74	TBD TBD	—	
Weapon Electronic Engineering	901370	MEO Power Electrics	CERBERUS	—	15.1.74	—	—	
	901175	Ikara Management (WEEO)	RANITE	5	4.3.74 2.9.74	8.3.74 6.9.74	2	
	901178	Degaussing (WEEO)	WATSON	2	As required	—	—	
	901177	NAVCOMSTA	HARMAN	15	14.1.74	5.2.74	1	
RANR	901364	ENWE SM Reversion to GS	CERBERUS	—	As required	—	—	
	901176	Junior WEEO Acquaint	CERBERUS	—	TBD	TBD	—	
	901341	Orientation	CERBERUS	10	28.1.74	8.2.74	—	
	901323	Basic Comms	CERBERUS	5	11.2.74	15.2.74	—	
	901300	Prelim NBCD	CERBERUS	5	18.2.74	22.2.74	—	
		Basic Gunnery	CERBERUS	5	25.2.74	1.3.74	—	
		AIO/TAS	WATSON	15	4.3.74	22.3.74	—	
		NBCD	PENGUIN	—	11.2.74	22.2.74	—	
		Orientation	CERBERUS	—	18.11.74	29.11.74	—	
		NBCD	PENGUIN	—	2.12.74	13.12.74	—	
	901441	Part 2 NAV	WATSON	10	12.8.74	23.8.74	—	
	901442	'Q' AIO	WATSON	10	As required	—	—	

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ANNEX A—continued

Branch or Group	EDP No	Course	Location	Duration in Days	Starting Date	Completion Date	Min/Max Nos	Remarks
WRANS Miscellaneous	901440	Legal Advisors	WATSON	5	As required	—	—	Apply WATSON for examination papers. Tests to be conducted during week allocated
		Part 1 Nav Tests Gen Nav	WATSON	—	29.1.74 24.6.74 25.2.74 29.7.74 25.3.74 26.8.74 29.4.74 30.9.74 27.5.74	1.2.74 28.6.74 1.3.74 2.8.74 29.3.74 30.8.74 3.5.74 4.10.74 31.5.74	—	
		Chart Work	—	—	28.10.74	1.11.74	—	
		Astro & Chronometer	—	—	1.7.74	12.7.74	—	
		Tides	—	—	15.7.74	18.10.74	4-7	
		Rel Vel	—	—	As required	—	—	
	947500	OTC Comms	CERBERUS	10	28.10.74	1.11.74	—	
	947700	WRAN OTC	CERBERUS	88	1.7.74	12.7.74	—	
	N/N	Ships Recognition Officer PWT	ALBATROSS	2	As required	—	—	
	915590	Small Ship Helo Transfer & F/F	ALBATROSS	3	As required	—	—	Ship with landing platform
915600	Small Ship Helo Transfer & F/F	ALBATROSS	1½	As required	—	—	Ship without landing platform	

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1961/73

F. D. ATKINSON, Government Printer, Canberra

364/73

Survey of ...

Year	Area	Population	Area	Population	Area	Population	Area	Population
1940
1945
1950
1955
1960
1965
1970
1975
1980
1985
1990
1995
2000
2005
2010
2015
2020



Historian

RESTRICTED

ANOs 365/73-374/73



AUSTRALIAN NAVY ORDERS

- 136/73
- 137/73
- 138/73
- 139/73
- 140/73
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Navy Office, Canberra,
12 December 1973.

The enclosed orders are promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

UNCLASSIFIED

CONTENTS

No	Title
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365/73	Returned Services League of Australia Sword.
SECTION 4—EQUIPMENT, STORES AND SERVICING	
366/73	Ammunition—Cartridges A/S—596230 Primers Electric N38 Mark 1—Restriction.
367/73	Furnace Fuel Oil Additive.
368/73	Machinery—General—Three Quarter Inch CLAM Thermodynamic Steam Traps—Introduction into the RAN.
369/73	Supply of Petroleum Products to Commonwealth Departments.
SECTION 5—BOOKS, CORRESPONDENCE, FORMS AND STATIONERY	
370/73	Ballistics—List of Range Tables and Trajectory Charts.
AMENDMENTS	
371/73	Accounting for Loan Bedding and Anti-flash Gear.
372/73	Dental Expenses of Dependants Accompanying Members on Long Term Duty Overseas.
373/73	Stores (General)—Standard Units of Issue—Their Codes and Descriptions.
374/73	Modification Instructions.

Section 2

PERSONNEL

UNCLASSIFIED

365/73—Returned Services League of Australia Sword

1. The Returned Services League of Australia prize of a naval sword is presented annually. It is awarded to the Supplementary List Midshipmen of the Seaman Branch of the first or second intakes who gains the highest aggregate marks in Phase I, Phase II and Phase III training for commissioned rank in the RAN.
2. The sword for 1973 has been won by ASLT J. W. MOORCROFT, RAN.
3. Navy Order 191/73 is hereby cancelled.

(38/6/43)

(Navy Order 191/73)

Section 4

EQUIPMENT, STORES AND SERVICING

UNCLASSIFIED

366/73—Ammunition—Cartridges A/S—596230 Primers Electric N38
Mark 1—Restriction

- Purpose** To inform all concerned that 596230 PRIMERS ELECTRIC N38 MARK 1 of Lot No 26 filled CY 3/65 have been sentenced unserviceable and are to be withdrawn from service.
- Information** .. PRIMERS ELECTRIC N38 MARK 1 of Lot No 26 filled CY 3/65 have been sentenced unserviceable on unsatisfactory results on proof and reproof at Routine Periodic Inspection.
- Action** a. *HMA Ships and Establishments*
Stocks of the following A/S cartridges fitted with 596230 PRIMERS ELECTRIC N38 MARK 1 of Lot No 26 filled CY 3/65 are to be withdrawn from service and returned to the nearest Armament Depot:
- 596379 CARTRIDGES A/S 11 ozs 44 grs.
 - 596483 CARTRIDGES A/S 1,900 grs.
 - 596 MISC CARTRIDGES A/S filled 1,900 grs propellant HSC/T 124-058 (Special for TAS School).
- Replacement Cartridges A/S will be issued.
- b. *RAN Armament Depots*
Current and future stocks of 596230 PRIMERS ELECTRIC N38 MARK 1 of Lot No 26 filled CY 3/65 are to be processed for disposal in the normal manner.

(714/51/343)

UNCLASSIFIED

367/73—Furnace Fuel Oil Additive

1. Evaluation trials of commercial fuel oil additives, procured to the requirements of Dockyard Material Specification DMS 117 have recently been carried out in selected HMA ships. Results indicate that particular types of additives are beneficial in reducing the quantity of deposits in gas passages of boilers and in altering the nature of deposits so as to permit easier external boiler cleaning.

2. The approved additive for furnace fuel is:

Class	Catalogue No	Description	UI	Acctg Classn
6850	66-064-8398	DETERGENT, EMULSION DE-GREASING	GL	C

3. The additive in liquid state is to be added to the fuel tanks before filling to facilitate mixing. The ratio is one (1) gallon of additive to twenty-five (25) tons of FFO and this is to be adhered to for correct operation and results.

4. The additive, 6850-66-064-8398 DETERGENT, EMULSION DEGREASING, will be used in the following ships and classes of ships:

HMAS MELBOURNE

HMAS SUPPLY

HMAS KIMBLA

HMAS DIAMANTINA

DDGs

River Class DEs

Daring Class Destroyers.

Initial requirements of 6850-66-064-8398 DETERGENT, EMULSION DEGREASING, should be demanded from the Superintending General Store Officer, Sydney (Depot Code 0027).

5. Adequate supplies of additive for FFO are to be borne whilst absent from Australia.

6. Ships using this additive are to extend the external boiler cleaning interval from the present four monthly or 1,400 steaming hours to an inspection at 2,000 steaming hours and a maximum period between external boiler cleans of 2,500 steaming hours.

7. Planned maintenance instructions and the cleaning intervals laid down in BR 3000 Chapter 12 are being amended.

(1211/51/553)

UNCLASSIFIED

368/73—Machinery—General—Three Quarter Inch CLAM Thermodynamic Steam Traps—Introduction into the RAN

1. CLAM thermodynamic steam traps, three quarter inch nominal bore, have been introduced into the RAN as the standard steam trap. The CLAM steam traps are to replace existing mechanically or thermally operated steam traps as they become beyond economical repair.

2. The CLAM steam traps in the following ranges are available from SMSO, Sydney, on demand for fitting where specified:

Class	Catalogue No	Series	Working Pressure	Temp	Max LB/HR Condensate @ 15°F Temp Differential
4730	66-063-8751	150N ..	150 psi ..	650°F ..	3,400
4730	66-063-8752	600N ..	600 psi ..	750°F ..	4,300
4730	66-063-8753	1,500N ..	1,500 psi ..	1,100°F ..	3,100
4730	66-063-8754	1,500N(W)	1,500 psi ..	1,100°F ..	3,100

The standard series listed above have a replaceable valve and insert seat to suit the steam conditions and are of the following construction:

- Series 150N, 600N and 1,500N* Forged steel flange construction with flanges to ASA 150, 600 and 1,500 flat face undrilled.
- Series 1,500N (W)* Forged steel construction with female socket ended connections suitable for welding to three quarter inch bore pipes. Sockets are to be ASA B16.11.

3. On-board allowances of spare parts for each class of ship are indicated at Annex A and demands for requirements are to be placed with SMSO, Sydney (Depot Code 0051).

4. Steam traps on galley, laundry and space heating equipment (small capacity, thermostatic or similar with screwed ends) which are usually supplied as part of the unit have not been included in the above as it is considered that the cost and work involved does not warrant replacement.

5. Removed steam traps are to be returned to SMSO, Sydney, for survey.

ANNEX A
Allowances of On-board Spare Steam Traps and Parts for HMA Ships

Class	Catalogue No	Description	Part No	Accig Classification	Unit of Issue	MELBOURNE	STALWART	SUPPLY	DGs	Ds (less Duchs)	Dfs
4730	66-063-8751	Trap, steam	150N	C	EA	1	1	1	1	—	1
4730	66-063-8752	Trap, steam	600N	C	EA	1	—	1	1	—	1
4730	66-063-8753	Trap, steam	1,500N	C	EA	—	—	1	—	1	—
4730	66-063-8754	Trap, steam	1,500N(W)	C	EA	—	—	—	—	—	—
4730	66-063-8755	Strainer element, sediment	SE1	C	EA	7	3	6	23	4	3
4730	66-063-8756	Valve assembly, steam trap 150N	D2	C	EA	2	3	2	9	—	1
4730	66-063-8757	Valve assembly, steam trap 600N	G2	C	EA	5	—	1	6	—	—
4730	66-063-8758	Valve assembly, steam trap, 1,500N	J3	C	EA	—	—	3	8	4	2
5330	66-063-8777	Gasket, inner body	G13	N	EA	7	3	6	23	4	3
5330	66-063-8778	Gasket, outer body	G14	N	EA	7	3	6	23	4	3
5330	66-063-8779	Gasket, cover	G15	N	EA	7	3	6	23	4	3
5330	66-063-8780	Gasket	G48	N	EA	7	3	6	23	4	3
5306	66-044-1697	Bolt, machine for 150N	—	N	EA	2	8	5	30	—	3
5307	66-064-0806	Stud, plain for 600N	HD11	N	EA	20	—	3	20	—	—
5307	66-064-0807	Stud, plain for 1,500N, 1,500NW	HD12	N	EA	—	—	12	28	16	6

(1211/51/925)

UNCLASSIFIED

369/73—Supply of Petroleum Products to Commonwealth Departments

1. The rate of duty applicable for the purchase of petroleum products other than for Papua/New Guinea has been varied as follows with effect from 21 August 1973:

- a. Motor Spirit and Outboard Motor Fuel
 - 4.905 cents per litre
 - 22.30 cents per gallon
- b. Aviation Gasoline ..
 - 4.305 cents per litre
 - 19.57 cents per gallon
- c. Aviation Turbine Kerosene ..
 - 3.94 cents per litre
 - 17.90 cents per gallon

2. The above rates per metric volume are as advised in Treasury Circular 1973/13. However, as CSS and TB and Department of Supply contracts are currently written using imperial units, the equivalent duty per gallon is also shown for convenience. Conversion is in accordance with the 'Legal Conversion Factor' of 1 gallon = 4.54609 litres as stated in the Weights and Measures (National Standards) Regulations.

3. In respect of petroleum products delivered on or after the above date and invoiced to include the revised rates, the components charged to Refunds of Revenue shall be at these rates. Navy Accounts Manual (ABR 5018) Articles 75B (1)(d) and (3) are relevant.

4. Components to be charged to Refunds of Revenue for purchases of petroleum produced in Papua/New Guinea shall continue to be at the rates as shown in the period contract under which purchases are made.

5. Navy Order 81/72 is hereby cancelled.

(184/1/20)

(Navy Order 81/72)

Section 5**BOOKS, CORRESPONDENCE, FORMS AND STATIONERY**

UNCLASSIFIED

370/73—Ballistics—List of Range Tables and Trajectory Charts

1. This order lists all current range tables, their amendment status and the allowances for ships and establishments.

2. Ships and establishments are to muster range tables and demand requirements from the Navy Publications Authority, Garden Island. Surplus publications are to be returned to that authority.

3. New 4.5 inch Surface and AA Range Tables, BR 2050 (641) 1973 and BR 2050 (644) 1973 which supersede BR 2050 (641) 1958 and BR 2050 (644) 1958 will be issued without demand in accordance with the allowances in the table below. When these new Range Tables are received, the superseded publications are to be returned to the Navy Publications Authority, Garden Island.

4. Current Range Tables are as follows:

- BR 2050 (641) 1973 .. SURT for MRS3 and M22
- BR 2050 (644) 1973 .. AART for MRS3 and M22
- BR 2050 (686) 1959 .. Second Order RT, 4.5 inch Guns. Amendment No 2
- BR 2050 (630) 1956 .. Starshell RT, 4.5 inch Guns. Change No 1
- BR 2050 (685) 1958 .. Second Order RT, 40/60 Guns. Amendment No 1
- BR 2050 (532) 1957 .. AART for 40/60 Guns. Change No 1
- BR 2050 (DNO 10) .. 2 inch Rocket Flare Trajectory Chart
- OP 1182 (First Revision) .. SURT for 5 inch/54 Guns. Change No 6
- OP 1184 (First Revision) .. AART for 5 inch/54 Guns. Change No 6

5. Allowances of Range Tables and Trajectory Charts:

	BR 2050 (641) 1973	BR 2050 (644) 1973	BR 2050 (686) 1959	BR 2050 (630) 1956	BR 2050 (685) 1958	BR 2050 (532) 1957	BR 2050 (DNO10)	OP 1182 (1st Rev)	OP 1184 (1st Rev)
MELBOURNE
SUPPLY
STALWART
DDGs
River Class DEs
DARINGS
ANZAC
DIAMANTINA
CERBERUS
WATSON
TARANGAU
ACNB (DSAW)
ACNB (DUR)
ACNB (DNOI)
ACNB (DNEP)
FOCAF
FOCEA
NOCWA
NOCNA
COMAUSMINPABFOR
SNO CAIRNS
RANTAU
GMGID
GMWD
OIC TSG
INO SYDNEY
INO MELBOURNE
INO ADELAIDE

* Not for SWAN and TORRENS.

6. Navy Order 263/73 is hereby cancelled.

(Navy Order 263/73)

(700/55/191)

AMENDMENTS

UNCLASSIFIED

371/73—Accounting for Loan Bedding and Anti-flash Gear
Navy Order 301/73 is to be amended by the addition of the following Annex:
ANNEX A

Table with columns for Name and Initials, Rank, O/N, and various issue/return counts. Includes names like YDEVIDE, METBOLIME, ZADREKA, etc.

LOAN BEDDING CARD

HAIAS

White copy - Issue Voucher
Old Gold copy - Receipt Voucher
Buff card - Return Voucher

Main table with columns: Cat. No., Description, Qty. Iss., Qty. Ret., Cat. No., Description, Qty. Iss., Qty. Ret., Serial No., and Entered in Abstract.

Summary table with columns: Issue, Return, Form SA116 Reg. No., and Entered in Abstract.

AMENDMENTS

UNCLASSIFIED

37173—Accounting for Loan Issuing and Airfare Cost
Navy Order 301/73 is to be amended by the addition of the following Annex
ANNEX A

Code	Description	Unit	Quantity	Rate	Total	Remarks
4000	Check your program					
4100	Bank Checks					
4101	Travel					
4102	Medical supplies					
4103	Travel Expenses					
4104	Travel Expenses					
4105	Travel Expenses					
4106	Travel Expenses					
4107	Travel Expenses					
4108	Travel Expenses					
4109	Travel Expenses					
4110	Travel Expenses					
4111	Travel Expenses					
4112	Travel Expenses					
4113	Travel Expenses					
4114	Travel Expenses					
4115	Travel Expenses					
4116	Travel Expenses					
4117	Travel Expenses					
4118	Travel Expenses					
4119	Travel Expenses					
4120	Travel Expenses					
4121	Travel Expenses					
4122	Travel Expenses					
4123	Travel Expenses					
4124	Travel Expenses					
4125	Travel Expenses					
4126	Travel Expenses					
4127	Travel Expenses					
4128	Travel Expenses					
4129	Travel Expenses					
4130	Travel Expenses					
4131	Travel Expenses					
4132	Travel Expenses					
4133	Travel Expenses					
4134	Travel Expenses					
4135	Travel Expenses					
4136	Travel Expenses					
4137	Travel Expenses					
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4187	Travel Expenses					
4188	Travel Expenses					
4189	Travel Expenses					
4190	Travel Expenses					
4191	Travel Expenses					
4192	Travel Expenses					
4193	Travel Expenses					
4194	Travel Expenses					
4195	Travel Expenses					
4196	Travel Expenses					
4197	Travel Expenses					
4198	Travel Expenses					
4199	Travel Expenses					
4200	Travel Expenses					

UNCLASSIFIED

372/73—Dental Expenses of Dependents Accompanying Members on Long Term Duty Overseas

Annex B to Navy Order 350/73 is to be amended as follows:

Delete all reference to Canada and USA and insert the following in lieu:

Country	Currency	Spouse	Child	Date of Effect
Canada \$CAN	48	24	1/9/73
USA \$US	46	23	1/9/73

(156/51/147)

(Navy Order 350/73)

UNCLASSIFIED

373/73—Stores (General)—Standard Units of Issue—Their Codes and Descriptions

Navy Order 444/72 is to be amended as follows:

Annex A, under 'Q', delete:

'Quart Imperial . . . QI . . . A unit of liquid or dry measure.'

(465/1/1848)

(Navy Order 444/72)

RESTRICTED

RESTRICTED

historian

RESTRICTED

ANO 375/73



AUSTRALIAN NAVY ORDER

CONTENTS

SECTION I - ADMINISTRATIVE AND GENERAL
12572 Australian Naval Medical Team and Maritime Training Team
CANBERRA

Navy Office, Canberra,
12 December 1973.

The enclosed order is promulgated for information, guidance and necessary action.

By direction of the Naval Board,

*The Flag Officers Commanding,
Naval Officers Commanding and in Charge,
Commanding Officers of HMA Ships and
Naval Establishments, and others concerned.*

FOR OFFICIAL USE ONLY

RESTRICTED

ADMINISTRATIVE AND GENERAL

RESTRICTED

375/73 Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS)

Introduction

1. This series forms part of a standard materiel system for the supply and movement of materiel. The series forms part of the Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS), which has been developed as a basic tool, applicable to all activities concerned with the planning, issue and movement of materiel throughout the supply system of the Australian Defence Force.

CONTENTS

2. The series system is divided into 11 parts, the 11 parts being: Part 1—General; Part 2—Standard Materiel Issue and Movement Priority System (AUSMIMPS); and Part 3—Materiel Issue and Movement Priority System (MIMPS).

No Title

SECTION 1—ADMINISTRATIVE AND GENERAL

375/73 Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS).

3. It has been decided by the Department of Defence that AUSMIMPS will be published as the Australian Standard Materiel Issue and Movement Priority System and that a complete series of the standard be produced under the name of the Department.

4. As from 1 January 1974, existing and new materiel issue and movement priority systems in force shall be replaced by the Australian Standard Materiel Issue and Movement Priority System.

Use of the Series

5. The use of AUSMIMPS is intended to provide a standard basis of practice for the planning, issue and movement of materiel in force and for the:

- a. issuing materiel; equipment for materiel in the form of materiel relative instructions and orders; and
- b. issuing materiel from stores for the maintenance of materiel, materiel issue processing and movement of materiel in the supply system.

Scope of the Series

6. The provisions are applicable wherever the materiel issue and movement of materiel in force is concerned with the planning, issue and movement of materiel throughout the Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS) as well as the materiel issue and movement of materiel in force in the supply system of the Australian Defence Force. The provisions are not applicable to materiel issue and movement of materiel in force in the supply system of the Australian Defence Force which is not covered by the provisions of the Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS) or the materiel issue and movement of materiel in force in the supply system of the Australian Defence Force which is not covered by the provisions of the Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS).

Section 1**ADMINISTRATIVE AND GENERAL****RESTRICTED****375/73—Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS)****Introduction**

1. This Navy Order prescribes a standard priority system for the supply and movement of materiel. The system, known as the Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS), which has been developed on a joint basis, is applicable to all activities concerned with the demanding, issue and movement of materiel throughout the supply systems of the Australian Armed Forces.

2. This new system is similar in concept to the US Armed Forces' Uniform Materiel Movement and Issue Priority System (UMMIPS) and the UK Armed Forces' Standard Priority System for the Supply and Movement of Materiel but differs from them in matters of detail.

3. AUSMIMPS supersedes all existing priority systems for the supply and movement of materiel. However, when supply support is obtained from an allied force or service, the priority system of that force or service is to be used.

4. It has been decided by the Department of Defence that AUSMIMPS will be introduced to the Australian Armed Forces on a trial basis and that a complete review of the system will be conducted within two years of its implementation.

5. As from 1 January 1974 priorities are to be allocated to all demands for the supply of stores from RAN Supply Depots, or from other Australian Armed Forces' sources, in accordance with the procedures outlined hereunder.

Aim of the System

6. The aim of AUSMIMPS is to establish a standard system of priorities for the demanding, issue and movement of materiel in peace and war by:

- a. identifying competing requirements for materiel on the basis of their relative importance and urgency; and
- b. setting maximum time frames for the transmission of demands, supply depot processing and movement of materiel to the consignee.

Scope of the System

7. The procedures and standards described in this priority system are to be used by all activities concerned with the demanding, issue and movement of materiel throughout the RAN supply distribution system. The supply time frames shown in Paragraph 27 are based on the assumption that the items required are in stock or are readily obtainable. Demands for items which require special handling or movement arrangements (eg, dangerous cargo, awkward loads or classified equipment) may require additional time for processing and handling. However, supply and movement authorities are to endeavour always to satisfy demands by the earliest practicable date, irrespective of the maximum time frames established.

8. Additionally, specific priorities are to be used for certain transactions not generated by demands (*see* Paragraph 24). The appropriate supply time frames are also applicable to these transactions.

9. Special processing, handling and high speed movement are necessary to meet high priority demands on time. The higher the priority of a demand, the more expense and effort are required to achieve the delivery aims of the system. Demanding units must therefore exercise discretion at all times in the interpretation of the Urgency of Need Designators (UNDs) bearing in mind that abuse of the system may well jeopardise the operational capability of another demanding unit and discredit the significance of genuine higher priority demands.

Definitions

10. Certain terms used in describing this system are defined as follows:

- a. *Demand*. An authorised request for the supply of materiel.
- b. *Demand Submission Time*. The period which elapses from the raising of a demand by the originating authority to the receipt of that demand or the consequential issue document by the supply depot.
- c. *Demanding Unit*. The force or activity initiating a demand (*see* Paragraphs 13-15 and the attached Annex).
- d. *Materiel*. All items necessary for the equipment maintenance, operation and support of military activities without distinction as to their application for administrative or combat purposes.
- e. *Movement Priority*. The relative precedence given to each movement requirement.
- f. *Unit Supply Time*. The period which elapses from the raising of a demand for materiel to the receipt of the materiel by the consignee.
- g. *Required Delivery Date (RDD)*. A calendar date on or by which materiel is required to be delivered to the consignee.
- h. *Standard Delivery Date (SDD)*. The calendar date by which the supply and movement systems are normally expected to process a demand and effect delivery of materiel to the consignee.
- i. *Supply Depot*. A unit which has bulk stock holding and distribution responsibilities for a range of supplies.
- j. *Supply Depot Processing Time*. The period which elapses from the receipt of a demand or the consequential issue document by the supply depot until the materiel is packed and available for collection or delivery.

Outline of the System

11. AUSMIMPS provides the means of expressing the relative importance of demands for and movements of materiel by reference to sixteen Priority Designators.

12. The priority is derived from a combination of two factors:

- a. the operational or functional importance of a force or units in relation to others, expressed as a Force/Activity Designator (FAD); and
- b. the urgency of the requirement, expressed as an Urgency of Need Designator (UND).

These two factors, when related to each other, produce sixteen Priority Designators which are placed in four groups for demand processing and movement purposes. The system also provides for the optional use of Required Delivery Dates (RDD)—*see* Paragraphs 32 and 33.

Criteria for Allocation of Force/Activity Designators (FAD)

13. The force or activity may be:

- a. a unit, organisation or installation performing a function or mission;
- b. a ship or group of ships, body of troops, squadron or aircraft, or a combination thereof; or
- c. a function, mission, project or programme.

14. Force/Activity Designators (Roman Numerals I-IV) are assigned to accord with the following general criteria:

- a. *FAD I*. Forces engaged in active combat operations, including in-theatre support elements and associated strategic transport elements, or as designated by the Chiefs of Staff Committee.
- b. *FAD II*. Forces or activities required to be maintained in a high state of readiness for combat and combat support, including associated strategic transport elements or as designated by the Chiefs of Staff Committee.
- c. *FAD III*. Other combat units and essential support activities not assigned FADs I or II, or as designated by the Chiefs of Staff Committee.
- d. *FAD IV*. All other units and activities.

FAD Allocations

15. The above general criteria for the allocation of FADs are repeated with an interpretation of RAN general application in Confidential Navy Order 24/73. This consolidated criteria and RAN general application are classified 'CONFIDENTIAL' as they contain specific information on the employment of Australian forces.

16. The FADs initially allocated to RAN units are detailed in the Annex to this Navy Order. Although this list is classified 'RESTRICTED' the Force/Activity Designator assigned to an individual unit or activity will, in isolation, normally be 'UNCLASSIFIED' unless special circumstances would require a higher grading.

Note: When supply support is obtained from an allied force or service (*see* Paragraph 3) the priority system of that force or service is to be used. Allocation of a FAD in these circumstances will be arranged on an individual unit basis from Navy Office.

17. Amendments to the allocated FADs will be necessary from time to time, particularly for operational units, as roles and functions change. Amendments can also be expected to be made as the system becomes refined in the light of experience. The responsible authorities for carrying out the necessary amendments in accordance with the criteria are to be as follows:

- a. *HMA Ships and Operational Units*. Units marked (*) in the attached Annex are to have FADs up to and including FAD III allocated by their RAN operational authority as programmes and the ships' employments are amended. Navy Office is to be informed of all such amendments which will be promulgated from Navy Office by signal. Operational authorities are to recommend any required allocation of FAD I or II to Navy Office for decision and promulgation except in the case of allocation of units to the ANZUK Force when FAD II is automatic and promulgation will be made from Navy Office without request from the operational authority.

- b. *HMA Establishments, RAN Support and Administration Units.* Units marked (+) in the attached Annex will have their FADs amended by Navy Office as their functions and roles are amended. Administrative authorities should propose any desired changes to the current allocations when they become necessary.
- c. *PNG Defence Force Units.* Units marked (o) in the Annex are for RAN supplied items only. Any recommended amendment to the current FAD allocations should be made to Navy Office through the Commander, PNG Defence Force. Any amendment to the allocation will require Navy Office and Department of Defence concurrence.

Criteria for Determination of Urgency of Need (UND)

18. Demanding units themselves determine the urgency of need for materiel when submitting demands by selecting an Urgency of Need Designator (UND A-D) in accordance with the following criteria:

- UND A.* An immediate requirement for materiel without which the mission or function cannot be performed.
- UND B.* An immediate requirement for materiel, the lack of which is impairing the capability of performing the mission or function.
- UND C.* A requirement for materiel more urgent than routine, though the lack of the materiel is not necessarily preventing or impairing the performance of the mission or function.
- UND D.* Routine supply of materiel, including stock replenishment.

Priority Designators

19. *Assignment.* By relating the four FADs to the four UNDs, sixteen Priority Designators are produced as shown in the following Table 1:

Table 1

Force/Activity Designator (FAD)	Urgency of Need Designator (UND)			
	A	B	C	D
I	01	04	08	12
II	02	05	09	14
III	03	06	10	15
IV	07	11	13	16

20. A force/activity (as defined at Paragraph 13 and in Confidential Navy Order 24/73) is assigned a FAD from the range I through IV (initial allocations are detailed in the attached Annex). After the appropriate UND (A-D) has been determined, the FAD is read against the selected UND to determine the appropriate two

digit Priority Designator in arabic numerals. Each force/activity has the choice of only four Priority Designators. For example, a force/activity with a FAD II is limited to the choice of one of the Priority Designators 02, 05, 09 or 14.

21. A demanding unit, when demanding materiel for issue to, or for performing work on behalf of, another unit with a FAD different to its own, is to use the FAD assigned to the other unit. For example, GMGID (FAD IV) when demanding materiel for work to be performed on HMAS MELBOURNE or for repair of an equipment specifically for issue to the ship (currently FAD III) would use FAD III in selecting a Priority Designator for such a demand. In these cases the originator's copies of the demands should show in the 'remarks' block the name of the supported unit for information in connection with later monitoring. (See Paragraph 48.)

22. It will be the responsibility of ordering officers, or their representatives, to advise departmental contractors, in cases such as repair and refit, aircraft repair and repair of stores, etc, regarding Priority Designators to be used on demands for materiel required.

Special Assignment

23. In the following special circumstances, the demanding unit is authorised to assign Priority Designator 03:

- For medical or other supplies or equipment required immediately for treatment of cases of critical illness or injury, or for disaster relief.
- By a force/activity in FAD IV requiring materiel immediately to meet a critical situation. In this circumstance, the use of Priority Designator 03 is subject to approval by the administrative authority of the unit concerned.
- Materiel required for immediate use to overcome or avoid a serious decline in the morale of combat or combat support units.

Transactions Other than Demands

24. Priority Designators covering transactions other than demands are determined as follows:

- Return of Materiel.* When materiel is returned, units are to use the following Priority Designators regardless of their Force/Activity Designators:
 - Priority Designator 03.* Items specifically required by management to be returned to a designated facility or facilities as a matter of high priority.
 - Priority Designator 06.* Return of repairable items which are subject to automatic return to designated facilities.
 - Priority Designator 16.* Routine return of materiel.
- Mail.* Mail which is carried under military control is to be allotted the following Priority Designators:
 - Priority Designator 03.* Safehand dispatches, official letter mail and servicemen's first class mail.
 - Priority Designator 07.* Official package mail.
 - Priority Designator 08.* Servicemen's second class mail (newspapers and parcels).

Unit Supply Times

25. The sixteen Priority Designators have been divided into four priority groups as illustrated in Table 2 for processing demands and the subsequent movement of materiel. They are as follows:

Table 2
Priority Groups/Movement Priorities

Force / Activity Designator (FAD)	Urgency of Need Designator (UND)			
	A	B	C	D
I	01	04	08	12
II	02	05	09	14
III	03	06	10	15
IV	07	11	13	16

Priority Designators	Priority Group/ Movement Priority
01-03	1
04-07	2
08-11	3
12-16	4

26. Within each priority group, the Priority Designator indicates the relative degree of precedence for supply processing and movement.

27. Supply time frames applicable to the processes of demanding, issue and movement of materiel within each priority group, are shown in Table 3 (within Australia) and Table 4 (between Australia and overseas). It should be particularly noted that supply time frames are based on the assumption that the items required are in stock or are readily obtainable.

Table 3
Supply of Materiel Within Australia
Supply Time Frames

Priority Designator	Priority Group/ Movement Priority	Demand Submission (1)	Supply Depot Processing (1)	In Transit/ Movement (1)	Supply Time Frames (2)
a	b	c	d	e	f
01-03	1	12 hours (3)	24 hours (4)	3 calendar days	5 calendar days
04-07	2	1 working day (5)	2 working days	6 calendar days	10 calendar days
08-11	3	2 working days (6)	5 working days	13 calendar days	21 calendar days
12-16	4	2 working days (6)	10 working days	30 calendar days	45 calendar days

Table 4
Supply of Materiel—Between Australia and Overseas
Supply Time Frames

Priority Designator	Priority Group/ Movement Priority	Demand Submission (1)	Supply Depot Processing (1)	In Transit/ Movement (1)	Supply Time Frames (2)
a	b	c	d	e	f
01-03	1	12 hours (3)	24 hours (4)	5 calendar days	7 calendar days
04-07	2	1 working day (5)	2 working days	7 calendar days	12 calendar days
08-11	3	2 working days (6)	5 working days	35 calendar days	45 calendar days
12-16	4	2 working days (6)	10 working days	45 calendar days	60 calendar days

Notes to Tables 3 and 4:

- (1) Except in the case of Priority Designators 01-03 (see Notes 3 and 4), demand submission and supply depot processing times are expressed in working days. On the other hand, in transit/movement times are expressed in calendar days. These methods of expression are appropriate, respectively, to each of the three elements of supply time.
- (2) The times in columns (f) of Tables 3 and 4 are maximum supply time frames. They are expressed in calendar days and are the approximate totals of the corresponding entries in columns (c), (d) and (e). (See also Note 1.)
- (3) By message or hand-delivered by-pass demand—twenty-four hour service, seven days a week.
- (4) Twenty-four hour service, seven days a week.
- (5) The demanding unit will use appropriate means to achieve this time.
- (6) On the basis of EDP processing. Any applicable postal times are to be allowed for.

Standard Delivery Date (SDD)

28. The information contained in Tables 3 and 4 enables a demanding unit to determine the latest date (the Standard Delivery Date) by which it may normally expect the receipt of materiel in response to a demand. The unit may assume, unless informed to the contrary, that delivery of materiel will be effected by that date.

29. The time scales assume the prompt submission of demands by units and their timely receipt by the supply source. Demanding units are to ensure that demands are submitted within the time scales shown in columns (c) of Tables 3 and 4 at Paragraph 27. The date shown on a demand is to be the date of dispatch or transmission by the demanding unit.

30. Demands bearing Priority Designators 01, 02 and 03 are to be processed on a twenty-four hour day, seven days a week basis. Demands bearing Priority Designators 04 through 07 may also require similar processing. Other demands will usually be processed during normal working hours.

31. Movement authorities will determine the mode of transportation and are to employ the most economical means to meet the time scales dictated by the Movement Priority, or Required Delivery Date (RDD) when used.

Required Delivery Date (RDD)

32. Required Delivery Dates are to be used only in exceptional circumstances when materiel is to be delivered on a specific date, before a specific date or by a future date beyond the SDD. When used, the RDD is to be stated in the 'Date required' block. The date must be realistic and allow for the standard processing times for the relevant priority.

33. The RDD does not attract a higher priority than that established by the Priority Designator. However, supply depots and movement authorities are to make every effort to ensure that materiel is delivered in accordance with the stated RDD, having regard to other priority tasks in hand.

Increased Urgency of Need

34. If the urgency of need for materiel increases after the entry of a demand to the system the following procedures are to apply:

a. For Stores on EDP**(1) Where a Deferred Supply Advice has been received:**

(a) If the Priority Designator is changed to one justifying the use of EDP by-pass procedures (*see* Paragraph 40) a new demand bearing a Priority Designator appropriate to the revised assessment of urgency should be prepared and forwarded or taken direct to the Supply Depot. The original demand is to be cancelled in accordance with ABR 4, RAN Storekeeping Manual, Article 0637.

(b) For changes which do not justify EDP by-pass procedures, a Form SX34, DAC, is to be prepared to amend the Priority Designator and input to EDP as follows:

- *Insert* registration details in the normal manner.
- *Insert* Item Sequence No, Class, Catalogue No and UI of the item being changed.
- *Insert* the old and new Priority Designator in the 'Quantity' column, expressed as a four digit number, eg, 1615 (the first two figures '16' being the old PD and the last two '15' the new PD). It is important to show this as one number; a space or blank is not permitted between the two priority designators.
- *Insert* 'New Due Code' 3. (This will indicate a change in the Priority Designator.)

(2) Where an Advance Copy of Issue Voucher has been received:

The Priority Designator can only be amended by direct liaison with the Supply Depot concerned.

b. For Stores not on EDP

If the Supply Depot is 'not on EDP' Form SX34 (DAC) is to be raised as detailed in a. (1)(b) above and forwarded to the depot concerned. On receipt of the DAC at the Supply Depot the demand will be amended to reflect the new Priority Designator required.

The Priority Designator of the new or amended demand must be one which the demanding unit is authorised to use.

Restriction of Quantities for Certain Priority Designators

35. To maintain the integrity of the system, the quantity of materiel demanded on Priority Designators 01 through 07 and 11 is to be restricted to that amount required to satisfy immediate requirements. Additional quantities to satisfy other requirements, including stock replenishment, are to be demanded separately, quoting the appropriate Priority Designator.

Review and Release of Demands

36. To ensure that the priority system is not abused it is essential that proper control over the use of Priority Designators is exercised. To this end Commanding Officers/Officers-in-Charge are to delegate, in writing, authority at the appropriate levels of management, to review and release demands assigned Priority Designators 01 through 07 and 11.

Preparation and Dispatch of Stores Demands

37. Stores demands are to be prepared and dispatched in accordance with the provisions of ABR 4, Articles 0602 through 0609 as amended by Paragraphs 38, 39 and 40.

38. Pending the introduction of the Australian Standard Demand and Issue Procedure (AUSDIP) with forms designed for the purpose, the Priority Designator is to be entered on all demands and issue orders as the first two characters in the 'Remarks' block of the relevant form. Whereas the insertion of information in the 'Remarks' block was formerly optional, the inclusion of the two digit Priority Designator is now mandatory. Failure to comply with this requirement, or inclusion of a code other than an approved Priority Designator, will result in rejection of the demand by the EDP system, with reject reason 'NO PD' or 'BAD PD' as appropriate. The Priority Designator is also to be included in all signals requesting the supply of stores.

39. The 'Due Code' block on Stores Demands is to be left blank except in the case where the demanding unit desires to register a long term demand with a blank Date Required (RDD).

EDP By-pass Procedures

40. If a demand for stores on EDP has a Priority Designator 01-07 or the required delivery date justifies by-passing normal demand procedures, demands may be submitted direct to the supply depot in accordance with ABR 4, Article 0602.2.c.

Signalled Demands

41. Signalled demands, except requirements included in LOGREQ signals (HMA Ships—Logistic Requirements on arrival in port) are to be in the format shown in ABR 4, Articles 0618 and 3428, and are to quote the appropriate priority code. Required delivery dates are to be used only as permitted in Paragraph 32 of this Navy Order. This method is only to be used when the Demand Submission times shown in Tables 3 and 4 in Paragraph 27 will not be met by normal methods of transmission. Whilst demands within Priority 01-03 may require a PRIORITY signal precedence, depending on the location of the demanding unit, the allocation of other than ROUTINE precedence to signalled demands for stores is to be at the discretion of the Commanding Officer/Officer-in-Charge.

Demand Status Advice

42. Under AUSMIMPS, normal demand status reporting will apply in accordance with the provisions of ABR 4, Article 0635.

Release of Dues Out

43. Dues out are to be released in an order of precedence determined on the basis of the Priority Designators quoted in the demand. Where stocks of an item are insufficient to satisfy all demands of a given Priority Designator, or where there are grounds for questioning the justification of assigned Priority Designators, the precedence for the release of dues out is to be decided by the administrative authorities concerned.

Priority Marking on Documents and Packages

44. The instruction in Paragraphs 45 to 47 prescribe priority marking to be used on documents and packages.

Documents

45. The Priority Designator, and if applicable the RDD, are to be entered on all demands, issue vouchers and associated movement documents. Where a colour indication of the Movement Priority is required on documents, the colours specified in Paragraph 47 are to be used.

Packages

46. A Movement Priority/Priority Designator marking is to be shown on all packages presented for movement. The package marking is to be the word 'PRIORITY' in block capitals followed by a one digit number indicating the Movement Priority, an oblique stroke, and a two digit number indicating the Priority Designator, eg, PRIORITY 2/04, PRIORITY 3/08, PRIORITY 4/16. (See Paragraph 25.)

47. The priority package marking is to be shown adjacent to the case number, in lettering size commensurate with the lettering of the case number and the size of the package, in the following colours:

- MOV Priority 1—Red
- MOV Priority 2—Green
- MOV Priority 3—Blue
- MOV Priority 4—Orange

Monitoring the System

48. To preserve the integrity of the system a surveillance system is to be introduced on the following lines to identify abuses and maintain continued adherence to the policies and procedures detailed above:

- Commanding Officers/Officers-in-Charge of demanding units are to be responsible for the correct use of priority codes consistent with their Force/Activity Designator.
- Commanding Officers/Officers-in-Charge of demanding units are to arrange for control checks to be carried out at regular intervals on demands bearing Priority Designators 01-07 and 11.
- In the course of unit inspections, spot checks are to be made of a cross section of demands to ensure that:
 - Commanding Officers/Officers-in-Charge have made arrangements for the scrutiny of demands detailed in Sub-paragraph b. above;
 - the correct priority codes are being used in relation to the Force/Activity Designator and Urgency of Need;
 - Priority Designators based on urgency of need A and B are used only when justified; and
 - the quantities included on demands bearing priority codes 01-07 and 11 are confined to minimum requirements.

Evaluating the System

49. The Department of Defence, in conjunction with the three Services, is responsible for reviewing and evaluating the system.

50. As progress reports on the system may be submitted by Service Departments to the Department of Defence at any time during the course of the trial, demanding units are to notify their Administrative Authority, of any difficulties being experienced and/or recommendations for improvement of the system at any time after commencement of the trial period.

ANNEX A**FAD Allocations as of October 1973**

Serial (a)	Unit (b)	FADs				Remarks (g)
		I (c)	II (d)	III (e)	IV (f)	
1	HMA Ships					
1	HMAS MELBOURNE ..	—	—	x	—	*
2	HMAS SUPPLY ..	—	—	x	—	*
3	HMAS STALWART ..	—	—	x	—	*
4	HMAS PERTH ..	—	—	x	—	*
5	HMAS HOBART ..	—	—	x	—	*
6	HMAS BRISBANE ..	—	—	x	—	*
7	HMAS VENDETTA ..	—	—	x	—	*
8	HMAS VAMPIRE ..	—	—	x	—	*
9	HMAS DUCHESS ..	—	—	—	x	*
10	HMAS YARRA ..	—	x	—	—	*
11	HMAS PARRAMATTA ..	—	x	—	—	*
12	HMAS STUART ..	—	—	x	—	*
13	HMAS DERWENT ..	—	—	x	—	*
14	HMAS SWAN ..	—	—	x	—	*
15	HMAS TORRENS ..	—	—	x	—	*
16	HMAS ANZAC ..	—	—	x	—	*
17	HMAS OTWAY ..	—	—	—	x	*
18	HMAS OVENS ..	—	—	—	x	*
19	HMAS OXLEY ..	—	—	x	—	*
20	HMAS ONSLOW ..	—	—	x	—	*
21	HMAS ODIN ..	—	x	—	—	*
22	HMAS MORESBY ..	—	—	—	x	*
23	HMAS FLINDERS ..	—	—	x	—	*
24	HMAS DIAMANTINA ..	—	—	x	—	*
25	HMAS KIMBLA ..	—	—	x	—	*
26	HMAS HAWK ..	—	—	—	x	*
27	HMAS GULL ..	—	—	—	x	*
28	HMAS SNIPE ..	—	—	x	—	*
29	HMAS TEAL ..	—	—	—	x	*
30	HMAS IBIS ..	—	—	x	—	*
31	HMAS CURLEW ..	—	—	x	—	*
32	HMAS ADROIT ..	—	—	—	x	*
33	HMAS ADVANCE ..	—	—	x	—	*
34	HMAS ACUTE ..	—	—	—	x	*
35	HMAS ARCHER ..	—	—	—	x	*
36	HMAS ARDENT ..	—	—	x	—	*
37	HMAS ARROW ..	—	—	—	x	*
38	HMAS ASSAIL ..	—	—	x	—	*
39	HMAS ATTACK ..	—	—	x	—	*
40	HMAS AWARE ..	—	—	x	—	*
41	HMAS BARBETTE ..	—	—	x	—	*
42	HMAS BARRICADE ..	—	—	x	—	*
43	HMAS BAYONET ..	—	—	x	—	*
44	HMAS BOMBARD ..	—	—	x	—	*
45	HMAS BUCCANEER ..	—	—	x	—	*
46	HMAS AITAPE ..	—	x	—	—	*
47	HMAS LADAVA ..	—	x	—	—	*
48	HMAS LAE ..	—	x	—	—	*
49	HMAS MADANG ..	—	x	—	—	*
50	HMAS SAMARAI ..	—	x	—	—	*
51	HMAS BRUNEI ..	—	—	x	—	*
52	HMAS BALIKPAPAN ..	—	—	x	—	*
53	HMAS BETANO ..	—	—	—	x	*
54	HMAS BUNA ..	—	—	—	x	*

ANNEX A—continued

Serial (a)	Unit (b)	FADs				Remarks (g)
		I (c)	II (d)	III (e)	IV (f)	
55	HMAS SALAMUA ..	—	—	x	—	*
56	HMAS TARAKAN ..	—	—	x	—	*
57	HMAS WEWAK ..	—	—	x	—	*
58	HMAS LABUAN ..	—	—	x	—	*
59	HMAS BASS ..	—	—	—	x	*
60	HMAS BANKS ..	—	—	—	x	*
Operational Units						
61	CDT ONE ..	—	—	x	—	*
62	VF 805 ..	—	—	x	—	*
63	VS 816 ..	—	—	x	—	*
64	HS 817 ..	—	—	x	—	*
HMA Establishments (see note under)						
65	HMAS ALBATROSS ..	—	—	x	—	—
	a. A/C Support Only ..	—	—	x	—	—
	b. Aircrew Training ..	—	—	—	x	+
	c. Other than a. and b. ..	—	—	—	x	+
66	HMAS CERBERUS ..	—	—	x	—	—
	a. PCT ..	—	—	x	—	—
	b. Other than a. ..	—	—	—	x	+
67	HMAS COONAWARRA ..	—	x	—	—	—
	a. Communications Facilities ..	—	x	—	—	—
	b. Other than a. ..	—	—	—	x	+
68	HMAS CRESWELL ..	—	—	—	x	+
69	HMAS ENCOUNTER ..	—	—	—	x	+
70	HMAS HARMAN ..	—	—	—	x	+
	a. Communications Facilities ..	—	x	—	—	—
	b. Other than a. ..	—	—	—	x	+
71	HMAS HUON ..	—	—	—	x	+
72	HMAS KUTTABUL ..	—	—	—	x	+
73	HMAS LEEUWIN ..	—	—	—	x	+
74	HMAS LONSDALE ..	—	—	—	x	+
75	HMAS MELVILLE ..	—	—	—	x	+
76	HMAS MORETON ..	—	—	x	—	—
	a. LCH PCT ..	—	—	x	—	—
	b. Other than a. ..	—	—	—	x	+
77	HMAS NIRIMBA ..	—	—	—	x	+
78	HMAS PENGUIN ..	—	—	—	x	+
	a. NBCD, S'Ship and Diving Training ..	—	—	x	—	—
	b. Other than a. ..	—	—	—	x	+
79	HMAS PLATYPUS ..	—	—	x	—	—
	a. S/M PCT ..	—	—	x	—	—
	b. Other than a. ..	—	—	—	x	+
80	HMAS TARANGAU ..	—	—	x	—	o
81	HMAS WATERHEN ..	—	—	x	—	—
	a. PTF & MCMV PCT ..	—	—	x	—	—
	b. Other than a. ..	—	—	—	x	+
82	HMAS WATSON ..	—	—	x	—	—
	a. ND & TAS PCT ..	—	—	x	—	—
	b. Other than a. ..	—	—	—	x	+
83	Garden Island Dockyard ..	—	—	—	x	+
84	Williamstown Dockyard ..	—	—	—	x	+
85	Cockatoo Island Dockyard ..	—	—	—	x	+
86	AJASS, Nowra ..	—	—	x	—	+
87	RANTME, Neutral Bay ..	—	—	—	x	+

ANNEX A—continued

Serial (a)	Unit (b)	FADs				Remarks (g)
		I (c)	II (d)	III (e)	IV (f)	
88	RANMME, Kingswood ..	—	—	—	x	+
89	RANITE, Salisbury ..	—	—	x	—	+
90	RANPBF, Cairns ..	—	—	—	x	+
91	RANTSG, Jervis Bay ..	—	—	x	—	+
92	Air Stores, Depot Sydney ..	—	—	—	x	+
93	Victualling Stores, Depot Sydney ..	—	—	—	x	+
94	General Stores, Depot Sydney ..	—	—	—	x	+
95	Electrical Stores Depot Sydney ..	—	—	—	x	+
96	Machinery Spares, Depot Sydney ..	—	—	—	x	+
97	Armament Supply, Depot Sydney ..	—	—	—	x	+
98	Victualling Store, Depot Melbourne ..	—	—	—	x	+
99	RAN Store Depot, Melbourne ..	—	—	—	x	+
100	Armament and WE, Depot Maribyrrong ..	—	—	—	x	+
101	Armament and WE, Depot Byford ..	—	—	—	x	+
102	GOSIEAA ..	—	—	—	x	+
103	GOSIVIC ..	—	—	—	x	+
104	Hydrographer, RAN ..	—	—	x	—	+
105	INO, Sydney ..	—	—	—	x	+
106	INO, Melbourne ..	—	—	—	x	+
107	INO, Adelaide ..	—	—	—	x	+
108	RANRL ..	—	—	—	x	+
109	SAMR ..	—	—	—	x	+
110	RANTAU ..	—	—	x	—	+
RAN Authorities (see note under)						
111	ACNB ..	—	—	—	x	+
112	FOCEA ..	—	—	—	x	+
113	FOCAF ..	—	—	—	x	+
	a. FLETRA GRU ..	—	—	x	—	—
	b. Other than a. ..	—	—	—	x	+
114	NOCNA ..	—	—	—	x	+
115	NOCWA ..	—	—	—	x	+
116	NOIC QLD ..	—	—	—	x	+
117	NOIC SA ..	—	—	—	x	+
118	NOIC TAS ..	—	—	—	x	+
119	NOIC VIC ..	—	—	—	x	+
120	SNO PNG ..	—	x	—	—	o
121	NOIC JB ..	—	—	—	x	+
122	SNO Cairns ..	—	—	—	x	+
123	COMAUSUBRON 1 ..	—	—	—	x	+
124	COMAUSMINPABFOR ..	—	—	—	x	+
125	COMAUSLANCRON 1 ..	—	—	—	x	+
126	COMPABRON 1 ..	—	—	—	x	+
127	COMPABRON 2 ..	—	—	—	x	+
128	COMPABRON 3 ..	—	—	—	x	+

Note: Supporting units and authorities that are demanding stores for repair/refit/construction of operational units or associated equipment should use the current FAD of that unit. (Paragraph 21 of this order refers.)

(465/1/2066)

(Confidential Navy Order 24/73)

F. D. ATKINSON, Government Printer, Canberra

Year	1950				1951				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
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2030

Notes: Figures are in millions of dollars. The figures are preliminary and subject to change. The figures are based on the best available information. The figures are rounded to the nearest million dollars. The figures are based on the best available information. The figures are rounded to the nearest million dollars.

RESTRICTED

RESTRICTED

OPERATIONAL AND TRAINING

UNCLASSIFIED

376/73—Sailors Course Programme 1974

- 1. The programme for the course is given in Annex A of this order.
- 2. The details of course dates at the various centres, the applicable allowances and actual course lengths may vary because of unforeseen circumstances. Training establishments should be kept advised by memorandum of any such changes. Form PW10 should be used when such changes are known.
- 3. Sailors posted to courses of this nature—however long—will be required, if applicable, to effect a re-employment initial with a view to a return to their original length when a period of one year's service has been completed by the sailor. When a course is completed, a sailor may be posted to other appointments, a full re-employment initial. The provisions of the 1974/75 0024 Paragraphs 2 to 5 continue to apply.

CONTENTS

<i>No</i>	<i>Title</i>
-----------	--------------

SECTION 3—OPERATIONAL AND TRAINING

376/73 Sailors Course Programme 1974.

- 4. Where applicable, sailors will be sent to establishments for courses under this section.
- 5. Annex 21 Volume II should be consulted for the arrangements for PCT and 'Continental Training' course applications. Only personnel used PCT and PWT courses have been authorised. Details of other suitable courses are found in Annex 21 Volume II.
- 6. The SCP Course provides details of Annex A and the arrangements used to identify each particular course.
- 7. Allowances and salaries of the programme will be found in Annexes 1 and 2.

Section 3

OPERATIONAL AND TRAINING

UNCLASSIFIED

376/73—Sailors Course Programme 1974

1. The programme for sailors courses in 1974 is detailed at Annex A of this order.
2. The duration of courses shown is the period specified in appropriate syllabuses, and actual course lengths may vary because of unknown commitments. Training establishments are to report changes in completion dates of courses in monthly returns, Form PE106 when such changes are known.
3. Sailors posted to courses of three months duration or longer will be required, if applicable, to effect a re-engagement which will ensure that a period equal to at least the course length plus a period of one year's service remains to be served by the sailor after completion of the course. Where a current engagement equals or exceeds this return of service requirement, a new engagement need not be effected. The provision of RI Article 0824 Paragraphs 2 to 6 continue to apply.
4. Where an elective discharge is involved with a return of service, reference is also to be made to current regulations.
5. Applications to re-engage, where applicable, are to be made by signal and on Form PR10 on receipt of posting notes. Should a sailor, who is required to re-engage, not intend to do so, this is to be signalled promptly in order that a replacement can be posted.
6. Where applicable, sailors will be lent to establishments for courses under two months duration.
7. ABR 27 Volume II should be consulted for the arrangements for 'PCT' and 'Continuation Training' course application. Only commonly used PCT and PWT courses have been programmed. Details of other available courses are listed in ABR 27 Volume III.
8. The EDP Course numbers shown at Annex A are the designators used to identify each particular course.
9. Alterations and additions to the programme will be issued by amendments to this order.

CONTENTS
 This
 SECTION 3 - OPERATIONAL AND TRAINING
 376/73 Sailors Course Programme 1974

Amendment List

Amendment No	Authority	Date

ANNEX A

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
New Entry	910700	Adult Male Recruit	CERBERUS ..	58	—	—	17.10.73 14.11.73	25.1.74 22.2.74	23	Junior NBCD Week 5 May be required for Freedom of Entry GEEELONG 16.3.74
	901710	Junior Recruit ..	LEEWIN ..	240	—	—	16.1.74 6.2.74 6.3.74 3.4.74 1.5.74 29.5.74 26.6.74 24.7.74 21.8.74 18.9.74 16.10.74 13.11.74 16.4.73 16.7.73 15.10.73	5.4.74 26.4.74* 24.5.74* 21.6.74 19.7.74 16.8.74 13.9.74 11.10.74 8.11.74 6.12.74 24.1.75 21.2.75 27.3.74 12.6.74 25.9.74	188 216 100	includes Junior NBCD and Survival at Sea. Selected Sailors will be posted direct to category courses to take leave mid-year includes 902400 + 4 RMN + 11 RMN + 4 RMN + 8 RMN
	901730	Apprentice ..	NIRIMBA ..	3 years	—	AAETS AAMTP AAMTPD SAAP SAMTH AAATA AAETS AAMTP AAMTPD SAMTH	Jan. 71 Jan. 71 Jan. 71 Jan. 71 Jan. 71 July 71 July 71 July 71 July 71	1.2.74 8.3.74 1.3.74 16.3.74 29.3.74 14.6.74 7.6.74 7.6.74 7.6.74	12 19 15 9 4 3 15 11 12 5	

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks																		
Seaman Promotion	902540	Apprentice	KUTTABUL..	2 years	—	AAETC	Jan. 72	20.12.74	4	+ 1 RMN + 12 RMN + 5 RMN + 13 RMN																		
						AAETS	Jan. 72	6.12.74	10																			
						AAMTP	Jan. 72	6.12.74	23																			
						AAMTPD	Jan. 72	6.12.74	24																			
						SAAP	Jan. 72	13.12.74	23																			
						SAMTH	Jan. 72	20.12.74	8																			
						ATAA	July 72	21.6.74	2																			
						ATWA	July 72	25.10.74	5																			
						ETCA	July 72	20.9.74	5																			
						ETSA	July 72	6.9.74	10																			
						ETWA	July 72	7.6.74	7																			
						MTHA	July 72	6.9.74	13																			
						MTLA	July 72	7.6.74	8																			
						MTPA	July 72	6.9.74	31																			
						ATAA	Jan. 73	20.12.74	4																			
ETWA	Jan. 73	13.12.74	16																									
MTLA	Jan. 73	6.12.74	14																									
Seaman Promotion	911900	Advanced PT	CERBERUS ..	128	—	NBCD Sship PT	1.7.74	12.7.74	4-8	last 2 courses includes SM Cox'n 908990 New Course 74																		
							15.7.74	9.8.74																				
							12.8.74	20.12.74																				
							Seaman Promotion	911910			Advanced QMG	CERBERUS ..	115 (incl 10 NBCD)	—	Gunnery Sship	—	25.1.74	8-12										
																29.1.74	—											
																7.1.74	18.1.74											
																21.1.74	24.6.74											
																25.6.74	—											
																Seaman Promotion	911920			Advanced CD	PENGUIN ..	160	—	NBCD Gunnery Sship	1.7.74	10.7.74	4-8	
																									22.7.74	22.11.74		
																									25.11.74	—		
																									1.4.74	26.4.74		
																									29.4.74	10.5.74		
																									13.5.74	2.8.74		
																									5.8.74	29.9.74		
Seaman Promotion	911930	Advanced SR	PENGUIN ..	94 (incl 10 NBCD)	—	SR NBCD Sship			1.3.74	7.6.74															—	includes leave		
									10.6.74	19.7.74																		
									27.7.74	16.8.74																		
							4.3.74	26.4.74																				
							29.4.74	10.5.74																				
							13.5.74	7.6.74																				
							21.1.74	26.4.74																				
							29.4.74	10.5.74																				
							13.5.74	7.6.74																				
							Seaman Promotion	911940	Advanced UW	WATSON ..	65 (incl 10 NBCD)	—	Diving EOD	30.9.74	11.10.74	6-9												
														14.10.74	18.10.74													
														21.10.74	8.11.74													
														Seaman Promotion	911950			Advanced RP	WATSON ..	90 (incl 10 NBCD)	—	Diving EOD	1.3.74	7.6.74			6-9	
																							10.6.74	19.7.74				
																							27.7.74	16.8.74				
4.3.74	26.4.74																											
29.4.74	10.5.74																											
13.5.74	7.6.74																											
21.1.74	26.4.74																											
29.4.74	10.5.74																											
13.5.74	7.6.74																											
Seaman Promotion	911960	Advanced UC	WATSON ..	100 (incl 10 NBCD)	—	AIO Sship NBCD																	5.8.74	1.11.74	5-8	includes leave Sea 8.7.74 to 19.7.74 type 12 + SM		
																							4.11.74	29.11.74				
																							2.12.74	13.12.74				
							4.3.74	29.3.74																				
							1.4.74	11.4.74																				
							16.4.74	16.8.74																				
							Seaman Promotion	911970	Advanced FC	CERBERUS ..	111 (incl 10 NBCD)	—	AIO Sship NBCD	20.5.74	31.5.74	5-12												
														3.6.74	28.10.74													
														29.10.74	—													
														4.3.74	15.3.74													
														18.3.74	21.8.74													
														22.8.74	—													
														14.1.74	18.1.74													
														21.1.74	—													
														Seaman Promotion	911980			Advanced WM	CERBERUS ..	117 (incl 10 NBCD)	—	NBCD Gunnery Sship	18.3.74	21.8.74			6-12	
22.8.74	—																											
14.1.74	18.1.74																											
21.1.74	—																											
18.3.74	22.3.74																											
25.3.74	—																											
—	May 74																											
Seaman Promotion	911710	ABQMG	CERBERUS ..	—	—	NBCD Gunnery Sship	18.3.74	22.3.74	8-24																			
							25.3.74	—																				
							—	May 74																				

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
						NBCD Gunnery Sship	29.4.74 6.5.74	3.5.74 June 74	8-12	
						NBCD Gunnery Sship	15.7.74 22.7.74	19.7.74 Sept. 74	8-12	
						NBCD Gunnery Sship	2.9.74 9.9.74	6.9.74 Nov. 74	12-24	
						NBCD Gunnery Sship	28.10.74 5.11.74	1.11.74	8-12	
911730	ABSR ..	PENGUIN ..		82 (incl 5 NBCD)		Sship NBCD SR	7.1.74 28.1.74 4.2.74	18.1.74 1.2.74 26.4.74	-10	
911740	ABUW	WATSON ..		35 (incl 5 NBCD)	WATSON PENGUIN PENGUIN	Sship NBCD SR TAS NBCD Sship	1.7.74 29.7.74 5.8.74 14.1.74 11.2.74 18.2.74	12.7.74 2.8.74 11.10.74 8.2.74 15.2.74 1.3.74	6-12	
					WATSON PENGUIN PENGUIN WATSON PENGUIN WATSON	TAS NBCD Sship TAS NBCD Sship TAS	29.1.74 4.3.74 11.3.74 1.4.74 22.4.74 29.4.74 27.5.74	1.3.74 8.3.74 22.3.74 19.4.74 26.4.74 24.5.74 7.6.74		leave occ
					WATSON PENGUIN PENGUIN	TAS NBCD Sship	8.7.74 5.8.74 12.8.74	2.8.74 9.8.74 23.8.74		

					WATSON PENGUIN PENGUIN	TAS NBCD Sship	19.8.74 16.9.74 30.9.74	13.9.74 27.9.74 11.10.74		
911750	ABRP	WATSON ..		60	WATSON PENGUIN PENGUIN	TAS NBCD Sship	14.10.74 11.11.74 18.11.74	8.11.74 15.11.74 29.11.74		
					PENGUIN PENGUIN	Sship NBCD	7.1.74 21.1.74	18.1.74 25.1.74	6-8	11/73
					WATSON PENGUIN WATSON	AIO NBCD AIO	7.1.74 14.1.74 21.1.74 4.2.74	25.1.74 18.1.74 1.2.74 5.4.74		12/73
					WATSON PENGUIN PENGUIN	AIO NBCD Sship	21.1.74 25.3.74 1.4.74	22.3.74 29.3.74 11.4.74		
					WATSON PENGUIN PENGUIN	AIO NBCD Sship	18.2.74 29.4.74 13.5.74	26.4.74 10.5.74 24.5.74		includes WRRP 907720
					WATSON PENGUIN PENGUIN	AIO NBCD Sship	1.4.74 8.7.74 15.7.74	5.7.74 12.7.74 26.7.74		
					PENGUIN PENGUIN WATSON	Sship NBCD AIO	1.4.74 — 23.4.74	— 22.4.74 19.7.74		
					PENGUIN PENGUIN WATSON	NBCD Sship AIO	22.4.74 29.4.74 27.5.74	26.4.74 24.5.74 26.7.74		
					WATSON PENGUIN PENGUIN	AIO Sship NBCD	27.5.74 29.7.74 12.8.74	26.7.74 9.8.74 16.8.74		
					PENGUIN PENGUIN WATSON	NBCD Sship AIO	8.7.74 15.7.74 29.7.74	12.7.74 26.7.74 27.9.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
					WATSON PENGUIN PENGUIN	AIO Sship NBCD	8.7.74 9.9.74 23.9.74	6.9.74 20.9.74 27.9.74	—	includes WRRP 907720
					WATSON PENGUIN PENGUIN	AIO NBCD Sship	29.7.74 30.9.74 8.10.74	27.9.74 4.10.74 18.10.74		
					WATSON PENGUIN PENGUIN	AIO NBCD Sship	19.8.74 21.10.74 4.11.74	18.10.74 1.11.74 15.11.74		
					WATSON PENGUIN PENGUIN	AIO Sship NBCD	16.9.74 18.11.74 2.12.74	15.11.74 29.11.74 6.12.74		
					WATSON PENGUIN PENGUIN	AIO NBCD Sship	30.9.74 2.12.74 9.12.74	29.11.74 6.12.74 20.12.74		
					PENGUIN PENGUIN WATSON	Sship NBCD AIO	21.10.74 4.11.74 11.11.74	6.11.74 8.11.74 14.2.75	—	includes WRRP 907720
					WATSON PENGUIN PENGUIN PENGUIN WATSON	AIO NBCD Sship NBCD Sship TAS	21.10.74 13.1.75 20.1.75 14.1.74 21.1.74 4.2.74	20.12.74 17.1.75 31.1.75 18.1.74 1.2.74 8.3.74	6-12	
911760	ABUC..	..	WATSON ..	40 (incl 5 NBCD)						
					PENGUIN PENGUIN WATSON	Sship NBCD TAS	4.2.74 18.2.74 25.2.74	15.2.74 22.2.74 29.3.74		
					WATSON PENGUIN	TAS NBCD	1.4.74 6.5.74	3.5.74 24.5.74	—	leave occ

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					PENGUIN WATSON	Sship TAS	27.5.74 11.6.74	7.6.74 21.6.74		
					PENGUIN PENGUIN WATSON	NBCD Sship TAS	22.4.74 13.5.74 27.5.74	10.5.74 24.5.74 12.7.74	—	leave occ
					WATSON PENGUIN PENGUIN	TAS NBCD Sship	27.5.74 1.7.74 8.7.74	28.6.74 5.7.74 19.7.74		
					WATSON PENGUIN PENGUIN	TAS NBCD Sship	8.7.74 12.8.74 19.8.74	9.8.74 16.8.74 30.8.74		
					PENGUIN PENGUIN WATSON	NBCD Sship TAS	19.8.74 26.8.74 9.9.74	23.8.74 6.9.74 25.10.74		
					PENGUIN PENGUIN WATSON	NBCD Sship TAS	2.9.74 9.9.74 23.9.74	6.9.74 20.9.74 8.11.74		
					PENGUIN PENGUIN WATSON	NBCD Sship TAS	16.9.74 23.9.74 8.10.74	20.9.74 4.10.74 15.11.74		
					PENGUIN PENGUIN WATSON	NBCD Sship TAS	21.10.74 28.10.74 11.11.74	25.10.74 8.11.74 13.12.74		
911770	ABFC	..	CERBERUS ..	—		NBCD Gunnery Sship	14.1.74 21.1.74	18.1.74	4-6	
						NBCD Gunnery Sship	18.3.74 25.3.74	22.3.74		
						NBCD Gunnery Sship	29.4.74 6.5.74	3.5.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
	911780	ABWM	CERBERUS ..	—	—	NBCD Gunnery Sship	15.7.74 22.7.74	19.7.74	10-16	
						NBCD Gunnery Sship	2.9.74 9.9.74	6.9.74		
						NBCD Gunnery Sship	28.10.74 15.11.74	1.11.74		
						NBCD Gunnery Sship	14.1.74 21.1.74	18.1.74		
						NBCD Gunnery Sship	29.4.74 6.5.74	3.5.74		
						NBCD Gunnery Sship	15.7.74 22.7.74	19.7.74		
						NBCD Gunnery Sship	28.10.74 5.11.74	1.11.74		
						PENGUIN WATSON	14.1.74 8.4.74	5.4.74 10.5.74		
						PENGUIN CERBERUS	13.5.74 1.7.74	8.6.74 12.7.74		
						PENGUIN CERBERUS	15.7.74	19.7.74		
	911790	ABCD..	PENGUIN ..	—	—	CERBERUS NBCD	1.4.74 8.4.74	5.4.74 26.4.74	8-16	May be ABQMG 911710 NBCD and Sship to be conducted at PENGUIN if numbers permit
						PENGUIN NBCD	29.4.74	9.8.74		
						PENGUIN Diving	1.4.74	5.4.74		
						PENGUIN Diving	29.4.74	9.8.74		

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Seaman Career and PCT

	911800	LSPT ..	CERBERUS ..	207	—	—	—	—	18												
											901390	ASAC requalifying	WATSON ..	5	—	—	—	—	4-6		
											902490/902550	Senior Sailors Navigation	WATSON ..	25	FOCEA	—	—	—	—	4-12	Sea support weeks 3 and 4
											903230	Small Ships Lifesaving Equipment	ALBATROSS	10	—	—	—	—	—	3-6	
												N/N	ASAC Refresher	WATSON ..	5	—	—	—	—	—	

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
					WATSON	—	5.7.74	8.7.74		
					ALBATROSS	—	9.7.74	11.7.74		
					WATSON	—	12.7.74	26.7.74		
					FOCAF	—	29.7.74	2.8.74		
					WATSON	—	23.8.74	26.8.74		
					ALBATROSS	—	27.8.74	29.8.74		
					WATSON	—	30.8.74	13.9.74		
					FOCAF	—	16.9.74	20.9.74		
					WATSON	—	18.10.74	21.10.74		
					ALBATROSS	—	22.10.74	24.10.74		
					WATSON	—	25.10.74	8.11.74		
					FOCAF	—	11.11.74	15.11.74		
	903310	EOD Refresher ..	WATSON ..	5	—	—	As required	—		
	904090	TIO PWT ..	WATSON ..	5	—	—	29.1.74	1.2.74		
							18.3.74	22.3.74		
							16.4.74	19.4.74		
							11.6.74	14.6.74		
							12.8.74	16.8.74		
	904100	T11 PWT ..	WATSON ..	5	—	—	28.10.74	1.11.74		
							4.2.74	8.2.74		
							25.3.74	29.3.74		
							22.4.74	26.4.74		
							17.6.74	21.6.74		
							19.8.74	23.8.74		
							4.11.74	8.11.74		
	904230	Landing Party PCT	CERBERUS	—	—	—	—	—	—	on application
	911310	EOD Instructor..	WATSON ..	5	—	—	As required	—		
	911360	4.5 PWT ..	CERBERUS ..	5	—	—	As required	—	6-18	
	911630	Seacat Aimer ..	CERBERUS ..	15	FOCAF	—	4.3.74	22.3.74	—	Sea 25.3.74
							6.5.74	24.5.74	—	Sea 27.5.74

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	911690	Close Range PCT	CERBERUS ..	5	—	—	29.7.74	16.8.74	—	Sea 19.8.74
							11.11.74	29.11.74	—	Sea 2.12.74
							As required	—	3-12	
	911810	LCH Gunnery PCT	CERBERUS ..	5	—	—	As required	—		
	951340	Sonar 193 PCT ..	WATSON ..	2	—	—	As required	—		
	951410	DDG (UC) PWT	WATSON ..	5	FOCAF	—	As required	—		
	951420	DDG (UW) PWT	WATSON ..	5	FOCAF	—	As required	—		
	951430	DDG IAC Operator	WATSON ..	2	FOCAF	—	As required	—		
	951480	Aviation SE and Aircrew Survival (PT Sailors)	ALBATROSS	20	—	—	As required	—		
							28.10.74	22.11.74		
	951550	Browning Machine Gun	CERBERUS ..	3	—	—	As required	—		
	951960	Ord Gunnery PCT	CERBERUS ..	—	—	—	As required	—		
	951720	ABQMG/WM PB	CERBERUS ..	10	—	—	As required	—		
							14.1.74	25.1.74	10-12	
							22.4.74	3.5.74		
							8.7.74	19.7.74		
	N/N	TAS UC PWT ..	WATSON ..	10	—	Sonar Operation	21.10.74	1.11.74		
							21.1.74	1.2.74		
							11.3.74	22.3.74		
							22.4.74	3.5.74		
							24.6.74	5.7.74		
							19.8.74	30.8.74		
							11.11.74	22.11.74		
	N/N	TAS UW PWT ..	WATSON ..	10	—	Weapons and Demolitions	4.2.74	15.2.74		
							25.3.74	5.4.74		
							16.4.74	26.4.74		
							11.6.74	21.6.74		
							26.8.74	6.9.74		
							28.10.74	8.11.74		
	N/N	EW PCT ..	WATSON ..	10	—	—	21.1.74	1.2.74	—	and as required
							18.3.74	29.3.74		
							8.4.74	23.4.74		
							12.8.74	23.8.74		
							4.11.74	15.11.74		
	N/N	ASAC PCT ..	WATSON ..	5	—	—	18.2.74	22.2.74	—	and as required
							11.3.74	15.3.74		
							25.11.74	29.11.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Seaman Submarines Promotion	915610	Action Lookout PWT	Ship concerned	1	ALBATROSS	—	As required	—	—	Ships with landing platform Ships without landing platform requires POSEASM 908210 requires 908210 requires 908210
	915590	Small Ship Helo Firefighting	ALBATROSS	3	—	—	As required	—	—	
	915600	Small Ship Helo transfer and F/F	ALBATROSS	1½	—	—	As required	—	—	
	908900	Advanced UWSM	PLATYPUS ..	30	—	—	11.3.74 15.10.74	19.4.74 23.11.74	2-6	
	908910	Advanced UCSM	DOLPHIN ..	—	—	—	Arranged by ACNB 11.3.74	—	—	
	908920	Advanced RPSM	PLATYPUS ..	55	—	—	—	24.5.74	1-6	
	908210	POSEASM ..	PLATYPUS ..	20	PENGUIN PLATYPUS	Sship SM	11.2.74 11.3.74	8.3.74 22.3.74	1-6	
	908160	LSUWSM ..	PLATYPUS ..	20	PENGUIN PLATYPUS	Sship SM	17.9.74 14.10.74 21.1.74 6.5.74 2.9.74 2.12.74	11.10.74 25.10.74 15.2.74 31.5.74 27.9.74 27.12.74	2-6	
	908150	LSUCSM ..	PLATYPUS ..	15	—	—	7.1.74 10.6.74 9.9.74	25.1.74 28.6.74 27.9.74	2-6	
	908180	LSRPSM ..	PLATYPUS ..	15	—	—	15.10.74 4.2.74 13.5.74 12.8.74	2.11.74 22.2.74 31.5.74 30.8.74	2-6	
Seaman SM Career and PCT	908170	POOWSM ..	PLATYPUS ..	15	WATSON	—	8.4.74 25.11.74	26.4.74 13.12.74	2-8	WATSON 2 days Not for Engineering Categories
	908990	COX SM	PLATYPUS ..	—	KUTTABUL	Cox'n Conversion	16.4.74	14.6.74	1-4	

Submarine Communications Communications Promotion	911010	NAV YEO SM ..	PLATYPUS ..	20	WATSON PLATYPUS	SS Nav SM	17.6.74 22.7.74	19.7.74 —	—
	908190	ROSM PCT ..	PLATYPUS ..	10	KUTTABUL	Cox'n Conversion	22.7.74	20.9.74	—
	912700	CO Cat ..	CERBERUS ..	35 (incl 5 NBCD)	—	SS Nav SM Chartwork	23.9.75 28.10.74 29.1.74 2.9.74	25.10.74 — 22.2.74 27.9.74	—
	912710	TO ..	CERBERUS ..	101	—	—	As required 14.1.74 22.4.74 8.7.74 9.9.74 28.10.74	5.3.74 7.6.74 26.8.74 29.10.74 13.12.74	10-18
	912720	RO ..	CERBERUS ..	102	—	—	9.1.74 6.3.74 1.7.74 27.8.74 30.10.74	6.6.74 20.8.74 22.11.74 11.2.75 16.4.75	4-12
	912770	ROEW ..	CERBERUS ..	—	WATSON	—	9.1.74 6.3.74 1.7.74 27.8.74 30.10.74	7.6.74 21.8.74 25.11.74 12.2.75 17.4.75	4-12
							21.1.74	29.3.74	
							9.1.74 8.4.74	3.4.74 5.7.74	-10
							6.3.74 3.6.74	30.5.74 9.8.74	
							1.7.74 25.9.74	23.9.74 6.12.74	
						27.8.74 25.11.74	21.11.74 21.2.75		
						30.10.74	11.2.75		
912910	Advanced TO (CY)	CERBERUS ..	89	CERBERUS WATSON CERBERUS HARMAN	—	30.1.74 15.5.74	14.5.74 17.5.74	3-8	

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
						NBCD	20.5.74 22.8.74 29.8.74	21.8.74 28.8.74 6.11.74		
						NBCD	1.7.74 12.9.74 19.9.74	11.9.74 18.9.74 27.11.74		Combined 913750
						NBCD	15.7.74 27.9.74 4.10.74	26.9.74 3.10.74 11.12.74		Combined 913740
						NBCD	13.8.74 29.10.74 6.11.74	28.10.74 5.11.74 6.2.75		
						NBCD	2.9.74 19.11.74 26.11.74	18.11.74 25.11.74 26.2.75		Combined 913740
						NBCD	23.9.74 9.12.74 13.1.75	6.12.74 13.12.74 9.3.75		
						NBCD	14.10.74 5.11.74 25.11.74			913740 913750
913740	MTL1		CERBERUS ..	142		NBCD	30.7.73 12.10.73 19.10.73	11.10.73 18.10.73 15.3.74	6-12	
						NBCD	20.8.73 2.11.73 12.11.73	1.11.73 9.11.73 4.4.74		
						NBCD	22.10.73 29.1.74 5.2.74	25.1.74 4.2.74 11.6.74		

						NBCD	3.12.73 12.3.74 19.3.74	11.3.74 18.3.74 7.8.74		
						NBCD	4.2.74 23.4.74 30.4.74	22.4.74 29.4.74 18.9.74		
						NBCD	18.3.74 4.6.74 1.7.74	3.6.74 10.6.74 31.10.74		
						NBCD	20.4.74 1.8.74 8.8.74	31.7.74 7.8.74 11.12.74		
						NBCD	15.7.74 27.9.74 4.10.74	26.9.74 3.10.74 6.3.75		
						NBCD	2.9.74 19.11.74 26.11.74	18.11.74 25.11.74 24.5.75		
913750	MTH1		103 ..			NBCD	5.11.74 1.10.73 9.1.74 16.1.74			
						NBCD	9.1.74 16.1.74	14.12.73 15.1.74 22.3.74		
						NBCD	9.1.74 27.3.74 3.4.74	26.3.74 2.4.74 10.6.74	5-12	
						NBCD	1.7.74 12.9.74 19.9.74 25.11.74	11.9.74 18.9.74 27.11.74		
913910	Advanced MTP..		CERBERUS ..	70 (incl 10 NBCD)	CERBERUS PENGUIN	NBCD	21.1.74 22.4.74	19.4.74 3.5.74	6-15	
					CERBERUS PENGUIN	NBCD	6.5.74 19.8.74	16.8.74 30.8.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Marine Engineering Career and PCT	913920	Advanced MTPD	CERBERUS ..	60 (incl 10 NBCD)	CERBERUS PENGUIN CERBERUS PENGUIN	NBCD	9.9.74 9.12.74 1.7.74 9.9.74	6.12.74 20.12.74 6.9.74 20.9.74	6-12	
	913950	DEAMTP ..	CERBERUS ..	95	—	—	9.1.74	31.5.74	6-12	Combined 913960
	913960	DEAMTPD ..	CERBERUS ..	95	—	—	9.1.74	31.5.74		
	913980	Mech MTP Ed.	NIRIMBA ..	20	—	—	15.7.74	16.8.74	15-20	
	913930	Mech MTP ..	NIRIMBA ..	2 years	—	—	26.8.74	21.6.74		
	953930	Mech MTPD ..	NIRIMBA ..	2 years	—	—	26.8.74	21.6.74		
	913990	CSMTH ..	NIRIMBA ..	40	—	—	29.4.74	21.6.74	1-6	
	953080	CAMTP/CMECH MTP	CERBERUS ..	85	—	—	21.1.74 22.7.74	24.5.74 22.11.74	6-15	
	953090	CAMTP/CMECH MTPD	CERBERUS ..	85	—	—	21.1.74 22.7.74	24.5.74 22.11.74		
	902310	MTD ..	ALBATROSS	30	—	—	7.1.74 18.2.74 1.4.74 13.5.74 12.8.74 23.9.74 4.11.74	15.2.74 29.3.74 10.5.74 21.6.74 20.9.74 1.11.74 13.12.74	4-16	
	913620	TOW ..	CERBERUS ..	60	—	—	11.2.74 19.8.74	10.5.74 15.11.74	6-15	with 914960 916220, 917580
	913630	B and L ..	CERBERUS ..	20	—	—	4.2.74 6.5.74 5.8.74 11.11.74	1.3.74 31.5.74 30.8.74 6.12.74	4-10	
	913650	Artificer Diver ..	PENGUIN ..	20	—	—	22.4.74 21.10.74	13.5.74 18.11.74	4-8	
	913660	Advanced Welding	NIRIMBA ..	60	—	—	29.1.74 13.5.74 26.8.74	19.4.74 2.8.74 15.11.74	-4	
	N/N	MTH L.S.E. ..	ALBATROSS	10	—	—	5.7.74	26.7.74	2-6	
	N/N	MTH Sailmaking	ALBATROSS	10	—	—	4.3.74 29.7.74	15.3.74 9.8.74	2-4	

WEE Promotion	914750	ET1 ..	CERBERUS ..	75 (incl 5 NBCD)	—	—	8.10.73 19.11.73 21.1.74 18.3.74 14.5.74 8.7.74 2.9.74	15.2.74 29.3.74 10.5.74 26.7.74 19.9.74 25.10.74 18.12.74	10-28	
	914760	ETW1 ..	CERBERUS ..	65	—	—	28.10.74 29.10.73 6.11.73 9.1.74 18.2.74 1.4.74 14.5.74 29.7.74 23.9.74	7.3.75 21.2.74 5.3.74 19.4.74 24.5.74 26.7.74 6.9.74 1.11.74 10.1.75	3-10	
	914770	ETS1 ..	CERBERUS ..	65	—	—	28.10.74 29.10.73 6.11.73 9.1.74 18.2.74 1.4.74 14.5.74 29.7.74 23.9.74	21.2.75 21.2.74 5.3.74 19.4.74 24.5.74 26.7.74 6.9.74 1.11.74 10.1.75	5-10	
	914780	ETC1 ..	CERBERUS ..	60	—	—	28.10.74 6.11.73 9.1.74 18.2.74 1.4.74 14.5.74 29.7.74 23.9.74	21.2.75 26.2.74 5.4.74 17.5.74 19.7.74 31.8.74 25.10.74 17.12.74	5-10	
	914920	Advanced MTL ..	CERBERUS ..	110 (incl 10 NBCD)	PENGUIN CERBERUS	NBCD	28.10.74 8.7.74 22.7.74	14.2.75 19.7.74 13.12.74	4-12	
	914930	Advanced ETS (WE)	CERBERUS ..	130 (incl 10 NBCD)	PENGUIN	NBCD	13.8.73	22.2.74	4-12	
							4.2.74 18.2.74	15.2.74 23.8.74		
							29.7.74 12.8.74	9.8.74 24.2.75		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
WEE Career and PCT	914940	Advanced ETS (WR)	CERBERUS ..	155 (incl 10 NBCD)	PENGUIN	NBCD	23.7.73	8.3.74	4-12	
							4.2.74	15.2.74		
							18.2.74	27.9.74		
	914950	Advanced ETC ..	CERBERUS ..	145 (incl 10 NBCD)	PENGUIN	NBCD	29.7.74	9.8.74	4-12	
							12.8.74	21.3.75		
							13.8.73	22.3.74		
	954950	CAETW/CAMTL	CERBERUS ..	70	CERBERUS WATSON	---	14.1.74	25.1.74	5-12	
							29.1.74	23.8.74		
							8.7.74	19.7.74		
	954960	CAETS ..	CERBERUS ..	75	---	---	22.7.74	21.2.75	5-12	
							26.2.74	31.5.74		
	954970	CAETC ..	CERBERUS ..	115	---	---	3.6.74	7.6.74	5-12	
	914130	Gyro 5005 ..	CERBERUS ..	5	---	---	18.2.74	23.8.74	4-8	
							29.4.74	3.5.74		
							1.7.74	5.7.74		
	914160	JYA/PAB ..	CERBERUS ..	9	---	---	13.8.74	19.8.74	-6	
							30.9.74	4.10.74		
							11.11.74	15.11.74		
	914180	IFF 10 ..	CERBERUS ..	15	---	---	14.1.74	24.1.74	-6	
							29.4.74	9.5.74		
13.8.74							23.8.74			
914200	Auto Phone Exchange	CERBERUS ..	5	---	---	11.11.74	21.11.74	4-6		
						20.5.74	7.6.74			
						1.7.74	19.7.74			
914260	MK 19/23 Gyro..	CERBERUS ..	22	---	---	23.9.74	15.10.74	4-8		
						22.4.74	26.4.74			
						13.8.74	19.8.74			
914280	PB ETC (EMC)..	CERBERUS ..	26	CERBERUS WATERHEN	---	28.10.74	1.11.74	2-8		
						9.12.74	13.12.74			
						21.1.74	20.2.74			

914290	PB ETS (EMWE)	CERBERUS ..	19	CERBERUS WATERHEN	---	15.7.74	29.7.74	2-8	
						31.7.74	19.8.74		
						18.3.74	2.4.74		
914300	Sonar 170b MM10	CERBERUS ..	20	CERBERUS WATERHEN	---	4.4.74	26.4.74	4-8	
						13.8.74	27.8.74		
						29.8.74	18.9.74		
914320	Sonar 176 ..	CERBERUS ..	5	---	---	4.3.74	29.3.74	4-8	
						29.4.74	27.5.74		
						1.7.74	26.7.74		
914330	Sonar 177M ..	WATSON ..	---	---	---	26.8.74	23.9.74	4-8	
						14.10.74	15.11.74		
						1.4.74	5.4.74		
914380	Ikara Mag Mar Launcher	C.A.C. ..	25	---	---	28.5.74	3.6.74	4-8	ANO 221/72
						29.7.74	2.8.74		
						24.9.74	30.9.74		
914430	EXDAK (Ship)	RANITE ..	50	---	---	18.11.74	22.11.74	-6	ANO 142/73
						9.9.74	11.10.74		
						18.3.74	23.4.74		
914510	691/CUH ..	CERBERUS ..	5	---	---	11.6.74	15.7.74	---	ANO 221/72
						4.2.74	11.4.74		
						15.7.74	20.9.74		
914530	RATT ..	CERBERUS ..	11	---	---	18.2.74	22.2.74	4-12	Excludes RATT
						1.7.74	5.7.74		
						14.10.74	18.10.74		
914540	T/Type ..	CERBERUS ..	23	---	---	21.1.74	5.2.74	4-12	
						8.7.74	22.7.74		
						7.1.74	8.2.74		
914550	AN/URC 58 ..	CERBERUS ..	10	---	---	6.2.74	11.3.74	-6	
						23.7.74	23.8.74		
						14.1.74	25.1.74		
914560	KG 14. ..	CERBERUS ..	35	---	---	14.5.74	27.5.74	4-8	
						26.8.74	6.9.74		
						15.5.74	23.7.74		
914570	AN/URT 23V ..	CERBERUS ..	20	---	---	31.10.74	19.12.74	4-12	
						11.2.74	11.3.74		
						20.3.74	18.4.74		
914580	AN/URR 1051B	CERBERUS ..	8	---	---	9.10.74	6.11.74	4-12	
						12.3.74	21.3.74		
						22.4.74	2.5.74		
914620	Shore Wireless ..	HARMAN ..	20	---	---	3.9.74	12.9.74	4-8	
						7.11.74	18.11.74		
						29.4.74	24.5.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
	914690	TOWL	CERBERUS ..	55	—	—	11.2.74 19.8.74	3.5.74 8.11.74	6-15	Combined 913620, 916220 917580
	924000	PB ETS (EMWR)	CERBERUS ..	29	CERBERUS WATERHEN	—	18.3.74 4.4.74	2.4.74 30.4.74	2-8	
	924010	PB MTL (EMP)..	CERBERUS ..	17	CERBERUS WATERHEN WATERHEN	—	13.8.74 2.9.74 18.3.74 25.3.74	28.8.74 25.9.74 22.3.74 9.4.74	2-8	
	924100	M44/46 Torpedo	WATSON ..	2	—	—	13.8.74 21.8.74	19.8.74 5.9.74		
	954000	KW26C	HARMAN ..	45	—	—	As required 19.8.74	18.10.74	4-8	
	954010	KW37R	CERBERUS ..	30	—	—	29.3.74 17.9.74	14.5.74 31.10.74	4-8	
	954020	KW37T	HARMAN ..	10	—	—	4.2.74	15.2.74	4-8	
	954030	KW7	CERBERUS ..	30	—	—	5.2.74 23.7.74	20.3.74 3.9.74	4-8	
	954040	KL7	CERBERUS ..	6	—	—	21.3.74 9.9.74	28.3.74 16.9.74	4-8	
	954050	BID 610	HARMAN ..	25	—	—	18.2.74 4.11.74	22.3.74 6.12.74	4-8	
	954130	692/693 and CUJ	CERBERUS ..	14	—	—	22.4.74 5.8.74	9.5.74 23.8.74	-8	
	954200	AN/SRC 20/21	CERBERUS ..	15	—	—	22.4.74 5.8.74	10.5.74 26.8.74	4-6	
	954260	4.5 MK 6	CERBERUS ..	25	—	—	14.1.74 9.10.74	18.2.74 13.11.74	4-8	
	954270	Radar 293/277	CERBERUS ..	10	—	—	6.5.74 11.11.74	20.5.74 22.11.74	-8	
	954340	MRS3	CERBERUS ..	43	—	—	19.2.74 9.9.74	23.4.74 12.11.74	4-8	
	954390	40/60 Bofors	CERBERUS ..	8	—	—	As required	—		

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954400	EXDAK Helo	RANITE	20	—	—	20.5.74 28.10.74	14.6.74 22.11.74	-6	ANO 142/73
954410	Ikara Systems	RANITE	20	—	—	20.5.74 28.10.74	14.6.74 22.11.74	-6	ANO 221/72
954430	Attack Console	RANITE	40	—	—	6.5.74 14.10.74	28.6.74 6.12.74	—	ANO 142/73
954440	Data Processing F2/F3	RANITE	65	—	—	18.2.74 29.7.74	17.5.74 25.10.74	-6	ANO 221/72
954450	Tracking System	RANITE	65	—	—	5.2.74 15.7.74	3.5.74 11.10.74	-6	pre-requisite ANO 142/73
954470	Ikara Missile	RANTME Kingswood	3	—	—	On application	—	—	ANO 221/72
954500	Sonar 164	CERBERUS	5	—	—	On application	—	—	ANO 142/73
954510	Sonar 174	CERBERUS	5	—	—	On application	—	—	ANO 221/72
954600	M22/44 Radar	CERBERUS	120	—	—	4.3.74 5.11.74	19.9.74 23.5.75	4-8	
954610	M22/44 Computer	CERBERUS	120	—	—	4.3.74 5.11.74	19.9.74 23.5.75	4-8	
954620	M22/44 Acquaint	CERBERUS	15	—	—	4.2.74 1.7.74	22.2.74 19.7.74	4-8	
954630	Seacat	CERBERUS	10	—	—	25.11.74 10.2.74 14.5.74	13.12.74 4.3.74 27.5.74	4-8	On application
954650	FM16	CERBERUS	5	—	—	29.7.74 11.11.74	9.8.74 22.11.74	-6	
954700	ETC (SM)	CERBERUS	15	—	—	8.7.74 9.10.74	12.7.74 15.10.74	2-8	
954710	ETS (SM) (WR)	CERBERUS	15	—	—	On application	—	2-8	
964010	Radar 975	CERBERUS	7	—	—	On application	—	-8	
964040	Radar LWO 2	CERBERUS	15	—	—	4.2.74 20.5.74 1.7.74 23.9.74 25.11.74 29.4.74 30.9.74	12.2.74 28.5.74 9.7.74 1.10.74 3.12.74 20.5.74 22.10.74	-6	

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Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
	964080	Radar 903	CERBERUS	15	—	—	29.1.74 19.8.74	18.2.74 6.9.74	4-6	
	964120	Solatron Trainer	WATSON	5	—	—	As required	—	—	
	964130	ASTT PCT	WATSON	5	—	—	As required	—	—	
	964140	ASUAT PCT	WATSON	5	—	—	As required	—	—	
	964160	8GR-301	CERBERUS	8	—	—	26.2.74 13.8.74	7.3.74 22.8.74	-6	
	964190	FH5	CERBERUS	5	—	—	1.7.74 30.9.74	5.7.74 4.10.74	-6	
	964280	978/JUA	CERBERUS	7	—	—	19.3.74 9.9.74	27.3.74 17.9.74	-8	
	964300	A/C Gen Dist	CERBERUS	10	—	—	21.1.74 15.7.74	4.2.74 26.7.74	4-8	and as required
	964350	AN/SLR2	CERBERUS	15	—	—	4.3.74 30.9.74	22.3.74 22.10.74	4-8	
	964370	AN/SPA 34/50	CERBERUS	18	—	—	On application	—	4-6	
	964410	AN/UPN 12C	CERBERUS	7	—	—	On application	—	4-6	
	964420	FM12	CERBERUS	5	—	—	On application	—	-6	
	964430	FH4	CERBERUS	5	—	—	On application	—	-6	
	964460	GS5	CERBERUS	18	—	—	24.4.74 12.11.74	20.5.74 5.12.74	4-8	
	964480	Shore Crypto Refresher	HARMAN	5	—	—	3.6.74	7.6.74	4-8	
	964490	JYA	CERBERUS	25	—	—	18.3.74 15.10.74	23.4.74 19.11.74	-6	
	964500	Sea Crypto Refresher	CERBERUS	5	—	—	On application	—	—	
	964510	Intro Digital	CERBERUS	33	—	—	14.1.74 13.9.74	1.3.74 1.11.74	4-8	
	964520	AN/UQN4	CERBERUS	15	—	—	18.2.74 23.9.74	11.3.74 15.10.74	-6	

	964560	AFCB 10 GS3	CERBERUS	20	—	—	10.5.74 18.11.74	7.6.74 13.12.74	—		
	964580	Intro Digital Ikara	RANITE	10	—	—	4.2.74 22.4.74	15.2.74 3.5.74	-6	ANO 142/73 ANO 221/72 Required for 954430, 954440	
	964590	LCH/LEM	CERBERUS	25	CERBERUS (10) MORETON (15)	—	15.7.74 30.9.74	26.7.74 11.10.74	—		
	964600	DG Wooden Hulls	WATSON	2	—	—	On application	—	—		
	964610	DG Steel Hulls	WATSON	2	—	—	As required	—	—		
	964630	Junior HRS	CERBERUS	—	—	—	As required	—	—		
	964640	Senior HRS	NIRIMBA CERBERUS	—	—	—	As required	—	—		
	984630	Seacat Guidance	CERBERUS	—	—	—	On application	—	—		
Naval Airman Promotion	N/N	Pre-Linesman	NIRIMBA	30	—	—	TBD	TBD	2-4		
	915710	ABAVN	ALBATROSS	30 (incl 5 NBCD)	PENGUIN	NBCD	21.1.74 28.1.74	25.1.74 1.3.74	4-16		
						NBCD	18.3.74 25.3.74	22.3.74 26.4.74	—		
						NBCD	17.6.74 22.7.74	19.7.74 26.7.74	—		
						NBCD	22.7.74 29.7.74	26.7.74 30.8.74	—		
						NBCD	9.9.74 16.9.74	13.9.74 18.10.74	—		
						NBCD	4.11.74 11.11.74	8.11.74 13.12.74	—		
		915720	ABM	ALBATROSS	65 (incl 5 NBCD)	PENGUIN WATSON ALBATROSS	NBCD	21.1.74 28.1.74 25.2.74	25.1.74 22.2.74 3.5.74	4-6	
						PENGUIN WATSON	NBCD	26.8.74 2.9.74	30.8.74 27.9.74	—	

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks	
Naval Airman Career and PCT	915730	ABPH ..	ALBATROSS	85 (incl 5 NBCD)	ALBATROSS PENGUIN	NBCD	30.9.74 21.1.74 28.1.74	6.12.74 25.1.74 17.5.74	2-6	May be 915730 3/73 commencing 16.9.74 at PENGUIN leave occ	
	915920	Advanced M ..	ALBATROSS	40 (incl 5 NBCD)	PENGUIN	NBCD	20.5.74 27.5.74 17.6.74 29.7.74	24.5.74 13.9.74 26.7.74 9.8.74	2		
	915930	Advanced PH ..	ALBATROSS	72 (incl 10 NBCD)	PENGUIN	NBCD	9.9.74 23.9.74	20.9.74 17.12.74	—		
	915940	Advanced SE ..	ALBATROSS	55 (incl 10 NBCD)	PENGUIN	NBCD	4.2.74 18.2.74	15.2.74 3.5.74	2-8		
	915960	Basic Aircrew ..	ALBATROSS	30	—	—	TBD	—	4-16		
	902310	MTD ..	ALBATROSS	30	—	—	7.1.74 18.2.74 1.4.74 13.5.74 12.8.74 23.9.74 4.11.74	15.2.74 29.3.74 10.5.74 21.6.74 20.9.74 1.11.74 13.12.74	—		
	911010	ABM NAV YEO	ALBATROSS	—	WATSON ALBATROSS	—	29.1.74 25.2.74	22.2.74 3.5.74	2-10		
	915330	Aircrewman Introductory	WATSON	20	WATSON ALBATROSS	—	2.9.74 30.9.74 As required	27.9.74 13.12.74	—		Non UC Sailors 10 days sea
	915350	ABM Radiosonde and Balmet	ALBATROSS	10	—	—	As required	—	—		
	915370	SAR Diver ..	ALBATROSS	25	PENGUIN	—	18.3.74 8.4.74	5.4.74 3.5.74	3-6		

Air Engineering Promotion	915420	Fireman ..	ALBATROSS	10	PENGUIN	—	14.10.74 4.11.74 14.1.74 11.3.74 6.5.74	1.11.74 29.11.74 25.1.74 22.3.74 17.5.74	4-12	
	915540	NIKONOS 35 mm Camera	ALBATROSS	—	—	—	29.7.74 21.10.74 As required	9.8.74 1.11.74	—	
	915470	ABM Radar Windfinding	ALBATROSS	—	—	—	As required	—	—	
	915560	Advanced AVN Admin	ALBATROSS	15	—	—	18.2.74 12.8.74	8.3.74 30.8.74	—	
	915590	Small Ship Helo Fire-fighting	ALBATROSS	3	—	—	As required	—	—	Ships with landing platform
	915600	Small Ship Helo transfer and F/F	ALBATROSS	1½	—	—	As required	—	—	Ships without landing platform
	N/N	MTDI ..	ALBATROSS	20	—	—	1.4.74	26.4.74	1-4	
	916950	ATA1 ..	ALBATROSS	110 (incl 5 NBCD)	PENGUIN ALBATROSS	NBCD ENG	25.2.74 4.3.74	29.2.74 26.7.74	4-12	leave occ
					PENGUIN ALBATROSS	NBCD ENG	29.4.74 6.5.74	3.5.74 18.10.74	—	includes leave
					PENGUIN ALBATROSS	NBCD ENG	15.7.74 22.7.74	19.7.74 13.12.74	—	
916820	LSATA ..	ALBATROSS	60	—	—	28.10.74 4.11.74	1.11.74 18.4.75	—	includes leave	
916920	Advanced ATA..	ALBATROSS	205 (incl 10 NBCD)	PENGUIN ALBATROSS	NBCD ENG	4.2.74 22.7.74 21.1.74 4.2.74	26.4.74 18.11.74 1.2.74 18.11.74	4-12	leave occ	
916930	MECH ATA ..	NIRIMBA ..	1 year	—	—	21.1.74	20.12.74	4-12		
916940	MECH ATW ..	NIRIMBA ..	1 year	—	—	21.1.74	20.12.74	4-12		
917730	ATC1 ..	ALBATROSS	105 (incl 5 NBCD)	PENGUIN	NBCD ENG	6.5.74 13.5.74	10.5.74 27.9.74	4-12		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Air Engineering Career and PCT	917820	LSATC	ALBATROSS	85	ALBATROSS	ENG	22.7.74	2.8.74	4-6	Includes leave
	917920	Advanced ATC	ALBATROSS	160 (incl 10 NBCD)	PENGUIN ALBATROSS	NBCD ENG	5.8.74 12.8.74 14.1.74 21.1.74 4.2.74	9.8.74 13.12.74 17.5.74 1.2.74 20.9.74		
	917740	ATW1	ALBATROSS	105 (incl 5 NBCD)	PENGUIN ALBATROSS	NBCD ENG	6.5.74 13.5.74	10.5.74 27.9.74	4-12	
					ALBATROSS	ENG	22.7.74	2.8.74		
					PENGUIN	NBCD	5.8.74	9.8.74		
					ALBATROSS	ENG	12.8.74	13.12.74		
					PENGUIN	NBCD	28.10.74	1.11.74		
					ALBATROSS	ENG	4.11.74	11.4.75		
	917810	LSATW (LEMAW)	ALBATROSS	85	—	—	10.6.74	4.10.74	4-6	h.h.l.d.
	916810	LSATW (LAMW)	ALBATROSS	50	—	—	22.7.74	27.9.74	6-12	
	917910	Advanced ATW (POEAW)	ALBATROSS	155 (incl 10 NBCD)	PENGUIN ALBATROSS	NBCD ENG	21.1.74 4.2.74	1.2.74 13.9.74	4-6	Includes leave
	916910	Advanced ATW (POAMW)	ALBATROSS	175 (incl 10 NBCD)	PENGUIN ALBATROSS	NBCD ENG	4.2.74 18.2.74	15.2.74 11.10.74	4-6	Includes leave
	916430	A4 AMC Std A..	ALBATROSS	15	—	—	7.1.74 8.4.74 22.4.74 29.7.74 21.10.74	25.1.74 26.4.74 10.5.74 16.8.74 8.11.74	4-12	
	916440	S2E AMC Std A	ALBATROSS	15	—	—	7.1.74 8.4.74 22.4.74 29.7.74 21.10.74	25.2.74 26.4.74 10.5.74 16.8.74 8.11.74		

916460	31B ANC Std A	ALBATROSS	10	—	—	7.1.74 8.4.74 22.4.74 29.7.74 21.10.74	18.1.74 19.4.74 3.5.74 9.8.74 1.11.74		
916400	Sea King AMC Std A	ALBATROSS	15	—	—	25.11.74	13.12.74		
916550	Safety Equipment AMC Std A	ALBATROSS	15	—	—	As required	—	4-12	
916410	A4 AMC ADV A	ALBATROSS	20	—	—	As required	—		
916560	S2E AMC ADV A	ALBATROSS	20	—	—	As required	—		
916570	31B AMC ADV A	ALBATROSS	15	—	—	As required	—		
916580	Sea King AMC ADV A	ALBATROSS	20	—	—	18.11.74	13.12.74		
917470	Adv Air Eng Admin	ALBATROSS	10	—	—	As required	—		
916290	A4 AMC ARMAMENT	ALBATROSS	20	—	—	15.4.74	10.5.74	2-6	
916300	S2E AMC ARMAMENT	ALBATROSS	10	—	—	21.10.74	15.11.74		
916310	31B AMC ARMAMENT	ALBATROSS	5	—	—	15.4.74	30.4.74		
916590	Sea King AMC STD ARMAMENT	ALBATROSS	5	—	—	21.10.74	1.11.74		
916630	Sea King AMC ADV ARMAMENT	ALBATROSS	10	—	—	21.10.74	19.4.74		
917480	A4. AMC Std W	ALBATROSS	15	—	—	2.12.74	25.10.74		
917490	S2E ARM Std W	ALBATROSS	15	—	—	18.11.74	6.12.74		
916640	Sea King AMC Std W	ALBATROSS	15	—	—	25.3.74 30.9.74	12.4.74 18.10.74	2-8	
917500	31B AMC Std W	ALBATROSS	15	—	—	25.3.74 30.9.74	12.4.74 18.10.74		
916650	Sea King AMC Adv W	ALBATROSS	20	—	—	11.11.74	29.11.74		
916660	A4 AMC Adv W	ALBATROSS	30	—	—	7.10.74	15.11.74	2-6	
916670	S2E AMC Adv W	ALBATROSS	30	—	—	7.10.74	15.11.74		
916680	31B AMC Adv W	ALBATROSS	15	—	—	As required	—		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Supply and Secretariat Promotion	917520	A4 AMC Std C	ALBATROSS	20	—	—	4.3.74 30.9.74	29.3.74 25.10.74		
	917530	S2E AMC Std C	ALBATROSS	20	—	—	4.3.74 30.9.74	29.3.74 25.10.74		
	917540	31B AMC Std C	ALBATROSS	10	—	—	4.3.74 30.9.74	29.3.74 11.10.74		
	916690	Sea King AMC Std C	ALBATROSS	15	—	—	11.11.74	29.11.74		
	957000	Sea King AMC Adv C	ALBATROSS	20	—	—	4.11.74	29.11.74	2-8	
	957010	A4 AMC Adv C	ALBATROSS	30	—	—	20.5.74	29.6.74	2-6	
	957020	S2E AMC Adv C	ALBATROSS	30	—	—	20.5.74	29.6.74		
	957030	31B AMC Adv C	ALBATROSS	10	—	—	As required	—		
	916220	TOWATA	CERBERUS	50	ALBATROSS	—	11.2.74	—		
	917580	TOWATC/W	CERBERUS	50	ALBATROSS	—	19.8.74	—		
	919910	Advanced WTR	CERBERUS	35 (incl 10 NBCD)	PENGUIN	NBCD	8.7.74 12.8.74	9.8.74 23.8.74	6-10	Combined 907970
	919950	Advanced SV	CERBERUS	25 (incl 10 NBCD)	PENGUIN	NBCD	18.2.74 4.3.74	1.3.74 22.3.74	6-10	Combined 907980
	919940	Advanced SN	CERBERUS	25 (incl 10 NBCD)	PENGUIN	NBCD	22.4.74 6.5.74	3.5.74 24.5.74	6-10	
	919920	Advanced CK	CERBERUS	30 (incl 10 NBCD)	PENGUIN	NBCD	30.9.74 21.10.74 18.2.74 18.3.74	18.10.74 1.11.74 15.3.74 29.3.74	6-10	Combined 907910
	919930	Advanced STD	CERBERUS	25 (incl 10 NBCD)	PENGUIN	NBCD	22.7.74 19.8.74 11.2.74 25.2.74	16.8.74 30.8.74 22.2.74 15.3.74	6-10	Combined 907990
					PENGUIN	NBCD	2.9.74 23.9.74	20.9.74 4.10.74		

Medical Promotion	919710	WTR	CERBERUS	85 (incl 5 NBCD)	—	—	9.1.74 4.3.74 20.5.74 5.8.74 30.9.74	10.5.74 7.6.74* 18.9.74* 29.11.74* 22.2.75*	6-10	*Combined 907770
	919740	SAN	CERBERUS	45 (incl 5 NBCD)	—	—	9.1.74 4.3.74 3.6.74 29.7.74 14.10.74	12.3.74 3.5.74 2.8.74 27.9.74 13.12.74	6-10	
	919750	SAV	CERBERUS	45 (incl 5 NBCD)	—	—	9.1.74 25.3.74 3.6.74 19.8.74 14.10.74	12.3.74* 24.5.74 2.8.74 18.10.74* 13.12.74	6-10	*Combined 907780
	919730	STD	CERBERUS	30 (incl 5 NBCD)	—	—	9.1.74 11.2.74 18.3.74 25.3.74 29.4.74 6.5.74 1.1.74 15.7.74 12.8.74 23.9.74 4.11.74	15.2.74* 22.3.74* 26.4.74 3.5.74 7.6.74 14.6.74* 9.8.74 23.8.74 20.9.74* 1.11.74* 13.12.74*	-20 -10	*Combined 907790
	919720	CK	CERBERUS	65 (incl 5 NBCD)	—	—	9.1.74 4.2.74 18.3.74 16.4.74 6.5.74 8.7.74 9.9.74 21.10.74	12.4.74* 10.5.74 21.6.74* 12.7.74* 2.8.74 4.10.74 6.12.74* TBD	-14 -15 -29 -14 -15 -29 -29	Combined 907710
	919830	Small Ships Cook	CERBERUS	5	—	—	On application	—	3-	
	918710	ABMED	CERBERUS	130 (incl 5 NBCD)	—	—	9.1.74 1.4.74 1.7.74 7.10.74	19.7.74* 18.10.74* 20.12.74* 11.4.75	20	*Combined 907960
	918200	Lab Assistant	PENGUIN CERBERUS (60)	280	Army (80) Public Hospital (140)	—	As required	—	2	

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
Dental Promotion	918220	X-Ray	PENGUIN CERBERUS (60)	190	Public Hospital (130)	—	4.2.74	15.11.74	2	
	918240	ORA	PENGUIN CERBERUS (60)	140	Public Hospital (80)	—	4.2.74	6.9.74	2	
	918260	AV MED	ALBATROSS	130	—	—	6.8.73 25.3.74 21.10.74	1.3.74 20.9.74 9.5.75	2	
	918270	ADV N	CERBERUS PENGUIN (60)	190	Public Hospital (130)	—	4.2.74	15.11.74	2	
	918330	UW MED	PENGUIN	130	—	—	25.3.74	20.9.74	-2	
	918360	Hygiene Inspector	RAAF	—	—	—	—	—	—	Arranged by ACNB
	918220	Masseur	CERBERUS PENGUIN (60)	90	Public Hospital (30)	—	4.2.74	15.11.74	1	
	918380	Dispenser	CERBERUS	190	—	—	4.2.74	15.11.74	2	
	918020	Isolated Billet PCT	CERBERUS	—	—	—	As required	—	—	
	918730	ABD	CERBERUS	85 (incl 5 NBCD)	—	—	14.1.74 8.7.74	17.5.74 8.11.74	2-6	
Dental Career and PCT	918410	Dental Hygienist	CERBERUS	85	—	—	29.7.74	29.11.74	7-12	Includes Army and RAAF
	918810	ABDM Conversion	CERBERUS	250	—	—	As required	—	1-2	
Miscellaneous	902600	WOSK WOMC	CERBERUS	30	—	—	8.7.74 18.2.74 29.4.74 5.11.74	9.8.74 29.3.74 7.6.74 13.12.74	12-18	WO } CPO
	902340	PO Management	CERBERUS	20	—	—	14.1.74 11.2.74 11.3.74 22.4.74 20.5.74 1.7.74 29.7.74	8.2.74 8.3.74 5.4.74 17.5.74 14.6.74 26.7.74 23.8.74	12-18	

Naval Police	998010	Recruit Constable	KUTTABUL	30	—	—	26.8.74 23.9.74 28.10.74	20.9.74 18.10.74 22.11.74	—	
	998020	Naval Police Investigation	KUTTABUL	50	—	—	11.2.74 22.4.74 15.7.74	22.3.74 31.5.74 23.8.74	—	
Security	903410	Security Acquaint	PENGUIN	2	—	—	4.11.74 26.8.74	13.12.74 1.11.74	—	
	951680	Internal Security Instructors PCT	CERBERUS	—	—	—	11.2.74 13.5.75 12.8.74 11.11.74	12.2.74 14.5.74 13.8.74 12.11.74	—	
Academic Instructors Educational	902000	Teachers Certificate	LEEWIN	3 years	—	—	As required	—	—	ANO 240/71
	902500	SGCE Prep	LEEWIN	95	—	—	14.1.74 15.7.74	27.5.74 25.11.74	-25	ANO 245/72
	902510	Matriculation Prep	LEEWIN	18 months	—	—	—	6.12.74	-25	ANO 245/72
Training Technology	902570	SGCE Chem Prac	CERBERUS	—	—	—	15.7.74	5.12.74	—	
	903600	Instructional Technique	CERBERUS	5	—	—	TBD	TBD	-30	
					—	—	14.1.74 21.1.74	18.1.74 25.1.74	6-8	ALBATROSS
					—	—	4.2.74 11.2.74 18.2.74	8.2.74 15.2.74 22.2.74	—	
					—	—	4.3.74 11.3.74 25.3.74	8.3.74 15.3.74 29.3.74	—	
					—	—	1.4.74 22.4.74 29.4.74	5.4.74 26.4.74 3.5.74	—	
					—	—	6.5.74 27.5.74 3.6.74	10.5.74 31.5.74 7.6.74	—	LEEWIN
					—	—	1.7.74 8.7.74 15.7.74	5.7.74 12.7.74 19.7.74	—	LEEWIN
					—	—	29.7.74 5.8.74	2.8.74 9.8.74	—	
					—	—	19.8.74 26.8.74 9.9.74	23.8.74 30.8.74 13.9.74	—	NIRIMBA

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
							7.10.74	11.10.74		
							21.10.74	25.10.74	—	WATSON
							28.10.74	31.10.74	—	WATSON
							11.11.74	15.11.74		
							18.11.74	22.11.74		
							2.12.74	6.12.74		
							9.12.74	13.12.74		
							18.3.74	22.3.74	6-16	NIRIMBA
							6.5.74	10.5.74		
							3.6.74	7.6.74		
							19.8.74	23.8.74		
							11.11.74	15.11.74	—	NIRIMBA
							9.12.74	13.12.74		
							22.4.74	26.4.74	3-8	
							8.7.74	12.7.74		
							2.12.74	6.12.74		
							4.3.74	—	16	and as required
							22.4.74	—		
							6.5.74	—		
							17.6.74	—		
							8.7.74	—		
							19.8.74	—		
							21.10.74	—		
							2.12.74	—		
							9.12.74	—		
							25.3.74	29.3.74	1-16	NIRIMBA
							29.4.74	3.5.74		and as required
							17.6.74	21.6.74		
							5.8.74	9.8.74		
							7.10.74	11.10.74		
							25.11.74	29.11.74		
							1.4.74	5.4.74	1-16	NIRIMBA
							14.10.74	18.10.74		903660 pre-requisite. Courses also as required
NBCD	902410	Advanced NBCD	PENGUIN ..	10	—	—	7.1.74	18.1.74	24	

							14.1.74	25.1.74		
							21.1.74	1.2.74		
							28.1.74	8.2.74		
							4.2.74	15.2.74		
							11.2.74	22.2.74		
							18.2.74	1.3.74		
							25.2.74	8.3.74		
							4.3.74	15.3.74		
							11.3.74	22.3.74		
							18.3.74	29.3.74		
							25.3.74	5.4.74		
							1.4.74	12.4.74		
							8.4.74	19.4.74		
							15.4.74	26.4.74		
							22.4.74	3.5.74		
							29.4.74	10.5.74		
							6.5.74	17.5.74		
							13.5.74	24.5.74		
							20.5.74	31.5.74		
							27.5.74	7.6.74		
							1.7.74	12.7.74		
							8.7.74	19.7.74		
							15.7.74	26.7.74		
							22.7.74	2.8.74		
							29.7.74	9.8.74		
							5.8.74	16.8.74		
							12.8.74	23.8.74		
							19.8.74	30.8.74		
							26.8.74	6.9.74		
							2.9.74	13.9.74		
							9.9.74	20.9.74		
							16.9.74	27.9.74		
							23.9.74	4.10.74		
							30.9.74	11.10.74		
							7.10.74	18.10.74		
							14.10.74	25.10.74		
							21.10.74	1.11.74		
							28.10.74	8.11.74		
							4.11.74	15.11.74		
							11.11.74	22.11.74		
							18.11.74	29.11.74		
							25.11.74	6.12.74		
							2.12.74	13.12.74		
							9.12.74	20.12.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
	902400	Standard NBCD	PENGUIN ..	5	—	—	7.1.74	11.1.74	24	
							14.1.74	18.1.74		
							21.1.74	25.1.74		
							28.1.74	1.2.74		
							4.2.74	8.2.74		
							11.2.74	15.2.74		
							18.2.74	22.2.74		
							25.2.74	29.2.74		
							4.3.74	8.3.74		
							11.3.74	15.3.74		
							18.3.74	22.3.74		
							25.3.74	29.3.74		
							1.4.74	5.4.74		
							8.4.74	12.4.74		
							15.4.74	19.4.74		
							22.4.74	26.4.74		
							29.4.74	3.5.74		
							6.5.74	10.5.74		
							13.5.74	17.5.74		
							20.5.74	24.5.74		
							27.5.74	31.5.74		
							3.6.74	7.6.74		
							1.7.74	5.7.74		
							8.7.74	12.7.74		
							15.7.74	19.7.74		
							22.7.74	26.7.74		
							29.7.74	2.8.74		
							5.8.74	9.8.74		
							12.8.74	16.8.74		
							19.8.74	23.8.74		
							26.8.74	30.8.74		
							2.9.74	6.9.74		
							9.9.74	13.9.74		
							16.9.74	20.9.74		
							23.9.74	27.9.74		
							30.9.74	4.10.74		
							7.10.74	11.10.74		

							14.10.74	18.10.74		
							21.10.74	25.10.74		
							28.10.74	1.11.74		
							4.11.74	8.11.74		
							11.11.74	15.11.74		
							18.11.74	22.11.74		
							25.11.74	29.11.74		
							2.12.74	6.12.74		
							9.12.74	13.12.74		
							16.12.74	20.12.74		
							25.2.74	1.3.74		
Diving	901194X 903200	Paramedical Ships Diver ..	PENGUIN .. PENGUIN ..	5 15	— —	— —	14.1.74	2.2.74		
							21.1.74	8.2.74		
							18.2.74	8.3.74		
							25.2.74	15.3.74		
							22.4.74	10.5.74		
							29.4.74	17.5.75		
							20.5.74	7.6.74		
							8.7.74	26.7.74		
							15.7.74	2.8.74		
							12.8.74	30.8.74		
							19.8.74	6.9.74		
							16.9.74	4.10.74		
							23.9.74	11.10.74		
							21.10.74	8.11.74		
							28.10.74	15.11.74		
							25.3.74	5.4.74	4-12	
							14.10.74	25.10.74		
							4.2.74	15.2.74	4-12	
							20.5.74	31.5.74		
							19.8.74	30.8.74		
							18.11.74	29.11.74		
							18.2.74	1.3.74	6-8	
							16.9.74	27.9.74		
							1.4.74	17.4.74	2-6	
							21.10.74	6.11.74	4-10	
							11.2.74	22.2.74	2-8	
							11.2.74	22.2.74	2-8	
							11.11.74	22.11.74		
							14.1.74	25.1.74	2-8	
							12.8.74	23.8.74		
							12.8.74	23.8.74	2-8	
							28.1.74	8.2.74	2-8	
							29.4.74	10.5.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks	
WRANS	907700	Recruit	CERBERUS	13	—	—	22.7.74	2.8.74	2-8		
							11.11.74	22.11.74			
							14.1.74	25.1.74			
							1.4.74	12.4.74			
							1.7.74	12.7.74			
	907700	PBAMTL	CERBERUS	13	—	—	2.12.74	13.12.74	2-8		
							29.4.74	10.5.74			
							7.10.74	18.10.74			
	907700	PB ETC/AETC	CERBERUS	13	—	—	27.5.74	7.6.74	2-8		
							7.10.74	18.10.74			
	907700	PB MIL	CERBERUS	13	—	—	18.3.74	29.3.74	2-8		
							27.5.74	7.6.74			
	WRANS	907700	Recruit	CERBERUS	24	—	—	15.1.74	15.2.74	20-40	
								26.2.74	29.3.74		
								9.4.74	10.5.74		
14.5.74								14.6.74			
9.7.74								9.8.74			
20.8.74								20.9.74			
1.10.74								1.11.74			
12.11.74								13.12.74			
25.3.74								21.6.74			
16.4.74								5.7.74			
9.9.74								29.11.74			
18.2.74								29.3.74			
1.4.74								10.5.74			
13.5.74								21.6.74			
12.8.74								20.9.74			
907740	WRCK	CERBERUS	40	—	—	23.9.74	1.11.74	6-10	*WRWTRST		
						4.11.74	13.12.74				
907740	WRMTD	ALBATROSS	30	—	—	29.4.74	10.5.74	6-10	*WRWTRST		
						13.5.74	24.5.74				
907740	WRRPWA	ALBATROSS	20	RANTAU	—	5.8.74	16.8.74	6-10	*WRWTRST		
				ALBATROSS	—	19.8.74	30.8.74				
907770	WRWTR	CERBERUS	50	—	—	11.3.74	17.5.74	6-10	*WRWTRST		
						11.3.74	17.5.74				

907780	WRSVAV	CERBERUS	40	—	—	20.5.74	16.8.74*	6-10	907750 Combined 919730
						13.8.74	18.10.74		
907790	WRSTD	CERBERUS	40	—	—	7.10.74	13.12.74*	6-10	Combined 919730
						9.1.74	5.3.74		
907930	WRRST	CERBERUS	22	—	—	26.8.74	18.10.74	3-6	Combined 919730
						16.1.74	8.3.74		
907940	WRRSM	HARMAN	80	LONSDALE	DSD	18.2.74	12.4.74	3-6	Combined 919730
						13.5.74	5.7.74		
907960	WRMED Section 1	CERBERUS	60	—	—	19.8.74	11.10.74	3-6	Combined 919730
						30.9.74	22.11.74		
937760	WRMED Section 2	CERBERUS	60	—	—	11.11.74	17.1.75	3-6	Combined 919730
						28.2.74	29.3.74		
911010	WRRP NAV YEO	WATSON	20	—	—	1.7.74	30.7.74	3-6	Combined 919730
						19.8.74	15.11.74		
937710	WRRO Section A	CERBERUS	30	—	—	18.11.74	6.12.74	6-16	not to be WROM
						9.1.74	29.3.74		
937730	WRROT	CERBERUS	36	—	—	1.4.74	21.6.74	4-10	not to be WROM
						1.7.74	20.9.74		
937740	WRRM Section B	HARMAN	105	—	—	23.9.74	13.12.74	4-10	not to be WROM
						29.1.74	22.2.74		
937740	WRRM Section B	HARMAN	105	—	—	26.8.74	20.9.74	4-10	not to be WROM
						9.1.74	20.2.74*		
937740	WRRM Section B	HARMAN	105	—	—	18.2.74	1.4.74	4-10	not to be WROM
						1.4.74	15.5.74		
937740	WRRM Section B	HARMAN	105	—	—	14.5.74	15.7.74*	4-10	not to be WROM
						1.7.74	20.9.74		
937740	WRRM Section B	HARMAN	105	—	—	1.7.74	9.8.74	4-10	not to be WROM
						13.8.74	24.9.74		
937740	WRRM Section B	HARMAN	105	—	—	23.9.74	5.11.74	4-10	not to be WROM
						6.11.74	13.12.74		
937740	WRRM Section B	HARMAN	105	—	—	9.1.74	1.3.74	4-10	not to be WROM
						21.2.74	11.4.74		
937740	WRRM Section B	HARMAN	105	—	—	2.4.74	24.5.74	4-10	not to be WROM
						16.5.74	25.7.74		
937740	WRRM Section B	HARMAN	105	—	—	16.7.74	4.9.74	4-10	not to be WROM
						13.8.74	2.10.74		
937740	WRRM Section B	HARMAN	105	—	—	25.9.74	15.11.74	4-10	not to be WROM
						6.11.74	20.12.74		
937740	WRRM Section B	HARMAN	105	—	—	13.8.73	5.2.74	4-10	not to be WROM
						27.9.74	22.3.74		
937740	WRRM Section B	HARMAN	105	—	—	31.10.73	26.4.74	4-10	not to be WROM
						13.12.73	14.6.74		
937740	WRRM Section B	HARMAN	105	—	—	3.4.74	20.9.74	4-10	not to be WROM
						3.4.74	20.9.74		

Branch or Group	EDP No	Course	Conducting Establishment	Duration in Days	Supporting Establishments	Subject	Starting Date	Completion Date	Min/Max Nos	Remarks
							17.5.74	1.11.74		
							12.8.74	4.2.75		
							26.9.74	21.3.75		
							7.11.74	6.5.75		
							16.12.74	12.6.75		
	907720	WRRP ..	WATSON ..	45	—	—	18.2.74	26.4.74		
							8.7.74	6.9.74		
							11.11.74	14.2.74		
	907730	WRRP NCS ..	WATSON ..	30	—	—	As required	—		
	907800	LWRRP WA ..	ALBATROSS	10	RANTAU	—	8.7.74	12.7.74		
					ALBATROSS	—	15.7.74	19.7.74		
	907820	LWRRP ..	WATSON ..	—	—	—	As required	—		
	907830	LWRREG ..	CERBERUS ..	65	—	—	28.10.74	28.2.75		
	907900	Advanced WRRP WA	ALBATROSS	14	RANTAU	—	16.9.74	23.9.74	—	Combined 911950
					ALBATROSS	—	25.9.74	4.10.74		
	907910	Advanced WRCK	CERBERUS ..	20	—	—	18.2.74	15.3.74	2-5	Combined 919920
							22.7.74	16.8.74		
	907920	Advanced WRRP	WATSON ..	65	—	—	21.1.74	26.4.74	—	Combined 911950
							5.8.74	1.11.74		
	907970	Advanced WRWTR	CERBERUS ..	25	—	—	8.7.74	9.8.74	—	Combined 919910
	907980	Advanced WRSV	CERBERUS ..	15	—	—	4.3.74	22.3.74	—	Combined 919950
	907990	Advanced WRSTD	CERBERUS ..	15	—	—	25.2.74	15.3.74	—	Combined 919930
							2.9.74	20.9.74		

(312/21/271)

Navy Orders 483/70 to 638/70 are now over three years old and may be disposed of accordingly.

