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ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,

27th July, 1944.

The following Orders having been approved by My Lords Commissioners of the Admiralty are hereby promulgated for information and guidance and necessary action.

A list of these Orders is enclosed.

By Command of Their Lordships,

J. V. Markham

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, Vessels and C.O. Craft (see A.F.O. 3758/44), Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE :—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

Awards
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ADMIRALTY FLEET ORDERS

No. Subject.

27th July, 1944.

SECTION I.—ADMINISTRATION OF THE FLEET, CEREMONIES, FOREIGN PORT REGULATIONS, ETC.

(Station Limits : Fighting Efficiency of Ships : Naval Aircraft Administration : Internal Organization of Ships : Navigation and Seamanship : Fleet Exercises and Practices, etc.)

3919. Message on Occasion of National Day of France—July 14th.
 3920. Status, Organization and Administration of Naval Sections, Bombardment Troops.
 3921. Aircraft Carriers—Standard Nomenclature for Staff, Departments, Compartments, etc.
 3922. German Hospital Ships.

SECTION 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, ETC.

3923. Honours and Awards—"London Gazette" Supplement of 18th July, 1944.
 3924. Honours and Awards—Royal Hellenic Navy.
 3925. Shadwell Testimonial Prize, 1943.
 3926. Naval Staff Course—Syllabus for Wartime Course.
 3927. R.N.R., R.N.V.R. Temporary R.N. (E.) and Temporary Instructor Officers—Grant of Acting Rank or Relative Rank of Lieutenant-Commander.
 3928. Acting Sub-Lieutenants (E.)—Promotions.
 3929. Second-Class Civil Aircraft Navigators' Licences—Exemption of Naval Observer Officers from Examination in certain Subjects.
 3930. Complements of Writer and Supply Ratings—Scales for Assessing, and Measure of Substitution by W.R.N.S. Personnel—REPORTS.
 3931. R.N. Air Stations—Complements of Writer and Supply Ratings.
 3932. Complement Amendments—Minesweepers.
 3933. Complement Amendments—H.M. Coastal Craft.
 3934. Senior Telegraphist Ratings—Charge Pay.
 3935. Petty Officer Writer (Postal)—Advancement to.
 3936. E.R.As. and Shipwrights Serving with Naval Aircraft—Transfer to Air Artificer—REPORTS.
 3937. Syllabuses of Training and Particulars of Examinations for Safety Equipment Ratings.
 3938. Royal Marine Divers—Extra Pay and Non-Substantive Pay.
 3939. Personnel Returning from Abroad—Procedure.
 3940. Gunnery Proficiency Awards.
 3941. Officiating Ministers of Religion.
 3942. Drafting of Buglers.
 3943. H.M.S. "Excalibur"—Routeing of Personnel to.
 3944. W.R.N.S. Ratings—Irregular Employment—Use of Correct Category Names.
 3945. W.R.N.S.—Volunteers for Duty as Welfare Workers.
 3946. State Insurance—Omissions When Rendering Forms U.I. 3XS.
 3947. Ratings' Disability and Dependants' War Pensions (Men and Women).
 3948. Maintenance of Wives and other Dependants of Men Serving Under T.124X and Similar Agreements During Sentences of Detention, etc.—REPORTS.
 3949. Instructional Film "Chemistry of Fire" (Serial No. A. 175).
 3950. Instructional Film "Diesel Engine Marquette Hydraulic Governors" (Serial No. G. 181).
 3951. Instructional Film "York 40 mm. A.A. Weapon" (Serial No. G. 186).
 3952. Publication of Naval Magazines.
 3953. R.N. Supply and Secretariat School.
 3954. Admiralty M.T. Vehicles—"Split" or "Two-Piece" Road Wheels—Precautions as to Release of Nuts.
 3955. Travel Between the United Kingdom and the Continent—Visits to Normandy.
 3956. Exchange and Disposal of French "Invasion" Currency.
 3957. Clothing and Effects of Deceased Personnel—Disinfection.
 3958. South African Naval Forces—Cost of Living Allowances.
 3959. Services and Supplies to the Polish Armed Forces—Accounting Reports.
 3960. Merchant Seamen—Treatment in Naval Hospitals.
 3961. S.S. "Northland"—Canteen Fund Rebate—Disposal.—*Notice Boards only.*
 3962. No. 1 Mobile Beach Repair Unit—Canteen Funds—Disposal.—*Notice Boards only.*
 3963. Sports—R.N. and R.M. Sports Control Board—Donation.—*Notice Boards only.*

SECTION 3.—G., T., N., E., ETC., & STORES; HULL, EQUIPMENT & FITTINGS.

Gunnery.—(Guns, Mountings, Ammunition, Turrets, Directors, Fire Control, Diving Apparatus, Magazines, etc., and Stores.)

3964. Guns—20 mm. Oerlikon Holdalls—Introduction.
 3965. Guns—20 mm. Oerlikon—Breech Casings with Oversize Screw Threads.
 3966. Guns—Oerlikon—Shoulder Rests, Mark III, and Handgrips, Mark I* and II—Introduction.
 3967. Guns—M/C Vickers 0.5-in., Mark III—Firing Pins, Mark II—Introduction.
 3968. Gun Mountings—General—Local Purchase Orders for Gun Mounting Gear—REPORTS.
 3969. Aircraft—Guns, Hispano 20 mm., fitted with Edgewater Adaptors—Covers, Muzzle, No. 2, Ref. 7G/599.
 3970. Target Indicating Systems—Searchlight Control—Mark V., etc., Sights—Protection from Water.
 3971. Training—Instructional Appliances—Gyro Sight Trainer for Single Oerlikons.

Torpedo.—(Torpedoes, Tubes, Mines and Minesweeping, Depth Charges, Paravanes, Electrical Equipment, Anti-Gas, Aircraft Torpedoes, etc., and Stores.)

3972. Torpedoes—18-in., Mark XII/XV, 21-in., Mark VIII/IX—Introduction of New Pattern Pipe Connecting Valves, Stop and Charging.
 3973. Torpedo Stores—Bars, Launching-in Torpedoes St. No. T. 260B—Revised Allowances.
 3974. Depth Charge Pistols, Mark VII—Key Adjuster Cover.
 3975. Depth Charge Pistol Extracting Tool.
 3976. Smoke Screening—U.S. Floating Smoke Pot M.4 and M.4 A.1.—Precautions in Stowage and in Use.
 3977. Radio Interference in Coastal Force Craft.
 3978. Titanium Tetrachloride Drums—Care of.

Engineer.—(Main and Auxiliary Engines, Boilers, other Machinery in Charge of the Engineer Officer, including Catapults, Coal and Oil Fuel, and Engineering Stores.)

3979. Introduction of Propeller Shaft Flexible Couplings.
 3980. Steering Gear—Hydraulic Type—Working Fluid.
 3981. Evaporating and Distilling Plants—Reduction of Scale Formation—As. and As.—REPORTS.
 3982. Refrigerant Gas (Freon)—Contractors' 145 lb. Cylinders.
 3983. Refrigerators Using Freon—Servicing.
 3984. Methyl Chloride Cylinders of American Manufacture to be Withdrawn from Service.
Signals.—(W/T and V/S Apparatus, Radar, D.F., S.R.E., Wa/T and Stores.)
 3985. Visual Signalling Apparatus—Revised Allowances of 10-in. Signalling Projectors and Lanterns.
 3986. Ground Strip Signals.
 3987. D/F Outfits F.M.2/7/11/12—Adjustment of Inductance Correcting Unit.
 3988. Radar Teacher Outfit H.R.A.—Modification.
 3989. Wireless Set, Type T.A.J.—General Electric Co. Manufacture—Fitting-out Information.
 3990. Rigging Arrangements for M/F, D/F Outfits F.M.4 and F.M.11—As. and As.
 3991. R.N. Shore Wireless Stations—Transmitter, Type 610—Introduction.

Aircraft.—(Technical.)

3992. Aircraft Radio—Crystals—Repair.
 3993. Aircraft Radio—Shortening of T.R. 1366 Fixed Aerial in Barracuda.
 3994. Mercury Engines—Use of Warm Air Intake—Special Flying Instruction T.F./339

General.—(Hull, Armour, General Equipment and Fittings, etc., and Orders affecting two or more Departments.)

3995. Watertight Doors.
 3996. Main Circulating Inlet—Weed Clearing Fittings—As. and As.
 3997. Tenders—Allowance.
 3998. Fitting Additional Armament in Destroyers, Cruisers and Above.
 3999. Chain Cable, 1½-in.—Cutting for Stretcher Chains.
 4000. High Speed Indicators, Pattern 1776—Allowance.
 4001. High Speed Target, 50 ft.—REPORTS.
 4002. Crash Gear Equipment for Boats Attending on Flying Operations.
 4003. Fire Extinguishers, Pattern 4726—Increased Allowances.
 4004. Firefighting in H.M. Ships—Branchpipes with Jet/Spray Nozzles—Increased Allowances.
 4005. Outbreaks of Fire—REPORTS.
 4006. Oiling-at-Sea—Allocation of Responsibilities for Development.
 4007. Rocket Assisted Take-off—Improvement of Tightness of Aircraft Lift Seals.

SECTION 3.—G., T., N., E., ETC., & STORES; HULL, EQUIPMENT & FITTINGS—*contd.*

General.—(Hull, Armour, General Equipment and Fittings, etc., and Orders affecting two or more Departments.)—contd.

- 4008 Ventilation of W/T Battery Cupboard.
- 4009. Telephone, Multiphone and Broadcast Intercommunication Amplifier Spares—Allowances of.
- 4010. Slips and Shackles, Pattern 1915—Allowances.
- 4011. Spanners for Use with H.R.C. Fuses—H.M. Ships.
- 4012. Freon Gas Leak Detection Lamps, Pattern 69—Allowances.
- 4013. Look-out Platforms—As. and As.
- 4014. Aircraft Lifts—Warning Arrangements.
- 4015. As. and As.—Procedure.
- 4016. As. and As.—“Smiter” and Tracker Classes, and “Archer” and “Biter.”
- 4017. Aluminium and Aluminium Alloys—Use of—Relaxation of Restrictions for Hull Services.
- 4018. Aircraft Radio—Reporting of Defects in Radio-communication and Radar Equipment.
- 4019. Canvas Hose and Hose Couplings—Repair of.
- 4020. Caterpillar Track Units.
- 4021. Steel Box for Statfile Films.

SECTION 4.—OTHER STORES—NAVAL STORES*, VICTUALLING STORES, MEDICAL STORES, CONTRACTS

(*All N.S. Orders not included under Section 3.)

- 4022. Transparent Visors—Supply.
- 4023. Meat, Offals, Butter and Margarine—Repayment Prices to other Services.
- 4024. New Non-Substantive Badges for Ratings of the Naval Airman Branch.
- 4025. W.R.N.S.—Uniform Kits.
- 4026. Provisions Obtained from N.A.A.F.I.—Accounting Procedure for Supplies which are Subject to Discount.
- 4027. Penicillin—REPORT.

SECTION 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

- 4028. Amendments to Books.
- 4029. A.M.S.Is.
- 4030. B.R. 811—Guard Cover for Aircraft Torpedo Manual, Part III.
- 4031. Form 0.6—Ammunition Labels—Additions.
- 4032. Form S.81. Loose-Leaf—Introduction.
- 4033. O.U. 5420—Rate Book 1942—Victualling and Royal Marine Stores.
- 4034. Increase in Scale of Supply of B.R.3 and B.R.11 to Major Landing Craft.
- 4035. Naval Magazine “The Ditty Box.”
- 4036. R.N. Air Publications Depot Belfast.
- 4037. Newington Causeway, London, S.E.1.—Removal of Staff to New Address.
- 4038. Orkney Islands—Change of Title of Naval Armanent Supply Officer.

SECTION 6.—SHORE ESTABLISHMENTS

- 4039. Overtime Gratuities for Staff Officers and Higher Executive Officers.
- 4040. Local War Bonus Payable to Non-Industrial Staff—Reckonable for Superannuation Purposes.
- 4041. Typing Grades Proficiency Tests—REPORTS.
- 4042. Non-Industrial Staff Entered from Government Training Centres—Leave.
- 4043. Transfer Allowance—Inclusion in Non-Industrial Emoluments on Appointment to a Non-Industrial Grade.
- 4044. Admiralty Civil Police—Scrutiny of New Entrants.
- 4045. Assisted Trips Home for Admiralty Industrial Employees—August Bank Holiday period, 1944.
- 4046. C.E.-in-C's. Dept.—Grouped Works Districts.
- 4047. Manpower—Non-Industrial Personnel Released to the Armed and Auxiliary Forces and to Industry—Returns.
- 4048. Industrial Telephone Operators (Male and Female)—Conditions of Service.
- 4049. V.A.D. Personnel—Pay Vouchers.
- 4050. Crash Gear Equipment for Boats Attending on Flying Operations.
- 4051. Income Tax—Completion of Forms 36D (D.C.B.)—Civilian Employees and Naval Personnel Borne for Pay at Civil Establishments.
- 4052. Timber—Bad Supply Position.
- 4053. Home Guard.
- 4054. Exchange and Disposal of French “Invasion” Currency.

(Orders marked * have been reprinted for posting on Notice Boards; marked † may be communicated to the Press.)

Section 1

ADMINISTRATION OF THE FLEET, CEREMONIES,
FOREIGN PORT REGULATIONS, etc.

3919.—Message on Occasion of National Day of France—July 14th

(M. 010126/44.—27 Jul. 1944.)

The following message was sent by the First Lord :

It is with particular pleasure, on this anniversary, July 14th of France's National Day, when the eagerly awaited first steps for liberation have been successfully taken on the soil of France herself, that I send on behalf of the Board of Admiralty and the Royal Navy cordial greetings to all officers and men of the French Navy. The success of this greatest of all combined operations justifies the hope that the Nazi forces, already reeling under the heavy defeats sustained on the Eastern and Southern Fronts, will before long be completely broken and that France, released from her shackles, will once more take her rightful place among the Nations.—A. V. ALEXANDER.

The following reply was received :—

I tender my sincere thanks for the friendly sentiments which you have expressed towards the French Navy in the telegram which you sent to me on the occasion of our National Festival. I have communicated its contents to all those, officers and ratings, who are striving with all their hearts in the common cause of delivering the world from the Nazi tyranny and of liberating France. At the side of the Royal Navy which they admire, the French Navy is happy to take an ever increasing share in the victory of the United Nations.—LOUIS JACQUINOT, Commissaire of the Navy.

3920.—Status, Organization and Administration of Naval Sections,
Bombardment Troops

(M./C.O.D. 001118/44.—27 Jul. 1944.)

1. A “Naval Section, Bombardment Troop” (short title N.S.B.T.) consists of a number of naval telegraphist ratings, trained in naval bombardment W/T procedure, whose function is to communicate the spotting directions of the military F.O.s.B. (Forward Observers Bombardment) to bombarding ships and support craft.

2. A “Combined Operations Bombardment Troop,” of which a N.S.B.T. forms the naval element, also includes officers of the Royal Artillery and certain other military ranks, but this Order is not concerned with the tactical role or military organization of this troop. The term “Beach Support and Reconnaissance Unit” is abolished.

3. A Naval Officer has now been appointed in command of each N.S.B.T. His duties are purely administrative and are not directly concerned with the operational employment of the naval ratings, who will be required to conform to the tactical military requirements of the Army Officers concerned. He is, however, unless otherwise ordered, the Officer in “immediate command” of the naval ratings of his section, when on detached service. A.F.O. 2315/44 refers. This officer will be a qualified signal officer (C.O.S.O.), in order that he may assist with their training.

4. The naval ratings are C.O. personnel within the meaning of A.F.O. 1653/44 and are borne for pay on the books of H.M.S. “Cobra”. No officer or rating may

be withdrawn from or added to a "Naval Section, Bombardment Troop" except by an attachment, issued by Admiralty in C.O.A.L., or a draft order, issued by H.M.S. "Copra," respectively. In this connection the N.S.B.T. is the basic administrative unit, similar to a Landing Craft Flotilla, whose integrity is to be preserved (*vide* C.A.F.O. 2747/43) and which cannot be disbanded except by order of the Admiralty or of a Naval Commander-in-Chief, Abroad.

5. "Naval Sections, Bombardment Troops," will be numbered serially from 1 to 12, or further if needed.

6. N.S.B.Ts. will be allocated either to a Landing Craft Base or other suitable base ship or placed at the disposal of a Naval Force Commander for operations. In the latter case it will become the responsibility of the Naval Force Commander to nominate a base or ship to which the unit will be allocated. In all cases it is necessary that a "Naval Section, Bombardment Troop" is "allocated" (*see* paragraph 10) to a suitable superior naval authority at all times, including the period when it is attached to a Combined Operations Bombardment Troop, either for training or active operations.

7. Should it be necessary for any purpose of training or operational employment for a "Naval Section, Bombardment Troop" to be moved from the base or ship to which it has been allocated, then this can be arranged by the C.O. of such base or ship, provided that the Admiralty and H.M.S. "Copra" are informed in order that mails can be diverted and arrangements made for any changes in records, pay and allowances. Should such detachment be prolonged and/or too far removed from the jurisdiction of the responsible naval authority, then he is to request a re-allocation through the usual Service channels.

8. It is most desirable that once a "Combined Operations Bombardment Troop" is formed that the Naval Section should not be separated from the military, otherwise the value of their combined training will be lost. Whilst it is necessary, therefore, to maintain the organization as a combined unit this in no way absolves the C.O. of the base or ship, to which the naval section has been "allocated," from his administrative responsibility nor is that allocation to be changed without authority from the Admiralty or a Commander-in-Chief, Abroad (*see* paragraph 10). On operations, the Naval Force Commander will propose such re-allocation as may be necessary when the N.S.B.T. proceeds into the assault area.

9. Although a "Combined Operations Bombardment Unit" consists of three "C.O. Bombardment Troops" this superior organization has no naval administrative significance and is purely military; the Naval Officer in paragraph 3 above being responsible for the administration of his section to the C.O. of the base to which his unit has been allocated.

10. The term "allocated," when used in connection with landing ship and craft organization and special C.O. units, denotes that the vessel or unit concerned is to form a part of the unit or force indicated for purposes of general administration or is to come under the general administration of the Commanding Officer of the ship or base indicated as the case may be. (Paragraph 4 of C.A.F.O. 1732/43 refers.)

11. The term "Naval Section, Bombardment Troop," is to be substituted for the term "Beach Support and Reconnaissance Unit" in A.F.Os. 6308/43, 488/44, 1653/44, 1722/44 and 3206/44.

(C.A.F.Os. 1732/43, 2747/43, A.F.Os. 6308/43, 488/44, 1653/44,
1722/44, 2315/44 and 3206/44.)

3921.—Aircraft Carriers—Standard Nomenclature for Staff, Departments, Compartments, etc.

(A. 0674/43.—27 Jul. 1944.)

The following amendment is to be made to A.F.O. 3250/44, item 53 :—
For "Air Intelligence Office" read "Air Intelligence Room".

(A.F.O. 3250/44.)

3922.—German Hospital Ships

(M. 06544/44.—27 Jul. 1944.)

The German Government have notified the s.s. "Greifswald" (ex "Gouverneur-General Jonnart") as a hospital ship. H.M. Government have accepted her in addition to those promulgated in A.F.Os. 1764/44, 2969/44 and 3371/44. Particulars are as follows :—

G.R.T.	4,500
Length	111 metres
Breadth	16 metres
No. of funnels	2
Speed	12½ knots
Draught	8·70 metres

The s.s. "Greifswald" will have the normal hospital ship markings and illuminations.

(A.F.O. 1764/44, 2969/44 and 3371/44.)

(A.G.M. 383A is cancelled.)

Section 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, etc.

*3923.—Honours and Awards—"London Gazette" Supplement of 18th July, 1944

(H. & A.—27 Jul. 1944.)

CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD,

St. James's Palace, S.W.1.

18th July, 1944.

The KING has been graciously pleased to give orders for the following appointments to the Most Excellent Order of the British Empire :—

To be an Additional Commander of the Military Division of the said
Most Excellent Order :

Rear Admiral Arthur William La Touche Bisset,

For distinguished service in command of operations against enemy shipping in Northern Waters successfully carried out by Carrier borne aircraft.

To be Additional Members of the Military Division of the said
Most Excellent Order :

Temporary Lieutenant (A) Douglas Charles Hill, R.N.Z.N.V.R. (Wellington, New Zealand).

For outstanding skill and ability as Flight Deck Officer in H.M.S. "Emperor" during successful attacks on enemy shipping in Northern Waters.

Temporary Lieutenant Denis Kelleher, R.N.V.R.

Temporary Lieutenant David Pelham James, R.N.V.R.

Temporary Lieutenant (A) Stewart William Lennox Campbell, R.N.V.R.

For gallant and distinguished services.

ADMIRALTY,
Whitehall,

18th July, 1944.

The KING has been graciously pleased to give orders for the following appointments to the Distinguished Service Order and to approve the following awards:—

For undaunted courage, skill and devotion to duty while serving in, or operating from, H.M. Ships "Activity", "Fencer", "Keppel", "Saumarez", "Starling" and "Tracker" in the escort of convoys to and from North Russia in the face of determined attacks by U-boats:—

To be a Companion of the Distinguished Service Order:

Commander Ismay James Tyson, D.S.C., R.D., R.N.R.

The Distinguished Service Cross

Acting Temporary Lieutenant-Commander (A) Jack Gordon Large, R.N.V.R. (Plymouth).

Temporary Lieutenant (A) Stanley Brilliant, R.N.V.R.

Temporary Lieutenant (A) George Brown Cameron Sangster, R.N.V.R. (Aberdeen).

Temporary Lieutenant (A) John Elsworth Scott, R.N.V.R.

Temporary Lieutenant (A) John Stannard Toner, R.N.V.R. (Saffron Walden, Essex).

Temporary Lieutenant (A) George Ronald Willcocks, R.N.V.R. (Sydney, N.S.W., Australia).

Temporary Sub-Lieutenant Reginald Henry Meed, R.N.V.R.

Temporary Sub-Lieutenant (A) Harry Chadwick, R.N.V.R.

Temporary Sub-Lieutenant (A) Raymond Amyas Woodward, R.N.V.R. (Sheffield).

Mr. Richard Bramble, Temporary Warrant Mechanician, R.N.

The Distinguished Service Medal

Temporary Acting Petty Officer (A) John Perry, FAA/FX.90977.

Leading Seaman William Winters, P/SSX.13744 (Dolgarrog, N. Wales).

Temporary Leading Airman John Albert Greenfield, FAA/FX.115045.

Stoker First Class Thomas Francis Houlihan, D/KX.113416 (Limerick, Co. Limerick, Ireland).

Mention in Despatches

Captain Peter Grenville Lyon Cazalet, D.S.C., R.N.

Acting Captain Wolf Walter Rudolf Bentinck, O.B.E., R.N.

Lieutenant-Commander Douglas Charles Vincent Pelly, R.N.

Acting Lieutenant-Commander (A) John Marshall Glaser, R.N.

Temporary Lieutenant Alan Clive Burn, R.N.V.R. (London).

Temporary Lieutenant Thomas William Ceri Fisher, D.S.C., R.N.V.R. (Stilton, Hants).

Temporary Lieutenant Donald Ramos Wallace, R.N.Z.N.V.R. (Wellington, New Zealand).

Lieutenant (A) Francis Ernest Orman Temple-West, R.N. (Gillingham).

Temporary Lieutenant (A) Sidney James Barker, D.S.C., R.N.V.R.

Temporary Lieutenant (A) Roger James Brown, R.N.V.R. (Semer, Ipswich).

Temporary Lieutenant (A) Gerald Vernon Child, R.N.V.R. (Bookham, Surrey).

Temporary Lieutenant (A) Frank Geoffrey Outwin, R.N.V.R.

Temporary Sub-Lieutenant Jack Roberts, R.N.V.R. (Middleton, Lancs).

Sub-Lieutenant Michael Ratcliffe Simpson, R.N. (Easton, Suffolk).

Temporary Sub-Lieutenant (A) Leslie George Cooper, R.N.V.R.

Temporary Sub-Lieutenant (A) Gordon Charles Debney, R.N.V.R. (Ealing, London).

Temporary Sub-Lieutenant (A) Gordon Wallis McCabe, R.N.V.R. (Maidstone, Kent).

Temporary Sub-Lieutenant (A) Ronald Joseph Nicholls, R.N.V.R.

Temporary Sub-Lieutenant (A) Noel Murray Simon, R.N.V.R. (West Wickham, Kent).

Temporary Sub-Lieutenant (A) Richard Kenneth Louis Yeo, R.N.V.R. (Exeter).

Temporary Sub-Lieutenant (A) John McEwan Gilbert, R.N.Z.N.V.R.

Temporary Sub-Lieutenant (A) Patrick Eamon Temm, R.N.Z.N.V.R.

Chief Petty Officer Telegraphist Bernard Francis Leach, C/J.103525.

Petty Officer (A) Ian McKenzie Kay, FAA/FX.90724.

Temporary Petty Officer Airman George Bertram Wells, FAA/FX.82746 (Lee-on-Solent).

Petty Officer Telegraphist Leslie Albert John Clarke, C/JX.139249.

Petty Officer Air Mechanic (E) Patrick Keohane, FAA/FX.79743.

Leading Seaman Wilfred Smith, P/JX.260217 (Hesham).

Temporary Leading Seaman William Seddon, D/MDX.2136 (Bolton, Lancs).

Acting Leading Seaman Sidney Burry, C/JX.180823.

Acting Leading Seaman Arthur James Hatch, C/SSX.22271.

Acting Temporary Leading Seaman William Henry Scotford, D/JX.309502 (Halifax).

Leading Airman Douglas Leslie James, FAA/FX.86952.

Able Seaman Thomas Arscott, P/JX.362957 (Taunton).

Able Seaman Hugh Gilbert Glachan, D/JX.376584 (Dalry, Ayrshire).

Able Seaman George Hemmingway, P/JX.275230 (Lazells, Birmingham).

Able Seaman Patrick Kelly, P/JX.339825 (Chippenham).

For outstanding leadership and skill:—

To be a Companion of the Distinguished Service Order:

Acting Temporary Commander Sir George Binney, R.N.V.R.

For outstanding courage, resolution and skill in successful patrols in one of H.M. Submarines:—

Bar to the Distinguished Service Cross

Lieutenant James Stuart Launder, D.S.C., R.N. (South Shields).

The Distinguished Service Medal

Acting Chief Petty Officer Alfred Stephen Hollis, D/JX.143782 (Birmingham).

Chief Engine Room Artificer Charles Beresford Britton, C/MX.45233 (Dunoon).

Temporary Acting Leading Seaman Royston Ernest Hemmings, D/BDX.1647 (Bristol).

Mention in Despatches

Lieutenant Anthony Reginald Marshall, R.N. (London).

Lieutenant Andrew Thomas Chalmers, R.N. (Hanworth).

Petty Officer George David Rutherford, P/JX.128241 (Belfast).

Leading Stoker Albert Hamilton, D/KX.86182 (Aberdeen).

For outstanding leadership, skill and devotion to duty in H.M.S. "Icarus" and H.M. Canadian Ships "Chilliwick", "Chaudiere", "Fennel", "Gatineau" and "St. Catherines" in a successful operation against a U-boat:—

Bar to the Distinguished Service Cross

Commander Philip Whitworth Burnett, D.S.C., R.N. (Barrow-in-Furness).

The Distinguished Service Cross

Lieutenant-Commander Clifton Rexford Coughlin, R.C.N.V.R. (Ottawa).

Temporary Lieutenant William George Gooderham, R.C.N.V.R. (Vancouver).

The Distinguished Service Medal

Petty Officer Edward Badger, V.7899 (Toronto).

Engine Room Artificer Third Class Arthur Longbottom, V.10650 (Moosejaw, Saskatchewan).

Able Seaman Francis Dudley Craig, V.32905 (Kamsack, Saskatchewan).

Signalman John Rex Starr, V.24919 (Winnipeg).

Mention in Despatches

Lieutenant-Commander Richard Dyer, R.N. (Sevenoaks).

Acting Lieutenant-Commander Harold Victor William Groos, R.C.N. (Halifax, Nova Scotia).

Acting Lieutenant-Commander William Purves Moffat, R.C.N.V.R. (Halifax, Nova Scotia).

Acting Lieutenant-Commander Charles Patrick Nixon, R.C.N. (Victoria, British Columbia).

Lieutenant Douglas Seaman Boyle, R.C.N. (Revelstoke, British Columbia).

Lieutenant Thomas Herbert Atherton, R.C.N.V.R. (Parry Sound, Ontario).

Lieutenant Terence Charles Todd, R.C.N.V.R. (Victoria, British Columbia).

Lieutenant (E) Frank Harley, R.C.N.R. (Glasgow).

Chief Petty Officer John Francis Barnes, P/J.107881 (Newport, Isle of Wight).

Chief Engine Room Artificer Norbert Joseph Laderoute, A.1666 (Fort William, Ontario).

Chief Engine Room Artificer Second Class Jack Miller, 21324 (Halifax, Nova Scotia).

Chief Engine Room Artificer John Elliot Williams, V.22689 (Victoria, British Columbia).
 Chief Petty Officer Telegraphist Arthur John Carrington, V.13194 (Victoria, British Columbia).
 Chief Stoker John Edward Fitzgerald Parker, 20345 (Halifax, Nova Scotia).
 Leading Seaman Albert James Blatch, P/JX.137690 (Newbury, Yorks).
 Leading Seaman Norman Leslie Bourne, 4023 (Vancouver).
 Leading Seaman Clifford Douglas Boyd, V.2741 (St. John's, Newfoundland).
 Leading Seaman Ernest Robert Brace, V.23145 (Verdun, Quebec).
 Leading Seaman Lester John Lauder, V.5731 (Montreal).
 Temporary Leading Stoker George Hunter McGinn, 21592 (Kamloops, British Columbia).
 Telegraphist Edmond Harold Butler, V.7654 (Toronto).

For outstanding services in H.M. Ships "Emperor" and "Striker" in operations against enemy shipping in Northern Waters:—

The Distinguished Service Cross

Temporary Sub-Lieutenant (A) Trevor Herbert Hoare, R.N.Z.N.V.R. (Wellington, New Zealand).

Mention in Despatches

Acting Lieutenant-Commander Sidney James Hall, D.S.C., R.N. (Liverpool).
 Acting Lieutenant-Commander (A) Stanley Gordon Orr, D.S.C., R.N.V.R. (London).
 Temporary Sub-Lieutenant (A) David Roger Price Owen, R.N.V.R. (Aston).
 Temporary Sub-Lieutenant (A) Rupert Oliver Steel, R.N.V.R. (Lockerbie).
 Temporary Acting Sub-Lieutenant (E) Leonard George Harrison, R.N.V.R. (Cardiff).
 Stoker Petty Officer Samuel Murray McLean, P/KX.86635 (Anstruther).

For coolness and skill in H.M.S. "Quorn" during an action with E-boats:—

Mention in Despatches

Temporary Lieutenant Robert John Slater, R.N.V.R. (Ipswich).

For good services:—

Mention in Despatches

Sick Berth Attendant John Spencer, D/SBR./X.7466 (Altrincham).
 Able Seaman Ronald George Smee, D/JX.374482 (London).

The following amendments, where underlined, are made to previous Orders of Honours and Awards under the headings shown:—

A.F.O. 6202/44.

Mention in Despatches

For Temporary Lieutenant Ralph Burton Goodwin, R.N.Z.N.V.R.
 read Temporary Lieutenant Robert Goodburn, R.N.V.R.

A.F.O. 2970/44.

The Distinguished Service Medal

Ordnance Artificer First Class William Weatherell Cottam, C/M.36773.
 Stoker Petty Officer Frank Alfred Molloy, C/K.66446.
 Acting Leading Seaman Frederick Howard Abram, C/JX.167321.

A.F.O. 3248/44.

Mention in Despatches

Stoker Petty Officer Cyril Alexander Cairns, C/KX.89129.

A.F.O. 2822/44.

The following should be added to the list of ships taking part in the landings on the Italian mainland and at Salerno:—

H.M. Ships "Palomares", "Penelope", "Roberts", "Sirius" and "Stornoway".

3924.—Honours and Awards—Royal Hellenic Navy

(H. & A. 547/44.—27 Jul. 1944.)

The King has been graciously pleased to approve the following award for gallant and distinguished service in operations in the Aegean:—

Distinguished Service Cross.

Commander Andre Loudos, Royal Hellenic Navy.

2. This Award will not be gazetted.

3925.—Shadwell Testimonial Prize, 1943

(H. 19772/44.—27 July, 1944.)

No original survey of sufficient merit having been received in office during the year, it has been decided that the Shadwell Testimonial Prize cannot be awarded for 1943.

3926.—Naval Staff Course—Syllabus for Wartime Course

(C.W. 36425/44.—27 Jul. 1944.)

The Naval Staff Course was re-instituted in a modified form in November, 1943.

2. The course, which is of ten week's duration, is designed to train staff officers, emphasizing inter-service aspects, and to adjust administrative with operational requirements. The syllabus, therefore, covers subjects with which many sea-going officers may be unfamiliar.

3. The present syllabus is as follows:—

First week.—Admiralty Organization. Naval Secretariat. General Staff Duties.

Second week.—Action Information Organization. Principles of War and Strategy. Appreciations.

Third week.—Trade Protection. Convoy. Naval Law. W/T and Radar. Cyphering.

Fourth week.—Army Organization. Fleet Air Arm. Coastal Command.

Fifth week.—Intelligence.

Sixth week.—Staff aspects of A/S Units, Coastal Forces, Minesweeping, Minelaying, Maintenance and Victalling of Fleet. U.S. Navy.

Seventh week.—Far Eastern Problems. Japanese Navy. Staff Aspects of Home Commands.

Eighth week.—Combined Operations.

Ninth and Tenth week.—Problems connected with captured ports. Personnel. Welfare.

4. R.N. and R.M. officers will be eligible for selection as in Article 328, K.R. & A.I., but the restriction on seniority of Lieutenants is waived temporarily.

5. R.N.R. and R.N.V.R. officers of the rank of Commander, Lieutenant-Commander and Lieutenant (Executive and Special Branches) will also be considered for the course. Whilst it is most desirable that Reserve Officers should have had sea or operational experience, application may be forwarded in respect of R.N.R. and R.N.V.R. officers (including Special Branch) not possessed of such experience, provided that their qualifications are of a high standard, and they are specially recommended.

If officers have not had service afloat or on a Base Staff the Commanding Officer's report should state, *inter alia*, the grounds upon which the special recommendation is made.

6. In normal circumstances, qualifications at the Staff College will lead to an appointment of more scope and responsibility than would have been the case if the officer had not undergone the course.

(A.F.O. 385/44.)

(A.F.O. 3255/43 is cancelled.)

**3927.—R.N.R., R.N.V.R., Temporary R.N.(E), and Temporary Instructor Officers—
Grant of Acting Rank or Relative Rank of Lieutenant Commander**

(C.W.—27 Jul. 1944.)

The following order consolidates the previous orders governing the half-yearly selective promotion of officers to Acting Lieutenant Commander.

2. To enable the Admiralty to fill appointments which require Lieutenant Commander's rank by the officers most suited to hold these appointments, officers of the following categories may be recommended for the rank of Acting Lieutenant Commander or relative rank :—

- R.N.R., R.N.V.R. and R.N.V.(W.)R. Officers (Permanent and Temporary) (excluding officers serving on T.124 and similar agreements).
- Temporary R.N.(E) Officers.
- Temporary Instructor Officers (Hostilities only).

3. As these promotions are designed to meet the requirements of the Fleet for officers of this rank, recommending officers should state the type of appointment or appointments for which the officer is considered suitable. Commanding Officers should not limit their recommendations to officers who are capable of performing all the duties of a Lieutenant Commander. Normally, ability to perform the duties of a Lieutenant Commander in the particular type of duties in which the officer has specialized is sufficient.

4. Promotions will be by selection and will be made half-yearly on the 31st March and 30th September.

5. *Qualification.*—Officers of all branches are eligible and must :—

- (a) Have two years mobilized service in the confirmed rank of Lieutenant (but see paragraph 9 (iii) for Pilots and Observers).
- (b) Be recommended as outstanding in the performance of their duties as Lieutenants and fully suitable to hold the rank of a Reserve or Temporary Lieutenant Commander.

Note.—Normally, officers under the age of 30 will not be considered.

6. *Recommendations.*—Recommendations (which may be made at any time) are to be rendered on Forms S.206.d. and are to be forwarded through Administrative Authorities to the Admiral Commanding Reserves. They must reach him by the 15th February and the 15th August for consideration in March and September. Recommendations received after these dates cannot be considered until the next half-year. Recommendations for R.N.R. and R.N.V.R. officers are to be forwarded separately; recommendations for Temporary Instructor Lieutenants are to be forwarded to the Director of Education Department, Admiralty, and not to Admiral Commanding Reserves.

7. Officers recommended but not selected for promotion are not automatically reconsidered when the next selections are made. Fresh recommendations must, therefore, be forwarded if it is desired that officers not promoted one half-year should receive consideration the following half-year. There is no limit to the number of times an officer may be recommended under this order.

8. Instances have come to notice of officers on detached service who, although eligible and suitable for consideration, have been overlooked, apparently through lack of a regular administrative authority. Every endeavour should be made to obviate any officers' opportunities of promotion being jeopardized in these circumstances.

9. (i) *Executive Officers.*—It is to be stated whether or not the officer holds a Watchkeeping Certificate.

(ii) *Transferees from one Branch to another.*—Officers who have transferred from one Branch of the Navy to another may count time in both branches towards the war service required.

(iii) *Pilots and Observers.*—In view of the comparatively early age at which operational flying ceases and the requirements for Lieutenant Commanders for command of squadrons, executive or Air Branch officers who are qualified as Pilots or Observers will be eligible for recommendation after six months' service as a confirmed Lieutenant in an operational squadron, or twelve months in a non-operational squadron. Conditions are otherwise as for other branches but the note to paragraph 5 will not necessarily apply.

10. Normally officers promoted under this Order will continue to be employed in appointments carrying this rank and will not, therefore, be required to revert to the rank of Lieutenant subject to continued efficiency and satisfactory service. Officers holding the acting rank "while holding present appointment" should therefore be included in recommendation if qualified.

11. Applications for the grant of the rank of Acting Lieutenant Commander to officers not qualified under this Order when the duties on which they are engaged are considered to necessitate the grant of the higher rank may continue to be made but these appointments will normally be filled by an officer holding the higher rank under this Order and not by promoting the Officer already holding the appointment. Any such application should give details of the exact nature of the officer's duties; if the officer exercises immediate command over other officers, the numbers and ranks are to be stated.

12. It is still necessary, however, that the Admiralty should be aware of the names of all Reserve officers who are considered outstanding and suitable for higher rank even though they are not qualified under this Order, and recommendations of such officers should continue to be forwarded to Admiral Commanding Reserves. The recommendations should be supported by Forms S.206 and should indicate the type of appointment or appointments for which the officer is specially qualified or recommended.

(A.F.Os. 4240/42, 4703/42, 5865/42, 1779/43, and 2708/43 are cancelled.)

3928.—Acting Sub-Lieutenants (E)—Promotions

(C.W. 16221/44.—27 Jul. 1944.)

The undermentioned promotions to the rank of Acting Sub-Lieutenant (E) have been made, to date 1st July, 1944 :—

Frederick James Robert Beaton	...	O.A.4.	P/MX.55266.
Clifford Lawson Jordan	...	E.R.A.4.	D/MX.56176.
James Hilton Alston	...	E.R.A.3.	C/MX.52225.
Robert Norman Jackson	...	E.R.A.4.	D/MX.56110.
Robert Cecil Lowe	...	E.R.A.4.	P/MX.53124.
Frank Charles Albert Ward	...	E.R.A.3.	C/MX.53164.

(K.R. & A.I., Appendix XII, Part 7, Section III.)

(A.F.O. 2472/42.)

***3929.—Second Class Civil Aircraft Navigators' Licences—Exemption of Naval Observer Officers from Examination in Certain Subjects**

(C.W. 26903/44.—27 Jul. 1944.)

An agreement has been reached with the Air Ministry whereby Naval Observer Officers may claim exemption from examination in certain subjects for the issue of Second Class Civil Aircraft Navigators' Licences. These subjects, which form part of the normal civil examination, are as follows :—

- (a) Form of the earth, maps and charts.
- (b) Flight navigation, including dead reckoning and radiogoniometry.
- (c) Air navigation instruments; earth's magnetism; compasses.
- (d) Meteorology (excepting civil meteorological organization).
- (e) Signalling.

2. Applicants for this exemption must have—

- (a) Obtained during their Observer course not less than 60 per cent. of the marks in each subject and not less than 70 per cent. of the aggregate marks allotted to those subjects of the course which correspond with the subjects (a) to (d) above, with a "Pass" in signalling.
- (b) Completed a minimum of 50 hours' navigational flying in an operational unit.

3. Observer Officers granted the exemption referred to in paragraph 1 above will be required to undergo an examination in the following subjects:—

	<i>Marks Allotted</i>
(a) Air Legislation (oral)	100
(b) Flight Planning and Civil Procedure	200
Total	300

(c) Civil Meteorological Organization (oral)—Pass or Fail.

In order to qualify in the above-mentioned examination the applicant will be required to obtain not less than 60 per cent. of the marks in the individual subjects (a) and (b) above and not less than 70 per cent. of the total of 300 marks allotted, together with a "Pass" in the oral examination at (c) above.

4. The examination in paragraph 3 above may be taken at any time after the qualifications specified in paragraph 2 above have been obtained, subject to an ultimate time limit which will be fixed later, but which will not be earlier than twelve months after the termination of hostilities.

5. The examination normally takes place concurrently with the ordinary civil examination held at an appointed civil centre. The dates of these examinations and the places appointed as examination centres will be published from time to time in A.F.Os. The full fees for the ordinary civil examination will not be charged, but a reduced fee of 10s. will be charged for each subject of the examination in paragraph 3 above.

6. The applicant will be eligible for the issue of a Second Class Civil Aircraft Navigator's Licence when he has—

- (a) Satisfied the requirements of paragraphs 2 and 3 above.
- (b) Completed a minimum of 150 hours as Pilot or Navigator, during which he must have acted satisfactorily as Navigator on cross-country or similar flights for at least 50 hours.
- (c) Been certified on Air Ministry C.A. Form 61 as medically fit for full flying duties. This form may be completed from existing records if the applicant has been medically examined within the preceding six months. If the applicant has not been examined within the preceding six months, a further examination by the Unit Medical Officer must be carried out and a fee of £1 1s. 0d. for the initial examination, or 10s. 6d. for the holder of a licence applying for renewal, collected and credited to public funds.
- (d) Paid the fee chargeable under the Air Navigation (Consolidation) Order, 1923, for the issue of the licence, and for the medical examination if this is necessary (*vide* paragraph 6(c)).

7. The holder of a licence who applies for the renewal thereof may be required to satisfy all or any of the requirements which are for the time being applicable on the issue of a licence of the same class.

8. Formal application to take the examination in paragraph 3 above should be submitted on Air Ministry C.A. Form 2(c), copies of which, together with the form of Medical Report C.A. 61, may be obtained from the Air Ministry (C.H.8(d)), London, W.C.2.

The application should be made at least one month before the commencing date of the ordinary civil examination; a minimum of three months' notice is required, however, if it is desired to attend at one of the overseas centres.

9. An application should be accompanied by—

- (a) Evidence of the requisite air experience (*see* paragraph 2 above) in the form of the applicant's log book, or, if the log book is not available, details from flying records certified by the applicant's Commanding Officer.
- (b) A statement by the applicant's Commanding Officer certifying that the 50 hours' navigational flying have been carried out in a satisfactory manner.
- (c) A fee of £1 10s. 0d. for the examination described in paragraph 3.

(d) Three unmounted photographs of the applicant, showing not larger than 1½-in. × ¾-in. the image of the head.

10. The syllabus of the subjects concerned is as follows:—

- (a) Air Legislation. (*See* Appendix I to A.M. Pamphlet 44, 13th (War Time) Edition.)
- (b) Flight planning and civil procedure.
 - (i) Calculations prior to undertaking a given flight. Fuel required; conversion of units, e.g., imperial gallons, U.S.A. gallons and litres; determination of maximum permissible pay-load, cruising height and speed, estimated times of ascent level flight and descent under given circumstances. Interpretation of aircraft and engine performance graphs, in so far as is necessary to determine optimum airspeed and consumption at any desired height.
 - (ii) The "Q" code, its object and use, with particular reference to the groups dealing with navigation and meteorology. (*See* Appendix I to A.M. Pamphlet 44, 13th (War Time) Edition.)

Notes on the publications recommended for study are contained in Air Ministry Pamphlet 44, 13th (War Time) Edition, which can be obtained from the Air Ministry (C.H.8(d)), London, W.C.2.

11. Licences granted on the above syllabus will only be effective for the period of the war.

12. The holder of a Second Class Navigator's Licence who was examined on the syllabus at Appendix II to A.M. Pamphlet 44, 13th (War Time) Edition, and who wishes to qualify for—

- (i) A post-war First Class Navigator's Licence must have held his licence for a period of not less than one year and will be required to undergo the full examination.
- (ii) A post-war Second Class Navigator's Licence will be required to undergo examination as follows:—
 - (a) International and United Kingdom Air Legislation Complete re-examination.
 - (b) Meteorology ... Oral examination in peace-time meteorological organization.
 - (c) Flight Navigation Oral examination in peace-time radio organization.
 - (d) Signalling ... Practical test in semaphore, aural morse, including procedure necessary to ensure the rapid and correct exchange of simple messages and international code of flags.

(A.F.O. 2235/43 is cancelled.)

3930.—Complements of Writer and Supply Ratings—Scales for Assessing, and Measure of Substitution by W.R.N.S. Personnel—REPORTS

Naval Shore Establishments at Home and Abroad (Excluding Royal Marine Establishments)

(N. 27793/43.—27 Jul. 1944.)

The following instructions serve to consolidate and amend orders promulgated in A.F.Os. 2102/43, 2479/43, 3394/43, 3787/43, 5568/43, 158/44, 1317/44 and 2176/44, and Admiralty Letter N. 27793/43 of 19th Jan. 1944, which are cancelled. Reference to this order should be substituted for A.F.O. 2102/43 wherever the latter appears in Schemes of Complement. A.F.O. 3931/44 indicates the applicability of this order to Naval Air Stations.

Section A—Scales for Complements

2. The complements of Writer and Supply staffs in shore establishments at home and abroad (including combined operations bases but excluding Royal Marine establishments) are to be regulated according to the scales set out in the following tables. Specific Admiralty authority is required to any exception (existing and

future schemes of complement which show fixed numbers of Writer and/or Supply ratings constitute "Specific Admiralty authority"). Additions to staff over and above the numbers allowed by scale which have been approved for individual establishments may be retained.

3. The staffs for pay offices are calculated to allow for all duties in connection with pay accounts, including cash account duties, travelling expenses, correspondence, etc.

4. (a) In calculating the numbers allowed under Table I for pay office staffs, an officer's full pay account may be reckoned as five-thirds of a rating's account, and each officer and rating borne for victuals only may be reckoned as one-quarter of a rating's full pay account.

(b) In calculating the numbers allowed under Table I for Commodore's, Captain's and Service Certificate offices, each officer and rating borne for victuals only may be reckoned as one-quarter of a rating's full pay account.

5. In some cases the full numbers allowed by these scales will not be found necessary, and in such cases a note to this effect is to be included in the return referred to in paragraphs 9 and 16.

6. Complements assessed on these scales may be used for the award of difference of pay to Naval and W.R.N.S. personnel in accordance with existing regulations.

7. The tables, which are printed at the end of this Order, cover:—

Writer Staffs (including R.N. Barracks):

Pay Offices	} Tables I and IA
Commodore's Offices	
Captain's Offices	
Service Certificate Offices	

Supply Staffs (but see Notes):

Naval Establishments and Bases (excluding staff for tenders)	Table II
Staff for large tenders at Naval Bases	Table III
Staff for small tenders at Naval Bases	Table IV

Notes.—(i) Supply staffs for R.N. Barracks, Portsmouth, Chatham, Devonport and Lee-on-Solent will be dealt with separately.

(ii) Supply and Writer Staffs for the following duties at R.N. Air Stations are given in A.F.O. 3931/44.

- (a) Naval and Air Stores.
- (b) Training squadrons attached.
- (c) Storage sections.

(iii) The scales in Tables II and IV are to be applied to landing craft as follows for the purpose of assessing supply staffs:—

Victualling

Major landing craft with complements of 25 or under and all landing barges.	2 craft = 1 small tender
Major landing craft with complements over 25.	Each craft = 1 small tender
Minor landing craft	To be dealt with under Table II

Clothing and Implements

All craft to be dealt with under Table II.

Naval Stores

Major landing craft and barges	Each craft = 1 small tender
Minor landing craft	3 craft = 1 small tender

Section B.—Substitution by W.R.N.S. Personnel in Shore Establishments at Home

8. The complements assessed in accordance with scale, and complements of establishments specifically authorized, are subject to the following substitution of Naval ratings by W.R.N.S. personnel in all establishments at home. The measure of substitution shown is a minimum. Fifty per cent. of an odd number may be calculated in favour of allowing a male rating.

(a) *Writers*.—100 per cent. to be replaced by Wrens.

(b) *Leading Writers*.—75 per cent. to be replaced by Leading Wrens.

(c) *C.P.O. and P.O. Writers*.—50 per cent. to be replaced by Chief Wrens and P.O. Wrens.

Notes.—(i) If desired a proportion of W.R.N.S. ratings of the Short-hand-Typist, Typist (or Writer (General)) categories may be borne in lieu of an equivalent number of Writer (Pay) or Writer (General) ratings allowed by scale.

(ii) The staffs of Pay Offices and Captain's Offices should be considered separately when applying substitution.

(d) *Supply Assistants*.—All those employed on clothing and implement duties and 50 per cent. of the total of those employed on Naval stores and victualling duties to be replaced by Wrens.

(e) *Leading Supply Assistants*.—All those employed on clothing and implement duties (but see Notes) and 50 per cent. of the total of those employed on Naval stores and victualling duties to be replaced by Leading Wrens.

(f) *Supply C.P.Os. and Supply P.Os.*—All those employed on clothing and implement duties (but see Notes) and 25 per cent. of the total of those employed on Naval stores and victualling duties to be replaced by Chief Wrens or P.O. Wrens.

Notes.—(i) Where four or more Leading Supply Assistants are allowed for clothing and implement duties, one may be retained for charge of working parties and similar duties. Where four or more Supply Chief or Petty Officers are allowed for clothing and implement duties, one may be retained for general charge. In bases and establishments with less than four such ratings, applications for the retention of one Supply C.P.O. or P.O. will be considered in exceptional circumstances where the turn-over of cash clothing justifies it. Where the employment of a working party to handle heavy bales, etc., is justified and cannot be arranged from existing resources, applications may be submitted for the addition of civilians or seamen, preferably the former, for this purpose with consequent reduction in the number of W.R.N.S. Supply ratings allowed.

(ii) If desired a proportion of Leading Wrens or Wrens of the Shorthand-Typist, Typist or Writer (General) categories may be borne in lieu of an equivalent number of W.R.N.S. Supply ratings allowed by scale. Chief and P.O. Wrens of the three categories referred to may not be borne in lieu of equivalent W.R.N.S. Supply ratings.

9. Complements calculated on the above scales and substitution by W.R.N.S. personnel are to be automatically adjusted by depots (working in conjunction with Superintendents, W.R.N.S.) on receipt of a report which is to be rendered by each establishment to its manning port on the penultimate Friday of each month. The report is to be made in the form shown in the Appendix to this Order and a copy is to be sent to the Superintendent, W.R.N.S., of the Command in which the establishment is situated. Any necessary adjustments in numbers of Naval and Wren ratings in an establishment with a fixed complement are also to be made by the depot in conjunction with the Superintendent, W.R.N.S., concerned.

10. Substitution on the above basis is also to be applied at home to Writers serving in offices of Flag and Naval Officers-in-Charge, drafting and other similar officers in Naval shore establishments, and should be carried out so far as is possible in staffs of Commanders-in-Chief and Flag Officers Commanding ashore, and in regulating staffs in depots and bases who are employed mainly on clerical work.

11. This increased substitution has been made possible by the larger number of experienced W.R.N.S. ratings available and by the standardization and centralization of their training.

12. No period of turn-over is permissible for centrally trained W.R.N.S. ratings.

13. All substitution of Writer and Supply ratings by W.R.N.S. ratings is to be strictly on a head for head basis.

14. The extent of the substitution directed in paragraph 8 is not regarded as a maximum and replacement on a greater scale can probably be effected. The position in each establishment should be frequently reviewed and proposals forwarded as necessary. In this connection it must be pointed out that W.R.N.S. personnel, like Naval ratings, are to be regarded as available for work as and when required and should not be restricted to any special limitation of hours or to daytime work only.

Section C.—Substitution by W.R.N.S. Personnel in Establishments abroad

15. The employment of Wrens at bases abroad is under constant review at the Admiralty. Where approval for their employment exists, substitution is to be effected on similar conditions to those for establishments at home, as and when accommodation becomes available and W.R.N.S. personnel can be drafted.

16. Reports of complements borne and allowed, calculated on the scales set out in Tables I-IV, and the substitution by W.R.N.S. personnel (if any) are to be rendered by each establishment to its manning port (in suitable form, similar to the Appendix to this Order) on 1st April and 1st October in each year. If Wrens are borne, a copy is to be sent to the Director, W.R.N.S.

TABLE I
Complements of Writer Ratings for Bases

Duty	Details	Ch. and P.Os. (a)	Leading Writer	Writer
Pay Offices	Up to 400 full pay accounts...	—	1	1
	Up to 800 full pay accounts...	1	1	2
	Up to 1,200 full pay accounts	1	2	3
	Up to 1,600 full pay accounts	2	2	4
	Up to 2,000 full pay accounts	3	3	5

When a unit of 2,000 accounts has been formed, the scale should start again at the beginning.

Duty	Details	Ch. and P.Os. (a)	Leading Writer	Writer
Commodore, Captain and Service Certificate offices (b).	Under 300 full pay accounts	—	—	—
	301-500 full pay accounts ...	—	1	—
	501-1,000 full pay accounts	—	1	1
	1,001-1,500 full pay accounts	—	1	2
	1,501-2,000 full pay accounts	1	1	2

Sliding scale additional to the above to be at the rate of 1 Writer, 1 Leading Writer, 1 Writer, 1 P.O. Writer in that order for each 750 accounts.

(a) One half to be C.P.Os. and one half P.Os., an odd rating always being a P.O.

(b) This scale does not apply to Coastal Force bases.

TABLE IA
Special Scale for Coastal Force Bases (Captain's Office)

	P.O. Wren Writer	Leading Wren Writer	Wren Writer
Each base with one flotilla or less attached ...	—	(a)1	(a)1
Each base with over one flotilla but not more than three flotillas attached.	—	1	2
Each base with no Captain's secretary appointed and with over three flotillas but not more than five flotillas attached.	1	—	3
Each base with a Captain's secretary appointed and with over three flotillas but not more than five flotillas attached.	—	1	2

A sliding scale addition of one rating (P.O. Wren Writer, Leading Wren Writer, Wren Writer, in that order) for each two flotillas or part of two flotillas above five flotillas, may be made to the above numbers. These additions will apply whether or not a Captain's secretary is appointed.

Notes.—(a) If service certificates are not kept by the coastal force staff, substitute one Wren Writer for one Leading Wren Writer at bases with not more than one flotilla.

(b) For the purpose of this scale, parts of flotillas or single boats must be added together to form whole flotillas of the normal size.

(c) Naval Writer ratings are to be employed, under the same scale, where the conditions do not permit the employment of Wrens or where there is at present no authority for their employment (e.g. at certain stations abroad).

TABLE II
Complements of Supply Ratings for Bases

Accounts carried: Large ships' accounts, i.e. S.83, Part I; S.83, Part II; S.1050, etc.; also reserves of all kinds of stores.

Numbers Victualled	Victualling Duties			Clothing and Implement Duties*			Naval Store Duties		
	S.C.P.O. and Sy.P.O.	L.S.A.	S.A.	S.C.P.O. and Sy.P.O.	L.S.A.	S.A.	S.C.P.O. and Sy.P.O.	L.S.A.	S.A.
150- 250 ...	—	—	1	1	—	1	—	1	—
251- 500 ...	1	—	1	1	—	2	—	1	1
501- 750 ...	1	—	2	1	1	2	—	1	2
751- 1,000 ...	1	—	2	1	1	2	1	1	2
1,001- 1,400 ...	1	1	2	1	1	3	1	1	2
1,401- 1,700 ...	1	1	3	2	1	3	1	1	3
1,701- 2,000 ...	2	1	3	2	1	4	1	1	3
2,001- 2,400 ...	2	1	3	2	1	4	1	1	4
2,401- 2,800 ...	2	1	4	2	2	4	1	1	4
2,801- 3,200 ...	2	1	4	2	2	4	2	1	4
3,201- 3,600 ...	2	2	4	2	2	5	2	1	4
3,601- 4,000 ...	2	2	4	2	2	5	2	1	5
4,001- 4,400 ...	2	2	5	3	2	5	2	1	5
4,401- 4,800 ...	2	2	5	3	2	5	2	2	5
4,801- 5,200 ...	3	2	5	3	2	6	2	2	5
5,201- 5,600 ...	3	2	5	3	2	6	2	2	6
5,601- 6,000 ...	3	2	6	3	3	6	2	2	6
6,001- 6,400 ...	3	2	6	3	3	6	2	2	7
6,401- 6,800 ...	3	3	6	3	3	7	2	2	7
6,801- 7,200 ...	3	3	6	3	3	7	2	2	8
7,201- 7,600 ...	3	3	7	3	3	8	2	2	8
7,601- 8,000 ...	3	3	7	3	3	8	3	2	8
8,001- 8,400 ...	3	3	8	3	4	8	3	2	8
8,401- 8,800 ...	3	3	8	3	4	8	3	2	9
8,801- 9,200 ...	3	4	8	3	4	9	3	2	9
9,201- 9,600 ...	3	4	8	3	4	9	3	3	9
9,601-10,000 ...	3	4	9	3	4	10	3	3	9

and thereafter 1 S.A. for every 800 or part of 800 in excess of:—

(a) Victualling duties	10,400
(b) Clothing and Implement duties	10,400
(c) Naval Store duties	10,000

The staffs for Clothing and Implement duties are to be assessed on the numbers borne for victuals plus the numbers on Lodging and/or Provision allowances and/or billeted.

TABLE III

Large Tenders (Destroyers, etc.)

No. of Ships	Victualling Accounts			Loan Clothing and Mess Trap Accounts		
	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.
10	1	—	1	—	1	1
15	1	—	2	—	1	1
20	1	—	2	1	1	1
30	1	—	2	1	1	2
40	1	1	2	1	1	2
50	1	1	2	1	1	3
60	1	1	3	1	1	3
70	1	1	3	1	1	4
80	2	1	3	1	1	4
90	2	1	3	1	2	4
100	2	1	4	1	2	4
110	2	1	4	1	2	5
120	2	1	5	1	2	5
130	2	1	5	2	2	5
140	2	2	5	2	2	5
150	2	2	5	2	2	6

and thereafter 1 S.A. for every 20 or part of 20 tenders in excess of:—

(a) Victualling Accounts ...	160
(b) Loan Clothing, etc. ...	170

In addition, Muster Staffs are allowed as follows:—

Above 20 tenders ...	1 S.C.P.O. or Sy. P.O.
40 tenders and above ...	2 S.C.P.O. or Sy. P.O.

TABLE IV

Small Tenders (Trawlers, etc.)

No. of Tenders	Victualling Duties			Clothing and Implement Duties			Naval Store Duties		
	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.
10-20 ...	1	—	2	—	—	*	1	—	1
21-30 ...	1	—	2	1	—	1	1	1	1
31-50 ...	1	1	2	1	—	1	1	1	2
51-70 ...	1	1	2	1	—	2	1	1	3
71-90 ...	1	1	3	1	—	2	1	2	3
91-110 ...	1	2	3	1	—	2	1	2	4
111-130 ...	1	2	3	1	1	2	1	2	5
131-150 ...	1	2	4	1	1	2	1	3	5
151-170 ...	1	2	4	1	1	3	1	3	5
171-190 ...	1	2	5	1	1	3	2	3	5
191-210 ...	1	2	5	1	1	4	2	3	5
211-230 ...	2	2	5	1	1	4	2	3	6
231-250 ...	2	2	5	2	1	4	2	3	6

and thereafter 1 S.A. for every 40 or part of 40 tenders in excess of:—

(a) Victualling duties ...	250
(b) Clothing and Implement duties ...	270
(c) Naval Store duties ...	250

* Clothing and Implement duties to be carried out by Victualling Staff.

Note.—Fifty per cent. of the number of "S.C.P.Os. and Sy. P.Os." produced by totalling those allowed by Tables II, III and IV, under each of the following two groups, may be C.P.Os. :—

(i) Victualling and Naval Store Duties.

(ii) "Clothing and Implement Duties" and "Loan Clothing and Mess Trap Accounts".

In each group an odd rating is always to be a Petty Officer.

Appendix

H.M.S. " " } Monthly Report of Writers and Supply Ratings borne.
194 } (A.F.O. 3931/44.)

- (a) No. of open accounts—(i) Officers borne for full pay
(ii) Ratings borne for full pay
(iii) Officers and ratings borne for victuals only
- (b) (i) Numbers victualled in the base, excluding tenders.....
(ii) Numbers on lodging and/or provision allowances and/or billeted
(iii) Numbers victualled in attached major landing craft and all landing barges
- (b) (iv) Numbers victualled in attached minor landing craft
- (c) Number of tenders (excluding landing craft) of large type of complement of 40 or more
- (d) (i) Number of tenders (excluding landing craft) with small complements, i.e. under 40
- (d) (ii) Number of major landing craft with complements over 25
- (d) (iii) Number of major landing craft with complements of 25 or under and all landing barges
- (d) (iv) Number of minor landing craft
- (e) Number of Writer and Supply Branch ratings allowed and borne

	Pay Office		Captain's and S.C. Office			
	Allowed	Borne	Allowed	Borne		
C.P.O. Writer ...						
Chief Wren Writer ...						
P.O. Writer ...						
P.O. Wren Writer ...						
Leading Writer ...						
Leading Wren Writer ...						
Writer ...						
Wren Writer ...						
	Victualling		Naval Stores		Clothing	
	Allowed	Borne	Allowed	Borne	Allowed	Borne
S.C.P.O. ...						
Chief Wren Supply ...						
Supply P.O. ...						
P.O. Wren Supply ...						
L.S.A. ...						
Leading Wren Supply ...						
S.A. ...						
Wren Supply ...						

(f) Numbers allowed additional to scale (*vide* paragraph 2 of A.F.O. 3931/44) are included in the numbers shown as allowed in (e) above, and the authorities for such additions are as follows:—

Commanding Officer,

The Commodore, R.N. Barracks.
The Superintendent, W.R.N.S.

(A.F.O. 3931/44.)

(A.F.Os. 2102/43, 2479/43, 3394/43, 3787/43, 5568/43, 158/44, 1317/44 and 2176/44 are cancelled.)

3931.—R.N. Air Stations—Complements of Writer and Supply Ratings

(N. 15877/43.—27 Jul. 1944.)

With reference to A.F.O. 3930/44 the complements of Writer and Supply staffs of R.N. air stations at home and abroad are to be regulated according to the scales set out below. These scales consolidate those shown in A.F.Os. 27/43, 1303/43, 1545/43, 269/44 and 2834/44, which are cancelled. Reference to this Order should be substituted for A.F.O. 27/43 wherever the latter appears in Schemes of Complement.

2. At R.N. air stations where W.R.N.S. personnel are not available for any reason, Naval ratings are to be borne in lieu of W.R.N.S. ratings allowed by these scales:—

(A) *Pay Office Staffs.*

(B) *Captains' Office Staffs.*

(C) *Victualling and Clothing Staffs.*

These staffs are allowed in accordance with the instructions and scales shown in A.F.O. 3930/44, with the addition of one Wren Writer (G.D.) to Captains, Office Staffs, over and above the scale allowance.

Where pay accounts are carried at another station, the number of such accounts is the basis for calculating the staff by scale for the Captain's and Service Certificate Office. These accounts are to be disregarded in applying the scale at the station bearing the accounts.

(D) *Naval and Air Stores Staff*

No. of aircraft attached to the Station	S.C.P.O.	Sy. P.O.	L.S.A.	S.A.	Total Ratings
1-24	—	1	3	3	7
25-47	—	2	3	4	9
48-60	—	2	4	6	12
61-84	1	2	4	8	15
85-108	2	1	5	9	17
109-120	2	1	6	11	20
121-144	2	1	7	13	23
145-156	2	1	8	13	24
157-168	2	1	9	13	25
169-180	2	2	9	14	27
181-192	2	2	10	14	28
193-204	2	2	10	16	30
205-216	2	2	11	16	31
217-228	2	2	11	18	33
229-240	3	2	11	18	34
241-252	3	2	12	19	36
253-264	3	2	12	20	37
265-300	3	2	13	20	38
301 and upwards	3	2	13	21	39

Notes.—(i) Add 1 L.S.A. or S.A. alternately for each outstation; this rating to be employed either at the outstation or at the parent station, as desired.

(ii) Add 1 L.S.A. or S.A. alternately for each two (or part of two) types of aircraft attached to the station after the first 10 types.

(iii) A civilian is allowed as Barrack Storekeeper in addition to the above. Add 1 Wren Supply (Naval Stores) for each 1,000 (or part of 1,000) borne for victuals

after the first 550 borne for victuals. If one or more civilian labourers are borne for duty with Barrack Storekeeper a corresponding number of Wrens is to be reduced. This does not apply to R.N. Barracks, Lee-on-Solent.

(iv) Substitution by W.R.N.S. ratings (on a head for head basis) to be effected up to the maxima as follows, as and when practicable, R.N. ratings being borne at other times:—

Supply C.P.O. ... 50 per cent., 85-114; Nil, 145-228; 33 per cent. thereafter.

Supply P.O. ... 50 per cent. throughout.

L.S.A. ... 50 per cent. throughout.

S.A. ... 50 per cent., 1-108; 67 per cent. thereafter.

(v) At stations where a civilian is allowed for duty in the Publications Office reduce 1 S.A. or 1 Wren.

(vi) One or two Wren Writers (General) may be borne in lieu of one or two S.As. if desired.

(vii) Additional 1 L.S.A. (General Service), 2 S.A. (General Service) and 2 Wrens Supply (Naval Stores), allowed to R.N. Air Station, Hatston, only for duty with Home Fleet stores, etc.

(viii) One or two civilians may be borne for duty in connection with the receipt, issue and custody of petrol, lubricants and other inflammable stores. If borne reduce one or two Supply Assistants from the above scale.

(ix) Supply ratings for Workshops are included in the above scale.

(E) *Training Squadrons Attached*

Number of aircraft in squadron	R.N.		W.R.N.S.				
	Sy. P.O.	L.S.A.	Supply		Writer (General)		
			Leading Wren	Wren	P.O. Wren	Leading Wren	Wren
1-12	—	—	—	1	—	—	1
13-24	—	—	1	1	—	—	1
25-48	—	—	1	2	—	—	1
49-72	1	—	1	2	—	1	2
73-96	1	—	1	3	1	1	2
97-120	1	1	1	3	1	1	3
121-144	1	1	1	4	1	2	3

Note.—W.R.N.S. Typists or Shorthand Typists may be borne in lieu of Writers (General) as desired.

(F) *Storage Sections*

Number of aircraft attached to station	R.N.			W.R.N.S.
	Sy. P.O.	L.S.A.	S.A.	Writer (General)
1-47	—	1	1	—
48-84	1	—	1	1
85-120	1	—	2	1
121-156	1	1	2	1
157 upwards	1	1	3	2

Notes.—(i) Supply staff may be all W.R.N.S. Supply (F.A.A. Stores) on a head for head basis, except the Supply P.O., or the L.S.A. when only "1-47" aircraft are attached.

(ii) Storage Sections with a very high output compared to their average holding may be allowed additional supply ratings on application, each case being considered on its merits.

(A.F.O. 3930/44.)

(A.F.Os. 27/43, 1303/43, 1545/43, 269/44 and 2834/44 are cancelled.)

3932.—Complement Amendments—Minesweepers

(N. 29883/43.—27 Jul. 1944.)

The following amendment is to be made to schemes of complement :—

H.M. Ships "Halcyon", "Hebe", and "Bramble" Classes (Admiralty Letter N/G. 0800/41 of 7th July, 1944) "Algerine" Class (Admiralty Letter N/P.M. 8594/40 of 28th May, 1941) and H.M. Minesweepers of "B.A.M.200" Class (Admiralty Letter N.12921/42 of 10th February, 1943).

S.Os. Ships, Second S.Os. Ships and Private Ships. Insert :—

"In abeyance—vide C.A.F.O. 315/42" against the V/S, W/T and coder complements.

(C.A.F.O. 315/42.)

3933.—Complement Amendments—H.M. Coastal Craft

(N. 22834/43.—27 Jul. 1944.)

The following amendments are to be made to schemes of complement :—

H.M. Coastal Craft (manned on a General Service basis) (Admiralty Letter N/D.P.S. 157/42/M of 8th March, 1943.) Insert :—

(i) "Hydrophone Listener" immediately below S.D. in column headed "Rank or Rating".

(ii)—(r) against "Hydrophone Listener" in each remaining column.

(iii) New note (r) as follows :—

(r) In boats fitted with hydrophones and bearing no S.D. ratings, add 2 hydrophone listener (without substantive increase). In boats fitted with hydrophones and bearing 1 S.D. rating, add 1 hydrophone listener (without substantive increase). (N.B.—Boats fitted with hydrophones and bearing more than 1 S.D. rating are not allowed hydrophone listeners.)

H.M. Motor Launches (Harbour Defence Type) (Admiralty Letter N.8957/41 of 15 September, 1941). Insert :—

(i) "(f)—Hydrophone listener" immediately below the 1 S.D.

(ii) New note (f) as follows :—

(f) In boats fitted with hydrophones, except those employed on the West Coast of Africa, add 1 hydrophone listener (without substantive increase).

H.M. Harbour Defence Motor Launches (R.N.P.S. manned) (Admiralty Letter N/D.P.S. 157/42/M of 8th March, 1943). Insert :—

(i) "(f)—Hydrophone listener" immediately below the 1 S.D.

(ii) New note (f) as follows :—

(f) In boats fitted with hydrophones, except those on the Mediterranean and South Atlantic Stations, add 1 hydrophone listener (without substantive increase).

H.M. Motor Launches (Fairmile, Type B for service with Captains M/S) (Admiralty Letter N.26315/41 of 31st March, 1942). Insert :—

(i) "(c)—Hydrophone listener" immediately after S.D.

(ii) New note (c) as follows :—

(c) In boats fitted with hydrophones and bearing no S.D. ratings, add 2 hydrophone listener (without substantive increase). In boats fitted with hydrophones and bearing 1 S.D. rating, add 1 hydrophone listener (without substantive increase).

3934.—Senior Telegraphist Ratings—Charge Pay

(E.F.O./N. 14659/44.—27 Jul. 1944.)

The reference shown at the foot of A.F.O. 3798/44 is to be amended to read A.F.O. 1771/41.

***3935.—Petty Officer Writer (Postal)—Advancement to**

(N. 9004/44.—27 Jul. 1944.)

With reference to A.F.O. 5327/43, paragraph 4, the regulations for advancement to Petty Officer Writer (Postal) have been amended.

2. Leading Writers (Postal) may now be advanced, irrespective of vacancies, to Petty Officer Writers (Postal), by their Commanding Officers, on completion of twelve months' service as Leading Writer (Postal), if recommended, and provided that V.G. conduct has remained unbroken for that period immediately preceding advancement.

3. A.F.O. 5327/43 is to be amended accordingly.

(A.F.O. 5327/43.)

3936.—E.R.As. and Shipwrights Serving with Naval Aircraft—Transfer to Air Artificer—REPORTS

(N. 29072/42.—27 Jul. 1944.)

E.R.As. and Shipwrights at present employed with naval aircraft are now eligible for transfer from their general service branch to the Air Artificer branch under the conditions set out below. This Order is not applicable to ratings who have already returned to general service duties, or to men of the F.A.A. supplementary party.

2. For men transferred, service as E.R.A. or Shipwright will reckon as time in the Air Artificer branch under the usual rules. All time served as Acting E.R.A. 4th Class or as Acting Shipwright, 4th Class and above will reckon for promotion to Warrant Aircraft Officer. Transfer will in all cases be made to the (A/E) section of the Air Artificer branch.

3. The basic pay rates are the same for the three branches. Air Artificers, however, are not eligible for certificate allowances and E.R.As. will relinquish claim to such allowances when transferred. Air Artificers are eligible for machinery allowance (1s. a day) under current rules vide A.F.O. 1505/44.

4. Chief E.R.As. and Chief Shipwrights will be eligible for transfer to Chief Air Artificer without examination.

5. Other E.R.As. and Shipwrights will require to pass an examination before being transferred. They will be eligible to transfer to the Air Artificer rating appropriate to the service in their present branch, those eligible for the 3rd Class, or for the "Chief" rating by service taking the appropriate examination as laid down for the corresponding Air Artificer rating. Those eligible for the 2nd Class rating or the 1st Class rating will be transferred accordingly on passing for the 3rd Class rating, if they are unable to qualify for, or are ineligible for, the "Chief" rating.

6. If a candidate for transfer to Air Artificer, 3rd Class or Chief Air Artificer (not already holding a "Chief" rating) is unsuccessful in his examination, the examining board shall review the aeronautical courses taken by the rating, and his subsequent experience and opportunities for keeping in touch with modern types of aircraft and latest practice. If, in the opinion of the board, failure is largely attributable to lack of opportunity they may recommend a special refresher course, after which the rating will take the examination again, and if successful may transfer with seniority as in paragraph 2 above. Failure in this attempt is to be reported to the Admiralty. Drafting authorities should arrange for the refresher course as convenient, and preferably at the School of Aircraft Maintenance, Lee-on-Solent.

7. The Commodore, R.N. Barracks, Lee-on-Solent, may authorize transfers in the terms of the above instructions.

8. Ratings unwilling to transfer to Air Artificer are to be drafted back to general service duties as soon as their release can be arranged.

(Cdre., Lee-on-Solent, 3473/E.C./1, 16 Dec. 1942, Cdre., Devonport, 409/5/P.122, 5 Apr. 1943.)

(A.F.O. 1505/44.)

3937.—Syllabuses of Training and Particulars of Examinations for Safety Equipment Ratings

(A. 110/44.—27 Jul. 1944.)

The following are syllabuses of training and particulars for Safety Equipment Ratings, originally promulgated in A.F.O. 2836/44, cancelled by A.F.O. 3622/44 :—

2. *Syllabuses for Safety Equipment Workers and Safety Equipment Assistants.*—The duration of course will be 17 weeks. It will be divided into the following 12 phases :—

Phase	Detail	Duration
A	Practical packing of man-carrying parachutes, their construction and operation.	2 weeks
B	Harness fitting, flying clothing, oxygen equipment (non-airframe parts), quick release boxes, Mae Wests ; press buttons ; "Lift-the-Dot" and zip fasteners ; wet dinghy drill—Part I.	1 week
C	Supply dropping apparatus ; care and maintenance and minor repairs of parachutes ; storekeeping and stores procedure ; packing and stowage of "K" type dinghies and ancillary equipment.	1 week
D	Packing and stowage of aircraft dinghies ; emergency packs ; operating heads—Types K, F, G and H ; dinghy repair, oxygen apparatus ; revision ; trade test board.	1 week
E	Practical packing of supply and equipment droppers, their operation, construction and use.	1 week
F	Inspection, care and maintenance of parachutes, harnesses, etc. ; Naval storekeeping regarding safety equipment and safety equipment publications.	1 week
G	Care, maintenance and use of sewing machines ; repairs to harness, pack covers, Mae Wests, silk repairs.	2 weeks
H	CO ₂ cylinders, CO ₂ charging plant, dinghy operating heads ...	2 weeks
J	Dinghies, packing, stowage, rations, equipment, emergency packs, dinghies, Types M, L, C, J, III, M.III, D. of D., A. Mark II, A. Mark IIIB, C, D, F, and "S" Type and "Q" Type dinghies (U.S.A.) ; air/sea rescue apparatus, Avenger life raft ; kite collapsible rocket ; wet dinghy drill, Part II.	3 weeks
K	Routine inspection, maintenance and repairs of all types of flotation gear and dinghies.	1 week
L	Revision	1 week
M	Local trade test board and clearance	1 week

3. *Examination for Safety Equipment Assistants.*—On the completion of phases A to D of the syllabus, all candidates are to be examined for the rating of Safety Equipment Assistant.

The examination will be in three parts—

- written ;
- oral ;
- practical ;

and each part will have as a possible total 100 marks.

When candidates have completed phases A or B, or both, the Commanding Officer of the Safety Equipment School, Eastleigh, may at his discretion hold an intermediate examination. Candidates who are shown by this examination to be obviously unsuited to the work should be weeded out and sent back to their depot.

4. *Classification after examination.*—(a) Ratings who obtain over 80 per cent. will have the option either of being drafted as Safety Equipment Assistants or of continuing the full course (phases E to M) for Safety Equipment Workers.

(b) Ratings obtaining between 60 per cent. and 80 per cent. will be drafted as fully qualified Safety Equipment Assistants.

(c) Ratings obtaining less than 60 per cent. will be classed as failures and will revert to their former rating.

5. *Examination for Safety Equipment Workers.*—On the completion of phases E to M of the syllabus (12 weeks' course) candidates will undergo an examination which will be in three parts, written, oral and practical, and each part will have as a possible total 100 marks.

Candidates are required to obtain the following percentage pass marks in the three parts of the examination to qualify as Safety Equipment Workers :—

- 80 per cent. in order to qualify as Petty Officer Airman (G.D.) Safety Equipment Worker.
- 60 per cent. to qualify as Safety Equipment Worker.

6. *Promotion from Safety Equipment Assistant to Safety Equipment Worker.*—A Safety Equipment Assistant after six months' experience in this rate (from the date of completion of the Safety Equipment Assistant Course) may apply to his Commanding Officer for his recommendation to take the Safety Equipment Workers' Course. The examination and percentage pass mark will be the same as that for the Safety Equipment Worker. Candidates will not be allowed to make more than two attempts to pass the examination.

7. All recommendations for course and examination for Safety Equipment Worker are to be forwarded to the Commodore, R.N. Barracks, Lee-on-Solent.

(A.F.Os. 3622/44, 3630/44.)

3938.—Royal Marine Divers—Extra Pay and Non-substantive Pay

(N. 16793/44.—27 Jul. 1944.)

Royal Marine Divers employed on diving duties in Wreck Dispersal Vessels and in other Units following the dispersal of Mobile Naval Base Defence Organizations may continue to receive non-substantive pay at 3d. a day and extra pay under K.R. & A.I., Article 1623.

(K.R. & A.I., Article 1623.)

3939.—Personnel Returning from Abroad—Procedure

(C.W/N. 4490/44.—27 Jul. 1944.)

With reference to A.F.O. 273/44, paragraph 4, if medically unfit and unable to report personally to D.W.R.N.S., Officers should report in writing stating :—

- Date of ceasing duty in previous appointment.
- Date of disembarkation in United Kingdom.
- Present address.

2. During sick leave immediately following date of arrival in the United Kingdom W.R.N.S. Officers will be normally borne for full pay on the books of H.M.S. "Victory III."

(A.F.O. 273/44.)

3940.—Gunnery Proficiency Awards

Auxiliary Vessels and Coastal Force Craft

(N. 17542/44.—27 Jul. 1944.)

The provisions of King's Regulations and Admiralty Instructions, Article 1603, part I, regarding awards for gunnery proficiency, are applicable to auxiliary vessels and Coastal Force Craft, under the following conditions.

2. The whole of the allowance for the ships at any base should be treated as a group fund to be administered by the Flag Officer or Naval Officer-in-Charge. The fund should not necessarily be divided equally among the ships, nor between the M/S, A/S and Auxiliary Patrol Groups in any particular proportion, but may be awarded to any one or more ships.

3. The average number of ships based on the port during the quarter is to be taken as the basis for the calculation of the sum available, but awards need not be made quarterly. Only ships flying the white ensign are to be included. The number of ratings on which the allowance is to be calculated is as shown in King's Regulations and Admiralty Instructions, Article 1603, part I A (i).

Lookouts are included in the number. The actual rating of a man is of no account, nor is the grant of an award limited to seaman ratings.

4. As quarter bills are not issued to Coastal Craft the total amount of the capitation allowance is to be assessed by the vessels themselves adding up the total number of ratings required to man the gun armament, etc. (*see* K.R. & A.I., Article 1603, part I A (i)).

5. Whole or part of this prize money for proficiency in gunnery may be devoted to prizes for machine-gun firing in auxiliary vessels, but not for rifle or pistol firing.

6. If payment of awards is made through the ledger and added to a rating's normal payment, it is particularly desirable that a list of awards be published so that ratings may realise that such encouragement exists.

(K.R. & A.I., Article 1603, Part I.)

(C.A.F.Os. 109a/41—not in Annual Volume—and 1024/43 are cancelled.)

3941.—Officiating Ministers of Religion

(C.E. 59205/43.—27 Jul. 1944.)

The following appointments have been approved :—

Church of Scotland and the Free Churches.

Castletown, I.O.M. Rev. T. M. Middleton,
Creervilee,
The Crofts,
Castletown, I.O.M.

England's Lane (W.R.N.S.) ... The appointment of the Rev. S. A. Smith is extended to include Church of Scotland and Presbyterian personnel at England's Lane.

A.F.O. 3513/44 is to be amended accordingly.

Church of England.

London Docks Rev. M. A. Peel (Hon.),
Missions to Seamen,
Victoria Dock Road, E.16.
vice Rev. Merwyn Armstrong.

H.M.S. "Victory I" Rev. M. W. Thomas,
appointment ceased.

(A.F.O. 3513/44.)

3942.—Drafting of Buglers

(N. 8381/44.—27 Jul. 1944.)

1. In future, Boys, Bugler, on completion of training in H.M.S. "St. George" are to be drafted to sea at the same time as the rest of their class. If there is no Bugler vacancy at the time they are to be sent additional or as reliefs for Able Seamen or Ordinary Seamen, Bugler, who may be eligible for non-substantive courses, or for employment ashore.

2. Schemes of complement of sea-going ships will be amended to include one additional Seaman, Bugler (non-substantively) for every Seaman Bugler now allowed, with a note that they are to be provided by selecting, and, if necessary, training on board, suitable ratings who may be granted the pay of Acting Bugler in accordance with K.R. & A.I., Appendix XVII, Part 3, No. 5.

3. Seamen Buglers in sea-going ships are to be employed on part-of-ship duties as often as conditions permit. The duties of the stand-off Buglers would be carried out by the Acting Buglers under paragraph 2 above. Acting Buglers are entitled, under K.R. & A.I., Volume II, Appendix XVII, to be paid as such in addition to any non-substantive pay they may be drawing.

4. C.S. Boys are not to be drafted to shore establishments as Buglers. Vacancies in these are to be filled by Able Seamen or Ordinary Seamen, Bugler, or by Acting Buglers, who as stated in paragraph 3 above may be paid as such in addition to any non-substantive pay they may be drawing.

5. Ordinary Seamen (H.O.) trained as Buglers in H.M. Ships "Glendower", "Ganges", etc., should be sent direct to sea on completion of their training in order that their advancement may not be handicapped.

3943.—H.M.S. "Excalibur"—Routeing of Personnel to

(M/E.F.O. 132/44.—27 Jul. 1944.)

Delay and inconvenience is still being caused through Naval personnel being directed to travel to H.M.S. "Excalibur," at Alsager, via Stoke-on-Trent. Personnel should, however, always be routed to Alsager via Crewe.

3944.—W.R.N.S. Ratings—Irregular Employment—Use of Correct Category Names

(N. 10694/44.—27 Jul. 1944.)

It is evident from reports received in accordance with A.F.O. 159/44 that the irregular employment of W.R.N.S. ratings in the duties of a category other than that to which originally allocated and for which trained, is, in a large number of cases, due to details of the *precise* category having been omitted from Service certificates.

2. Arrangements are accordingly to be made forthwith in all establishments to scrutinize the Service certificates of W.R.N.S. ratings borne, and where the specified category as laid down in A.F.O. 1901/43 or subsequent amendments is not recorded thereon, immediate action is to be taken to rectify the omission.

3. For convenience of reference, the following is a list of changes which have been authorized since the issue of A.F.O. 1901/43 :—

Additions (all "specialized" except Net Defence) :—

Aircraft Checker	Safety Equipment Worker
Boat Driver	Ship Mechanic (L.C.)
Coder (S)	Submarine Attack Teacher
Gunnery Control	Topographical
Gunnery Experimental Assistant	Writer (R.M.)
Safety Equipment Assistant	Net Defence

Deletions :—

Analysers	Strip Camera Operator
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Amendments :—

For A/M Transcriber	read "A/M"
" Q.O. (C.X.)	" "Q.O."
" Radio Mechanic	" Radio Mechanic (A.R.M.), (A.W.M.) and (A.C.M.) and Radio Mechanic (R.R.) and (W.M.)"
" S.O. (W/T)	" "S.O."
" Torpedo	" "(T)"
" Visual Signaller	" "V/S"

4. The authorized names for W.R.N.S. categories are always to be used when referring to them and the attention of officers responsible for initiating Service certificates is drawn to the importance of ensuring that the correct names of categories are invariably used.

(A.F.Os. 1901/43 and 159/44.)

3945.—W.R.N.S.—Volunteers for Duty as Welfare Workers

(N. 16615/44.—27 Jul. 1944.)

A.F.O. 2060/44 is to be amended as follows :—

Paragraph 3, line 3. *Substitute* "C.A.L.O." for "P.A.L.O."

Paragraph 6. *Delete and substitute* :—

"All ratings will be transferred to the Administrative category on taking up duty as welfare workers. If, after transfer to this category, a rating should for any reason not be able to continue as a welfare worker, she will revert to her former category and rating."

(A.F.O. 2060/44.)

3946.—State Insurance—Omissions when Rendering Forms U.I.3XS

(D.N.A. 7960/44.—27 Jul. 1944.)

With reference to A.F.O. 959/44, the Ministry of Labour and National Service have drawn attention to the fact that in a number of cases Forms U.I.3XS are being rendered to them in an incomplete state. The types of information omitted relate principally to date of commencement of service and date of discharge, and to a lesser extent to the date of birth and the address to which the Unemployment Book is to be sent. Other cases of omissions are as regards the individual's Christian names, service particulars, the signature of the certifying officer, and the E Code Number.

2. The instructions in A.F.O. 959/44, paragraph 4, that Accountant Officers should indicate their ship or establishment in the "Certificate to be signed by Ship's Accounting Officer or Officer I/C Records", is also not being carried out in a number of cases. In addition the instruction in A.F.O. 959/44, paragraphs 6 and 7, regarding the reason for discharge, etc., is not always being followed.

3. The attention of Accountant Officers is specially invited to the need for the forms to be rendered in a complete state, otherwise avoidable correspondence is caused and the issue of Unemployment Books (where applicable) is delayed. The procedure is fully covered in A.F.Os. 3919/43 and 1902/43, read in conjunction with A.F.O. 959/44. In this connection attention is also invited to A.F.O. 2334/44.

4. Accountant Officers should also note, with the exception of the case mentioned in paragraph 5, that where a person has had more than one period of service, a separate Form U.I.3XS is required for each period. When rendering a Form U.I.3XS, therefore, on the discharge, etc., of such a person the period of service quoted should be the *last* period only, as the previous period(s) would already have been covered by previous Forms U.I.3XS.

5. The only exception to the rule mentioned in paragraph 4 will be in the case of a member of the W.R.N.S. who, *subsequent to 1st June, 1944*, has been on unpaid leave for a period of less than one month. In such a case Form U.I.3XS is not required to be rendered unless and until the member is finally discharged or is released on unpaid leave for a month or more, when a form (covering all periods of service for which Form U.I.3XS has not already been supplied) will be necessary.

6. It is also notified again that Forms U.I.3XS are issued in two categories, (i) overprinted "NORE" for use in respect of male personnel, and (ii) overprinted "ARK" for use in respect of female personnel. Every effort should be made to use the correct form to avoid complaints from the Ministry of Labour. Supplies of both forms can be obtained from the Royal Naval Store Depot, Park Royal, London, N.W.10. No alternatives to the officially printed forms should be used, e.g., roneo copies.

(A.F.Os. 1902/43, 3919/43, 959/44, 2334/44 and 2839/44.)

*3947.—Ratings' Disability and Dependents War Pensions (Men and Women)

(P.M. 2042/44.—27 Jul. 1944.)

The following is a summary of the present war pension arrangements for ratings and their families. It is intended only as an explanation and does not replace the regulations themselves.

Men

2. *Disability awards.*—When a rating returns to civil life he may be given an award for any disability which he then has which is due to, or has been made worse by, his Naval service. The amount of the award depends on the extent to which he is disabled, and on his rank. "Rank" here means his substantive rating when he leaves the Navy (for this purpose paid acting, acting temporary or temporary rating which has been held for a continuous period of three months reckons as substantive rating or any higher paid acting rating he held when he was wounded or injured, or first went sick on account of the disability.

If he is totally disabled, he is given an award as follows:—

	<i>s.</i>	<i>d.</i>
Sergeant Major, R.M.	56	8 a week
Chief Petty Officer, Colour Sergeant, R.M.	50	0 a week
Petty Officer, Sergeant, R.M.	46	8 a week
Leading Rating, Corporal, R.M.	43	4 a week
A.B. Rating, Ordinary Rating, Boy, Marine	40	0 a week

If he was married before he was wounded or injured, or before he went sick, he is given, as well, an allowance for his wife and for his children born within nine months of his leaving the Navy as follows:—

	<i>s.</i>	<i>d.</i>
Allowance for wife	10	0 a week
Allowance for each child	7	6 a week

Therefore a *Petty Officer*, for example, who is totally disabled and has a wife and two children would get a total pension of 71*s.* 8*d.* a week.

If the rating is not totally disabled he gets an award according to the degree of his disablement, total disablement being taken as 100 per cent. Thus if he is 50 per cent. disabled, he gets a pension of half as much as the man who is totally disabled, and if he is 20 per cent. disabled, a pension of one-fifth as much. If the rating is disabled, but his disablement is less than 20 per cent., he is given instead of a pension either a lump sum or an allowance for a short period.

A *Petty Officer* who is 50 per cent. disabled and has a wife and two children would thus get a pension of 35*s.* 10*d.* a week.

In assessing the percentage degree of disablement, the condition of the rating is compared with that of a normal healthy person and individual earning capacity is ignored.

3. If a rating's disablement as a result of service is so severe that he is unemployable, he is given an addition of 10*s.* 0*d.* a week to his pension, and is also given allowances for his wife and children, even if they would not normally be eligible for these.

4. A disabled rating who is getting or is entitled to a service pension receives the full award for his disablement as well as his service pension.

5. A rating who is invalided from the Navy does not have to apply for his case to be considered. A rating who is not invalided, but leaves the Navy for some other reason, will have to apply if he wishes to claim an award for disablement. He should write to the Chief Regional Officer, Ministry of Pensions, whose address can be obtained at the local Post Office, giving his full name, and number, and saying what he is suffering from and why he thinks this is due to his service in the Navy.

6. *Widows' pensions and children's pensions.*—If a rating dies as a result of his service a pension is awarded to his widow and children. The rate of pension to the widow depends on her husband's rank. There are two scales of pension:—

(i) a higher scale for the widow who—

- (a) is over 40 years of age, or
- (b) has children receiving allowances, or
- (c) cannot work owing to ill health;

(ii) a lower scale for the widow who is able to earn, is not yet 40 years of age and has no children eligible for allowances.

The two scales are:—

	<i>Higher Scale</i>	<i>Lower Scale</i>
	<i>s.</i>	<i>s.</i>
	<i>d.</i>	<i>d.</i>
Widow of a Sergeant Major, R.M.	38	28
Widow of a Chief Petty Officer	0	4
Widow of a Colour Sergeant, R.M.	36	25
Widow of a Petty Officer	0	0
Widow of a Sergeant, R.M.	35	23
Widow of a Leading Rating	0	4
Widow of a Corporal, R.M.	34	21
Widow of a Rating, Ordinary	0	8
Widow of a Rating, Boy, Marine	32	20
	6	0

A pension on the lower scale is put up to the higher scale as soon as the widow fulfils the conditions for the higher rate.

There are special rules if a widow has been separated from her husband. A divorced wife is not eligible for any award, but separation or divorce does not prevent an award to the children of the marriage.

7. Allowances are given to children while they are under 16 years of age, or if they cannot work owing to ill health, or are still at school. The allowances are 11s. 0d. a week for each child.

Thus, for example, the widow of a Petty Officer with two children gets a pension of 57s. 0d. a week.

Motherless children get pensions of 13s. 6d. a week each.

Pensions are also given to step-children, illegitimate children and adopted children, in certain circumstances. Educational allowances, as well as pensions, are given in some cases to ratings' children.

8. If a widow with a child is paying rent and rates of more than 8s. 0d. a week she may get a supplement to her pension. The amount of this supplement depends on the amount of her rent and rates, and the highest rate is 12s. 0d. a week when the rent and rates are 20s. 0d. a week or more.

9. The widow of a rating who dies while serving does not have to apply for her case to be considered. She will be sent a form which she should fill up and send to the Ministry of Pensions.

If a rating dies within seven years of his discharge and his widow thinks his death is due to his Naval service and wishes to claim a pension she should write to the Chief Regional Officer, Ministry of Pensions, whose address can be obtained at the local Post Office. She should give her husband's full name, and number, and say whether he was getting a disability pension.

10. *Pensions for parents and other dependants.*—If an unmarried rating's death is due to his service, his father and mother may be given a pension if they are in need arising from old age, infirmity or some other cause which is not merely temporary, either at the time of the rating's death or at some later date. It is not essential that a rating should have helped his parents during his lifetime, but if he did so help, this is taken into account in fixing the amount of pension. On the other hand, if a rating could have helped but would not, this fact has to be taken into consideration, and in some cases it might mean that a pension could not be granted. The pension awarded depends on the circumstances of the parents. The maximum rates are usually 15s. 0d. a week for one parent or 22s. 6d. a week for both, but awards may sometimes be given at higher rates than these.

11. If a rating was supporting some other relative who is unable to work and is in need, a pension may be given to that relative according to his or her circumstances. The maximum pension for an adult dependant is 12s. 0d. a week. The relative must be either a grand-parent, step-parent, brother or sister, or grand-child of the rating.

12. A parent or dependent relative of a rating has to apply if he or she wishes to be considered for a pension. They should write to the Ministry of Pensions, Norcross, Blackpool, Lanes., stating their relationship to the rating and giving his full name, number and the date of his death.

13. *Ratings with unmarried dependants living as wives.*—A rating with an unmarried dependant living as a wife provided she has been continuously maintained by him as a wife throughout the period beginning six months before the commencement of his war service will, if disabled, be entitled in addition to his own disability pension to similar allowances in respect of his unmarried dependant and his children as if he had been married. The allowance in respect of his unmarried dependant is payable so long as she has a child of the rating in her charge, or is over 40 years of age, or cannot work owing to ill health.

If the rating dies as a result of his service, his unmarried dependant will, upon making the necessary claim, receive 12s. a week for 12 months, or, whilst she has in her charge a child of the rating and is receiving an allowance in respect of such child, 27s. 6d. a week in addition to the child's allowance. These allowances may be continued after such periods if and for so long as the unmarried dependant is in pecuniary need and incapable of self support. Allowances are given to the children of the deceased rating maintained by the unmarried dependant on the same rates as, and on similar conditions to those set out in paragraph 7.

Women

14. The rules for women members of the Naval Forces are generally the same as for men, but there are some differences as shown below.

15. *Disability awards.*—The awards for total disablement are as follows:—

	s. d.	
Member of a Voluntary Aid Detachment serving as an uncertificated nurse, Grade I.	51	8 a week
Chief Wren	45	0 a week
Petty Officer Wren	43	4 a week
Leading Wren	41	8 a week
Wren	40	0 a week

Additional family allowances are payable in the case of married women at the same rates as for men, except that no allowance may be granted in respect of any child of whom the husband is the father unless an allowance for the husband is payable. No allowance can be awarded for a husband unless he has been continuously maintained by his wife normally throughout the period of at least six months prior to the end of her war service, he is unable to work and is in pecuniary need.

16. *Awards in respect of death.*—If a woman member dies as the result of service, leaving dependent children, allowances for such children are payable at the same rate and under the same conditions as for men's children, except that where the widower is alive no allowance may be granted in respect of any child of whom he is the father unless a pension for the widower is payable. A pension is not payable to the widower of a married woman member unless he was maintained by her continuously for the period stated in paragraph 15, they had not been separated, and he is unable to work and is in pecuniary need.

Pensions for parents and other dependants are payable at the rates and under the conditions shown in paragraph 10 above.

Regulations

The full Naval War Pensions regulations are contained in "Statutory Rules and Orders, 1944, No. 99", which are published at the end of the Appendix to the Navy List.

Naval Auxiliary Personnel serving under T.124 and similar agreements

Special regulations provide for the payment of war pensions at Naval rates in the case of Naval Auxiliary personnel who suffer disablement or death as a result of enemy action or of what are described in the regulations as "war risks at sea". These regulations are contained in "Statutory Rules and Orders, 1944, No. 499", which are published at the end of the Appendix to the Navy List.

17. *Entitlement.*—The rules for deciding whether disablement or death is due to war service for pension purposes are widely drawn and admit all cases except those in which the disablement or death has in fact nothing to do with Naval service. Even where the Ministry of Pensions do not consider the disablement or death to be due to war service, the claimant to pension has the right of appeal to an independent Appeal Tribunal, which has power to override the decision of the Ministry.

18. *General.*—This summary deals only with straightforward cases. The pension regulations have other rules which are not mentioned here, but which apply in special cases, such as those in which a claim to a disability award is not made until after seven years, or in which death does not occur until after seven years.

***3948.—Maintenance of Wives and Other Dependants of Men Serving under T.124X and Similar Agreements During Sentences of Detention, etc.—REPORTS**

(N. 14527/42.—27 Jul. 1944.)

Arrangements have been made with the Assistance Board for the maintenance where necessary of wives and other dependants of men serving under T.124X and similar agreements who are sentenced to detention or imprisonment by Naval authority. Only dependants to whom the man was making an allotment at the time of the offence for which he was sentenced to detention, etc., will be eligible.

2. At the time of sentence, etc., action must be taken by the Accountant Officer of the ship in which the accounts of the man are borne in accordance with K.R. & A.I., Articles 1748 (8) (iii) and 1756 (3) (g) (v and vi) and the results reported (by signal if necessary) to the Director of Navy Accounts, quoting the number of this Order.

3. In view of the special basis of pay for this type of rating it is sometimes possible, where for instance the period of detention is comparatively short, for an allotment to be authorized which is in excess of the nominal allotment of 2s. 6d. per week common in the case of ratings serving under the normal engagement when they are awarded punishment.

4. On notification of the maximum permissible allotment—the Assistance Board will not consider making a grant unless such an allotment is authorized by the rating—the Director of Navy Accounts will inform the dependant that, if, notwithstanding the allotment, hardship exists she may apply to the Assistance Board who will then consider the extent of the need and if necessary grant relief within certain limits.

5. The arrangements will apply in like manner to personnel of Admiralty cable ships.

(A.F.O. 6385/42 is cancelled.)

3949.—Instructional Film “Chemistry of Fire” (Serial Number A.175)

(N.T./T.S.D. 2149/44.—27 Jul. 1944.)

With reference to A.F.O. 4251/43, the instructional film “Chemistry of Fire” is now available and copies will be distributed in accordance with paragraph 3 below.

2. The film has an approximate running time of 50 minutes and demonstrates the principles of ignition, some causes of ship fires and the basis of fire extinction.

3. Distribution will be as follows :—

	No. of copies	
	35 mm.	16 mm.
(a) copies for re-issue on temporary loan :—		
Instructional Film Libraries :		
Scapa	}	}
Rosyth		
Glasgow		
Liverpool		
Chatham		
Portsmouth		
Devonport		
London		
C.-in.-C., Eastern Fleet		
F.O., Ceylon		
S.N.O., Aden	3	2
S.N.O., Persian Gulf	3	2
F.O., East Africa	3	2
C.-in.-C., South Atlantic	3	2
F.O., Levant and Eastern Mediterranean	3	2
F.O., Western Mediterranean	3	2
V.A., Malta	1	1
F.O., Gibraltar and Mediterranean Approaches	1	1
F.O.C., West Africa	1	1
F.O.C., Royal Indian Navy—duplicate negative.	1	1

(b) copies on permanent loan :—

Ship Firefighting Schools :—

Devonport	1
Chatham	1
Portsmouth	1
Gosport	1
Rosyth	1
Lyness	1
Trincomalee	1
Kilindini	1
Damage Control School	1

4. Application for copies of this film on temporary loan should be made to Film Libraries and authorities referred to in paragraph 3 (a) above in accordance with A.F.O. 4251/43, paragraph 10.

5. The U.S. Naval film G. 88 “Damage Control Chemistry of Fire” as referred to in A.F.O. 4251/43 will no longer be distributed as the above film is a re-edited version of this film.

6. A.F.O. 4251/43 is to be amended accordingly.

(A.F.O. 4251/43.)

3950.—Instructional Film “Diesel Engine Marquette Hydraulic Governors” (Serial Number G.181)

(N.T./T.S.D. 2201/44.—27 Jul. 1944.)

With reference to A.F.O. 4251/43, a U.S. Naval Instructional film entitled “Diesel Engine Marquette Hydraulic Governors” is now available and copies will be issued without demand as in paragraph 3 below.

2. The film is in four parts as follows :—

- Part 1—Basic Hydraulic Governor,
- Part 2—Speed Droop Control,
- Part 3—BMEP Control,
- Part 4—The Powerhead.

3. Copies will be distributed as follows :—

	No. of copies	
	35 mm.	16 mm.
Lyness Library	1	1
Rosyth Library	1	1
Glasgow Library	1	1
Liverpool Library	1	1
Chatham Library	1	1
Portsmouth Library	1	1
Devonport Library	1	1
London Library	1	1

4. Application for copies of this film on temporary loan should be made in accordance with A.F.O. 4251/43, paragraph 10.

(A.F.O. 4251/43.)

3951.—Instructional Film “York 40 mm. A.A. Weapon” (Serial Number G.186)

(N.T. 5065/44.—27 Jul. 1944.)

With reference to A.F.O. 4251/43, a U.S. Naval training film entitled “York 40 mm. A.A. Weapon” has been produced and Part 1 “Train and Elevation Power Drive, Mark V, Hydraulic Mechanism” will be distributed in accordance with paragraph 3 below.

2. The film has a running time of approximately 30 minutes, and discusses the advantages of the power drive over manual operation. Explains by means of animation operating principles of the hydraulic system, how oil operates the gun, how various rates of speed are dealt with and the hydraulic fluid system of the A and B end.

3. Copies will be distributed without demand, as follows :—

	No. of copies	
	35 mm.	16 mm.
(a) copies on permanent loan :—		
H.M.S. “Excellent”	1	1
H.M. Gunnery School, Chatham	1	
H.M. Gunnery School, Devonport	1	
H.M.S. “Queen Charlotte”	1	
H.M.S. “Nelson”	1	
H.M.S. “King George V”	1	
H.M.S. “Duke of York”	1	
H.M.S. “Anson”	1	
H.M.S. “Howe”	1	
H.M.S. “Victorious”	1	
H.M.S. “Indomitable”	1	
H.M.S. “Sheffield”	1	

No. of copies
35 mm. 16 mm.

(a) copies on permanent loan—*con'd.*

H.M.S. " Birmingham "	1
H.M.S. " Ajax "	1
H.M.S. " Arethusa "	1
H.M.S. " Uganda "	1
H.M.S. " Leander "	1
H.M.S. " Newfoundland "	1
H.M.S. " Cleopatra "	1
H.M.S. " Phoebe "	1

(b) copies for re-issue on temporary loan :

Lyness Library	3	2
Rosyth Library	3	2
Greenock Library	3	2
Londonderry Library	3	2
Liverpool Library	3	2
Chatham Library	3	2
Devonport Library	3	2
Portsmouth Library	3	2
London Library	1	1
C.-in-C., Eastern Fleet	2	2
F.O., Ceylon	2	2
C.-in-C., South Atlantic	2	2
F.O.L.E.M.	2	2
F.O.W.M.	2	2
V.A. Malta	2	2
F.O.G.M.A.	2	2

(c) duplicating facilities.

F.O.C.R.I.N.—1 duplicate negative.

4. Application for copies of this film on temporary loan should be made to the Film Libraries and authorities referred to in paragraph 3(b) above, in accordance with A.F.O. 4251/43 (paragraph 10).

(A.F.O. 4251/43.)

3952.—Publication of Naval Magazines

(N./D.P.S. 486/44/P.—27 Jul. 1944.)

An increasing number of periodicals are being published at home and abroad for entertainment purposes and the dissemination of information of local interest.

2. Although the Admiralty can give no assistance in getting supplies of paper for such ventures in the United Kingdom, as the paper control regulations will not permit release of paper for any new publications in war-time, Their Lordships wish it to be known that such enterprises, wherever they can be put in hand by local arrangements, have their full support. It is hoped that on foreign stations, where paper control regulations do not apply, the local production of periodicals will spread wherever a suitable person can be found to edit a magazine which will combine entertainment and interest value with a policy directed towards the best interests of the Service.

3. An organization called the Forces Unit exists at the Ministry of Information for passing material including photographs for publication to Service periodicals abroad. The Editor of any local Naval periodical who would like to make use of this service should get into touch with Mr. L. M. McBride, Deputy Chief of Publications Division, Ministry of Information, stating what facilities are required. The staff of the Forces Unit is very small and the assistance that can be given is therefore limited, but the kind of material that it can supply is—

Articles of Special Naval interest.

Selected articles of general interest.

Material about the Far East.

Occasional "specials" when specially asked for.

4. Commanding Officers are responsible for the censorship of periodicals issued within their commands. A copy of each issue is to be forwarded to the Admiralty.

3953.—R.N. Supply and Secretariat School

(M. 1399/44.—27 Jul. 1944.)

The Accountant Ratings Training Establishment (H.M.S. "President V") Highgate, was paid off on 14th July, 1944, and the staff and activities have been transferred to:—

The R.N. Supply and Secretariat School,
Wetherby, Yorkshire,

in premises formerly occupied by H.M.S. "Cabot".

2. The new establishment commissioned on 15th July, 1944, as H.M.S. "Demetrius".

3. A Paymaster-Captain is appointed in charge of the school and has authority to communicate direct as may be necessary in connection with matters affecting the establishment.

4. The administrative authority of the establishment is the Flag Officer-in-Charge, Humber. The Paymaster Captain-in-Charge has authority under K.R. & A.I., Article 173, to have under his orders all officers and men serving in the establishment, and has been delegated in writing powers of punishment in respect of ratings of the Accountant Branch similar to those which may be delegated to Medical Officers in charge under K.R. & A.I., Article 536 (vi).

5. The establishment carries its own accounts.

6. Correspondence is to be addressed as in paragraph 1 above and drafts of personnel are to be routed to Wetherby Station, L.N.E.R.

7. Telephone No. is Wetherby (Leeds) 375.

8. A.F.O. 2703/44, paragraph 3, it to be amended accordingly.

(A.F.O. 2703/44.)

(A.F.O. 4717/41—not in annual volume—is cancelled.)

3954.—Admiralty M.T. Vehicles—"Split" or "Two-Piece" Road Wheels—Precautions as to Release of Nuts

(N.S.M.T. 830/44.—27 Jul. 1944.)

A number of Service vehicles are equipped with road wheels of the "split" or "two-piece" type, in which either two steel discs, each carrying one-half of the tyre-rim, are bolted to each other to form the complete wheel, or a half-rim is bolted to a main disc in which the other half-rim is incorporated, the securing medium in each instance being studs and/or bolts, and nuts.

2. Such wheels can be identified by the fact that they have two "circles" of nuts, each circle being of different diameter, the outermost being that of the nuts, etc., which connect to each other the two halves of the wheel and/or rim, the smaller circle being that of the nuts, etc., which secure to the hub the wheel as a whole.

3. The outermost circle of studs and/or nuts which connect the two halves of the wheel or rim, if not already so marked, are to be painted bright red, to indicate that the nuts must not be released whilst the tyre is at more than atmospheric pressure.

4. Before any such nut or bolt is released, it is essential first to ensure that the tyre has been fully deflated by the removal of the valve "inside", as there is a risk of serious, or possibly fatal, injury, should the wrong nuts be released whilst removing a wheel from a vehicle; the attention of all M.T. staff should be drawn to this point.

5. *Repainting.*—When any vehicle fitted with such wheels is being repainted, the outermost circle of studs and nuts is to be repainted bright red.

(C.-in-C., Plymouth, 4 Mar. No. 831/Ply. 1164.)

(A.F.O. 1754/44 is cancelled.)

3955.—Travel between the United Kingdom and the Continent—Visits to Normandy

(N.L. 9542/44.—27 Jul. 1944.)

With reference to paragraph 2 of A.F.O. 3388/44, no visit should be submitted to the sponsoring authority unless:—

- (a) the duty on which the intending traveller is concerned is of operational or administrative importance and concerned directly with the furtherance of the operations in the area to be visited.
- (b) it must necessarily be performed by the individual personally and be incapable of transaction by signal or correspondence.

2. Further, no visit which does not fulfil the foregoing requirements can be considered save in the most exceptional circumstances and even so before approval can be given it would be necessary in such cases for the Admiralty to obtain the concurrence of the Supreme Allied Commander.

(A.F.O. 3388/44.)

3956.—Exchange and Disposal of French "Invasion" Currency

(D.N.A. 27640/44.—27 Jul. 1944.)

French currency accepted by Base Accountant Officers and Cashiers of Home establishments under the procedure indicated in paragraph 4 of A.F.O. 3521/44 should be transferred as stocks accumulate, at intervals of not less than one month, to the Cashier, Portsmouth Dockyard, the transactions being dealt with as transfers of cash on Form S.5 (rate of exchange—200 Francs = £1).

2. It should be noted that this currency, as supplied to British service personnel for use in France, includes both Banque de France notes in various denominations and also special franc notes issued by the Allied Governments.

3. Before Banque de France notes tendered for exchange under the A.F.O. quoted are accepted, it is important that steps should as far as possible be taken to ensure that they have been legitimately acquired as it is known that many types of bogus notes are in circulation. In cases of doubt, such notes should be rejected or only accepted subject to further examination. Doubtful notes may, where considered necessary, be forwarded to the Director of Navy Accounts (Branch 5A), Northwick Park Hutments, Harrow, for examination by the Bank of England.

4. French currency found on deceased personnel or deposited by them on entry into hospital should be dealt with in the same manner as English money and taken on charge at the above-mentioned rates of exchange. The francs should be transferred to the Cashier, Portsmouth Dockyard, in accordance with the instructions contained in paragraph 1 above.

(A.F.O. 3521/44.)

3957.—Clothing and Effects of Deceased Personnel—Disinfection

(M. D.G.35643/44/R.T. 29441/44.—27 Jul. 1944.)

Articles of clothing and effects of deceased personnel despatched from this country to Eire must be accompanied by a medical certificate to the effect that disinfection has been carried out.

2. Clothing and effects received from overseas are generally disinfected at the port of entry into this country. Where a certificate of this having been done is available, further disinfection is not necessary.

3958.—South African Naval Forces—Cost-of-Living Allowances

(N. 16822/44.—27 Jul. 1944.)

With reference to A.F.O. 3022/43, paragraphs 31 and 32, cost-of-living allowances for personnel of the South African Naval Forces have been revised from 1st July, 1944, as follows:—

	<i>per diem</i>	
	<i>s. d.</i>	
<i>Married personnel—</i>		
Commanders and above, Surgeon Lieutenants of over one year's seniority and above.	3	11
Midshipmen, if both victualling and accommodation are not provided.	1	6
All other officers and ratings	4	7

Single personnel—

	<i>per diem</i>	
	<i>s. d.</i>	
Surgeon Lieutenants under one year's seniority, Lieutenant-Commanders and above.	1	4
All other officers and ratings, including Midshipmen	1	6

(A.G.M. 192316 July to authorities abroad is cancelled.)

(A.F.O. 3022/43.)

3959.—Services and Supplies to the Polish Armed Forces—Accounting Reports

(W.G.F. 532/42.—27 Jul. 1944.)

An agreement has been signed, on 29th June, 1944, with the Polish Government whereby the equipment and maintenance of the Polish Armed Forces by the Government of the United Kingdom will be on lend-lease terms. The Polish Government remain liable, however, for the cost of pay, allowances, non-effective benefits and any other emoluments of the members of the Polish Armed Forces and any other cash expenditure directly incurred by the Polish Armed Forces.

Accordingly no charge will be made for facilities afforded to Polish service personnel at H.M. Naval Establishments or Bases wherever situated, for supplies, irrespective of their origin, issued, or for repairs or other services rendered to their warships.

2. *Exceptions to Agreement.*—(i) The agreement does not apply to supplies specially furnished to the Polish Armed Forces which are not intended for their own use but for civil purposes. Supplies should not be made to the Poles or services arranged as a charge to Navy Votes, if they involve local payments to third parties outside the United Kingdom and the Colonial Empire (e.g., in the Dominions and foreign countries).

(ii) Cash advances to Polish vessels or personnel are recoverable from the Polish Government, and receipted vouchers, which should bear the reference of the entry in the ship's ledger of the Polish warship in respect of all such advances, should be forwarded to the Director of Navy Accounts (Branch 5) as soon as possible after the advance has been made.

3. *Procedure Applicable to Services and Supplies under the Agreement, initiated after 29th June, 1944.*—(i) Receipts should, wherever possible, be obtained for any issue of stores or equipment, but no price should be inserted in any invoice or transfer document handed to Polish personnel. Receipts for repairs carried out should be obtained in the following form:—

" This will acknowledge for and on behalf of the Polish Government completion to our entire satisfaction of work requisition number for refitting (the name of the vessel) ".

(ii) A central record will be kept of all expenditure (including local payments to third parties in the United Kingdom and the Colonial Empire) involved in connection with supplies and services rendered to the Polish Armed Forces, and for this purpose (except as directed in sub-paragraphs (iv), (v), (vi) and (vii)) reports are to be forwarded quarterly to the Head of the Admiralty Department concerned, stating the value assessed on the basis applicable to Dominion Navies of all such supplies and services. An approximate value should be assigned in cases where difficulty or delay is experienced in assessing the actual cost.

(iii) Reports will not be required in connection with medical treatment, harbour facilities, cranes, transportation, etc., unless identifiable expenditure paid locally to civil hospitals, contractors or transport undertakings, etc., is involved. The sole occupation of requisitioned or rented premises for accommodation of personnel or stores should be reported to the Chief Surveyor of Lands. Supplies of water and electric current should be reported as stores.

(iv) *Vote 2—Supplies and Services.*—Copies of supply or receipt notes for all victualling stores issued from Victualling Yards, Depots, Supply Ships, Naval Establishments and H.M. Ships to or returned from Polish Armed Forces and/or warships should be forwarded to the Director of Victualling (Branch 3). The value of the stores assessed on the basis in

sub-paragraph (ii) above should be inserted. The vouchers may be forwarded at the time of supply, or monthly, if the latter is more convenient. First reports from Victualling Yards and Depots should include supplies already made which have not been included on Forms V.108A.

(v) *Vote 3—Supplies and Services.*—Copies of supply or receipt vouchers for all medical and dental stores issued to or received from Polish warships and Armed Forces by R.N. Hospitals, Medical Depots, Hospital Ships, Naval Establishments and H.M. Ships are to be forwarded to the Medical Director-General of the Navy. Values are to be inserted by R.N. Hospitals and Medical Depots, assessed on the basis applicable to Dominion Navies, and vouchers forwarded monthly. Naval Establishments, etc., which have no information regarding prices are to forward unpriced vouchers at the time of supply. First reports from Hospitals and Medical Depots should include supplies already made which have not been reported on Forms V.108a.

(vi) *Vote 8—Supplies and Services.*—Expenditure on these incurred by Dockyards and Area Naval Store Bases with Expense Accounts staff is to be charged in the Cost Accounts to a separate item under Section A of Account 88, and reports of the amounts so charged, assessed on the basis applicable to Dominion Navies, are to be forwarded quarterly to the Director of Expense Accounts, Bath. The reports should not be cumulative, and nil reports should be forwarded in appropriate cases. Details and vouchers are not required, and approximate values, to include carriage if applicable, may be used if precise repayment values are not readily obtainable.

The necessary record of issues from Supply Ships, Bases and Depots will be made by the Director of Expense Accounts, Bath, from the bundles of vouchers sent to him monthly under A.F.Os. 3964/39 (as amended by A.F.O. 5774/43) and 1069/40. The record of supplies from H.M. Ships and Establishments will be made in office from Forms S.549, forwarded to the Admiralty in accordance with Article 59 of the Naval Storekeeping Manual (B.R. 4).

(vii) *Vote 9—Supplies and Services.*—Copies of unpriced vouchers for issues to and receipt from Polish warships and Armed Forces are to be forwarded by N.A. Establishments to D.A.S. (Branch E) in monthly Schedule H. An estimate of the incidental expenses incurred (carriage, freight, etc.) and cost of any repair, etc., services rendered is to accompany the schedule.

Copies of vouchers for Naval armament stores issued from or received by H.M. Ships, A.S.I.Ss. Bases, etc., other than the advanced loading points referred to in C.A.F.O. 1067/44, should be forwarded to D.A.S. (Branch E) as the transactions occur. The issue vouchers should bear evidence of receipt and a reference to the authority for supply.

4. Nothing in this Order should be regarded as affecting existing procedure for supplies and services to Polish merchant ships.

(A.F.Os. 1069/40, 3964/39, 5774/43 and C.A.F.O. 1067/44.)

3960.—Merchant Seamen—Treatment in Naval Hospitals

(W.G.F. 94/44.—27 Jul. 1944.)

As a war-time measure only in cases of emergency or if suitable alternative accommodation is not available, British and U.S. Merchant Seamen may be admitted to R.N. Hospitals provided they do not displace Naval personnel.

2. In the case of British Merchant Seamen charges should be reported to the Admiralty for recovery except in cases of injury not received in the service of the ship (e.g., if a man is knocked down by a motor car when ashore, not on ship's business), or of illness due to the man's own wilful act or default, or to his own misbehaviour, when charges are recoverable from the individual concerned.

3. U.S. Merchant Seamen should be admitted without charge under reciprocal aid, but the details of services rendered and supplies should be reported as required by A.F.O. 4553/42.

(A.F.Os. 1493/30, 4926/41, 4553/42, 6223/43 and 280/44.)

*3961.—S.S. "Northland"—Canteen Fund Rebate—Disposal

(N.—27 Jul. 1944.)

(Included in Notice Boards Issue only.)

*3962.—No. 1 Mobile Beach Repair Unit—Canteen Funds—Disposal

(N.—27 Jul. 1944.)

(Included in Notice Boards Issue only.)

*3963.—Sports—R.N. and R.M. Sports Control Board—Donation

(N.—27 Jul. 1944.)

(Included in Notice Boards Issue only.)

Section 3.—G., T., N., E., etc., & STORES; HULL, EQUIPMENT & FITTINGS

3964.—Guns—20-mm. Oerlikon Holdalls—Introduction

(A.S. 6971/43.—27 Jul. 1944.)

No more wooden boxes to contain tools and spare parts, etc. for Oerlikon guns are being made in United Kingdom, but, a canvas holdall is being manufactured in lieu. Supplies will shortly be received by naval armament depots from manufacture.

2. To assist naval armament depots and ships in packing tools, etc., A.F.O. Diagram 222/44 depicts the holdall and shews position of each spare part or tool.

3965.—Guns—20-mm. Oerlikon—Breech Casings with Oversize Screw Threads

(A.S./C.I.N.O. 5115/44.—27 Jul. 1944.)

A number of guns having breech casings with screw threads 0.5-mm. oversize are being accepted for Naval Service. The register numbers of guns accepted to date are:—

32419 to 32425, 32160, 32212, 32299, 32323, 32370, 32339, 32274, 32443 to 32453, 47599, 47601 to 47606, 47861 and 47894 to 47900.

2. Spare rings, seating, barrel springs stamped "75-mm. thread 0.5-mm. oversize" have been provided for these guns. R.N. Armament Depots should demand oversize rings if and when required for repair from Director of Armament Supply as necessary.

3. Oversize rings, seating, barrel spring must not be fitted to guns with breech casings of correct plan dimensions.

3966.—Guns—Oerlikon—Shoulder Rests, Mark III, and Handgrips, Marks I* and II—Introduction

(A.S. 3608/44.—27 Jul. 1944.)

A Mark III shoulder rest which is adjustable for height and width, has been introduced into Naval Service for use with Oerlikon guns. The Mark III rest can be fitted only to Marks I* and II handgrips which have a pintle to receive the shoulder rest. No Mark II shoulder rests have been or will be manufactured. Mark I handgrips modified for use with Mark III shoulder rest have the mark advanced to I*. Details are about to be published.

2. When issuing shoulder rests, depots are to ensure that Mark III rests are issued only for guns with Marks I* or II handgrips and that Mark I shoulder rests are issued for guns with Mark I handgrips.

3. The American integral type shoulder rest which combined handgrips and shoulder rest and is adjustable for height and width, fits to any Oerlikon gun without handgrips, but a transport cap is needed for the gun during transport. The transport cap (*i.e.*, a thin metal cap) is provided for fitting to the gun when the integral shoulder rest is removed for transport. The gun must *not* be fired with the transport cap fitted. Earlier type (not integral) U.S. pattern shoulder rests are suitable only for use with Mark I handgrips.

4. Both Oerlikon guns in power mountings and one gun in each twin Mark IX mounting require no shoulder rests but are to be supplied with Marks I, I* or II handgrips or breech casing cap (not transport cap). The breech casing cap is similar to the handgrips without the handgrip projections. Gun may be fired with a breech casing cap fitted.

5. Instances have recently occurred at sea of handgrips becoming unscrewed owing to the catch retaining handgrips not functioning correctly, through a chamfer being worn on the edge of the recess in which the catch engages.

6. This occurs as a result of hammering the handgrips into position for the catch to engage with the recess in the handgrips or *vice versa* when removing the handgrips. Care should be taken to ensure when affixing or detaching handgrips that the catch retaining is held right out of engagement with the recess.

7. Care should also be taken to ensure that the catch retaining is in correct alignment, and properly engaged with the recess. It may be found necessary to tap this home into position.

3967.—Guns—M/C. Vickers, 0·5-in., Mark III—Firing Pins, Mark II—Introduction
(A.S./C.I.N.O. 5406/43.—27 Jul. 1944.)

A new pattern firing pin designated Mark II, which is interchangeable with the Mark I firing pin, has been introduced into Naval Service.

2. Mark II firing pins differ from Mark I in having relief slots cut along the sides and a flat formed on the top and bottom of the point to improve functioning.

3. R.N.A. depots should note that Mark II pins may have been delivered from contractors and invoiced as Mark I*. They should be examined and transferred to Mark II.

3968.—Gun Mountings—General—Local Purchase Orders for Gun Mounting Gear—REPORTS

All Gun Mounting Overseers, Fitting Out Gun Mounting Overseers, Flag Officers-in-Charge concerned and Portsmouth Yard

(G. 3497/44.—27 Jul. 1944.)

Gun Mounting Overseers and Fitting-out Gun Mounting Overseers are hereby authorized to place local purchase orders for gun mounting gear under Vote 8.III.G up to a value of £250 for any one order. Such orders should only, however, be placed for gun mounting work of approved design and under the covering approval of the local Flag-Officer-in-Charge. Where it is proposed that orders be placed for gear not covered by the approved drawings, prior Admiralty approval should be obtained by telegram. The orders are to be placed generally in accordance with the following extract from Appendix IV of B.R.225—Gun Mounting Store Duties Instructions:—

- (a) Competitive tenders are to be invited when time permits and when competition is feasible. In inviting tenders special care should be taken to give the firm tendering full particulars as to the requirements, tests, etc.
- (b) The lowest tender may be accepted, provided the value of the order does not exceed £250. When the total value of the orders on one tendering exceeds £250, Admiralty approval is to be sought, even if acceptance of the lowest tenders involves dividing orders among two or more firms in such a way that each individual order is less than £250.
- (c) If it is proposed to accept a tender other than the lowest, prior Admiralty approval is to be obtained when the value of the order exceeds £100; when this limit is not exceeded, the tender may be accepted and covering approval obtained subsequently, the reasons being fully stated.

- (d) Subject to (a) orders may be placed without obtaining competitive tenders when the value is not in excess of £20.
- (e) In accepting any tender submitted on the basis of firm's own commercial conditions of sale, the acceptance should definitely state that the order is placed subject only to the Admiralty general conditions. In the event of a firm refusing to accept the order, except on conditions differing from the usual Admiralty conditions, the matter should be reported to the Admiralty (Director of Navy Contracts) for decision with a report expressing the Gun Mounting Overseer or Fitting-out Gun Mounting Overseer's view as to the firm's conditions.
- (f) In no circumstances is cancellation of, or any modification in, accepted tenders to be allowed without prior Admiralty approval.
- (g) If a replace part is a speciality of the designers and makers, a tender is to be obtained from the firm for a similar replace part and the order may be placed with them up to a limit of £250, subject to the price being fair and reasonable. In regard to replace spanners, steel balls and ball and roller bearings (other than special conical and roller bearings for trunnions, washplate engines, etc., which require special facilities for tests, etc.) washers and springs for both gun mountings and air compressors, it is to be noted that much lower quotations are usually obtained from the usual tool, ball and roller bearing or spring firms than from the main gun mounting or air compressor firms; and quotations for these articles should be obtained from firms specializing in these details as well as from the main armament firms.
- (h) Orders may also be placed under standing contracts up to the limit of £250.
- (i) In regard to replacements of hoses for hydraulic purposes, quotations are to be obtained at "per foot run" for the tubing and separate prices for the connections and fittings.
- (j) Any proposed purchases of modified parts are to be first submitted to the Admiralty.
- (k) The local purchase Forms D.258 should be used as far as applicable.

2. Full particulars of all orders placed, and their value, should be communicated to the Secretary of the Admiralty (G. Branch) in a monthly statement on Form D.258g, to be rendered about the middle of each month. From the middle of March until the end of the financial year each liability as it is incurred is to be reported immediately. The accepted tenders and copies of the acceptance letters, together with the declined tenders (which should be clearly so marked), are to accompany each report. A certificate is also required in each instance that the prices are considered fair and reasonable and the Admiralty liable for the cost.

3. Copies of orders and acceptances of tenders should be furnished to the Overseer supervising manufacture at the works from which the gear is ordered, in order that the necessary inspection may be carried out. Copies of *all* orders and acceptance tenders and D.55 invoice forms in connection with the orders for gun mounting gear should also be forwarded to the Admiral Superintendent, H.M. Dockyard, Portsmouth, except in the case of the Gun Mounting Overseers, Coventry and Parkhead, who have their own accounting organizations, viz. E.A.O., Stafford and Rosyth dockyard, respectively.

4. Gun Mounting Overseers and Fitting-out Mounting Overseers should note that the instructions regarding the rendering of returns of all local orders placed are to be strictly observed.

(B.R.225)

(A.F.O. 1009/42 is cancelled.)

3969.—Aircraft—Guns, Hispano 20-mm., fitted with Edgewater Adaptors—Covers, Muzzle No. 2, Ref. 7G/599

(A.S./A.D.P. 639/42.—27 Jul. 1944.)

A muzzle cover No. 2 R.A.F. Ref. 7G/599 for 20-mm. Hispano guns fitted with Edgewater adaptors has been introduced into Naval service. Scales of issue will be promulgated later. Initial supply will be made without demand.

3970.—Target Indicating Systems—Searchlight Control—Mark V, etc. Sights—Protection from Water

(G. 010916/44.—27 Jul. 1944.)

Reports are still received that water gets into Mark V, etc. searchlight sights. It seems that water must enter at the training ball races near the training handwheel.

2. These races are protected by greased felt washers, but their watertightness becomes impaired in time. It is not possible to pack them more tightly without increasing unduly the torque required.

3. The recess inside the training handwheel (which gives access to the washers) has had drain holes fitted in all modern sights to prevent water accumulating. The fitting of holes has already been ordered for the earlier sights.

4. As a further protection some ships have fitted a skirt of rubber insertion or leather over the training handwheel as shown in A.F.O. Diagram 224/44 (D.N.O. 6182).

Ships who experience trouble from dampness should make and fit protective covers on these lines.

3971.—Training—Instructional Appliances—Gyro Sight Trainer for Single Oerlikons

(G. 013196/44.—27 Jul. 1944.)

Gyro Sight Trainer.—A very simple and useful device for training ratings in smooth following with a gyro sight on a single Oerlikon has been produced by H.M.S. "Illustrious", and in a modified form is recommended for general use.

2. It can be easily produced by ships' staff, and with obvious further modifications, could also be used on twin Oerlikons.

3. The modified version consists of:—

(a) *Clamp.*— $\frac{1}{8}$ in. plate to fit the barrel at the knurled portion. It is sweated to a flat plate for securing to the block and secured to the barrel by a wing nut.

(b) *Block.*— $1\frac{1}{2}$ ins. square wood, 3 ins. long, constructed to take a 1 in. square sliding bar and holding a retaining pin with chain.

(c) *Sliding Bar.*—1 in. square wood, 24 ins. in length, with one end drilled and slotted to take the vertical rod which is clamped by means of the wing nut.

(d) *Vertical Rod.*— $\frac{1}{2}$ in. diameter steel rod fitted with a cross at the top.

4. When clamped at a distance of six feet from the eyepiece (on knurled portion of barrel) the sliding bar is graduated to give an aim off for various speeds—e.g. $6\frac{3}{4}$ in. = 100 knots, 14 in. = 200 knots, etc. At each graduation a hole is drilled to take a peg inserted through the block. With the cross set correctly for height on the reticule, the vertical rod is moved down and graduated as before, i.e. $6\frac{3}{4}$ ins. down = 100 knots down, etc.

5. Training is carried out on crossing runs by setting speed across on the sliding bar (3(c) above). Settings on the vertical rod (3(d)) will give approximate of approaching runs in the same way. The cross (3(d)) is considered as the sight reticule, and the sight reticule as the target. The gunner keeps his cross (3(d)) (representing the sight reticule) on the sight reticule (representing the target) by smooth following.

6. Combinations of settings will give practice in various forms of attack and help to familiarize the operator with the relative movement of the mounting for different aircraft speeds and above all will bring home to him the importance of smooth following vertically and laterally.

7. The modified device is shown in A.F.O. Diagram No. 230/44.

8. It should be noted that the original device, designed and promulgated by H.M.S. "Illustrious" has fitted, instead of the cross (3(d)) a model aircraft. If this version is used the reactions of the gunner in getting on to the target initially and in correcting subsequent errors will be directly opposite to those required against a real aircraft.

9. The modified version, used as in paragraph 5 above, requires a little imagination, but will simulate the correct reactions.

3972.—Torpedoes—18-in., Marks XII/XV, 21-in. VIII/IX—Introduction of New Pattern Pipe Connecting Valves Stop and Charging

(A.S. 3158/44.—27 Jul. 1944.)

H.P. air leaks into the balance chamber have been due, among other causes, to faulty joints at the pipe ends between the stop and charging valves. The defective joints have often been brought about by vibrational effects and the present rigid type pipe between two "fixed" fittings.

2. To reduce the possibility of leaks at these positions, a new pattern pipe giving more flexibility has been introduced for 18-in., Mark XII/XV and a similar design, with a different bend of pipe, for 21-in., Mark VIII-IX** torpedoes. Details of the pipes and the arrangement of the end connections are shown in the A.F.O. Diagram 223/44.

3. The pipe-connecting 18-in., Mark XII/XV stop and charging valves will be accounted for as St. No. 5497A, and its use will necessitate the introduction of a revised method for holding the depth gear weight locking catch trip wire. Details of this will be given separately.

4. The new pattern pipes will be introduced into new manufacture as soon as possible.

3973.—Torpedo Stores—Bars Launching-in Torpedoes St. No. T.260B—Revised Allowances

Submarines and Depot Ships for Submarines

(A.S. 8420/44.—27 Jul. 1944.)

Experience has shown that the present allowance of "Bars launching-in torpedoes St. No. T.260B" to "U", "S" and "T" class submarines is excessive. It has therefore been decided to reduce the allowance of Bars St. No. T.260B to submarines of these classes to the following scales, viz. :—

"U" class submarines	2 per submarine
"S" and "T" class submarines	3 per submarine

2. Consequent on the above, it has been approved for Bars St. No. T.260B to be allowed to depot ships for submarines in the proportion of 2 per ship as "spares" to provide replacements in attached submarines.

3. Ships and vessels concerned are to adjust to the revised allowances as soon as practicable.

3974.—Depth Charge Pistols—Mark VII—Key, Adjuster Cover

(T. 1209/44.—27 Jul. 1944.)

It has been reported from sea that, due to corrosion and other causes, trouble has occasionally been experienced when removing the depth adjuster covers of Mark VII series depth charge pistols.

2. A tool, key, adjuster cover, has been designed for this purpose, and may be made by ship and base staffs if desired. (See A.F.O. Diagram 226/44.)

3. The tool consists of a $\frac{3}{8}$ -in. diam. light weight steel tube 8.2-in. long, blanked off at one end with a mild steel plug, and drilled 0.73-in. from this end with two diametrically opposite $\frac{1}{16}$ -in. diam. holes to take a tommy bar. To the opposite end is welded a tubular key piece 1.13-in. long and 1.25-in. diam., with two projecting pins 0.25-in. square, to take in the key slots in the depth adjuster cover. The tubular key piece has slots cut 0.93-in. long, as shown on A.F.O. Diagram 226/44 to take over the depth adjuster key.

3975.—Depth Charge Pistol Extracting Tool

(T. 1209/44.—27 Jul. 1944.)

Depth charge pistols which have been fitted in charges, and which for various reasons have not had the monthly routine carried out on them, are sometimes found to have the I.R. joint ring adhering to the primer tube.

2. In order that the pistol may be withdrawn safely should this occur, an extracting tool has been designed, and may be made by ship and base staffs if desired (see A.F.O. Diagram 225/44).

3. The tool consists of a 3-in. nominal bore 8 S.W.G. mild steel tube, to which is welded a mild steel collar threaded on the inner circumference, 3-in. dia. 16 T.P.I. The cylinder is drilled with two diametrically opposite 1¼-in. dia. holes, with centres 1-in. from the top of the cylinder, in which are welded two 0.65-in. long mild steel cylinders, threaded on the inner circumference 1.04-in. dia. 14 T.P.I. These take the handles from spanner, St. No. 6825, or suitable handles can be made if desired. The collar has a 0.2-in. x 0.37-in. circumferential flange cut on the outer circumference to bear on the primer tube.

4. *Instructions for Use.*—(a) Remove the securing nut and joint washer from the pistol.

(b) Screw the tool to the adjuster body of the pistol on the threads originally holding the securing nut, until the flange of the collar takes on the top of the primer tube.

(c) Screw down further on the tool, which will then unstick the I.R. joint ring and extract the pistol from the primer tube.

3976.—Smoke Screening—U.S. Floating Smoke Pot M.4 and M.4A1— Precautions in Stowage and in Use

(T. 05735/44.—27 Jul. 1944.)

The U.S. Floating Smoke Pot, M.4, which contains an H.C.E. smoke mixture and is lightly constructed and poorly sealed is unsuitable for normal ship stowage. Sealing has been improved in the M.4A1 type but construction remains light.

2. As conditions may arise where these smoke pots are available locally whereas Smoke Floats, Mark VI, and other British smoke making apparatus may not be available the U.S. Floating Pots, M.4 and M.4A1, may be carried on board H.M. ships in weather deck storage when so authorized by the administration authority; the precautions laid down in C.A.F.O. 657/43 are to be adhered to.

3. The pot is functioned by means of a pull wire which when pulled ignites a fuze lighter or match; this ignites a safety fuze which is in contact with the starter mixture of the smoke filling. The pull wire housing, fuze lighter and safety fuze are all mounted on a wood batten support secured vertically in the buoyancy chamber. The H.C.E. smoke filling is contained in the base of the pot below the buoyancy chamber.

4. It is possible that if the smoke pot is severely knocked or dropped the wood batten support will become displaced. This would usually result in a break in the ignition train and consequent misfire. It is possible, however, that such displacement will tension the pull wire and thus function the pot. Particular care is necessary therefore in transport and in choice of stowage.

5. It should be noted that these smoke pots are more easily ignited accidentally by those not conversant with their operation than are British generators, they should not be retained on board, therefore, during refit or when there is a risk that they may be tampered with by unauthorized persons.

6. The following instructions regarding the use of Smoke Pots M.4 and M.4A1 are promulgated:—

(a) *Within 24 hours before firing these Smoke Pots, the following precaution is to be taken to avoid risk of explosion to the operator.*

Vent hole covers (tape) must be removed for 5 minutes and then replaced.

Note.—The tape covering from at least two of the vents must be removed for this purpose.

(b) *To prepare for firing:—*

(i) Remove the adhesive tape covering the Pull Wire: this is not to be done until actually about to fire.

(ii) The tapes covering the vent holes and the fuze support nail are *not* to be removed: the gas pressure will blow the tapes off the vent holes.

(c) *To Fire:—*

Pull the Pull Wire and stand clear. Smoke will start 10-20 seconds later and last for 10-15 minutes.

(C.-in-C., Po. 3233/5/7644, 29 May 1944.)

(C.A.F.O. 657/43.)

3977.—Radio Interference in Coastal Force Craft

(D.E.E./C.F.M. 1856/44.—27 Jul. 1944.)

A.F.O. 3415/44 is to be amended as follows:—

Section 5 (a), last line. For "A.P. 19443A Suppressors" read "A.P. 19433A Suppressors".

(A.F.O. 3415/44.)

3978.—Titanium Tetrachloride Drums—Care of

(N.S./A.W.D. 1711/43.—27 Jul. 1944.)

It has been reported that during a handling trial of S.C.I. apparatus at a Naval air station, great difficulty was experienced, and time lost, in removing the bungs from the titanium tetrachloride drums, and the standard spanners used were rendered unserviceable in loosening the bungs.

2. The ready opening of these drums is most essential in operational use, and the bungs of all drums which have been in storage for long periods are to be eased and re-tightened periodically, the threads of the bungs being re-greased with graphited mineral jelly as necessary.

3. Tight closure of the drums is vital to avoid leakage in transit, and the bungs of filled drums supplied to Admiralty establishments from the filling contractor are tightened by hammering the spanner in order to bed down the lead washer fitted on the bung.

4. The date of filling is stencilled on the drum.

(R.N.A.S., Lee-on-Solent, No. 2770/F.1203—8 Oct. 1943.)

(A.F.O. 5646/43.)

3979.—Introduction of Propeller Shaft Flexible Couplings

L.C.V., with Hall Scott Invader Engines

(D./D.C.O.M. 3592/44.—27 Jul. 1944.)

Damage to the crankcase castings of Hall Scott Invader engines fitted in L.C.V. is attributed to severe torsional shock transmitted through the propeller shaft when the propeller strikes an obstruction.

2. In order to absorb this shock, arrangements have been made for the supply of flexible couplings of the design shown in A.F.O. Diagram No. 229/44. These couplings are to be interposed between the existing engine and shaft half couplings and should be fitted with the slotted side facing aft. In order to accommodate the coupling the propeller shaft must be shortened by 1 in., the keyway being extended as necessary and new holes for the securing pins drilled.

3. It should be noted that the use of these couplings does not obviate the necessity for correct alignment between engine and shaft, which should be checked in the normal manner.

4. Arrangements should be made to fit these flexible couplings at the first convenient opportunity, the work being treated as a defect. Flexible couplings should be demanded from L.C.M.S.O., Staines, who also holds stocks of propeller shafts of the correct length to suit the use of these couplings.

5. This modification is applicable to L.C.V. only, and to no other type of minor landing craft using Hall Scott engines.

(This order is to be retained until complied with.)

3980.—Steering Gear—Hydraulic Type—Working Fluid

(D. 9982/44.—27 Jul. 1944.)

A steering gear of the hydraulic type has been seriously damaged by the use of a glycerine/water mixture in the ram operating system.

2. A 50-50 glycerine and water mixture is to be used in steering telemotor control systems which have no fluid connection with the ram operating system but is not to be used as the working fluid in the ram operating system.

3. Hydraulic systems for operating the steering gear rams are to be charged either with the working fluid specified by the steering gear makers or with an Admiralty oil as detailed below.

4. In steering gears manufactured by Messrs. Brown Bros., Messrs. Hastie and Messrs. Donkin, of the type in which the ram operating hydraulic system is separate from the telemotor control system, Admiralty special mineral lubricating oil is to be used.

5. For gears manufactured by the above firms and Messrs. Hyland Ltd., of the combined power and hand type in which a common system is used for both telemotor control and hand steering, Admiralty mineral non-freezing oil is to be used.

6. In all ships with hydraulic steering gear steps are to be taken to ensure that the ram operating systems are charged with the correct working fluid.

(C.-in-C., Portsmouth, 19 Jun. 1944, No. S/8224/F/20.)

3981.—Evaporating and Distilling Plants—Reduction of Scale Formation—As. and As.—REPORTS

(D. 013736/44.—27 Jul. 1944.)

It has been established that marked improvement in the performance and output of evaporating and distilling plants with corresponding decrease in the work of maintenance can be obtained by the continuous injection of small quantities of a solution of starch and the U.S. Navy boiler compound into the evaporator feed water.

2. Standard apparatus for this purpose is in the course of manufacture and will be distributed to units of the fleet in the following order of priority.

- (i) Eastern fleet.
- (ii) New construction.
- (iii) Refitting ships.
- (iv) Remainder.

3. Distribution will be arranged by the Admiralty and no demands from individual ships need be forwarded. Administrative authorities will be informed of the availability of the gear and of the required distribution of the sets available.

4. The equipment consists of a mild steel tank of approximately 50 gallons capacity, provided with a small steam driven pump which injects the mixture into the evaporator feed. The majority of the output from the pump discharge is returned to the tank thereby keeping the solution agitated and well mixed. It is necessary to keep the solution at about 160°F.—180°F. and to effect this the exhaust from the pump is returned to a heating coil in the tank. The arrangement is shown in A.F.O., Diagram No. 227/44.

5. In ships in which evaporator feed heaters are fitted the mixture is to be introduced into the evaporator feed line before the feed heater and in ships not so fitted, immediately before the feed regulator.

6. *Starch Mixture*—Either corn or potato starch, whichever is the more readily obtainable, may be used.

Successful operation depends principally on the proper preparation of the starch mixture and meticulous observance of the following routine is necessary, viz:—

- (a) Proportions of the mixture should be $\frac{3}{4}$ lb. of starch and $\frac{1}{4}$ lb. of U.S. Navy boiler compound to 5 gallons of fresh water.
- (b) The starch and the boiler compound should be mixed dry in the above proportions. The resulting powder should then be reduced to a

smooth paste by the careful addition of the minimum amount of cold water found to be necessary. Only small quantities of the powder should be treated at a time, the process being continued until 1 lb. has been so mixed, great care being taken to avoid lumps.

- (c) Gradually add cold water to the paste, stirring briskly, until the mixture will just pour.
- (d) Add the solution to 1 gallon of boiling water and stir vigorously. It will be noted that a change of state occurs and that the solution takes the form of a thick glutinous mass.
- (e) Dilute the resulting solution with a further 1 gallon of boiling water and pour into the tank adding 3 gallons of hot (not necessarily boiling) water to obtain the correct strength.
- (f) The pump must immediately be started on bypass to keep the mixture agitated.
- (g) Repeat (a) to (e) until the required quantity of mixture has been made.

7. *Operation*—About 5 gallons of the mixture will be required for each 10 tons of water distilled and the rate of injection should be adjusted accordingly, using the dial depth gauge on the tank as an indicator.

The pump should always be run at high output so that a large proportion of its discharge is returned to the tank, injection being controlled by the valve provided and not by adjustment of the pump speed.

The foregoing rate of injection should be suitable for average conditions but should be modified as may be found necessary. Experience in this connection is to be reported to the Admiralty.

8. The Commanding Officers of ships fitted with distilling plant are to insert an item, classification "A" "To instal starch injection equipment", in their next list of As. and As. Work is to be carried out by ship's staff with additional materials supplied by dockyards, if found necessary.

3982.—Refrigerant Gas (Freon)—Contractors' 145-lb. Cylinders

(N.S. 019155/43.—27 Jul. 1944.)

The 145-lb. capacity cylinders in which bulk supplies of Freon are received from U.S.A. are lapwelded (not seamless) and are tested to 600 lb. pressure only. They are suitable for a single journey only, and are not accepted by the Home Office for transport in United Kingdom. These cylinders are not returnable and should be scrapped when empty.

(A.F.O. 3714/44.)

3983.—Refrigerators using Freon—Servicing

(N.S. 18073/44.—27 Jul. 1944.)

Private firms receive an allocation of freon gas from the Ministry of Supply to meet non-service requirements and the Admiralty is expected to meet all its needs from the quota it receives.

2. Accordingly, whenever Admiralty facilities for the servicing of refrigerators using freon gas are not available and it is necessary for such work to be performed by contractors, any freon which may be required for "topping up" is to be supplied from the authorized allowance of spare gas carried by ships concerned and *not* by the contractor.

3984.—Methyl Chloride Cylinders of American Manufacture to be withdrawn from Service

(N.S. 25352/44.—27 Jul. 1944.)

Owing to unsatisfactory results of metallurgical tests on samples of American type Methyl Chloride cylinders (22 lb. and 16 lb. capacity), cylinders bearing registered Nos. U.S.A. 1-600 are *not* to be sent for recharging but are to be brought to produce and reports rendered to Admiralty of the Registered No. of the cylinders as they are scrapped.

2. Any serviceable valves from the cylinders are to be recovered and sent to the Superintending Naval Store Officer, Park Royal, for future use.

3985.—Visual Signalling Apparatus—Revised Allowances of 10-in. Signalling Projectors and Lanterns

(R.E. 11473/44.—27 Jul. 1944.)

The following correction is to be made to A.F.O. 1842/43 :—
Under "6-in. H.S.L." alongside "Trawlers 1-1" insert "††".
Add note †† "only if 10-in. S.Ps. are NOT fitted".

(A.F.O. 1842/43.)

3986.—Ground Strip Signals

(A.W.D. 1020/44.—27 Jul. 1944.)

With reference to B.R. 858, Appendix B, double lengths of ground strips, placed end to end, should be used whenever it is desired to display any of the Essential Battle Messages (code groups 0-9). No increase in existing equipment is necessary, since not more than four strips are used in any of these messages.

2. This measure is designed to aid aircraft to read the messages more easily at heights up to 8,000 feet. B.R. 858 will not be amended until further operational experience has been gained.

3987.—D/F Outfits, FM.2/7/11/12—Adjustment of Inductance Correcting Unit

(R.E. 11941/44.—27 Jul. 1944.)

During the calibration of the above D/F outfits, FM.2/7/11/12, the adjustment of the inductance correcting unit is made by the calibrating officers and the actual setting is shown on the curve of correction left in the ship at the time. This setting is also included on the A.S.E. report of calibration when forwarded subsequently.

It should be noted that the curves of correction supplied are only valid for the setting mentioned and if this setting is altered, inaccurate D/F bearings will result.

2. If the D/F receiver is used for communication purposes, with the sense-D/F switch in the sense position, it is unnecessary to alter the setting of the inductance correcting or to return the inductance or switches to zero.

3. Inductance correcting switches are only to be moved for cleaning purposes or as necessary during re-calibration.

3988.—Radar Teacher Outfit H.R.A.—Modification

(R.E. 02179/44.—27 Jul. 1944.)

The modification outlined in A.F.O. Diagram 220/44 (A.S.E. Drawing 42119/44) may be carried out if so desired by ships and authorities issued with Teacher Outfits H.R.A., the necessary work being done by ship's staff.

2. The object of the modification is to reduce the beam width of simulated signals when carrying out instruction on sets with highly directive aerials (e.g. Radar, Type 271 and conversion).

3. The stores required are 6 in No. 0.0003 microfarad \pm 15 per cent. condensers, Pattern W.3191, for each Teacher Outfit H.R.A. to be modified. If not immediately available from ship's spares or local storing bases, these condensers should be demanded from the Superintending Naval Store Officer, Haslemere, quoting this Order as authority.

(This Order is to be retained until complied with.)

3989.—Wireless Set, Type TAJ—General Electric Co. Manufacture—Fitting-out Information

(R.E. 11694/44.—27 Jul. 1944.)

A.S.E. Preliminary Specification No. B.468/44 has been prepared to show the method of fitting and wiring Wireless Set, Type TAJ (General Electric Co. manufacture).

2. Copies of the specification have been forwarded to the Commanders-in-Chief, Eastern Fleet and Western Approaches; to the Admirals Superintendent, Chatham,

Devonport, Portsmouth, Orkneys, Ceylon and Rosyth; to the Flag Officers-in-Charge, East Africa, West Africa, the Commodore, Algiers; to the Commodores-Superintendent, Gibraltar, Malta and Simonstown; to the Commodores-in-Charge, Sheerness and Halifax; to the Commodore Commanding, R.I.N., Bombay; to the Captain-in-Charge, Bermuda; to the Captains Superintendent, Alexandria and Durban; to the Naval Officer-in-Charge, Londonderry; to the Naval Headquarters, India; to the Deputy Superintendent, Pembroke; to the Naval Secretary, Wellington; to the Naval Secretary, Melbourne, for the Officers concerned at Melbourne, Sydney and Fremantle; to the Secretary, Naval Board (N.D.A.), Ottawa; to the Chief Constructors-in-Charge, H.M. Naval Repair Bases, Corpach and Dunstaffnage; to the B.A.M.R., Washington.

3. Copies of the specifications have also been forwarded to the Warship Production Superintendents, East Coast of Scotland, North Western, Humber, Southern, London, South Wales, Belfast, Scottish and North Eastern Areas; and to the Warship Electrical Superintendents, Scottish and North Eastern Areas; and to the Warship Electrical Superintendents, Scottish, North Western, North Eastern, South Wales, London, South Western and Northern Ireland Areas. The Principal (Ship) Overseers and Emergency Repair Overseers of all ships approved to be fitted with Type TAJ (General Electric Co. manufacture) are therefore to apply to the Warship Production Superintendents of their areas for a copy of A.S.E. Specification No. B.468/44 in accordance with the procedure laid down in A.F.O. 790/40.

4. It is to be noted that any advance fitting-out drawings, etc., which may already have been distributed are superseded by this specification and should be disposed of as confidential waste.

(A.F.O. 790/40.)

3990.—Rigging Arrangements for M/F, D/F Outfits FM.4 and FM.11—As. and As. Submarines

(R.E. 11059/44.—27 Jul. 1944.)

Item number. "S" Class 524, "T" Class 527, "U" Class 520, O.P.R. Minelayer and River Classes 512. Classification A*.

2. Reports from sea indicate that some submarines are now fitted with jumping wires, guard wires and life lines, which are not secured by insulators at each end. This results in large and variable errors in D/F bearings.

3. Those vessels which are not fitted with insulators in the jumping wire, or in the guard wires and life lines are to have suitable insulators fitted as soon as possible. The work is to be carried out by depot ship's staff.

4. After the insulators have been fitted D/F calibration should subsequently be carried out.

5. Separate instructions will be issued for new construction.

3991.—R.N. Shore Wireless Stations—Transmitter Type 610—Introduction R.N. Shore Wireless Stations, Royal Naval Air Stations and Shore Establishments supplied with W/T Apparatus

(R.E. 02328/44.—27 Jul. 1944.)

Purpose.

Type 610 is a general purpose set adapted for use on local lines of communication, where a small set with a transmitting range on all useful frequencies up to a distance of about 100 miles is required. A more accurate guide to transmitting range can be obtained from paragraph 7 below. It is particularly suitable for ground to air communications, small stations keeping one channel in which the transmitter and receiver are situated in the same room, and stations which have no transmitting station watchkeepers.

Transmitter.

2. Type 610 comprises Transmitter 8D, Admiralty Pattern No. 53899A, with certain ancillary stores. This transmitter is a modified version of Transmitter 8D, Admiralty Pattern No. 53899, which itself was a modified version of R.A.F. Transmitter T.1154B. The practice of referring to Type 610 as T.1154B is, therefore, misleading and is to be discontinued.

Frequency Range and Control

3. The frequency range of the transmitter is :—

- (a) 200 to 500 Kc/s. (Master Oscillator Control only.)
 (b) 1.5 to 10 Mc/s. (Master Oscillator or Crystal Control.)

4. The Crystal Holder is A.M. Ref. No. 10X and the crystal multiplication factor is "1" from 1.5 to 7 Mc/s., and "2" from 7 to 10 Mc/s.

Modulation.

5. The transmitter is suitable for C.W., M.C.W., or R/T, changes in the modulation being effected by a hand operated switch on the transmitter.

Listening Through.

6. "Listening through" facilities are provided when a local receiver is in use.

Aerial Power.

7. The power output from the transmitter to the aerial is approximately :—

Frequency.	C.W.	R/T and M.C.W.
200 Kc/s.	33 watts.	10 watts.
500 Kc/s.	72 watts.	35 watts.
1.5 to 3 Mc/s.	60 watts.	30 watts.
3 to 5.5 Mc/s.	72 watts.	30 watts.
5.5 to 10 Mc/s.	90 watts.	23 watts.

Output to Aerial System.

8. (a) 200 to 500 Kc/s. Single wire only.
 (b) 1.5 to 10 Mc/s. Coaxial cable (Uniradio No. 4 or 5) normally, but a single wire connection is possible to give less efficient results if coaxial cable cannot be fitted.

Associated Aerial Outfits.

9. (a) General Purpose aerials (non-coaxial) Aerial Outfits A.O.P. or A.O.S.
 (b) H/F aerials (coaxial) Aerial Outfits A.O.M. or A.O.Q.

Power Supplies.

10. There are three variants of Type 610, which differ in the power supplies required as follows :—

Name.	Type of Power Supply to Transmitter.
(a) Type 610FS	From rectifiers supplied at 230 volts 50 cycles single phase A.C. Input to rectifiers 500 volt amps.
(b) Type 610ES	From rotary converters supplied at 24 volts D.C. from batteries. Input to converters 500 watts.
(c) Type 610EFS	Power units as in (a) and (b) for both 230 volt A.C. and 24 volt D.C. supply.

11. In the case of Type 610EFS the change over from A.C. to D.C. supply and vice versa must be effected manually at the transmitter.

Associated Receivers.

12. The receiver outfit recommended for local use with Type 610 is Receiver Outfit C.D.H. (Receiver B.34), but Receiver Outfit C.D.L. (Receiver B.28) can also be used. H.T. and L.T. power supplies for the above receivers can be taken from Transmitter 8D if necessary.

Remote Control.

13. If a standard system of remote control is not already fitted or approved for a station, a special remote control system is provided which accords the following facilities, using three pairs in a remote control cable up to 5 miles long with 20 lb. conductors :—

- (a) Remote control of keying circuits.
 (b) Remote control for switching "on" and "off".
 (c) Remote control facilities for R/T transmission with normal "press to speak" arrangements.

Establishment List.

14. The Establishment List for Types 610ES/FS/EFS is List "E.651" dated July, 1944.

Specification.

15. The Installation Specification of Type 610 is A.S.E. No. "B.486/44" preliminary issue dated May, 1944.

Conversion of Earlier Transmitters 8D.

16. The above remarks apply to Transmitter 8D, Pattern No. 53899A only. The earlier transmitters 8D, Pattern No. 53899, issued will be converted to Pattern No. 53899A by instructions issued in an Admiralty Fleet Order as soon as conversion kits at present being produced are available.

Confusion with Transmitter "S.C.R. 610".

17. This set must not be confused with the U.S.A. V.H/F set "S.C.R. 610".

Use in Naval Radio Vans.

18. It should be noted that when Type 610 is fitted in a Naval radio van, the specification "B.486/44" is not followed. Details of the wiring employed should, therefore, be obtained from the appropriate van specification.

3992.—Aircraft Radio—Crystals—Repair

(N.S. Air/A.C.R.D. 1424/44.—27 Jul. 1944.)

Arrangements have been made for the repair of faulty crystals from aircraft radio communication sets.

2. Crystals suspected of being faulty should be returned to the nearest Aircraft Repair Yard for testing with test set, Type 330 (Stores Ref. 10S/630). These test sets are activity testers and will be supplied without demand to Repair Yards when supplies become available.

3. Crystals confirmed as faulty by Repair Yards are to be returned to R.N. Store Depot, Coventry or Perth, or to the nearest R.N. Store Depot abroad for return to U.K.

4. Indication of unserviceability is to be shown either by tie-on label or by pasting a slip of paper on the crystal holder. The practice of scratching U/S or similar inscription on the holders is to cease.

3993.—Aircraft Radio—Shortening of TR. 1366 Fixed Aerial in Barracuda

(A.C.R.D. 1286/44.—27 Jul. 1944.)

When Barracuda aircraft were fitted with T.1115 and R.1116 only, they employed a single wire fixed aerial which ran fore and aft, from the tip of the mast to an insulator attached to the tail-plane.

2. The introduction of TR.1366 necessitated a second fixed aerial. This requirement was met by fitting another aerial between mast tip and the port side of the tail-plane, while the existing (T.1115-R.1116) aerial was moved so that its rear attachment is to the starboard side of the tail-plane instead of to the centre.

3. This port aerial (TR.1366) is the same length as the G.P. aerial, i.e., approximately 14-ft. Although results may be satisfactory on certain frequencies the aerial is too long. In addition, when the ARI.5206 is fitted, this will also use a portion of the port aerial.

4. The length of aerial now being used with the TR.1366 is therefore to be reduced so that the horizontal span is between 5-ft. and 6-ft. This can be accomplished by inserting a strain insulator, Type 18 or 19S, at an appropriate point on the aerial.

5. No alteration is of course to be made to the starboard G.P. aerial.

3994.—Mercury Engines—Use of Warm Air Intake—Special Flying Instruction TF/339

(A.W.D./A.M.R. 607/44.—27 Jul. 1944.)

On all Mercury engines the warm air intake is to be used for weak mixture cruising unless the atmospheric temperature exceeds 25° C. and not 15° C. as at present laid down.

2. A.P. 1491D, Volume 1, Section 1, Chapter 2, paragraph 10 (iv), and relevant Pilots' Notes are to be provisionally amended, pending issue of official amendments.

3995.—Watertight Doors

(1940 "S", "T" and "U" Class Submarines)

(D. 015315/44.—27 Jul. 1944.)

The racks and pinions of watertight doors, size 4 ft. 5½ in. by 2 ft. 1½ in., supplied by The Turner Tanning Machinery Co., Ltd., Bramley, Leeds, are to be replaced in all 1940 "S", "T" and "U" Class submarines in service which are fitted with any of this size door supplied by the firm up to and including the 2nd March, 1944.

2. The doors of this firm's manufacture can be distinguished by the stamp on the front of the door in the top panel, as follows:—

T.T.M.C. Serial No.....
Overseer's Stamp,
Date of Test.

3. Stocks of racks and pinions are maintained by Capt. (S), 6th Submarine Flotilla, H.M.S. "Elfin", Naval Base, Blyth, and the numbers required are to be demanded therefrom by depot ships Staffs and refitting authorities, the work being treated as a defect.

4. The racks will be supplied undrilled and the pinions without keyway cut or securing pin hole drilled.

(This Order is to be retained until complied with.)

3996.—Main Circulating Inlet—Weed Clearing Fittings—As. and As.

"Bar" and "Net" Class Boom Defence Vessels

(D./B.D. 0474/44.—27 Jul. 1944.)

It has been decided that the undermentioned modifications are to be made in "Bar" and "Net" class boom defence vessels not already so fitted:—

- (a) A valve and adapter to be fitted to the main circulating inlet below the valve to enable the inlet to be cleared by hose from the fire and bilge pump.
- (b) A steam valve, nozzle and screwed connection to be fitted on the main circulating inlet and a suitable connection on the auxiliary steam range together with a flexible metallic steam hose to enable the inlet to be cleared by steam. An arrangement similar to that shown in C.A.F.O. Diagram 139/43 would be suitable.

2. An item classified "A" to cover the work involved is to be included in the next list of As. and As. for the ships concerned.

(C.A.F.O. 1778/43 : C.A.F.O., Diagram 139/43.)

3997.—Fenders—Allowance

Major Landing Craft, L.C.T. (1)-(5), and associated craft, L.C.G.(M) and L.C.S.(R)

(N.S./D.C.O.M. 0586/44.—27 Jul. 1944.)

The approved allowance of fenders to L.C.T., Marks 1 to 5, L.C.F., L.C.T.(R), L.C.G.(L), L.C.G.(M) and L.C.S.(R) is as follows:—

		<i>E.S</i>				
Pattern 309	Fender, coir, small	6 No.
Pattern 311	Fender, hazelrod	2 No.

2. Any coir fenders made up on board in accordance with A.F.O. 215/44 and any sennit fenders on L.C.T.(5) should be retained in part satisfaction of the allowance of Pattern 309 until replacement becomes essential. These fenders are in short supply, and all possible action has been taken to increase production; bases should not, therefore, hasten supplies.

3. Supply to craft under construction or conversion should be made by storing yards. Bases should arrange supply to craft in commission.

4. The establishment of stores, B.R. 382, will be amended.

(Captain, Major Landing Craft, No. M.760/78, 20 Feb. 1944.)

(A.F.O. 215/44 is cancelled.)

3998.—Fitting Additional Armament in Destroyers, Cruisers and Above

H.M. Dockyard and Refitting Authorities

(D. 016867/43.—27 Jul. 1944.)

Information is often lacking at the Admiralty as to the positions of Oerlikon guns and other weapons fitted in ships during the refitting periods.

2. Dockyard Officers and Refitting Authorities are to forward a line diagram showing the positions in plan, and if not self evident, in elevation, of the centres of the mountings, whenever additional Oerlikons or other armament is fitted to destroyers, cruisers and above. This information is not required if the additions in question have been made exactly in accordance with an approved Admiralty drawing. In such a case it is necessary only to report whether all the mountings in question have been fitted, or if not, to forward sufficient information to identify those that have been fitted.

3. Information regarding any directors fitted to control these weapons is also to be furnished.

(A.F.O. 3942/43 is cancelled.)

3999.—Chain Cable 1½ in. Cutting for Stretcher Chains Boom Defence Depots

Boom Defence Depots

(B.D. 0524/44.—27 Jul. 1944.)

The following procedure should be carried out when 1½-in. C.C. has to be cut to odd lengths:—

- (a) Cut to length, and if studded, knock out the stud in the end link.
- (b) Heat the entire end link.
- (c) Open out the link until the pin of a 2½-in. shackle beds evenly in the crown of the link.
- (d) Allow the link to cool gradually (on no account should the link be placed in water).

4000.—High Speed Indicators, Pattern 1776—Allowance

"Colony" Class Frigates

(N.S. 24205/44.—27 Jul. 1944.)

"Colony" Class frigates not supplied with high speed revolution indicators from U.S. sources are to be allowed a high speed indicator, Pattern 1776 (subhead B8).

2. Ships concerned should forward demands to their storing yards or depots.

(N.S.O. Carfin's, No. 584, 31 May 1944.)

4001.—High Speed Target, 50-ft.—REPORTS

(D. 012521/44.—27 Jul. 1944.)

A 50-ft. target on the lines of the 30-ft. target described in A.F.O. 4341/43 has been developed and constructed by the base repair staff at Plymouth.

2. The target is considered to be the maximum size of this type that is likely to prove satisfactory.

3. It has been towed up to 22 knots by a destroyer using 300 fathoms of 2-in. target towing wire, and at slower speed by M.Ls. and trawlers.

4. It is reported to be particularly suitable for use as an "E" boat target both by day and night.

5. Details of its construction are shown in A.F.O. Diagram 221/44. A 2-in. preventer wire should be used, however, and not 1-in., as stated therein.

6. Authorities at bases where destroyers may be available for towing are to report if a target of this type is required and if so, whether it can be constructed from local resources. Nil reports are not required.

(C.-in-C. Med., 13 May, 1944, No. 3570/Med. 393/3/4.)

(A.F.O. 4341/43.)

(A.F.O. 4342/43 is cancelled.)

4002.—Crash Gear Equipment for Boats Attending on Flying Operations

Ships and R.N. Air Stations Concerned

(N.S. 015927/43.—27 Jul. 1944.)

As the undermentioned items have not proved effective with modern aircraft, they are no longer to be supplied for the crash gear equipment carried in boats attending on flying operations:—

Pattern	Description
R.A.F.21F/339	Tube cutters
R.A.F.21F/340	Blades for cutters, spare.

2. The reference to these articles in A.F.O. 3312/43 should be deleted.

3. B.R.358—Establishment of Naval Stores for Executive Purposes—and B.R.377—Establishment of Stores for R.N. Air Stations—will be amended.

(A.F.O. 3312/43.)

4003.—Fire Extinguishers, Pattern 4726—Increased Allowances

(Flotilla Leaders and Destroyers, including "Hunt" Class)

(N.S. 014371/44.—27 Jul. 1944.)

With a view to ensuring that foam type fire extinguishers are readily available in destroyers, for combating oil fires which are liable to occur as a result of action damage, the allowances of extinguishers, fire, without charges and hoses, Pattern 4726, have been increased as follows:—

	Old allowance	New allowance
Flotilla Leaders and destroyers (all classes except "Hunt")	4	8
"Hunt" Class destroyers	3	6

The allowances of these extinguishers, additional to the above quantities already shown in the Establishment of Naval Stores for flotilla leaders and destroyers, and "Hunt" class destroyers (B.Rs. 332A and 373 respectively) for use in motor boats, boiler rooms, etc., remain unaltered.

2. The additional extinguishers now allowed should be distributed about the ship, in positions selected by ships' officers, where they will be readily available for use where oil fires may occur as a result of action damage, particular attention being paid to power-operated close range weapons.

3. Ships concerned in commission should forward demands to storing yards or depots to complete to the new allowances. Supply to new construction vessels should be arranged by warrant and supplying yards or depots in the usual manner.

4. Three charges, Pattern 4729, should be demanded for each additional extinguisher.

5. The Establishment of Naval Stores, B.R. 332A and 373, will be amended.

(C.-in-C., Plymouth, No. 1186/Ply.1672—1 Apr. 1944.)

4004.—Fire-fighting in H.M. Ships—Branchpipes with Jet/Spray Nozzles—Increased Allowances

(N.S. 012683/43.—27 Jul. 1944.)

With reference to A.F.O. 3981/43, the allowance of branchpipes with jet/spray nozzles to all ships operating under the White Ensign has been increased to 100 per cent. of the number of hose connections fitted for fire purposes, provided that a water pressure of at least 35 lb. per square inch is available in the firemain.

2. Branchpipes with jet/spray nozzles having the following types of coupling are available:—

2½-in. Instantaneous; No. 3 Admiralty Standard Bayonet Joint; and No. 2 Admiralty Standard Bayonet Joint.

3. Ships in commission are to forward demands to their storing yard or depot for the additional quantities and the type of coupling required is to be stated on the demand. Where the type of hose coupling differs from those quoted in paragraph 2, adaptors are also to be demanded, sufficient information being given to enable these to be manufactured if necessary.

4. Supply to ships under construction to the revised allowance is to be arranged by warrant and supplying yards and depots in the normal manner.

5. Ships already in possession of fixed jet type branchpipes should retain them until they become effective.

6. The Sea Store Establishments concerned will be amended.

(A.F.Os. 3023/42, 3981/43 and 1989/44.)

4005.—Outbreaks of Fire—REPORTS

H.M. Ships and Small Craft

(D. 10659/44.—27 Jul. 1944.)

Instances have been brought to notice in which outbreaks of fire, particularly in small craft, have been tackled successfully with the fire-fighting equipment provided, but no detailed reports have been received by the Admiralty and much valuable information has thereby been lost.

2. Attention is drawn to Article 1130 of K.R. & A.I., which states that such reports must be forwarded at the earliest opportunity.

3. Where possible, the reports should contain the following information together with any observations that may be of interest, particularly with regard to any difficulties which had to be overcome:—

Type of fire (materials involved).

Origin, if known.

Fire-fighting equipment used (including breathing apparatus), orders given and method of use.

State of ventilation of the compartment involved.

Duration of fire and particulars of damage caused.

(K.R. & A.I., Art. 1130.)

4006.—Oiling-at-Sea—Allocation of Responsibilities for Development

(T.D. 0116/44.—27 Jul. 1944.)

The Director of Tactical, Torpedo and Staff Duties Division is responsible for the development of fuel transfer at sea between H.M. ships or between R.F.A. oilers and H.M. ships, and for compiling the necessary instructions.

2. The Director of Stores is responsible for the equipment with oiling-at-sea outfits of R.F.A. oilers and chartered oilers for Fleet attendance.

3. The Director of Trade Division is responsible for the equipment of commercial vessels as escort oilers in trade convoys, for the procedure to be adopted for the transfer of fuel from commercial vessels to vessels escorting trade convoys, and for compiling the necessary instructions.

4. Escort Oiler Supervising Officers (E.O.S.Os.) are appointed to various ports at home and abroad for the purpose of fitting out commercial tankers as escort oilers, maintaining their equipment in an efficient state, and giving any necessary assistance to the ships' officers.

5. In order that oiling-at-sea work may be co-ordinated in the ports, and that prompt advantage may be taken of experience gained, the Director of Trade Division is authorized to communicate directly with the Escort Oiler Supervising Officers stationed at the ports.

4007.—Rocket Assisted Take-off—Improvement of Tightness of Aircraft Lift Seals C.V.Es.—“Tracker” and “Smiter” Classes, “Archer” and “Biter”

(D./A.C.R.D. 874/43.—27 Jul. 1944.)

In order to improve the tightness of the present light and weather excluding plates fitted around the flight deck lift openings in C.V.Es., the following work is to be carried out at the first opportunity by ship's staff with dockyard assistance if available:—

- (i) The plates to be examined, adjusted and faired as necessary to ensure a good fit.
- (ii) A strip of asbestos cloth about 2 in. wide by $\frac{1}{2}$ in. thick to be secured to the underside of the plates by means of Bostick or other suitable adhesive.

2. An A. and A. item is to be raised to cover the work involved.

(This order is to be retained until complied with.)

4008.—Ventilation of W/T Battery Cupboard

B.Y.M.S. Vessels

(D. 011407/44.—27 Jul. 1944.)

An explosion has occurred in the W/T battery locker in a B.Y.M.S. vessel. It is suspected that this explosion was due to an accumulation of hydrogen gas, resulting from charging, there being no adequate means for the ventilation of the locker.

2. Commanding Officers of B.Y.M.Ss. are to arrange for a 3-in. natural supply and 3-in. natural exhaust to be fitted to the W/T battery lockers, the supply being led to the base of the locker and the exhaust from the top of the locker.

3. The work is to be treated as a defect of first fitting, and arrangements are to be made to carry out this work at the first suitable opportunity.

(B.A.D., Washington, 6 Apr. 1944, No. S.R.1677/44.)

(This order is to be retained until complied with.)

4009.—Telephone, Multiphone and Broadcast and Intercommunication Amplifier Spares—Allowances of

Refitted Ships

(N.S. 21900/43.—27 Jul. 1944.)

When a ship undergoes refit, the alterations and additions to the telephone, multiphone and amplifier gear usually necessitate a revision of the allowances of spares in the relevant Establishment of Naval Stores, which allowances are based mainly upon percentages of the equipment fitted in ships.

2. Revised drawings showing modifications and additions to fitted equipment in the ship under refit are not always available at Admiralty in time to permit the revised allowances of spares to be promulgated and items supplied by the data required.

3. To overcome this difficulty, refitting yards are in future required to forward to the Admiralty (D.E.E. Dept.) a complete list of the telephone, multiphone and broadcast and intercommunication amplifier gear fitted in the ship at the completion of refit. This information should be forwarded as soon as known by the refitting yard, in order to give time for the authorized allowance of spares to be placed on board before the ship leaves the refitting port.

4. Upon receipt at Admiralty of the information specified in paragraph 3, action will be taken to forward details of the revised allowances of spares to the refitting yard concerned.

4010.—Slips and Shackles, Pattern 1915—Allowances

Cruisers “Fiji”, “Dido” and later classes

(N.S. 24389/43.—27 Jul. 1944.)

The allowance of two slips and shackles, Pattern 1915, to each cruiser of the above classes as at present shown in the Establishment of Naval Stores for Executive Purposes (B.R. 358) has been withdrawn.

2. Any slips and shackles of this pattern held on board should be returned to the nearest dockyard or naval store depot.

3. The Establishment of Naval Stores (B.R. 358) will be amended.

4011.—Spanners for Use with H.R.C. Fuses—H.M. Ships

(N.S. 16007/44.—27 Jul. 1944.)

As a result of a wartime modification all Whitworth standard bolts will have a standard B.S.F. head. In consequence, the special insulated spanner, A.P. 6654, supplied for use with H.R.C. fuses, is unsuitable. Accordingly a new spanner, A.P. 6654A, has been introduced and added to the authorized List of Naval Stores under Subhead F2B, Contract Schedule C.

2. Commanding Officers of ships in which H.R.C. fuses A.P. 19218 to 19230, with or without adaptors A.P. 19231 to 19235, have been fitted, are to arrange for an examination to be made of fuse boxes, etc., and take the following action where applicable:—

(a) In ships where it is found that no bolts for securing H.R.C. fuses are manufactured to the new standards, a demand should be made for additional spanners, A.P. 6654, to make the total on board sufficient to provide two spanners for each electrical repair box, A.P. 116.

(b) In ships where some of the bolts are manufactured to the new standard, a demand for spanners, A.P. 6654A, and spanner, A.P. 6654, should be made on the basis of 1 spanner of each type for each electrical repair box, A.P. 116. As an interim measure in these ships, until spanners, A.P. 6654A, are available, an additional spanner, A.P. 6654, should be demanded for each repair box; this spanner should be modified by ship staff to suit the dimensions of the $\frac{5}{8}$ in. B.S.F. bolthead; by riveting or welding a thin line to one side of the jaw.

(c) In ships where all H.R.C. fuses are secured by bolts of the new standard design, a demand should be made for spanners, A.P. 6654A, on the basis of 2 for each electrical repair box A.116. Modified pattern 6654 spanners should be utilized until pattern 6654A are available.

(d) For new construction vessels, boxes pattern 116 will for the present be supplied by storing yards, complete with two in number, spanners A.P. 6654, and Commanding Officers are requested to ensure that these spanners are modified as necessary in accordance with paragraphs 2 (a), (b) and (c) above.

3. Purchase of spanners, pattern 6654A has been arranged for delivery as follows:—

Portsmouth	Devonport	Rosyth	Chatham	Sheerness	Stroud	Mossley
300	300	250	200	150	400	400

4. The establishments of naval stores concerned will be amended.

4012.—Freon Gas Leak Detection Lamps, Pattern 69—Allowances

(N.S. 23321/43.—27 Jul. 1944.)

The allowances of gas leak detection lamps, Pattern 69, Subhead B, Item 9A, to vessels fitted with cooling machinery using Freon F.12 as the refrigerant are to be as shown in the appendix to this Order. The lamps are to be dealt with as “permanent” naval sea stores.

2. The initial supply to new construction vessels is the liability of the machinery contractors. Ships concerned, in commission, should forward demands to their storing yard or depot to complete to the allowances shown.

3. Test lamps of American or other makes already held on board are to be retained until defective, when they should be replaced by the gas leak detection lamps, Pattern 69.

4. Lamps, Pattern 69, are in no circumstances to be supplied for or used with methyl chloride plants (see A.F.O. 200/44).

5. A further purchase of lamps, Pattern 69, has been made from Messrs. T. E. Bladon & Sons, Ltd., under contract C.P. 7/97806/43, dated 21st September, 1943 for delivery as follows:—

Chatham, Portsmouth, Devonport	... 16 each
Rosyth, Lathalmond, Sheerness	... 12 each
West Riding, Carfin	... 6 each
Mersey Area	... 48
Severn Area	... 66

6. Superintending Naval Store Officers, Mersey and Severn Areas, are to arrange shipment as follows:—

Gibraltar	... 12	Mersey Area
Malta	... 12	
Alexandria	... 12	
Bermuda	... 12	Severn Area
Simonstown	... 12	
Durban	... 12	
Colombo	... 12	
Kilindini	... 6	

7. The Sea Store Establishments concerned will be amended.

Appendix

<i>Class of ship</i>	<i>Allowance</i>	<i>Remarks</i>
Capital ships, cruisers, fleet, light fleet and escort carriers, repair and depot ships, netlayers, monitors, flotilla leaders, destroyers (including "Hunt" Class) and fast minelayers).	1	For every four or less freon plants fitted.
Submarines	1	For every two or less freon plants fitted.
Submarine depot ships	6	Depot ship spares for any number of submarines attached.

(A.F.Os. 961/43, 2520/43 and 200/44.)

4013.—Look Out Platforms—Alterations and Additions

(“S” and “T” Class Submarines)

(D/P. 06077/44.—27 Jul. 1944.)

Item numbers:—“S” Class 525; “T” Class 528. Classification A.

2. In order to provide look out positions in “S” and “T” class submarines, the following arrangements are to be made in ships of these classes at the first opportunity:—

- (i) To fit look out platforms in 1940 “S” class on the fore side of both the forward and aft periscope standards.
- (ii) In “T” class submarines fitted with a look out platform on the fore side of the forward periscope bracket, this platform is to be transferred to the aft side of the forward bracket and an additional look out platform is to be fitted to the fore side of the aft periscope bracket.
- (iii) In “T” class submarines not so fitted, look out platforms are to be fitted on the fore side of the aft periscope bracket and on the aft side of the forward periscope bracket.

3. These platforms are to be 3 ft. 9 ins. below the top of the periscope stay brackets, with a brass rod or wire fitted across the jumping wire to form a support for the look out.

4. A voice pipe is to be fitted on the forward standard extending from the top to approximately 7 ft. above the bridge deck, and a portable length of flexible piping supplied, for connecting this voice pipe to one of the bridge voice pipes to the control room.

5. Drawings will be supplied by the Director of Naval Construction, Bath.

6. Separate instructions have been issued for ships under construction.

7. The instructions in Admiralty Letter dated 1 Sep. 1943, P. 010336/43, are cancelled.

4014.—Aircraft Lifts—Warning Arrangements

(Fleet, Light Fleet, and British-built Escort Carriers)

(D/N.L. 1798/44.—27 Jul. 1944.)

An accident in which a man's foot was crushed between the under structure of the aircraft lift platform and the deck edge has recently occurred in an aircraft carrier.

2. Arrangements are, therefore, to be made for the warning arrangements of the aircraft lifts in Fleet, Light Fleet, and British-built Escort Carriers to be tested and rectified, if necessary, to ensure:—

- (a) Audibility of the alarm bells under working conditions.
- (b) That the bells ring continuously throughout the travel of the lifts and until the platforms register correctly with the deck at each stop, making it impossible for a man's foot to be trapped between the under structure of the lift platforms and the deck edge, after the warning bell has ceased to ring.

(F.O.i/c, Liverpool, 31 Jan. 1944, No. 176/194 L.P.)

4015.—Alterations and Additions—Procedure

“Y” Cutters

(D. 015536/44.—27 Jul. 1944.)

The Flag Officer, East Africa, has assumed the responsibility for the co-ordination of As. and As. to “Y” Cutters.

2. All correspondence concerning As. and As. for these ships is to be addressed accordingly.

(C.-in-C., E.F., 19 Jun. 1944, No. 1364/E.F. 513/15.)

4016.—Alterations and Additions

“Smiter” and “Tracker” Classes and “Archer” and “Biter”

(D/N.S. Air 9687/43.—27 Jul. 1944.)

The following item of alteration and addition is approved. Classification A, for all ships of “Smiter” and “Tracker” classes, “Archer” and “Biter”:—

“To improve the F.A.A. workshop facilities by the provision of the following equipment:—

- (a) One marking off table, 4 ft. × 3 ft.
- (b) One portable scaling tool.
- (c) One universal swaging machine.
- (d) One tube bending machine.
- (e) One salt bath for rivets (in 3 parts).
- (f) One vacuum indicator, R.A.F. ref. 6c/348.
- (g) One bell jar, R.A.F. ref. 6c/299.
- (h) One sparking plug mica cleaner.
- (i) One sparking plug gas leak tester, R.A.F. ref. 3A/1027.
- (j) One sparking plug torque tester, R.A.F. ref. 1c/5813.
- (k) One sparking plug servicing unit (Champion type).
- (l) One dope and paint spraying plant (2-operator type).
- (m) One engine inhibitor equipment for use in conjunction with (1) equipment.

4017.—Aluminium and Aluminium Alloys—Use of—Relaxation of Restrictions for Hull Services

W.P.Ss., Dockyards, P.E.R.Os.

(D./P. 10997/44.—27 Jul. 1944.)

Owing to the improved supply position of aluminium and aluminium alloys the restrictions hitherto imposed on the use of these materials by A.F.O. 1843/40 can now be relaxed, except as referred to below.

2. Proposals for reversion to the pre-war uses of light metal alloys for hull services should be forwarded to the Admiralty for consideration, together with any proposals for the extended use of aluminium and its alloys, in order that requirements can be placed before the Light Metals Control for the release of material.

3. Aluminium alloy should not be used for side scuttles and valve bodies. A substantial quantity of 14G, 22G and 24G aluminium alloy sheets is available of a quality suitable for linings.

4. Aluminium paint should be demanded for the undercoats of all interior painting. Where supplies of aluminium paint are limited or are not available, the matter should be reported, priority being given to the ships referred to in A.F.O. 1707/44. The formula for mixing paint is to be in accordance with former practice, that is :—

1 gallon varnish, medium, Pattern 772.

2 lb. aluminium flake powder for paint.

Up to $\frac{1}{8}$ pint of gold size, Pattern 69, may be added if driers are found to be necessary.

(A.F.O. 1707/44.)

(A.F.O. 1843/40 is cancelled.)

4018.—Aircraft Radio—Reporting of Defects in Radio-Communication and Radar Equipment

(A.C.R.D. 1507/44.—27 Jul. 1944.)

A.F.O. 1394/44 is to be amended as follows :—

Paragraph 6. *Delete and substitute :—*

6. Defect reports are to be rendered whenever a failure or defect occurs, except :—

(i) Where faulty servicing due to disregard of servicing instructions is the cause of failure, and

(ii) When defects in equipment drawn from store are considered to be due to bad storage conditions.

(A.F.O. 1394/44.)

4019.—Canvas Hose and Hose Couplings—Repair of

(N.S. 36139/43.—27 Jul. 1944.)

With reference to A.F.O. 982/43, the methods described below for the repair of damaged canvas hose, and for the correction of minor distortion of instantaneous couplings that have been damaged, have proved satisfactory and are promulgated for information and action where necessary.

2. *Canvas Hoses.*—In cases of major damage to canvas hoses where patching is impracticable or uneconomical, the damage length should be cut out, the ends turned back and rejoined by sewing together with a wax end, using a shoemaker's stitch with approximately eight stitches to the inch. Tests have shown the joint to be perfectly watertight and the hose is only slightly reduced in length. This method is to be adopted to the maximum possible extent with a view to conserving supplies of canvas hoses.

Instantaneous Hose Couplings.—Where such minor distortion has taken place that couplings will not marry, this can readily be corrected by means of steel drifts details of which are shown in A.F.O. Diagram 228/44.

3. The drifts are to be obtained as follows. Stocks will not be maintained in the dockyards and Naval store depots.

(a) *Ships with workshops.*—By manufacture on board.

(b) *Ships without workshops.*—From one of the mechanical training establishments.

(c) (i) *Shore establishments* (one set where a minimum of 1,000 ft. of hose is allowed, including 975 ft. supplied with each large trailer pump). Requirements to be met by local manufacture or purchase.

(c) (ii) *Bases.*—By local manufacture or purchase.

(Devonport Yard Letter, 6 Dec. 1943, No. 6233.)

(A.F.O. 982/43.)

4020.—Caterpillar Track Units

(N.S./D. 5742/44.—27 Jul. 1944.)

Caterpillar track units are being issued without demand to Naval Air Stations and Repair Yards at home and abroad to the following scale :—

Repair Yards, Class A and B	4 in No.
Air Stations, Class A and B	3 in No.
Air Stations, Class C	2 in No.

2. Each unit consists of the following two separate assemblies :—

(i) Rear axle assembly, which consists of an axle and two tracks.

(ii) Front axle assembly, which consists of an axle, two tracks and a tow bar.

3. These units are being supplied for mounting workshops' mobile equipment such as air compressors, test trolleys, etc., or to meet such other local requirements as decided by the Air Engineer Officer.

4. The units are to be accounted for under Vote 8, Section II, Subhead B, Item 3, and are being added to B.R. 377 (Establishment of Aircraft Stores and Equipment).

4021.—Steel Box for Statfile Films

(N.S. 35653/43.—27 Jul. 1944.)

The following ships are each to be allowed two boxes, Pattern 5935, for the custody of statfile films of ships' drawings :—

H.M. Ships "Vindex", "Illustrious", "Victorious", "Formidable", "Indomitable", "Indefatigable", "Implacable".

2. The above-mentioned ships should forward demands to their storing yards or depots accordingly.

3. The appendix to A.F.O. 2927/44 should be amended.

(A.F.O. 2927/44.)

Section 4

OTHER STORES—NAVAL STORES, VICTUALLING STORES,
MEDICAL STORES, CONTRACTS

4022.—Transparent Visors—Supply

(C.F.M. 5218/44.—27 Jul. 1944.)

Transparent visors to give protection against wind, rain, and spray are now available for vessels of coastal forces, for the use of upper deck personnel. Incorporated in the visor is a filter designed to give protection against glare. The visor can be worn on the bare head, or with a Naval cap, or steel helmet.

2. The scale of the issue is:—

M.T.Bs. and M.G.Bs. under 100 ft.	8 visors
" B " Class Fairmiles	11 visors
" C " Class Fairmiles	16 visors
" D " Class Fairmiles	18 visors
" S.G.Bs."	23 visors

3. Visors should be demanded by vessels from Coastal Force Material Supply Officer, Luton, through their bases.

4. As supplies are at present limited, demands from coastal force bases are to state the pendant numbers of the vessels for which the visors are required. Supply will then be made in the approved priority.

4023.—Meat, Offals, Butter and Margarine—Repayment Prices to Other Services

(E.F.O./V.14/5118/44.—27 Jul. 1944.)

A.F.O. 3754/44 is to be amended as follows:—

Frozen meats and offals:—

	per lb.	
	s.	d.
For " Veal, bone-in and boneless	1	7½"
Read " Veal, bone-in and boneless		7½"

(A.F.O. 3754/44.)

*4024.—New Non-Substantive Badges for Ratings of the Naval Airman Branch

(V. 8/4395/44.—27 Jul. 1944.)

A new series of non-substantive badges for wear by Rating Pilots, Observers and Telegraphist Air Gunners and by Naval Airmen (General Duties) has been approved. The pattern numbers and description of the new badges are shown below:—

Pattern No.	Rating.	Rating Pilots	
			Description.
94A	C.P.O. ...	Wings with anchor in centre surrounded by embroidered wreath and crown above, for collars— <i>Red</i> .	
94B	C.P.O. ...	As above but single for right cuff— <i>Blue</i> .	
94A	Other ratings	As above but single for right arm— <i>Red</i> .	
94B	Other ratings	As above but single for right arm— <i>Blue</i> .	
<i>Rating Observers</i>			
95A	C.P.O. ...	Wings having in the centre an anchor surrounded by the letter "O" and surmounted by a crown, for collars— <i>Red</i> .	
95B	C.P.O. ...	As above but single for right cuff— <i>Blue</i> .	
95A	Other ratings	As above but single for right arm— <i>Red</i> .	
95B	Other ratings	As above but single for right arm— <i>Blue</i> .	

Telegraphist Air Gunners, 1st Class

96A	C.P.O. ...	Wings having in the centre an anchor surrounded by a narrow oval of rope with crown above, for collars— <i>Red</i> .
with 44A		
96B	C.P.O. ...	As above but single for right cuff— <i>Blue</i> .
with 44B		

Telegraphist Air Gunners, 2nd Class

96A	C.P.O. ...	Wings having in the centre an anchor surrounded by a narrow oval of rope with star above for collars— <i>Red</i> .
with 46A		
96B	C.P.O. ...	As above but single for right cuff— <i>Blue</i> .
with 46B		
96A	Other ratings	As above but single for right arm— <i>Red</i> .
with 46A		
96B	Other ratings	As above but single for right arm— <i>Blue</i> .
with 46B		

Telegraphist Air Gunners, 3rd Class

96A	Other ratings	Wings having in the centre an anchor surrounded by a narrow oval of rope for right arm— <i>Red</i> .
96B	Other ratings	As above for right arm— <i>Blue</i> .

Naval Airmen (General Duties)

188A	Other ratings	Aeroplane, for right arm— <i>Red</i> .
188B	Other ratings	Aeroplane, for right arm— <i>Blue</i> .

2. Badges, Patterns 188A and 188B are also to be worn—

- by ratings under training as pilots,
- by ratings during preliminary and Part I observer training,
- by ratings during preliminary and Parts I and II T.A.G. training.

3. A free issue of two badges, Pattern 44A and three badges, Pattern 44B is to be made to Telegraphist Air Gunners, 1st Class; and a free issue of two badges, Pattern 46A and three badges, Pattern 46B is to be made to Telegraphist Air Gunner, 2nd Class.

4. In consequence of this Order, badges, Patterns 88A, 88B, 89A, 89B, 90A, 90B, 91A and 91B at present worn by Rating Observers, and badges, Patterns 184A, 184B, 185A, 185B, 186A, 186B, 187A and 187B at present worn by Telegraphist Air Gunners become obsolete, and are no longer to be worn. Badges, Patterns 188A and 188B are no longer to be worn by Telegraphist Air Gunners, 3rd Class.

5. The issuing prices of the badges described in paragraph 1 above are shown in A.F.O. 654/44.

(F.O.N.A.S. Ref. No. 9736/945/2, 22 Dec. 1943.)

(A.F.O. 654/44.)

(A.F.Os. 1582/40 and 4491/42 are cancelled.)

4025.—W.R.N.S.—Uniform Kits

(V./1/4929/44.—27 Jul. 1944.)

W.R.N.S. Cinema Operators (including Dome A.A. Operators) are to be added to the categories to be supplied with Class C kits as shown in A.F.O. 1048/44, with the amendments indicated below.

2. A.F.O. 1048/44 is to be amended as follows:—

Class A (General Scale)

Free Issue

After "2 overalls, navy blue" delete "Cinema Operators (including Dome A.A. Operators)".

Class C

Add to list of categories:—"Cinema Operators (including Dome A.A. Operators)".

Free Issue

After "† 2 Cotton flannels" add "Cinema Operators (including Dome A.A. Operators)".

After "2 pairs knickers, navy woollen" add "Not for Cinema Operators (including Dome A.A. Operators)".

After "† 1 Jersey, navy blue" add "Not for Cinema Operators (including Dome A.A. Operators)".

Loan Issue

After "† 1 Overall suit, one piece" add "Cinema Operators (including Dome A.A. Operators)".

3. Cinema Operators who have received Class A kit are to be supplied gratuitously with the articles necessary to complete their kit on the Class C basis. The articles of Class A kit to which the rating is no longer entitled, viz.:—1 skirt, serge; 2 shirts, white; 4 collars, white; 2 overalls, navy blue; 1 pair stockings, black lisle, are to be withdrawn and dealt with in accordance with paragraph 4 of A.F.O. 1666/44.

(A.F.Os. 1048/44 and 1666/44.)

4026.—Provisions obtained from N.A.A.F.I.—Accounting Procedure for Supplies which are Subject to Discount

(V.3/4394/44.—27 Jul. 1944.)

Examination of the provision accounts rendered by H.M. ships and establishments under the system laid down in A.F.O. 2339/43 shows that different methods have been adopted in accounting for supplies from N.A.A.F.I. which are subject to discount. It has accordingly been decided to adopt the procedure detailed below.

2. *Form S.1060. Daily Expenditure of Provisions.*—Discount on N.A.A.F.I. stores may be calculated daily or monthly as convenient. Where calculations are made daily the gross value of all issues for the day on general messing should be shown at the bottom of Form S.1060 in black ink, any discount on the N.A.A.F.I. stores issued being shown in red ink under the gross total. These totals should be carried forward day by day to the end of the quarter or, if preferred, they may be transferred daily to Form S.1063.

When discount is calculated monthly the gross expenditure only will be shown on Form S.1060. The discount allowed on the value of N.A.A.F.I. stores remaining on charge in the stock ledger on the last day of the month should be calculated, and to this should be added any discount allowed for issues on repayment or other non-general mess issues. The total thus obtained should be deducted from the total of the discount allowed on the month's bills, plus any discount outstanding on remains from the previous month. The resultant figure, representing the discount on general mess expenditure, should be shown in red ink each month at the bottom of Form S.1063.

3. *Form S.1061. Quarterly Provision Account.*—The value of provisions received during the quarter as recorded on page 4 of the account should be the gross value, i.e., N.A.A.F.I. discount should not be deducted. Similarly the values of provisions expended as recorded on page 4 of the account should be the gross values. The statement of general mess expenditure for the quarter on page 7 of the account should show the gross total less the deduction for discount on N.A.A.F.I. supplies as ascertained from Form S.1060 (or Form S.1063).

4. *Issues to Officers' Messes.*—Any discount on N.A.A.F.I. stores issued to Officers' Messes should be credited to the messes, the amount being calculated monthly and shown on Form S.72 in red ink against the total value of stores issued.

5. *Issues to other Ships.*—The gross value of the issues with a note of any discount allowed should be shown on the supply notes.

(A.F.O. 2339/43.)

(A.F.O. 2528/44 is cancelled.)

4027.—Penicillin—Report

(M.D.G. 37511/44.—27 Jul. 1944.)

Naval medical establishments at home are to furnish on the first day of each month by letter a return of the stock of penicillin held and issued during the preceding month.

2. Naval medical establishments abroad and H.M. hospital ships are to furnish a similar return on the first day of each quarter by letter by the quickest available route.

3. Information required is as follows:—

	Quantity	Manufacturer's name and batch number
Used in establishment	—	—
Issued to other establishments, etc. ...	—	—
Remaining in stock	—	—

4. This return is to be forwarded to The Medical Officer in Charge, R.N. Medical School, Clevedon, Somerset, and a copy to the Medical Director General of the Navy, Queen's House, 64, St. James's Street, London, S.W.1.

Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

4028.—Amendments to Books

(E.F.O.—27 Jul. 1944.)

The undermentioned amendments (A.F.Os. P.484-488) to B.R. and O.U. books are available for issue from the R.N. Store Depot, Elveden Road, Park Royal, N.W.10, in accordance with A.F.O. Volume 1941, Instructions, paragraph 9. Distribution is limited to holders of the relative publication(s) affected.

Demands from shore establishments in the Portsmouth Command should be sent to the Portsmouth Book Office, 54, Bedford Street, Leamington Spa, Warwickshire, and from those in the Plymouth Command to the Devonport Book Office, R.N. Port Library, Devonport. Demands from other shore establishments at home should be sent to R.N. Store Depot, Park Royal, London, N.W.10.

Amendments required for personal copies of the main books should be obtained from Distributing Authorities abroad, and from Park Royal when the officer or rating is serving at home.

A.F.O. P.484/44.—B.R. 918/43—Handbook and Drill for the 0.5-in. Vickers Gun on 0.5-in. Twin Mark V Mounting (Powered)—Amendment No. 1.

P.485/44.—B.R. 642(B)—Summary of British Warships—Amendment No. 1.

P.486/44.—B.R. 864—Notes on the Care of Aircraft Explosives Stores in M.A.C. Ships, 1943—Amendment No. 2.

P.487/44.—B.R. 917—Handbook for 4.5-in. Q.F. Mark I (N), III (N) Guns on the Twin Mark II B.D. and Mark III U.D. Mountings, 1940—Amendment No. 12.

P.488/44.—B.R. 1005—Regulations for Maintenance of 21-in. Mark IX—IX** and IX** N.A.B. Torpedoes—Amendment No. 1.

(A.F.O. 3888/44.)

4029.—A.M.S.Is.

(E.F.O.—27 Jul. 1944.)

Admiralty Merchant Shipping Instructions Nos. 41—43/44 are being distributed concurrently with this issue of A.F.Os.

A.F.O. 3887/44 is to be amended as follows :—

After the number 3887/44, insert “Cancelled”. Delete the remainder of order.

(A.F.Os. 3759, 3887 and 3893/44.)

4030.—B.R. 811—Guard Cover for Aircraft Torpedo Manual, Part III

(T. 03617/43.—27 Jul. 1944.)

A new list of contents for B.R. 811 has been prepared and copies will shortly be distributed by the Superintending Naval Store Officer, R.N. Store Depot, Elveden Road, Park Royal, N.W.10, to all holders of the book.

2. This sheet should be pasted on the inside front cover of the Guard Book, B.R. 811.

4031.—Form O.6—Ammunition Labels—Additions

(A.S./Sta. 16008/44.—27 Jul. 1944.)

Serial No.	Description.	Where Used.	Page in Form O.6.	Sta. No.
N.919	28 cartridges, Q.F., 2 pdr., H.V., Mark VIII gun (linked) :—H.E., A.P. and star.	On back of box C.190.	13	16008/44
N.920	28 cartridges, Q.F., 2 pdr., H.V., Mark VIII gun (linked) :—H.E., H.E.T. and star.		13	16008/44
N.921	28 cartridges, Q.F., 2-pdr., H.V., Mark VIII gun (linked) :—H.E.T., A.P. and star.		13	16008/44

2. Labels should be demanded as necessary from Naval Armament Supply Officer, Finchfield House, Compton, Wolverhampton.

4032.—Form S.81—Loose-leaf—Introduction

(V.3/6384/43.—27 Jul. 1944.)

Form S.81 (Loose-Leaf and Binder) has been introduced to replace the bound Mess Book (Form S.81, Sizes I and II) for use in Shore Establishments where preferred as an alternative to Form S.1057. (See A.F.O. 2339/43, paragraph 10 (i).)

2. The new Form S.81 provides for particulars of members of a mess to be shown on the same page, and follows the arrangement of the right-hand page of the old Form S.81. Form S.1058 (Mess Abstract) should be used in conjunction with the new Form S.81.

3. The old Forms S.81 should continue to be used until stocks are exhausted.

(A.F.O. 2339/43.)

4033.—O.U.5420—Rate Book, 1942—Victualling and Royal Marine Stores

(V.8/7154/43.—27 Jul. 1944.)

The following alterations are to be made in descriptions, etc., on the pages and lines referred to :—

Page	Line	Alterations
XII	—	Index : Amend “Shoes, white canvas, rubber soles” to read : “Shoes, canvas, rubber sole”.
XII	—	Index : Delete “Shoes, canvas, rag-waste soles”, page 78.
78	10A	Delete all details.
	11	Amend “Shoes, white canvas, rubber soles” to read : “Shoes, canvas, rubber sole”
		Insert in column 7, “£0 2s. 6d.”
88	4	Amend column 4 to read : “gross yards”
	5	Amend column 4 to read : “gross yards”
	16	Insert in column 7, “£0 14s. 2d.”
	16A	Insert line 16A and add the following item :— “Hats, white felt ... each £1 5s. 0d.”
89	22/23	Delete heading “Officers’ Clothing”
	23	Delete all details.
	24	Delete all details.

4034.—Increase in Scale of Supply of B.R.3 and B.R.11 to Major Landing Craft

(C.O.D. 0233/44.—27 Jul. 1944.)

Table B.1 of A.F.O. 3758/44 is to be amended as follows :—

(a) Under column (10) insert “1” against “C.O. of each L.C.F., L.C.G. (M) or (L), L.C.S. (L) (2); L.C.T. (R) and L.C.S. (R)” and also against “C.O. of each L.C.T., L.C.I. (S) or (L), and L.C.H.”.

(b) Under column (14) insert “1” against “Flotilla Officer of each Major Landing Craft Flotilla”.

(A.F.O. 3758/44.)

4035.—Naval Magazine “The Ditty Box”

(E.F.O. 81/44.—27 Jul. 1944.)

Distribution of the first number of the Naval Magazine “The Ditty Box” commences 24th July, 1944.

2. The method of distribution adopted is, with a few exceptions, that for Admiralty Fleet Orders, viz. Commands and H.M. ships now receiving A.F.Os. direct from Fleet Order branch or through their regional distributing authority, receiving their quota of “The Ditty Box” magazine from the same source.

3. As announced in A.F.O. 3287/44, the scale of distribution is intended to provide a copy for eight officers and/or men, including W.R.N.S. and nursing services.

4. Any excess or shortage of supply on the established scale should be reported to the Editor of Fleet Orders, c/o H.M.S.O. Press, Wealdstone, Middlesex. Paragraph 5 of A.F.O. 3287/44 is cancelled.

(A.F.O. 3287/44.)

4036.—R.N. Air Publications Depot, Belfast

(N.S.Air. 2534/44.—27 Jul. 1944.)

A R.N. air publications depot will open on August 1st at 4 Murray Street, Belfast. The depot will form part of the R.N. Store Depot, Belfast and will be under the superintendence of the Naval Store Officer, Belfast.

2. The division of air publications work as between the depots at Shepherd's Bush and Belfast will be as follows:—

Shepherd's Bush will be responsible for:—

Airframe and Engine Publications—British types.
Airframe and Engine Publications—American types (see A.F.O. 2942/44)
Amendments to the above.

Air Diagrams.

R.A.F. Forms.

Miscellaneous publications, not allotted A.P., A.N., T.O., or Nav-Aer numbers.

Belfast will be responsible for:—

General publications (British and American), and their amendments.

3. Demands for books or amendment lists and notification of transfers, losses, returns, etc., of air publications, should be addressed to the responsible depot as from 1st August.

4. Surplus volumes should be returned to the appropriate depot.

5. The footnote to A.F.O. 2942/44 should now be regarded as cancelled.

(A.F.O. 2942/44.)

4037.—Newington Causeway, London, S.E.1—Removal of Staff to New Address

(D.N.C.—27 Jul. 1944.)

The Overseeing Staff of D.N.C. Department, formerly housed at 17-19, Newington Causeway, London, S.E.1, have removed to the following address:—

Devon Lawn,

Victoria Drive,

Wimbledon,

London, S.W.19.

(Telephone No.: Putney 0191.)

2. The Officers accommodated at this address are as follows:—

Mr. W. H. Jago	...	Assistant Warship Production Superintendent (Southern District).
Mr. W. F. Scott	...	Assistant Production and Progress Officer.
Mr. L. Wright	...	Principal (Material) Overseer.
Mr. A. B. Serridge	...	Principal (Boat) Overseer.
Mr. W. J. Bailey	...	Principal (Shipfitting) Overseer.
Mr. H. F. Burman	...	Principal (Smith) Overseer.

3. The Assistant Warship Production Superintendent (Southern District) is responsible for the progressing of manufactured articles for Naval Construction and is Assistant to the Warship Production Superintendent, 46, Westwood Road, Southampton.

4038.—Orkney Islands—Change of Title of Naval Armament Supply Officer

(A.S. 8447/44.—27 Jul. 1944.)

In order to avoid confusion regarding the despatch of naval armament stores to and from Lyness, it has been decided to change the title of the local armament supply representative from "N.A.S.O., Scapa" to "N.A.S.O., Lyness". All correspondence, signals, etc. should therefore be addressed accordingly.

2. The postal address of Naval Armament Supply Officer, Lyness is:—

Naval Armament Supply Officer,

R.N. Armament Depot,

Box No. 36,

Lyness,

Orkney.

(C.-in-C., H.F., message 301048/June, 1944.)

(A.S., Orkney, Y.L., 3 Jul. 1944, No. 440.)

Section 6.—SHORE ESTABLISHMENTS

4039.—Overtime Gratuities for Staff Officers and Higher Executive Officers

(C.E. 53485/44.—27 Jul. 1944.)

The existing instructions concerning the payment of overtime gratuities to Staff Officers, etc., have been consolidated in this Order.

2. Under the scheme for the payment of overtime gratuities to Staff Officers and Higher Executive Officers, who have been promoted to these ranks from the grades of Higher Clerical Officer, Departmental Higher Clerical Officer, Chief Pensioner Clerk and Junior Executive Officer, all such officers whether they have suffered an actual or hypothetical drop in earnings by promotion, are eligible for gratuities on the same basis.

3. The arrangements are as follows:—

- Gratuities will be paid in respect of six-monthly periods, which may be reckoned as from the date of promotion.
- Subject to the conditions set out below, an officer may be granted a gratuity equal to two-thirds of the amount by which he is worse off than he would have been if he had remained in the grade from which he was promoted and had worked the same amount of overtime as he has in fact performed.
- The maximum gratuity in a six-monthly period will be £25, amounts under 50s. will be ignored, and gratuities will be rounded up to the nearest 10s.
- The aggregate of salary and gratuity in a six-monthly period will not exceed the following amount:—

	Men	Women
London	£300	£245
Intermediate	£292 10s.	£237 10s.
Provinces	£285	£230

It follows that an officer whose basic salary exceeds the appropriate aggregate will not be eligible for any gratuity under the scheme.

4. The aggregate of salary and gratuity in a six-monthly period laid down for staff serving in London, should apply also to officers serving outside London, who are in receipt of London rates of salary. Executive Officers in the Supply and Accounting Departments of the Admiralty are paid on the London scale for the General Executive Class without deduction outside London. It follows that the London limit for gratuity will apply to Higher Executive Officers irrespective of where they are serving.

5. In the case of officers serving abroad the gratuity should be calculated on a home basis and the appropriate zonal percentage then added, e.g. if an officer in receipt of a salary of £550 per annum were serving on a station where the percentage addition was 50 and his gratuity calculated on a home basis would bring his remuneration up to £300 in the half-year, he should receive an addition of £12 10s. to the £25 gratuity, thus bringing his aggregate up to £312 10s.

6. War bonus will be disregarded in applying these aggregates. Any bonus due to the officer will be payable over and above the salary and gratuity.

7. The onus of bringing claims to the notice of Establishments will rest with the officers concerned, but each officer should only be required to make out a *prima facie* case for the consideration of his claim, and not to produce detailed evidence of hours worked.

(A.F.Os. 6217/42, 5157/43 and 108/44 are cancelled.)

4040.—Local War Bonus Payable to Non-Industrial Staff—Reckonable for Superannuation Purposes

(C.E. 5656/44.—27 Jul. 1944.)

Civil Service War Bonus was made pensionable by A.F.O. 2141/44.

2. The Treasury have now decided that local War Bonus payable to non-industrial staff should also be regarded as pensionable with retrospective effect in like circumstances.

(A.F.O. 2141/44.)

4041.—Typing Grades Proficiency Tests—REPORTS

(U.S.B. 1247/44.—27 Jul. 1944.)

Further examinations have been announced as follows :—

	<i>Typewriting</i>	<i>Shorthand</i>
Date of examination	7th October, 1944	21st October, 1944
Last day for receipt of entries by Under Secretary's Office, Admiralty, Bath.	12th August, 1944	26th August, 1944

2. The arrangements for these examinations will be on the same general lines as those for the previous examination.

3. Separate lists of candidates for typing and shorthand should be prepared and forwarded to reach Under Secretary's Office, Admiralty, Bath, not later than the dates given above. Lists of candidates should be prepared alphabetically in the following form :—

SUBJECT OF EXAMINATION.....

Office	Name	Fee paid	Where brought to account	If sat for a previous test in same subject	
				Date	Amount of fee paid

The name and address of the officer who will conduct the examination and to whom the working papers are to be sent should be reported. A consolidated statement covering these arrangements will be sent out with the working papers and invigilators are to be instructed to study their instructions well in advance of the date of the examinations.

4. Fees should be taken on charge by the Cashier or other Accountant Officer as a credit to P.I. Royal Society of Arts, and a simple form of receipt issued to each candidate. Candidates who have already paid an entrance fee for a typing examination under the Civil Service proficiency scheme, and any shorthand candidate who has already paid an entrance fee for a shorthand proficiency examination may enter for a second or subsequent time in the subject for which the 5s. fee has been paid at a reduced entrance fee of 3s. 9d. It will be immaterial whether the officer has actually sat for the examination for which she has paid the fee, provided the fee has not been refunded. The full fee of 5s. will continue to be payable by every officer on entrance for the first time for a typing or shorthand examination, as the case may be.

5. It is the responsibility of heads of establishments to make the necessary arrangements for the examination of Admiralty candidates employed in such establishments and where there is more than one Admiralty office in any town (e.g., Glasgow), the arrangements are to be co-ordinated and the examinations held at one centre if practicable. Where only a small number of Admiralty candidates are concerned, the local Ministry of Labour official should be approached with a view to co-operation with other Government departments in the same locality to hold the examination at one centre for all Government offices in the area. In selecting an examination centre, particular care should be taken to ensure its suitability, e.g., as regards light, warmth, ventilation, audibility (at shorthand examination) and floor space necessary for the number of candidates to comply with the conditions laid down by the Royal Society of Arts. Where the examination is held under the auspices of another department, an assurance should be obtained as to the suitability of the centre selected.

6. It should be clearly understood that no entries will be accepted after the dates stated above. Each candidate will be allotted a number and in no circumstances can the papers of that candidate be transferred to any other candidate. Invigilators are to take particular care to see that the numbers on the papers issued correspond with the numbers allotted to the candidates.

7. Once a fee has been paid and taken on charge by the cashier in no circumstances is a refund to be made without prior approval of the Under Secretary's Office. In the event of any candidate being absent on account of sickness, application for a refund may be made provided a medical certificate is submitted covering the date of the examination.

4042.—Non-Industrial Staff Entered from Government Training Centres—Leave
(C.E. 10084/44.—27 Jul. 1944.)

Trainees from Government training centres entered in Admiralty establishments in non-industrial grades may be granted any paid leave earned by them at the centres under the terms of A.F.O. 2700/44.

(A.F.O. 2700/44.)

4043.—Transfer Allowance—Inclusion in Non-Industrial Emoluments on Appointment to a Non-Industrial Grade

(C.E. 52813/44.—27 Jul. 1944.)

On appointment to a non-industrial grade, workpeople actually in receipt of or having a title in their industrial grade to "Transfer Allowance" at the time of their appointment to non-industrial status may be allowed to reckon the allowance on a non-pensionable basis in the computation of the industrial emoluments which they will retain on a mark-time basis under the normal rules governing starting pay in such cases, subject to—

- the maximum emoluments of the salaried grade not thereby being exceeded ;
- the individuals continuing to satisfy the conditions for payment of transfer allowance, e.g. their mark-time pay would be correspondingly reduced in the event of a return to their home base.

2. This concession does not apply to individuals transferred from their home base on appointment to non-industrial status.

(A.F.O. 1749/44.)

4044.—Admiralty Civil Police—Scrutiny of New Entrants

(U.S.B. 1231/44.—27 Jul. 1944.)

The instructions contained in C.A.F.O. 1257/44 are cancelled as from 1st August, 1944.

(C.A.F.O. 1257/44 cancelled.)

4045.—Assisted Trips Home for Admiralty Industrial Employees—August Bank Holiday Period, 1944

(L.7377/44.—27 Jul. 1944.)

The August Bank Holiday period which is referred to in paragraph 15 of A.F.O. 2028/44, during which the usual restrictions on travel with free or partly free travelling warrants will be imposed, will extend from Friday the 4th to Tuesday the 8th August, both dates inclusive.

(A.F.O. 2028/44.)

4046.—C.E.-in-C.'s Department—Grouped Works Districts

(C.E.-in-C. 69/51/5/39a.—27 Jul. 1944.)

For convenience of administration, etc., certain of the works districts have been grouped and the following list indicates for general information the present position :—

Eastern Theatre Area—

Comprises the following stations, all of which are in overall charge of the Assistant Civil Engineer-in-Chief's (Eastern Theatre), Offices of Assistant Civil-Engineer-in-Chief, Galle Buck Road, Colombo, Ceylon.

(a) Ceylon Works District—

Superintending Civil Engineer, Ceylon, Admiralty Civil Engineer-in-Chief's Department Offices, 250, Colpetty Road, Colombo, Ceylon.
In general local control, assisted by :—

Superintending Civil Engineer (Colombo),

Admiralty Civil Engineer-in-Chief's Department Offices,
250, Colpetty Road, Colombo, Ceylon.

Superintending Civil Engineer (Air), Ceylon,

Admiralty Civil Engineer-in-Chief's Department Offices,
250, Colpetty Road, Colombo, Ceylon.

Superintending Civil Engineer (Trincomalee),

H.M. Naval Yard, Trincomalee.

(b) India Works District—

Superintending Civil Engineer, India, c/o R.N. Liaison Officer Rear Headquarters (S.E.A.C.), New Delhi. In general local control assisted by—

Superintending Civil Engineer (India, South),
Lazarus Church Road,
Mylapore, Madras.

Superintending Civil Engineer (India, North),
c/o Senior Naval Officer,
Bombay.

(c) East Africa Works District, (including Diego Suarez)—

Superintending Civil Engineer, East Africa, Civil Engineer-in-Chief's Department, P.O. Box No. 644, Mombasa. In general local control assisted by :—

The Officer-in-Charge of Works (Diego Suarez),
c/o Naval Officer-in-Charge,
Diego Suarez, Madagascar.

(d) South Africa Works District—

Superintending Civil Engineer, South Africa, Department of Superintending Civil Engineer, South Africa, Box 59, G.P.O., Cape Town. In general local control assisted by :—

Superintending Civil Engineer (Cape),
Civil Engineer-in-Chief's Department,
H.M. Dockyard, Simonstown,
Cape Province, South Africa.

Superintending Civil Engineer (Durban),
Admiralty Dockyard Offices,
2nd Floor, Stuttaford's Chambers,
Field Street, Durban.

(e) Mauritius—

Superintending Civil Engineer (Mauritius),
c/o Naval Officer-in-Charge, Mauritius.

(f) Aden—

Superintending Civil Engineer (Aden),
Admiralty Civil Engineer-in-Chief's Department Offices,
Aden.

(g) Seychelles—

Officer-in-Charge of Works (Seychelles),
c/o Naval Officer-in-Charge,
Seychelles.

(h) Persian Gulf—

Officer-in-Charge of Works (Persian Gulf Area),
Tanoomah Avenue, Basra.

Copies of all correspondence, signals, etc., affecting policy appertaining to any part of the Eastern Theatre Area, should be sent to the Assistant Civil Engineer-in-Chief, Eastern Theatre.

2. *(a) Thames Area—*

Superintending Civil Engineer (Thames), in general control. Assisted by Civil Engineers as follows :—

Officer-in-Charge of Works (Sheerness),
H.M. Dockyard, Sheerness.

Officer-in-Charge of Works (Deptford),
Audit House,

Victoria Embankment, London, E.C.4.

Officer-in-Charge of Works (Shotley),
H.M.S. "Ganges,"

Shotley Gate, Shotley, near Ipswich.

(b) Tyne and Humber Area—

Superintending Civil Engineer, Tyne and Humber, in general control. Assisted by Civil Engineers as follows :—

Officer-in-Charge of Works (Immingham),
Admiralty Offices,

Immingham Docks, Immingham, Lincs.

Officer-in-Charge of Works (Leeds),
28, Bond Street, Leeds, 1.

Officer-in-Charge of Works (Newcastle-on-Tyne),
128, Grainger Street, Newcastle-on-Tyne.

Correspondence and signals in these cases should be addressed to the Superintending Civil Engineer (Thames), and Superintending Civil Engineer (Tyne and Humber), respectively, the original being sent to the establishment named, with copies to the Superintending Civil Engineers at their headquarters, which are respectively :—

Superintending Civil Engineer (Thames),
Audit House, Victoria Embankment, London, E.C.4.

Superintending Civil Engineer (Tyne and Humber),
128, Grainger Street, Newcastle-on-Tyne.

4047.—Manpower—Non-Industrial Personnel Released to the Armed and Auxiliary Forces and to Industry—Returns

(C.E. 55567 44.—27 Jul. 1944.)

Detailed information is required concerning releases of Admiralty non-industrial personnel to the Armed and Auxiliary Forces and to industry since September, 1939.

2. For this purpose, establishments are to forward, not later than 15th August, 1944, statements giving the necessary particulars in the form sub-joined. Establishments which are unable to complete their returns by the date mentioned should forward such particulars as they can, and complete the necessary information as soon as possible thereafter. Nil returns should be forwarded.

3. The returns should be forwarded to the Secretary of the Admiralty, (Civil Establishments Branch, Armed Forces Section), London. Care is to be taken that in respect of the smaller out-lying establishments there is no duplication of the return through its being prepared, for example, by both the employing establishment and the paying establishment, and such local consultation should be arranged as may be necessary for this purpose.

ESTABLISHMENT
 Department
 1. Particulars of all non-industrial staff (permanent and temporary) released to the Armed and Auxiliary Forces (including Civil Defence, W.L.A. and Nursing) since September, 1939.

Name (Mr., Mrs. or Miss)	Date of Birth	Grade at time of leaving	Location	In the case of Temp. Officers, date of joining the Admiralty	Last day of duty	To what service released	Particulars of rank and rating; service or reserve number	Unit or naval post where applicable

ESTABLISHMENT
 Department

2. Particulars of all non-industrial staff (permanent and temporary) released to industry since September, 1939.

Name (Mr., Mrs. or Miss)	Date of Birth	Grade at time of leaving	Location	In the case of Temp. Officers date of joining the Admiralty	Last day of duty	Firm to which Officer was released (if known)

4048.—Industrial Telephone Operators (Male and Female)—Conditions of Service
 (L. 7177/44.—27 Jul. 1944.)

Male and female telephone exchange operators at all Admiralty outport establishments should be regarded as eligible for nine days' paid annual leave, and paid sick leave, in accordance with Home Dockyard Regulations, Addendum 3 (1939), Appendix I, Sections A and B (Part II Treasury Memo. of Sick Leave Regulations), these arrangements to operate as from beginning of the current leave year.

2. These arrangements do not apply to telephone attendants.

(A.F.O. 1451/44.)

4049.—V.A.D. Personnel—Pay Vouchers

(D.N.A. 2788/42.—27 Jul. 1944.)

The pay accounts of V.A.D. personnel may be maintained on ledger sheets (Form S.41(a)) instead of on salary lists (Form D.348) where this is more convenient for accounting purposes.

2. At establishments where this procedure is adopted, the pay accounts are to be kept entirely separate from the Naval ledger and the ledger sheets are to be transmitted with the cash account at the end of each quarter. The periodical payments made during the quarter are to be brought to account on Forms S.17, which should be clearly marked "Pay of V.A.Ds." and form separate vouchers to the cash account. At R.N. hospitals the gross pay due and the various abatements should be shown on Form D.200g and brought to account in the usual manner in the cash account. Net ledger payments only are *not* to be shown.

(A.F.O. 1998/43 is cancelled.)

4050.—Crash Gear Equipment for Boats Attending on Flying Operations

Ships and R.N. Air Stations Concerned

(N.S. 015927/43.—27 Jul. 1944.)

Attention is drawn to A.F.O. 4002/44 in Section 3 of this issue.

(A.F.O. 4002/44.)

4051.—Income Tax—Completion of Forms 36D (D.C.B.)—Civilian Employees and Naval Personnel borne for pay at Civil Establishments

(D.N.A. 27158/44.—27 Jul. 1944.)

The references to A.F.O. 6462/43 contained in A.F.O. 3773/44 should read "A.F.O. 6462/42."

(A.F.Os. 6462/42, 2571/43, 1624/44 and 3773/44.)

4052.—Timber—Bad Supply Position

(P. 11562/44.—27 Jul. 1944.)

With reference to A.F.O. 4223/42, the supply position of timber is still serious. Softwoods are generally speaking in exceedingly short supply and will in all probability remain so for the next 12 months. The position about hardwoods is somewhat less serious but the greatest possible care will have to be taken to ensure that difficulties do not develop later. Plywoods fortunately are in reasonably good supply and it is expected that all demands will be met.

2. Officers are therefore requested to ensure that the greatest possible economy is exercised in the use of timber, particularly softwoods. Wherever possible, plywoods should be used in place of softwoods, particularly for packing purposes.

3. All important Admiralty contractors are being similarly advised of the position.

(A.F.O. 4223/42.)

4053.—Home Guard

(C.E. 52460/44.—27 Jul. 1944.)

The existing instructions on Home Guard are consolidated in this Order.

2. The enrolment of members of the Admiralty staff in the Home Guard, both in units in Admiralty Establishments and in local units, must always be considered in relation to the needs and efficient working of the Establishment concerned. The paramount need for ensuring that the Establishment is able to carry out its essential functions and to meet its own requirements for Civil Defence Services should always be borne in mind. Heads of Establishments encountering any difficulties which may affect this principle and which cannot be solved by discussions with the local Army and Home Guard Authorities should refer the matter to the Admiralty (C.E. Branch I), London.

3. *Voluntary Enlistment in the Home Guard.*—Admiralty staffs are at liberty to volunteer for enrolment in the Home Guard, but where it is not in the interests of the service for a man to serve in a Home Guard unit, other than his Departmental unit, the matter should be discussed with the local Military and Home Guard Authorities with a view to a transfer to the Departmental Home Guard unit. Where a man is engaged on Civil Defence duties at the Admiralty Establishment, the Head of his Establishment will be consulted before the man is enrolled in the Home Guard and will be entitled to refuse permission for him to join the Home Guard if considered necessary.

4. *Functions.*—The defence of Admiralty Establishments is essentially a Military commitment, and the Military Authorities have given the following definition of the functions of Home Guard units:—

“The function in invasion of Home Guard units in Admiralty Civil Establishments is the same as the function of Home Guard units in other factories. The primary role is the defence of the Establishments against airborne or seaborne attack by the enemy. This consists not only in manning the perimeter, but also, if opportunity offers, in attacking parachutists and other enemy troops in the vicinity before they had had time to prepare an organized attack.”

5. *Strength.*—The required strength of Home Guard units in Admiralty Establishments will vary according to operational requirements in the area and according to the strength of other Home Guard and Regular Forces available. Compulsory enrolment in the Home Guard in areas where it is necessary to bring units up to strength should be discussed with the local Home Guard and Military Authorities as necessary with a view to reaching agreement as to the numbers to be enrolled, and to arranging for such enrolment to take place in the departmental Home Guard unit. The Ministry of Labour and National Service is responsible for the selection of men (British subjects between the ages of 18 and 51) to be enrolled, and for directing them to join the units where they are required. The Ministry will not, however, exercise this power of direction in the case of Civil Servants without the concurrence of the employing Departments. Such concurrence should, however, only be withheld in cases where the continuance of employees' civil duties is essential, even in conditions of emergency.

6. *Training and Duty.*—All members of the Home Guard can be ordered to perform training and operational duty for periods not exceeding a total of 48 hours in each period of four weeks. (This will not prevent additional training or operational duties being undertaken *voluntarily* if authorized by the Military Commander.) The 48 hours *maximum requirement* will not be applied in practice to every member of the Home Guard, and instructions have been issued to Commanders to give full weight to the nature and extent of the members' civil duties in determining the actual amount of training and operational duties to be performed. In the case of units of the Home Guard formed on a Departmental basis it should normally be possible to reconcile the training and operational duties with Departmental requirements; in the exceptional cases where this is not found to be so, members should consult with their Unit Commander before making any representations for release. Civil Servants attached to local Home Guard units, particularly those living at a distance from their work, should likewise be encouraged to explain any difficulties to their local Platoon Commanders as

a first step; in certain cases it might be advantageous for them to apply for a transfer to their Departmental unit. Normally Home Guard training and activities should be performed outside official working hours, but it is recognized that in certain cases, e.g., where the men live some distance from the Establishment and transport facilities are limited, it may be necessary for a certain amount of official time to be used for this purpose. In exceptional cases of this kind, therefore, the Head of the Establishment may authorize training for Home Guards who are not fully trained to be performed during the normal hours of official duty, without loss of pay or overtime pay if the men would ordinarily have received pay or overtime pay for the period in question. Such periods of training during official hours are, however, in no case to exceed one hour a week in the case of any man, and this concession is applicable only until such time as he is regarded as sufficiently trained.

7. *Provision of Weapons.*—The Military Authorities are responsible for the provision of weapons for the Home Guard. If any case where the Head of an Admiralty Establishment considers that the supply of arms for his Home Guard unit should be on a larger scale, he should consult the local Military Authorities as to the possibility of this being done. Where arms have been lent from Naval sources for the use of the Home Guard immediate application should be made to the Military Authorities for replacements.

8. *Provision of Staff for Home Guard Duties (Administrative, Clerical, etc.).*—It is not intended that Admiralty employees who are officers in their Departmental Home Guard units should spend a large part of their official time on Home Guard work to the exclusion of their official duties. Home Guard work should be delegated by Commanding Officers of the units as far as possible to Platoon Commanders and other officers and non-commissioned officers. The Home Guard Authorities will provide a full-time Adjutant and Quartermaster where the strength of a Departmental Home Guard unit reaches the strength of a battalion. If Admiralty staff are employed largely on Home Guard duties during their official hours, steps should be taken immediately to regularize the position in consultation with the local Home Guard Authorities, who are prepared in certain circumstances to provide clerical assistance. Similarly, if fresh needs arise with expansion and development of units, the Home Guard Authorities should be consulted where the provision of a full-time Adjutant and Quartermaster and clerical staff for the performance of the administrative and clerical work of the unit demands these necessities.

9. *Provision of Accommodation for Home Guard Purposes.*—Should existing accommodation be insufficient to meet the requirements for Home Guard purposes (e.g., offices, storage of arms and equipment, etc.), the local Military Authorities will endeavour, on request, to arrange for the supply of huts, or to make some other suitable arrangements.

10. *Release of Home Guards for Mustering.*—During a period in which the platoon or other part of the Home Guard to which he belongs is “mustered” for the purpose of resisting an actual or apprehended invasion, a member of the Home Guard may be required to serve continuously and live away from home. Members will be divided into Categories (A) and (B), according to whether they will be, in the circumstances then prevailing:—

- (A) Available immediately for full-time military service, or
- (B) Available only at a later stage because of indispensable pre-occupation with essential civil duties, but having to report within 48 hours, when they will be told, according to the operational situation at the time, whether to parade for military duty, or to continue their civil duties for a further period.

The decision whether men placed in Category (B) shall be released after 48 hours for mustering will be taken by the Heads of Admiralty Establishments in consultation, as far as possible, with the local Military Authorities. Heads of Establishments will decide whether Admiralty employees should be included in list (B) instead of list (A). Since the order to muster is only to be given when invasion is expected in the affected area within a matter of hours, it will be appreciated that the most effective contribution of trained members of the Home Guard, including the generality of Civil Servants in that Force, will normally take the form of full-time military

service under Category (A). Establishments should therefore make assignments to Category (B) only where trained members' civil duties remain of paramount importance and cannot be combined with military duties. For the convenience of the Military Authorities, Heads of Establishments may delegate authority to Officers-in-Charge of separate or outlying depots or offices to determine on the spot those employees who must be classified in Category (B) instead of Category (A). Classification of existing members should be undertaken on these lines without delay and lists returned to the appropriate Home Guard Commanding Officers where this has not already been done.

11. *Civil Pay, etc., on Mustering.*—It is not expected that the period during which a platoon or other part of the Home Guard may be mustered will last beyond a limited period. It has accordingly been decided:—

- (a) That no mustered Civil Servant or industrial employee in a Government Establishment shall receive less favourable treatment as regards civil pay than he would have received had he been called up for service with His Majesty's Forces;
- (b) That all who have received an order to muster, including temporary employees not directly and continuously employed since 3rd March, 1939, who would not have qualified for balance of civil pay, shall be eligible to receive their civil pay after muster for a period of six weeks.

For this purpose, as in the case of call-up to the Regular Forces, the position is as follows:—

In the case of:—

- (i) *Non-industrials* civil pay will consist normally of the basic salary or wages of the post held at the date of mustering, together with bonus (if any) as appropriate. Members of the Home Guard who, being members of overtime grades, have been regularly working well-defined periods of overtime, may receive an allowance in lieu of overtime based on the average of the twelve weeks prior to mustering.
- (ii) *Industrials* civil pay (which will be issuable only for periods when men are actually mustered and not engaged on their normal work) will normally consist of ordinary basic time rate of wages, including industrial bonus, ship-repair allowance (where payable), leads or charge pay, merit or ability pay and other emoluments such as are reckonable for balance of civil pay of men called up for service with the Armed Forces. In addition, men who have been regularly working well-defined periods of overtime may receive an allowance in lieu of overtime based on the average of the twelve weeks prior to mustering.

It is not intended that payments derived from systems of payment-by-results, incentive bonus, enhancements paid for shift working, allowances in lieu of piece-work, etc., should be continued when workmen are mustered and away from work. Thus, the allowance in lieu of overtime referred to above should be calculated on the basis of the average hours actually worked in excess of 47 hours weekly for the twelve weeks prior to mustering, and on the payments which the shift workers would have received for these extra hours had they been day-workers on ordinary time rates. For example, the civil pay of a shift-working dockyard fitter on the minimum rate would (ignoring ship-repair allowance) consist of 68s. + 21s. 6d. + average extra hours in excess of 47 × 1½ (or × 2 for Sunday work).

The term "shift-workers" is not meant to cover employees, who receive *inclusive* rates of pay, containing some element to cover the liability to work at unusual hours. In the case of these employees, their normal rates of pay should be regarded for the present purpose as the ordinary day rate.

The above arrangements apply to workmen in the Home Guard who are mustered for anti-aircraft duties and have to leave their normal work.

Army rates of pay as such are not payable to the Home Guard when they are mustered, and so long as men are in receipt of their civil emoluments,

compensation from Home Guard sources for loss of earnings as prescribed by Army Council Instructions will not be payable. So far as possible, facilities will be provided for the payment of allotments to the nominees of those mustered. Arrangements for feeding when mustering takes place will obviate the payment of subsistence allowance to members of Departmental Home Guard units, and these allowances shall cease to be payable as from the date when the unit is mustered.

12. *Manning A.A. Batteries.*—Home Guards manning A.A. batteries may have to carry out this duty at some distance from the Establishment, and as sleeping accommodation may not be available in some cases it may be difficult for the members of Admiralty Departmental Home Guard units to combine this particular duty with their official work. Any difficulty of this nature which may arise should be discussed with the local Military Authorities with a view to reaching a satisfactory agreement whereby the interests of the Admiralty work and the welfare of the men concerned shall not suffer. Similar action should be taken in any cases of Home Guards being required to perform any other duties which may conflict with their official work.

13. *General.*—Full opportunity should be taken of discussing problems in connection with Admiralty Departmental Home Guard units with the local Military and Home Guard Authorities. Those problems which cannot be solved by this means should be referred to the Secretary of the Admiralty (C.E. Branch I) for consideration.

(A.F.Os. 714/42, 1853/42, 772/44, 1296/44 and C.A.F.O. 1278/42 are cancelled.)

4054.—Exchange and Disposal of French "Invasion" Currency

(D.N.A. 27640/44.—27 Jul. 1944.)

Attention is drawn to A.F.O. 3956/44 published in Section II of this issue.

compensation from Home Guard sources for loss of earnings as prescribed by Army Council Instructions will not be payable so far as possible facilities will be provided for the payment of allowances for the members of those units. Arrangements for feeding when military camps are operated by the payment of subsistence allowances to members of Departmental Home Guard units and these allowances shall cease to be payable as from the date when the unit is disbanded.

12.12.1941. Home Guard - Home Guard's training and maintenance must have to carry out this duty as soon as possible from the establishment and as sleeping accommodation may not be available in some cases it may be difficult for the members of Administrative Departmental Home Guard units to complete this particular duty with their official work. Any difficulty of this nature which may arise should be discussed with the local Military Authority in view of reaching a satisfactory agreement whereby the interests of the Administrative work and the welfare of the men concerned shall not suffer. Similar action should be taken in any case of Home Guard being required to perform any other duties which may conflict with their official work.

13. General - Full opportunity should be taken of discussing problems in connection with Administrative Departmental Home Guard units with local Military and Home Guard Authorities. These problems which cannot be solved by this message should be referred to the Secretary of the Administrative Branch I for consideration.

(A.F.O. 2050/11 published in Section II of this issue)

2050 - Expansion and Disposal of French "Invasion" Currency

A.F.O. 2050/11 published in Section II of this issue

1. The purpose of this message is to advise you of the expansion and disposal of French "Invation" currency.

2. The expansion of this currency is being carried out in accordance with the instructions of the Treasury and the War Office. It is expected that the expansion will be completed by the end of the year.

3. The disposal of this currency is being carried out in accordance with the instructions of the Treasury and the War Office. It is expected that the disposal will be completed by the end of the year.

4. The expansion and disposal of this currency is being carried out in accordance with the instructions of the Treasury and the War Office. It is expected that the expansion and disposal will be completed by the end of the year.

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