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THE KING'S REGULATIONS AND ADMIRALTY INSTRUCTIONS FOR THE GOVERNMENT OF HIS MAJESTY'S NAVAL SERVICE

Volume I - Articles - 1943

Embodying all alterations effected in the Regulations by Addenda, or otherwise, to November, 1943

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By the Commissioners for executing the Office of
LORD HIGH ADMIRAL.

The Regulations and Instructions contained in this Volume and in Volume II (which are to be designated the King's Regulations and Admiralty Instructions), for the Government of His Majesty's Naval Service, having been established by His Majesty's Order in Council, we do hereby require and direct you to observe and obey the same, and to take care that the several Officers and others under your command also pay the most strict attention and obedience thereto.

Given under our hands this 1st day of March, 1944.

A. V. ALEXANDER
ANDREW CUNNINGHAM
C. E. KENNEDY-PURVIS
W. J. WHITWORTH
W. F. WAKE-WALKER
F. H. PEGRAM
DENIS W. BOYD
E. N. SYFRET
J. H. EDELSTEN
W. R. PATTERSON
BRUNTISFIELD
RICHARD A. PILKINGTON
J. P. L. THOMAS
JAMES LITHGOW
H. V. MARKHAM

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains, Commanders, and Officers Commanding His Majesty's Ships and Vessels, to the Superintendents or Officers in Charge of His Majesty's Naval Establishments, and to all others concerned.

INSTRUCTIONS FOR THE USE OF THE KING'S REGULATIONS AND ADMIRALTY INSTRUCTIONS

1. Care is to be taken when using the King's Regulations and Admiralty Instructions invariably to refer to the latest list of amendments as explained below.

2. Formal amendments are promulgated as K.R. and A.I. Amendments in a K.R. series of Admiralty Fleet Orders, published periodically, and are indicated in the following manner :—

(*a*) Matter not previously promulgated in K.R. and A.I. Amendments, and portions of the Regulations that are altered and re-enacted, are underlined or scored in the margin.

(*b*) Deletions are indicated thus ⌊ ⌋ or by a direction to delete the portions of the Regulations affected.

(*c*) Asterisks before or after a portion of an Article or Appendix that is amended, indicate that the preceding or following portions of the Article or Appendix are unaffected by the current amendment.

(*d*) The notations in brackets that appear after amendments show the reference number and year of the papers on which the changes are made, and the number of the K.R. and A.I. Amendments issue. The reference numbers of papers are for office use only.

3. A cumulative list of all formal amendments, and of other Admiralty Fleet Orders that amend, amplify, or define the Regulations, is published in each issue of K.R. and A.I. Amendments.

4. On grounds of urgency, or for special reasons, decisions affecting the King's Regulations and Admiralty Instructions may be published in Admiralty Fleet Orders other than the K.R. series, prior to issue as formal amendments. A list of these amendments is contained in Volume II, page 400, of this edition.

5. K.R. and A.I. Amendments are published in separate sections for Volumes I and II, and care is to be taken to retain the relevant sections until the Volume they affect is reprinted.

6. An Index is published to the King's Regulations and Admiralty Instructions.

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EXPLANATION OF TERMS

In the construction of these Regulations and Instructions, unless there be something in the context or subject-matter repugnant to, or inconsistent with, such construction, the following terms shall have the meanings given below:—

Admiralty.—The Lord High Admiral for the time being and when there shall be no such Lord High Admiral in Office, any two or more of the Commissioners for executing the Office of Lord High Admiral.

Superior Authority.—The officer under whose immediate orders a Flag or other officer may be placed, or is serving at the time. If the Flag or other officer is acting under Admiralty orders, and is not in the presence of a Senior Officer, it shall mean the Admiralty.

Command.—The authorities vested in officers and ratings over their subordinates within their own department.

Military Command.—The general authority vested in Executive officers, and in the ratings shown in roman type in Appendix XVII, part 1, to command one or more ships or boats or to direct any work or undertaking which requires the co-operation of different branches of the Service.

Flag Officer.—An Executive officer of the rank of Admiral of the Fleet, Admiral, Vice-Admiral or Rear-Admiral.

Officer.—Commissioned, warrant (as defined below), and subordinate officers, but not to extend to petty and non-commissioned officers except when the words "Superior officer" are used.

Superior Officer.—To include all officers, and petty and non-commissioned officers.

The Naval Discipline Act.—The Naval Discipline Act or Acts now, or which may hereafter become, in force.

Convening Authority.—The Admiralty or the officer, authorized pursuant to Section 58 (9), (11), or (12) of the Naval Discipline Act, to order courts-martial.

The Judge-Advocate.—To include a Deputy or an officiating Deputy Judge-Advocate.

The Accountant General.—The Accountant General of the Navy.

Ship.—Any vessel in commission or ordered by the Admiralty to be commissioned. *See* **30** (His Majesty's Ship.)

Capital Ship.—Battleship or battle cruiser.

Flag-ship.—A ship bearing the flag of a Flag Officer or the broad pendant of a Commodore of the 1st Class.

A First Class Ship for Navigation and Pilotage.—A ship which, with full seagoing complement, would normally be a Captain's command.

Naval Establishment.—Any Establishment paid for out of Navy Votes, and therefore coming under Admiralty control.

Fleet Establishment.—Any Naval Establishment manned by Naval or Royal Marine officers and men, or by civilians engaged for Fleet Services.

Civil Establishment.—Any Naval Establishment manned upon a civilian basis, *e.g.*, Dockyards, Victualling Yards, Observatories, Naval Armament Depôts, etc.

Medical Establishment.—Naval Hospital, Infirmary or Sick Quarters.

Hospital.—Naval Hospital, Infirmary, Hospital Ship or Sick Quarters.

Educational Establishment.—Any Royal Naval College.

COMMANDER-IN-CHIEF.—An officer appointed as such to the chief command of a fleet, squadron, or station; and in general routine duties, the officer in command of a squadron or station; or on whom such command may have devolved.

THE CAPTAIN.—The officer appointed to command the ship.

THE COMMANDING OFFICER.—The officer or other person on board and in actual command at the moment. (*See* **177.**)

THE EXECUTIVE OFFICER.—The officer carrying out the executive duties of the ship.

THE ENGINEER OFFICER.—The officer in charge of the machinery and boilers.

THE ROYAL MARINE OFFICER.—The officer in charge or command of the detachment of Royal Marines embarked in the ship.

THE MEDICAL OFFICER.—The officer in charge of the medical duties of a ship or establishment.

THE DENTAL OFFICER.—The officer in charge of the dental duties of a ship or establishment.

THE INSTRUCTOR OFFICER.—The officer in charge of the scholastic instruction of officers and men.

THE ACCOUNTANT OFFICER.—The officer in charge of the accountant and supply duties.

SUBORDINATE OFFICERS.—Acting Sub-Lieutenants, Acting Sub-Lieutenants (E), Acting Paymaster Sub-Lieutenants, Midshipmen, Midshipmen (E), Paymaster Midshipmen, Naval Cadets and Paymaster Cadets.

COMMISSIONED OFFICERS FROM WARRANT RANK.—Officers of a rank between Warrant Officer and Lieutenant, *i.e.*,—*Royal Navy*—Commissioned Gunner, Commissioned Boatswain, Commissioned Signal Boatswain, Commissioned Telegraphist, Commissioned Master-at-Arms, Commissioned Shipwright, Commissioned Engineer, Commissioned Mechanician, Commissioned Ordnance Officer, Commissioned Electrician, Commissioned Wardmaster, Senior Master, Schoolmaster (*see* Art. **316**), Commissioned Writer, Commissioned Supply Officer, Commissioned Cook, Commissioned Steward, Commissioned Photographer. *Royal Marines*—Commissioned Royal Marine Gunner, Headmaster, Commissioned Sergeant-Major, Commissioned Superintending Clerk and Commissioned Bandmaster.

COMMISSIONED OFFICERS FROM WARRANT RANK AND ABOVE.—The officers described in the preceding paragraph, together with Lieutenants, Lieutenant-Commanders and Commanders promoted from warrant rank.

WARRANT OFFICERS AND ABOVE.—The officers described in the two preceding paragraphs, together with Warrant Officers.

WARRANT OFFICERS—*Royal Navy*—Gunner, Boatswain, Signal Boatswain, Warrant Telegraphist, Warrant Master-at-Arms, Warrant Shipwright, Warrant Engineer, Warrant Mechanician, Warrant Ordnance Officer, Warrant Electrician, Warrant Wardmaster, Schoolmaster (*see* Art. **316**), Warrant Writer, Warrant Supply Officer, Warrant Cook, Warrant Steward, Warrant Photographer. *Royal Marines*—Royal Marine Gunner, R.M. Schoolmaster, Staff Sergeant-Major, Superintending Clerk and R.M. Bandmaster.

NOTE.—In all matters concerning stores, surveys and routine duties, the term shall be taken to include commissioned officers from warrant rank.

PETTY OFFICER.—To include chief petty officers, unless otherwise indicated by the context.

NON-COMMISSIONED OFFICER, ROYAL MARINES.—To include all Royal Marines from Corporal up to but exclusive of Warrant Officer. Acting non-commissioned officers have the legal status of non-commissioned officers.

SEAMAN CLASS.—Seaman, Signal, Telegraphist and Sailmaker ratings.

BY TELEGRAM.—Embraces all means of rapid communication, except in cases where it is specially desired to indicate a particular form of rapid communication (such as "by wireless", "by cable").

A MONTH.—For all purposes connected with pay and time, other than officers seniority, the following scale is to be observed whenever the word "month or months" is used in these regulations as a measure of time, unless otherwise provided by statute. For purposes of assessing the seniority of Officers, the word "month" or "months" is to be regarded as representing a calendar month or months.

1	month	shall be equal to, and *vice versa*				=	30 days
2	months	"	"	"	.....	=	61 "
3	"	"	"	"	.....	=	91 "
4	"	"	"	"	.....	=	121 "
5	"	"	"	"	.....	=	152 "
6	"	"	"	"	.....	=	182 "
7	"	"	"	"	.....	=	212 "
8	"	"	"	"	.....	=	243 "
9	"	"	"	"	.....	=	273 "
10	"	"	"	"	.....	=	303 "
11	"	"	"	"	.....	=	334 "

A YEAR.—Twelve months or one year shall be reckoned by the calendar for all purposes, except the calculation of "service" and "service in a ship-of-war at sea" necessary to determine the eligibility for promotion of officers of certain ranks, which will continue to be calculated at the rate of 365 days to a year.

NOTES.—(i) Care is to be taken in reckoning service by the calendar to allow for time lost as a result of punishment, etc. (*e.g.*, cells, detention, etc.), or absence from the Service, by adding the number of days lost to the date as indicated by the calendar. When, however, a period exceeding one year is involved, the year (or years) is to be reckoned by the calendar and the number of additional days added thereto.

(ii) In counting time for increases of pay after three and six years' man's time the provisions laid down in Appendix XVII, part 1, paragraphs 6 to 9, are to be complied with in reckoning the year by the calendar.

(iii) Where a period of twelve months or one year begins on the last day of February of any year, whether that date be the 28th or the 29th of the month, the successive years reckoned by the calendar shall be deemed to end on the day preceding the last day of February, *i.e.*, on the 27th (or on the 28th, if a leap year), and similarly where the period of calculation begins on the first day of March of any year, the successive years reckoned by the calendar shall be deemed to end on the last day of February, *i.e.*, on the 28th (or on the 29th if a leap year).

YEARLY.—On 31st December of each year.

HALF-YEARLY.—On 30th June and 31st December.

QUARTERLY.—On 31st March, 30th June, 30th September, and 31st December, or, by the Quarters ending on those dates.

ABBREVIATIONS

The following abbreviations in books and accounts signify :—

A.A.1. .....Anti-Aircraft Rating 1st Class.
A.A.2. .....Anti-Aircraft Rating 2nd Class.
A.A.3. .....Anti-Aircraft Rating 3rd Class.
A.D.1. .....Artificer Diver Rating, 1st Class.
A.D.2. .....Artificer Diver Rating, 2nd Class.
A.D.D. .....Artificer Deep Diver.
A.G. ..... Air Gunner.
A/G ..... Anti-gas.
A/G I. ..... Anti-gas Instructor.
A.P. ..... Auxiliary Patrol.
A/S ..... Anti-submarine.
A/S O.W. ..... Anti-submarine Officer's Writer.

B.A. ..... Buzzer Allowance.

C.A. ..... Colonial allowance.
C.A. (R.N.R.) .. Clothing allowance (R.N.R.)
C.D. ..... Deductions in second class for conduct.
C.G. ..... Captain of Gun.
C.G. (R.N.R.) .. Clothing gratuity (R.N.R.)
C.M ..... Command money.
C.M. ..... Court-Martial.
C.M.T. ..... Care of mess traps.
C.P. ..... Civil Power.
C.P. ..... Climate pay.
C.R.1. ..... Control Rating 1st Class.
C.R.2. ..... Control Rating 2nd Class.
C.R.3. ..... Control Rating 3rd Class.
C.S. .....A rating entered for continuous service.
C.W. ..... Commander's Office Writer.

D. ..... Discharged.
D.A. ..... Dispensing allowance.
D.B. ..... Double Bottoms.
D.D. ..... Dead.
D/F ..... Wireless Telegraphy Direction Finding.
Dg. ..... Diving.
D.L. ..... Director Layer.
D.M.S. ..... Difference of mess subscription.
D.P. ..... Detained pay.

E.A. ..... Entertaining allowance.
Emb.G. ..... Embarkation gratuity.
E.P. ..... Extension pay.
E/S ..... Electrode signalling.
E.T.1. ..... Educational Test 1.
E.T.2. ..... Educational Test 2.
E.W. ..... Engineer's Writer.

F.A. ..... Field allowance.
F.B. ..... Former Book.
F.E. ..... First entry.
F.T. ..... Passed Field Training.

1 G.C.B. .....In possession of one good conduct badge, and so on.
G.I. .....Gunnery Instructor, Royal Marines.
G.L. ..... Gunlayer.
G.L.W. ..... Gunnery Lieutenant's Writer.
G.M. ..... Grog money.

G.M. ..... Gunner's Mate.
G.P.M. ..... Gunnery Prize Money.

H.A. ..... Hydrophone allowance.
H.E.T. ..... Higher Educational Test.
H.F.C. ..... Higher Fire Control.
H.M.G.P.M. .... Heavy Machine Gun Prize Money.
H.L.M. ..... Hard-lying money.
H.S.D. ..... Higher Submarine Detector.
H.Stop. ..... Hospital Stoppages.
H.T.D. ..... Higher Telegraphist Detector.

I.A. ..... Instructional Allowance.
I.C.E. ..... Qualified in internal combustion engines.
I.D. ..... Refund of Pensions Insurance deductions.
I.T. ..... Income Tax.

K.U.A. ..... Kit Upkeep allowance.

L.A. ..... Leave allowance.
L.M.G.P.M. .... Light Machine Gun Prize Money.
Lab.A. ..... Laboratory Assistant.
Lg.A. ..... Lodging allowance.
L.R.1. ..... Layer Rating 1st Class.
L.R.2. ..... Layer Rating 2nd Class.
L.R.3. ..... Layer Rating 3rd Class.
L/T ..... Line telegraphy.
L.T.O. ..... Leading Torpedo Man.
L.T.O. (L.P.) .. Leading Torpedoman (Low Power).
L.U.C. ..... Living under canvas.

M.A. ..... Messing allowance.
M/S ..... Minesweeping or a minesweeper.
M.T.D. ..... Mechanical Road Transport Driver.
M.T.I. ..... Military Training Instructor.
M.T.M. ..... Mechanical Road Transport Mechanic.

Non-C.S. ..... A rating entered for non-continuous service.
N.S. ..... New system.

O.F. ..... Engine-room ratings qualified in oil fuel (Art. 606, cl. 18).
O.G. ..... Clothing gratuity under Article 1596.
O.M. ..... Observer's Mate.
O.R.A. ..... Operating Room Attendant.
O.S. ..... Old System.

P.A. ..... Provision allowance.
P.B.A. ..... Procedure and Buzzer Allowance.
P.C.G. ..... Plain Clothes gratuity.
P/G .....Postagram.
P/N .....Phonogram.
P.S......Patrol Service.
Ph. .....Photographer.
P.P.M. .....Pistol Prize Money.
P.R.T.I. .....Physical and Recreational Training Instructor.
Q.G. .....Qualified in gunnery, Royal Marines.
Q.O. .....Qualified in ordnance work.
Q.R.1......Quarters Rating 1st Class.
Q.R.2......Quarters Rating 2nd Class.
Q.R.3......Quarters Rating 3rd Class.
Q.S.A......Qualified in small arms.
Q.W.E. .....Qualified for Warrant Engineer.
Q.W.M. .....Qualified for Warrant Mechanician.

R. ..... Run.
R.M. ..... Recommended for Good Conduct Medal.
R.M.G. ..... Recommended for Good Conduct Medal and Gratuity.
R.M.S. ..... Royal Marine Signaller.
R.M.S.I. ..... Royal Marine Signalling Instructor.
R.P.M. ..... Rifle Prize money.
R.Q. ..... Run, with a query.
R.R. ..... Recommended for re-engagement.
R.T. ..... Rangetaker.
R/T ..... Radio Telephony.

S.A. ..... Servant allowance.
S/C ..... Submarine Coxswain.
S.C.G.M. ..... Senior Cook, General Mess.
S.D. ..... Submarine Detector.
S.D.I. ..... Submarine Detector Instructor.
S.E.B. ..... Special Engagement Bonus.
S.G. ..... Seaman Gunner.
Sh.T. (H.G.) .. Shorthand Typist. Higher Grade.
Sh.T. (L.G.) ... Shorthand Typist. Lower Grade.
S/KA. ..... Submarine Kit allowance.
S/M ..... Submarine.
S/P ..... Submarine pay.
S.R. ..... Surveying Recorder.
S.S. ..... (When signifying engagement)—A man entered for special service
S.S/T ..... Supersonic Telegraphy.
S.T. ..... Seaman Torpedoman.
S/T ..... Sonic Telegraphy.
Stores ..... Store allowance.

T.A. ..... Training allowance.
T.A.G. ..... Telegraphist Air Gunner.
T.C. ..... Torpedo Coxswain.
T.D. ..... Telegraphist Detector.
T.D.I. ..... Telegraphist Detector Instructor.
T.D.T. ..... Turret Director Trainer.
T.G.M. ..... Torpedo Gunner's Mate.
T.L.W. ..... Torpedo Lieutenant's Writer.
T.M/S ..... Trained in minesweeping.
T.O. (V/S) .... Trained Operator (Visual Signalling).
T.O. (W/T) ... Trained Operator (Wireless Telegraphy).
T.P.M. ..... Torpedo Prize money.
T.T. ..... Turret Trainer.
Turbines ..... Qualified in turbine machinery.

V.A. ..... Victualling allowance.
V/S ..... Visual signalling.
V/S 1 ..... Visual Signalman, 1st Class.
V/S 2 ..... Visual Signalman, 2nd Class.
V/S 3 ..... Visual Signalman, 3rd Class.
V.S.A. ..... Victualling Store allowance under App. XVII, part 3.

W/C ..... White Clothing.
W.R.A. ..... Ward Room attendant.
W.T. ..... Water-tight.
W/T ..... Wireless Telegraphy.
W/T 1 ..... Wireless Telegraphist, 1st Class.
W/T 2 ..... Wireless Telegraphist, 2nd Class.
W/T 3 ..... Wireless Telegraphist, 3rd Class.
X.R.A. ..... X-Ray Assistant.
Y.S. ..... Yacht Service.
Yeo. Stores .... Yeoman of Stores.

THE KING'S REGULATIONS AND ADMIRALTY INSTRUCTIONS

VOLUME I

PART I—GENERAL

CHAPTER I

GENERAL REGULATIONS

1. Observance and enforcement of Regulations, etc.—Every officer shall make himself acquainted with and shall duly observe and obey, and so far as he is able enforce the due execution of the Naval Discipline Act or Acts in force, the King's Regulations and Admiralty Instructions and all other regulations, orders or instructions that may be issued by the Admiralty or with their authority, and shall further in all respects conform himself to the established customs and practices of His Majesty's Service at sea.

New Orders to Ship's Company.—Any new orders concerning the ship's company are to be read to their men by the Divisional Officers and the Royal Marine Officer, and copies are to be displayed in some accessible place for at least a week. When such orders affect particular duties care is to be taken to ensure that the ratings concerned are thoroughly instructed as to their contents.

2. General application of Regulations.—Although for convenience of reference the King's Regulations and Admiralty Instructions are divided into chapters, it is distinctly to be understood that every direction contained therein is to be considered as applicable to all whom it may concern, notwithstanding that it may appear in a chapter addressed to a particular class of officer.

3. Benefits may be varied or cancelled.—Except where provision is, or may hereafter be, expressly made to the contrary, no person shall be entitled to claim as a right any promotion, emolument, retired pay, pension or other benefit conferred by any provision of these Regulations in the event of such provision being at any time varied, or cancelled.

4. Attendance on board.—Every officer so long as he belongs to a ship shall be constant in his attendance on board; no officer subordinate to the Captain shall quit the ship without permission, except for some pressing reason on the public service. *See* **513** and **639** *(Sleeping on board).*

5. Uniforms.—The officers, men and boys of His Majesty's Fleet and the Royal Marines shall wear such uniforms as the Admiralty in pursuance of His Majesty's pleasure shall from time to time direct. *See* **163** *et seq. (Uniform Regulations).*

6. Conduct to be observed.—Every person in the Fleet is to conduct himself with the utmost respect to his superior officer and with strict obedience to his orders; he is at all times to discharge every part of his duty with zeal and alacrity, and so far as circumstances admit to assist all officers in the duties they have to perform. He should on all occasions strive to promote the welfare of the naval service, and by the good order and regularity of his conduct show an example to those who may be subject to his command.

7. Conduct to be avoided.—Every person in the Fleet is to discountenance and endeavour to repress all cursing, swearing, drunkenness and dissolute conduct in the Fleet; he is to abstain from gaming, rioting, quarrelling, and from abusive or irritating language, especially to inferiors, and is at all times to exert his influence against all that tends to the disparagement of religion and the encouragement of vice and immorality.

2. No persons in the Fleet shall engage in any moneylending, bookmaking or betting business, either on their own account or as agents for others, nor shall they act as agents in His Majesty's Ships or Establishments for any commercial undertaking.

8. Conflicting Orders.—If an officer should receive from his superior an order which he deems at variance with his obedience to any Article in these Regulations and Instructions, or with any particular order that may have been issued by the Admiralty or other his superior officer, he is to represent verbally—or in writing if it does not require immediate obedience—such contrariety to the officer from whom he receives it; and if after such representation that officer shall still direct him to obey the order, he is to do so; but if he thinks it necessary, he may report the circumstances, as the case may require, through his Captain to his Commander-in-Chief or to the Admiralty, to which every officer has the right of ultimate appeal through the proper channel. *See* **874** and **875** *(Correspondence of Officers through their Superiors).*

9. Conditions of Service—Representations concerning.—Any petty officer, non-commissioned officer, or man who wishes to make any representation affecting his welfare, or who has any suggestion to make connected with the Service, should bring the subject to the notice of his divisional officer through his divisional petty officer or non-commissioned officer. *(See* **1158a** *Duties of Divisional Officers).*

2. Whether the matter affects one individual or more than one individual, the procedure laid down in clause 1 is invariably to be followed, that is to say each person must make his own representations.

The instructions in Article **12** are to be carefully observed.

3. If the representation is one with which the divisional officer cannot himself deal, he shall bring it to the notice of the executive officer (through the departmental officer where applicable), and subsequently, if necessary, through him to the Captain, and so to higher authority as circumstances may require.

4. It is the duty of every petty officer, non-commissioned officer, or leading rating to keep himself informed of any cause of complaint or dissatisfaction among the men, and to inform his divisional officer so that the matter may be investigated. A copy of this clause is to be kept permanently posted on a Notice Board in all Petty Officers' Messes.

5. The instructions in this article do not alter

(i) the procedure by which men may bring requests before Inspecting Officers at inspections in accordance with the custom of the Service;

(ii) the custom by which any rating is allowed to request, through his divisional officer, to see the Captain with regard to matters of a private nature;

(iii) the custom by which complaints of an immediate nature may be taken before the Officer of the Watch.

10. Method of representing Complaints to Higher Authority.—If an officer, petty officer, non-commissioned officer or man thinks that he has suffered any personal oppression, injustice or other ill-treatment, or that he has been treated unjustly in any way, he may, after due consideration, make complaint in accordance with the following rules, and any other method of seeking redress from a superior authority, save those mentioned in this and the preceding article, is forbidden.

(i) *To whom the complaint is to be made.*—If the complainant be a Flag Officer, or the Captain of one of His Majesty's ships, his complaint is to be in writing, and addressed to his immediate superior.

If the complainant be an officer serving under the command of the Captain of one of His Majesty's ships, his complaint is to be made orally to the Captain, in accordance with the Service custom whereby a complainant is to make an oral request to see the Captain for that purpose.

If the complainant be an officer below the rank of Captain, such request should be made through the executive officer.

If the complainant be a petty officer, non-commissioned officer or man, his complaint is to be made orally to the Captain, in accordance with the Service custom whereby a complainant is to make an oral request to see the Captain for that purpose. Such request should be made to the executive officer through his divisional officer.

(ii) *Assistance to the complainant.*—If the complainant be an officer of junior rank, a petty officer, non-commissioned officer or man, the Captain is to take care that the divisional officer or another officer is detailed to advise and assist the complainant as to the statement of his case. Such officer is to point out to the complainant the rules under (iii) following.

(iii) *Rules to be observed by the complainant.*—The following rules for preferring complaints are to be adhered to:—

(*a*) Complaints are to be confined to a statement of the facts complained of and to the alleged consequences to the complainant himself.

(*b*) Joint complaints by two or more persons are not allowed; each individual is to make his own complaint.

(*c*) It is an offence against good order and naval discipline to make a complaint, either oral or written, which includes a statement of fact which is untrue to the knowledge of the complainant.

(*d*) It is an offence against good order and naval discipline to make a complaint in terms which comprise language or comments that are disrespectful or insubordinate or subversive of discipline, except in so far as such language or comments are necessary for an adequate statement of the facts.

(iv) *How the complaint is to be dealt with.*—On receipt of any complaint, the Captain or other officer receiving the same shall satisfy himself that the complaint is made in accordance with this regulation. He is then to deal with it in the exercise of his discretion as may seem to him right, and cause the complainant to be informed of his decision.

If the Captain should refuse or be unable to remedy the complaint so made, the complainant may respectfully ask that he may be allowed to make his complaint in writing, and on receiving such request, the Captain is to give the complainant 24 hours to reconsider the matter. The complainant, while still having the assistance of the officer referred to in (ii) above, may then address his complaint to the Captain in writing. The Captain is then to forward the complaint to his next superior officer, together with his own remarks thereon, to be dealt with in accordance with the preceding sub-clause.

(v) *If the complainant is not satisfied.*—If the complainant is not satisfied with the decision on his complaint, he may request that his complaint be forwarded to the next superior authority and so on to the Commander-in-Chief,

and finally to the Admiralty to be dealt with in accordance with (iv) above, and all such requests shall be complied with. The complainant is only justified in appealing direct to a superior authority when the authority to whom such a request is made has neglected or refused to forward the complaint.

2. No officer, petty officer, non-commissioned officer or man shall be penalized for having made a complaint in accordance with these rules.

3. Form S.272 containing the gist of this Article so far as it affects petty officers, non-commissioned officers and men, and of Article **9**, is to be kept permanently displayed in an accessible part of the ship for the information of the ship's company to whom it is to be read quarterly.

4. The provisions of clauses 1 and 2 of this Article apply to any complaint about treatment at a time when the complainant was subject to the Naval Discipline Act. Any complaint about treatment at a time when the complainant was subject to the Air Force Act will be governed by the provisions of the King's Regulations and Air Council Instructions.

If any person while subject to the Air Force Act complains of treatment suffered at a time when he was subject to the Naval Discipline Act, the Commanding Officer of the Royal Air Force Station will see that an officer is detailed to advise and assist the complainant in the statement of his complaint in writing and to bring to his notice the rules contained in clause 1 (iii) of this Article. On receipt of the complaint, the Commanding Officer of the Royal Air Force Station will satisfy himself that the complaint is made in accordance with those rules, and will then forward the complaint to the Captain of the ship in which the complainant states that he suffered the treatment which is the subject of complaint. On receipt of the complaint, the Captain will satisfy himself that it is made in accordance with the regulations, and will then deal with it in the exercise of his discretion as may seem to him right, and cause the complainant to be informed of his decision. If the complainant is not satisfied with the decision on his complaint, he may request that his complaint be forwarded to the next superior authority in accordance with the provisions of clause 1.

If any person while subject to the Naval Discipline Act complains of treatment suffered at a time when he was subject to the Air Force Act, the Captain is to see that an officer is detailed to advise and assist the complainant in the statement of his case in writing, and is to satisfy himself that the complaint is made in accordance with the King's Regulations and Air Council Instructions, and is then to forward the complaint to the Air Officer Commanding of the Command in which the complainant states that he suffered the treatment which is the subject of the complaint. The Air Officer Commanding will cause the complaint to be investigated and the complainant to be informed of the decision. If the complainant is a Naval officer or rating or an officer or man of the Royal Marines and is not satisfied with the decision, he may request that the matter may be referred back to the Air Officer Commanding who will report the case to the Air Ministry for instructions.

11. Remarks or Criticisms on Superiors.—Except as specifically permitted by Article **10**, no officer or other person shall make remarks or pass criticisms on the conduct or orders of his superiors which may tend to bring them into contempt; and no officer shall say or do anything which, if heard or seen by or reported to those under him, might discourage them or render them dissatisfied with their condition or with the service on which they are or may be employed.

12. Combinations.—All combinations of persons belonging to the fleet formed for the purpose of bringing about alterations in the existing regulations or customs of His Majesty's Naval Service, whether affecting their interests individually or collectively, are prohibited as being contrary to the traditions and practice of the service and injurious to its welfare and discipline. Every person is fully authorized individually to make known to his superior any proper cause of complaint, but individuals are not to combine, either by the appointment of committees or in any other manner; nor are they to sign collectively memorials, petitions or applications; nor to obtain signatures to such documents.

12a. Official Documents.—Official reports, correspondence and documents of whatever description, whether confidential or not, are the property of the Crown, and are not to be disclosed, without special authority, to any person not officially entitled to receive them. *(See also* **925** and **925a.**)

13. Communication with other Services, etc.—No person in the Fleet is to enter into direct communication with any Service or Department of the State or with any subordinate officer of such Service or Department, at home or abroad, on subjects connected with the Naval Service or with his particular duties or present or future employment, unless authorized to do so by the Regulations of the Service or superior authority; but all communications on such subjects are to be made through the proper channels to the Admiralty or to the Commanders-in-Chief abroad, in order that such steps may be taken therein as may be necessary. *See* **875** (*Officers to write through their Captains*).

14. Civil Service Examinations.—No person actually serving in the Navy is eligible to attend an open competitive examination for a situation in the Civil Service unless he produces to the Civil Service Commissioners, when called upon to do so, the permission of his commanding officer to attend the examination dated before the commencement of the competition.

2. Before an applicant is granted permission to attend an examination under this rule, his commanding officer is to satisfy himself that the application is made for valid reasons, and that the applicant's retirement or discharge from the Navy will probably be allowed in the event of his proving successful.

15. Inventions and Patents.—All inventions made by officers or other persons employed under the Admiralty (referred to in these Regulations as the inventors) are to be deemed to belong to and to be held in trust for His Majesty's Government until such time as the Admiralty determine the conditions under which each invention and any patent rights in respect thereof shall be dealt with. Pending such decision, the inventors are forbidden to disclose to unauthorized persons the subject matter of their inventions.

2. One of the three following courses will normally be adopted by the Admiralty:—

(i) *Where the Admiralty, War Office or Air Ministry desire to retain either complete or partial control of the invention.*—Where complete control is required, the inventor will be called upon to assign to the Admiralty, Secretary of State for War or Secretary of State for Air the invention and all patents which may be granted in respect thereof. Where partial control only is required, the inventor may be called upon to assign patents taken out in other countries in addition to the United Kingdom. Whenever the Admiralty take assignment and it is decided that the invention and any patent in respect thereof shall be exploited, the Admiralty will deal with the commercial rights, and the inventor may be granted a share of any proceeds that may be received.

(ii) Where the Admiralty do not take assignment as in (i) above but retain the right of unrestricted user of the invention for the services of the Crown throughout the world without legal obligation, the inventor may then be permitted to deal, either for his own benefit or for the joint benefit of the Admiralty and himself, with the remaining rights which normally will be British Commercial user and Foreign user. Where exploitation is for the joint benefit of the Admiralty, and the inventor, he will be required to pay to the Admiralty a share (to be determined by the Admiralty) of the royalties or other moneys or benefits received by him.

Where inventors derive financial gain from exploitation under (i) or (ii), they are not thereby debarred from applying for an *ex gratia* award for the use of their inventions for the service of the Crown.

(iii) Where the Admiralty do not consider that the Crown has any interest in the invention, the inventor may be given all rights in it and will, in that event, be released from all obligations into which he has entered with the Admiralty.

3. It must be understood that the manner in which any invention may be dealt with is entirely in the discretion of the Admiralty and that the Admiralty cannot undertake to deal with any particular invention or patent in respect thereof in accordance with any one of the above-mentioned methods, but may adopt some different course according to the circumstances.

4. Normally within three months of full information of the invention being communicated to the Admiralty, the inventor will be informed of the conditions under which the invention and any patent in respect thereof is to be dealt with. Permission to deal in any way with the invention will be refused should it transpire that the applicant is not the true inventor.

5. **Applications for Patents.**—All expenses in connection with the application for and grant of a patent shall be borne by the inventor except when the patent is assigned to the Admiralty, War Office or Air Ministry.

6. Any inventor who is desirous of obtaining patent protection for an invention must proceed according to, and be governed by, the conditions laid down in these Regulations.

7. **British Patents.**—Inventors are forbidden, without prior sanction in writing by their Commanding Officer, Head of Establishment or Department, or by the Admiralty, to employ a patent agent or any other person in connection with the preparation and lodging of specifications at the Patent Office. In applying for the necessary sanction, inventors should furnish the title of their invention and state the name of the agent or other person proposed to be employed. Should the subject matter to which the invention is related, or such features of the invention itself as may be disclosed, appear to be of such a nature that secrecy is not required, the Commanding Officer or Head of Establishment or Department may grant permission for the employment of the patent agent or other person, but otherwise the matter should be submitted to the Admiralty for sanction. Such sanction will not be withheld if the Admiralty are satisfied that no detrimental disclosure of information which may be of value to the State would be involved by the employment of the patent agent or other person.

8. Without prior sanction of the Admiralty, an inventor must not lodge at the Patent Office a complete specification with his application for patent. The inventor may adopt one of two courses. He may lodge at the Patent Office an application for patent accompanied by a provisional specification, or may submit his proposed provisional specification or particulars of the invention for consideration by the Admiralty before lodging his application at the Patent Office. The inventor must, as soon as the application has been lodged at the Patent Office or the proposed provisional specification or description is ready, send to his Commanding Officer or to the Head of his Establishment or Department for immediate transmission to the Secretary of the Admiralty (C.P. Department), a copy of the specification or description, a signed agreement as prescribed in clause 9 of this Article and a request for permission to take the steps necessary for obtaining the grant of a patent.

In forwarding these documents the Commanding Officer or Head of Establishment or Department should state whether the invention has been evolved as a result of the inventor's duties or with the aid of facilities supplied at the public expense.

9. **Form of Agreement.**—The form of agreement referred to in clause 8 is to be prepared locally and is as follows:—

AGREEMENT

Address.....

Date.....

I (we) have applied (or am (are) about to apply) to the Patent Office in the United Kingdom of Great Britain and Northern Ireland and the Isle of Man for a patent for..... .....(title of the invention). I (we) will act

in accordance with Article 15 of the King's Regulations and Admiralty Instructions and as directed by the Admiralty and agree to be bound by the following conditions:—

(i) I (we) have not left a complete specification with the application nor will I (we) subsequently leave a complete specification or take any further steps in the matter after applying for provisional protection without the direction or permission of the Admiralty.

(ii) I (we) attach a copy of the provisional specification (or will supply to the Admiralty a copy of the provisional specification as soon as it is filed) and will furnish any further information and particulars regarding my (our) invention as may be required by the Admiralty.

(iii) I (we) will, if so ordered, assign to the Admiralty, the Secretary of State for War, the Secretary of State for Air or such other Department or person on behalf of His Majesty as may be required, the benefit of the invention and of any patent that may be granted, or will enter into such agreement for its use by the Imperial Government and Navy Board of the Commonwealth of Australia and their contractors and others authorized by them as may be directed by the Admiralty.

(iv) I (we) will not assign or deal with the invention or patent or grant any licences or right for the use thereof to anyone except with the previous authority of the Admiralty or under the terms of any agreement with the Admiralty.

(v) I (we) agree that the terms of payment (if any) for any assignment of the invention or patent directed by the Admiralty or for its use in His Majesty's Service will, subject to Article 16 of the King's Regulations and Admiralty Instructions, be decided by the Admiralty, and that regard will be paid to any facilities in originating, working out and perfecting the invention which I (we) may have enjoyed by reason of my (our) official position and to all other factors that may be relevant.

(vi) I (we) will not apply for a patent in any country other than the United Kingdom of Great Britain and Northern Ireland and the Isle of Man without the authority of the Admiralty.

(vii) I (we) will, if so required, do all things necessary for obtaining a patent, whether in the United Kingdom of Great Britain and Northern Ireland and the Isle of Man or any other country, at the expense of the Admiralty and under such conditions as may be prescribed.

Signature.....

Rank.....

10. **Foreign, Dominion and Colonial Patents.**—Applications for permission to obtain patents or similar rights in any country other than Great Britain must be forwarded to the Admiralty for approval, accompanied by a general description of the invention. When, however, permission has already been given to lodge a complete specification and obtain a British patent for the same, such description need not accompany the application.

11. Where an inventor making an invention or improvement which is proper subject matter for an application for patent and which may be of use to the Crown does not himself propose to make application to patent it, he should report the particulars of the invention or improvement as soon as possible to his Commanding Officer, or to the Head of his Establishment or Department, in order that the Admiralty may consider whether (1) an official record should be made to protect the Crown, or (2) a patent should be taken out in order to protect both the Crown and the inventor against possible subsequent action by other parties and, if so, on what conditions. It is important that if possible the question of patenting should be settled, or if no patent is to be taken out, a record duly signed, dated and witnessed, and forwarded to the Admiralty (C.P. Department) before any action is taken to communicate the invention or suggest the idea to any person not serving under the Admiralty.

12. Whenever it happens in the course of a trial of the invention of any person outside the Service, or during discussion between officers and inventors, that improvements are suggested by officers, a careful record should be kept of the trial and of the suggestions made, which should at once be reported to the Admiralty for consideration of the question of patenting or recording such improvement, and also in order that the Court may have before it all the circumstances, should an appeal be made to it by an outside inventor under Section 29 of the Patents and Designs Acts, 1907 to 1932.

It is important that the record should specify not only exactly what was disclosed by the outside inventor but also whether any details of his invention were withheld by him for reasons of his own.

If it is discovered by any means that there is any intention on the part of inventors to apply for a patent for an invention to which Admiralty officers have contributed, the Admiralty should at once be informed.

13. Whenever the coHaboration of firms or outside persons with Naval or Admiralty experts is sought on behalf of the Admiralty for working out inventions or improvements, steps should be taken at the outset, and before any details are disclosed, to obtain if possible the acceptance by the firm or person of certain conditions governing patents of which printed copies can be obtained from the Admiralty.

16. Awards for Inventions.—Applications for awards for use of inventions in His Majesty's Service should be submitted through the Commanding Officer or Head of Establishment or Department for transmission to the Secretary of the Admiralty (C.P. Department), except in so far as they fall to be dealt with by the Fleet and Dockyards Awards Committees. Should the invention be of particular interest to another Government Department or Departments, the inventor may apply through the Admiralty for an award from the Departments interested.

2. In all applications for award for the use of inventions, the inventor will be required to give full detailed particulars of any out-of-pocket expenses on experiments, etc., incurred by him personally, and of any financial benefit he may have derived or be likely to derive from outside sources in respect of the invention, or any patent in respect thereof. The Admiralty, if they are of opinion that some payment is justified, will either offer the inventor definite terms or remit the case to the Central Committee on Awards. If an offer of terms made to him by the Admiralty for the use of a patented invention is not acceptable to the inventor, he has the right of appeal to the Central Committee on Awards. The decision of this Committee is final whether the case is remitted to them direct by the Admiralty or is by way of an appeal by the inventor, subject only to the approval of the Treasury where such is required.

3. Appeals to the Central Committee on Awards will, in addition to those set out in clause 2 above, be permitted in the following circumstances—

(i) When an invention has been dealt with under clause 2 (i) of Article **15** of these Regulations and the Admiralty have offered to allow the inventor a share of the commercial proceeds it will be permissible for the inventor to appeal against the assessment of his share, but not otherwise.

(ii) When an invention has been dealt with under clause 2 (ii) of Article **15** of these Regulations, it will be permissible for the inventor to appeal against the Department's decision as to the extent to which the Department shall share in the proceeds of commercial exploitation.

17. An officer or man is forbidden to communicate any information which might directly or indirectly assist an enemy, to any person other than a person to whom he is authorized to communicate it, or a person to whom it is, in the interests of the State, his duty to communicate it. *See* **925** and **925a.** *(Communication of confidential information a breach of Official Secrets Acts.)*

2. All persons belonging to the Fleet are forbidden to write or otherwise to communicate to the press, or publish or allow to be published, directly or indirectly, any matter or information relating to the Naval Service, or anything of a controversial nature affecting other departments of the public service or relating to

matters of public policy, unless the permission of the Admiralty has been first obtained. They are further forbidden, without first obtaining Admiralty permission, to deliver publicly or broadcast any lecture or read any paper on such subjects, or, in any public speech dealing with such subjects, to express opinions which are likely to give rise to controversy.

As a general rule Admiralty permission will not be given for the publication in the press of accounts of current or recent Service operations, nor will permission be given, in general, for the publication of books of memoirs or reminiscences of their Naval career by authors who are still serving on the Active List or in the Fleet. *(For the publication of photographs see* **1253d.**)

3. Matter for the publication of which permission is required must be submitted to the Admiralty through the usual Service channels in duplicate and in type or print, except that, as a special arrangement, matter intended for the Naval Review and the Royal United Services Institution Journal may be submitted to the editors direct.

4. Clauses 2 and 3 of this Article apply to all officers on ship's books, but not to officers on half pay or officers on the intermediate rate of unemployed pay. Such officers, however, will be held responsible for any publication which is considered by the Admiralty to be subversive of discipline or contrary to the best interests of the Naval Service, and they should remember not only that the Official Secrets Acts apply to them, but also that public expressions of opinion about the Naval Service or on controversial questions of public policy are incompatible with their position as officers on the active list and may make it difficult to consider them for re-employment.

5. The publication without Admiralty permission of any wireless message, cable or other communications, received or intercepted through naval channels, or of the fact that any such communication has been received or intercepted, is prohibited.

17a. Political Activities and Candidature for Parliament.—No officer or man is permitted to take any active part in the affairs of any political organization or party, either by acting as a member of a candidate's election committee, or by speaking in public or publishing or distributing literature in furtherance of the political purposes of any such organization or party, or in any other manner.

2. No officer or man is permitted to issue an address to electors or in any other manner publicly to announce himself or allow himself to be announced as a candidate or a prospective candidate for any constituency for election to the Parliament of the United Kingdom or of Northern Ireland, the Dail of the Irish Free State or the Malta Senate or Legislative Assembly.

3. Officers desiring to retire or resign, and men desiring to be discharged or transferred to the Royal Fleet Reserve, with a view to standing as candidates for election to the Parliament of the United Kingdom or of Northern Ireland, the Dail of the Irish Free State or the Malta Senate or Legislative Assembly must make application through the usual Service channels. The approval of such applications will depend on the exigencies of the Service. An officer whose application is approved will be treated as retiring or resigning voluntarily. A man whose application is approved will be granted a free discharge or transferred to the Royal Fleet Reserve as from the day before he issues his address or is otherwise publicly announced as a Parliamentary candidate.

4. The prohibitions contained in clauses 1 and 2 above apply to officers (except Admirals of the Fleet when they are unemployed) and men, notwithstanding that they may be on unemployed or half-pay, or seconded or lent or granted leave without pay. They also apply to retired officers and officers on the emergency list and pensioners when such officers or men are recalled to service or re-employed, and to officers and men of the reserve forces when actually serving.

18. Political Meetings, etc., on board His Majesty's Ships.—Political meetings or speeches are not to be allowed on board His Majesty's ships or in any naval establishments, and no parliamentary candidates or canvassers or political agents are to be allowed to visit His Majesty's ships or naval establishments. Any form of political activity on board His Majesty's ships or in naval establishments is prohibited.

19. Unnecessary Expense, Fraud, etc.—Every officer is strictly enjoined to avoid all unnecessary public expense, and, so far as may depend upon him, to prevent it in others; and every officer is to report to the Captain of the ship to which he belongs, or through the proper channel to the Commander-in-Chief, or to the Secretary of the Admiralty, as circumstances may require, any neglect, collusion, or fraud which he may discover or know of in any contractor, agent or person concerned in supplying His Majesty's Naval Service with stores or provisions, or in executing any naval works either ashore or afloat. *See* **1528** *(Deductions for improper expenditure).*

20. Interest in Contracts and Purchases.—No person in His Majesty's fleet is permitted to have any pecuniary interest or personal advantage:—

(*a*) in any Admiralty contract, or in the purchase of provisions or stores of any kind for the use of His Majesty's service, unless the extent of his interest has been fully disclosed and Admiralty approval given for the contract or purchase to proceed notwithstanding such interest, or

(*b*) in any purchase of provisions or stores for the use of any other person in His Majesty's fleet, except where the purchaser is under contract as a Messman to an Officers' Mess.

Any officer on the retired list rejoining for service, and any naval pensioner called out, is required to disclose to the Admiralty particulars of his interest in companies or firms to which the Admiralty contracts are granted, and is forbidden, whilst re-employed, to acquire any further shares or interest in such companies or firms without the approval of the Admiralty.

2. Purchase or Sale of Government Stores.—No person in His Majesty's fleet or other person in the service of the Crown is permitted to bid at public auction sales of government stores. No purchase shall be made from, and no sale shall be made to, any person in His Majesty's fleet or other person in the service of the Crown except as follows:—

A. Without further authority

(i) Transactions occurring in the ordinary course of public business, *e.g.*, the purchase of Stationery Office publications, National Savings certificates, postage stamps, money orders, etc.

(ii) Supplies on repayment arising out of the conditions of Admiralty employment, and authorized by definite regulations issued from time to time by the Admiralty. The prices charged are invariably to be such as will ensure that no loss to the Crown arises. Present examples are supplies of provisions, clothing, etc., on board ship; gas, electric current, lamps, coal, coke and firewood to occupants of residences at dockyards, articles manufactured by vocational training classes as provided for in "Instructions regarding Vocational Training in R.N. and R.M."

(iii) *Abroad only.*—Supplies, on repayment, of stores not surplus to requirements, provided all the following conditions are fulfilled:—

(*a*) The applicant's requirements cannot be met by the outside trade.
(*b*) No inconveniences to the Service will result.
(*c*) The same charges will be made as would be applicable to private individuals.
(*d*) The prior and specific approval of the Senior Naval Officer or Superintendent of the yard is obtained in writing.

B. In exceptional circumstances (which must be represented to the Admiralty in detail) with specific prior Admiralty authority

(i) Purchases from government servants.—An example would be the purchase from an officer of an article or apparatus which he had originally obtained at his own cost for service purposes (if approved).

(ii) Sales of old or surplus stocks, and (at home) supplies on repayment of stores not surplus to requirements.—No preferential treatment of government servants as compared with private persons is permissible, either as to price or in any other

way. Articles unobtainable from the private trade and not required for commercial purposes, and articles of sentimental value to the applicant (such as ships' bells, war souvenirs, etc.) which would otherwise be disposed of by sale, come under this head when approved.

2a. Use of Dockyard Labour.—Dockyard labour is not to be employed on behalf of government servants, except as allowed by existing regulations governing the Establishment concerned. Abroad, where work cannot be undertaken by the outside trade, dockyard labour may also be employed on behalf of persons in His Majesty's fleet or others in the service of the Crown, provided all the following conditions are fulfilled:—

(*a*) The work can be performed without inconvenience to the Service.
(*b*) The same charges will be made as to private individuals.
(*c*) The prior and specific approval of the Superintendent of the yard on Form D. 461 is obtained.

3. Responsibility for disclosing business interests.—It is the duty of all persons in His Majesty's fleet, if they have occasion to come into official contact with any matter concerning a business organization in which they have an interest, to disclose that interest to their commanding officers, and to request that someone else may deal with the case.

4. Directorships of Companies.—Officers on the active list on full pay, or holding an appointment under the Admiralty, and Naval ratings or Royal Marines while serving, are forbidden to hold the post of director of a company.

An exception to this rule will be permissible in cases in which the following conditions are fulfilled, namely:—

(*a*) That the company is a private one;
(*b*) That the stock is neither quoted nor sold in the open market;
(*c*) That the directors do not give personal attendance, but are allowed in all cases to vote by proxy.

In every such instance the sanction of the Admiralty must be obtained, each case being decided on its merits.

21. Bankruptcy.—Any officer on the active list or Naval rating or Royal Marine while serving, against whom a receiving order in bankruptcy is made, or who voluntarily files a petition in bankruptcy, is to report the fact immediately to the Admiralty.

22. Relations with Foreign Officers.—All officers of the fleet in their relations with officers of foreign ships of war are, if they meet them in any port in His Majesty's dominions, to show them such attention and respect as their rank and condition may entitle them to, and are to offer such assistance as they may stand in need of and as a Power in amity with His Majesty may reasonably expect. If they meet them in any foreign port, they are, in addition to fulfilling all the obligations of international courtesy elsewhere prescribed, to be careful to avoid causes of offence, and to show due deference to the regulations and customs of the port. *See* **939** *(Foreign Ships at British Ports).*

23. Presents.—Persons belonging to His Majesty's Naval Service or to the Royal Marine Forces are not to accept presents from any foreign sovereign, State or functionary or, in respect of acts performed in their official capacity, from any private source, unless the permission of the Admiralty has previously been obtained. Nor shall they allow themselves to be complimented by presents or by any collective expression of opinion from officers or ship's companies.

24. Courts-Martial.—Courts-martial shall be held, charges framed, offences tried, sentences pronounced, and the execution of such sentences carried into effect according to the Naval Discipline Act or Acts in force for the time being, and according to the rules of procedure, and the forms established from time to time under the authority of the said Act or Acts. *See* **434** to **472c** *(Courts-Martial).*

2. **Dominion Naval Forces.**—When ships or vessels of the Dominion Navies are present at a place where a court-martial is ordered to be held, or when disciplinary matters involving subordinate officers or ratings borne on the books of a ship provided and maintained by a Dominion are referred by the Commanding Officer to his Senior Officer or to the Commander-in-Chief, the instructions contained in Appendix XXVI are strictly to be observed.

25. Prisoners of War.—Officers are to take particular care that all prisoners of war are treated with humanity, that their personal property is protected, and that they receive their proper allowance of provisions; they are to have every comfort of air and exercise which the circumstances will admit of, but they are carefully to be watched and guarded to prevent their committing any hostile acts.

2. The permanent detention of both naval and military prisoners of war will be on shore (in the United Kingdom if possible) under arrangements made by the military authorities. They will only be embarked in His Majesty's ships, or in transports, for temporary custody or for transit over sea.

26. Responsibility. Flag or Senior Officer.—The Flag or other Senior Officer is responsible for the safe conducting of the fleet, squadron, ships or ship present with him and acting in concert under his orders; the Senior Officers in charge of divisions or columns being responsible for the ships under their immediate orders.

2. **Captain.**—The Captain is responsible for the safe conduct and steering of the ship which he commands. *See* **1161** *et seq. (Navigation, etc.).*

27. Evolutions.—Every officer is to follow the motions of the Senior Officer present in regard to the performance of any evolution or the carrying out of any duty which should be done at the same time as they are done in the Senior Officer's ship, unless such Senior Officer should dispense with his doing so. *See* **924** *(Surveying Ships, etc., not to follow motions).*

28. Officers performing Special Duties.—Every Flag Officer holding a command, and every Captain of a ship in the fleet, is to afford to every officer under his command charged with special or particular duties, the means of performing them properly and faithfully, so that no officer may be enabled to allege the want of such means in case of default.

29. Powers of Customs Officers.—Every officer of the fleet in command of any ships or ship is to bear in mind that by statute His Majesty's ships may be searched by Customs officers in the same manner as merchant ships for the protection of the revenue, that officers of Customs may freely go on board all such ships in the performance of their duties, and that these ships are subject to such Customs regulations as the Treasury may from time to time issue. *See* **913** *et seq. (Regulations as to Customs Officers and Customs Duties).*

30. His Majesty's Ship.—The title "His Majesty's Ship" (H.M.S.) is to be confined strictly to commissioned ships flying the white ensign and is not to be applied to those fleet auxiliaries which are manned with mercantile crews.

2. **Fleet Auxiliary Vessels** owned by the Admiralty and manned with mercantile crews shall be styled "Royal Fleet Auxiliaries" (R.F.A.), and those taken up on charter "Mercantile Fleet Auxiliaries" (M.F.A.).

31. Classification, Armament and Complements.—The ships of His Majesty's fleet, in respect to their stores and the pay and allowances of their officers and ship's companies, shall be classified as laid down by the Admiralty.

2. They shall be equipped with such proportion and description of ordnance as the Admiralty may, from time to time, direct; and they shall be denominated, as to their ordnance, according to the number of guns of 4-inch calibre and above, which they actually carry, and exclusive of boat, field, and all other natures of guns.

3. Should circumstances arise which render necessary any change in a ship's armament or in her established proportion of arms without the previous sanction

of the Admiralty, the Senior Officer sanctioning, or on being informed of, such change, is immediately to report the particulars for the information of the Admiralty, but no such change is ever to be made unless absolutely necessary for the fighting efficiency or for the safety of the ship.

4. They shall be established with complements of such proportions, denominations, and ratings of officers and men as the Admiralty may direct. The established number of officers and men in a ship as laid down in the scheme of complement is not to be altered without the express authority of the Admiralty. Two copies of the scheme of complement approved for a ship are issued to the Commanding Officer, one of which is to be placed in the Captain's Ship's Book or Captain's Ship's (Guard) Book. Care is to be taken that any amendments to the scheme of complement which are subsequently issued are noted immediately in both copies.

5. The Admiralty may from time to time change the classification, armament, or complement of any ship or class of ships if they think fit.

32. Movements of Ships.—Detailed instructions regarding the procedure for reporting, and officers responsible for making the reports will be found in C.B. 3000, as amplified by Admiralty Fleet Orders.

33. Accounts.—Every officer who is required to keep accounts of the receipt and expenditure of public money, stores or provisions is to take care that they are rendered correctly, and that every transaction is set out in the documents precisely as it occurred.

34. Clerical Duties in War-time.—In time of war the ordinary regulations for the conduct of clerical duties on board ship are to be observed and carried out in their entirety, unless the Commander-in-Chief, if the ship is with the fleet, or the Captain, if the vessel is on detached service, directs otherwise.

The modified procedure given in Appendix XXIII represents the limit of the alterations which may be allowed in ships affected by the outbreak of hostilities.

2. The returns, accounts, etc., which may be dispensed with in time of war are indicated by an asterisk in the first column of Appendix XXII, part 1.

35. Books, Accounts, etc., when to be signed.—Every Flag Officer and Commodore before he strikes his flag or broad pendant, and every Captain or other officer who may be a signing officer, before he leaves the ship to which he belongs is, so far as practicable, to sign all books, accounts, and certificates which may be necessary to enable the officers to pass their respective accounts, provided he is satisfied that the same ought to be signed by him; every officer is to examine very carefully all ship's books, accounts of the receipt, expenditure or other disposal of money, stores or provisions, and all other books, accounts or papers before he signs them; he will sign such only as he shall know to be correct, and he is never to sign a certificate for any service without being satisfied that such service has actually been performed.

35a. Aliens.—No alien, male or female, shall be employed in the capacity of private servant, chauffeur, governess, etc., in the household of any officer resident in a naval or marine establishment unless the permission of the Admiralty has been first obtained (*see* **385**).

Officers resident in establishments at British Ports abroad may, however, employ servants obtained from local native sources, subject to the approval of the officer in charge.

35b. Casual Flights in Aircraft.—All officers and men of the Royal Navy and Royal Marines may be ordered, as necessary, to make casual flights in aircraft in the course of their duties. No allowance or extra pay will be granted in such circumstances.

CHAPTER II

CEREMONIES AND DISTINCTIONS

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SECTION I—ROYAL SALUTES AND FLAGS

36. Royal Salutes.—All Royal Salutes are to consist of 21 guns, except in India for which *see* Articles **52** to **54.**

37. The Sovereign.—Whenever the Sovereign shall arrive at any place in the British dominions where there is a fort or battery from which salutes are usually fired, a Royal salute shall be fired from such fort or battery, and also from all His Majesty's ships and vessels of war present; and similar salutes shall be fired by His Majesty's ships which arrive at or depart from that place during the Sovereign's stay, and by all His Majesty's ships on the Sovereign's final departure; and on all such occasions as shall be directed.

2. Whenever the Sovereign shall go on board any ship of war, the Royal Standard shall be hoisted at the main, the flag of the Lord High Admiral at the fore, and the Union Flag at the mizzen of such ship; or if on board a vessel with less than three masts, they shall be hoisted in the most conspicuous parts of her.

A Royal salute shall also be fired from a ship or vessel on the Sovereign going on board, and again on leaving her; and every one of His Majesty's ships present shall likewise fire a Royal salute on the hoisting of those flags, and such further Royal salutes shall be fired on the Sovereign quitting the ship or vessel or passing in a boat, or on such other occasions as may be directed.

3. Whenever the Sovereign shall be embarked in a ship or vessel at sea and the before-mentioned flags shall be hoisted in her, every one of His Majesty's ships, meeting, passing, or being passed by her shall fire a Royal Salute. (*See* **93**—*Dressing Ship.)*

4. Whenever any ship or vessel in which the before-mentioned flags are hoisted, shall pass a fort or battery from which salutes are usually fired, a Royal salute is to be fired by such fort or battery.

5. The Royal Standard being the personal flag of the Sovereign, is to be hoisted on board His Majesty's ships, or on official buildings or in enclosures, only on occasions when His Majesty the King is actually present, but this rule shall not apply to parades on shore in honour of the Sovereign's birthday, when the Royal Standard, if available, is to be flown even if His Majesty is not present.

38. Standard of the Queen.—When Her Majesty the Queen is embarked in any ship or vessel, her Standard shall be hoisted at the main, and it shall be treated with the same respect and saluted in the same manner as the flags denoting the presence of the Sovereign.

2. Standard of Queen Mary.—When Her Majesty Queen Mary is embarked in any ship or vessel, her Standard shall be hoisted at the main, and it shall be treated with the same respect, and saluted in the same manner as the flags denoting the presence of the Sovereign.

3. Standard of other Members of the Royal Family.—When other members of the Royal Family are embarked in any ship or vessel, with neither of Their Majesties the King and the Queen nor Her Majesty Queen Mary on board, the Standard appropriated for Their Royal Highnesses' use shall be hoisted at the main of such ship, and it is to be saluted as directed in Article **40.**

4. The term "Royal Family" as used in these instructions is to mean all personages, being subjects of His Majesty, who bear the title of "Royal Highness."

39. Union Flag at Jackstaff.—Whenever His Majesty's ships or vessels are under way wearing a Royal Standard or escorting a vessel which is wearing a Royal Standard, they are to wear the Union Flag at the jackstaff; and are to wear the Ensign and Union Flag continuously day and night.

2. The above orders will also apply to His Majesty's ships and vessels wearing or escorting a foreign Royal or Imperial Standard or flag of the President of a Republic.

40. Salutes to Royal Family.—Whenever any members of the Royal Family shall arrive at, or quit, any place where there is a fort or battery from which salutes are usually fired, they shall receive a Royal salute on their first arrival and final departure, from such fort or battery, and from all His Majesty's ships present. Any ship arriving at or leaving that place during the stay of a member of the Royal Family, shall also fire a Royal salute on arrival or departure. *(See* **93**—*Dressing Ship.)*

2. **Visiting Ships.**—Whenever any member of the Royal Family shall go on board any of His Majesty's ships, the Standard of His or Her Royal Highness shall be hoisted at the main on board such ship, and a Royal salute shall be fired from her, on such member of the Royal Family going on board, and again upon leaving her.

3. **Met with at Sea.**—Whenever any member of the Royal Family shall be embarked in any ship or vessel, and the Standard of His or Her Royal Highness shall be hoisted in her, every one of His Majesty's ships meeting, passing or being passed by her shall fire a Royal salute.

41. When a Royal Personage, having embarked in one of His Majesty's ships, quits that ship temporarily but leaves His or Her Standard hoisted there, such ship shall not fire the Royal salute referred to in Articles **37,** clause **2, and 40,** clause **2;** nor shall that ship take part in Royal salutes fired by other ships while the Standard of the Royal Personage being saluted is hoisted in her, unless it is considered advisable to do so for some special reason.

42. Royal Standard on Shore.—Whenever any of His Majesty's ships may arrive at a port or place where the Royal Standard or the Standard of any member of the Royal Family is hoisted on shore, marking the presence of the Sovereign or of a member of the Royal Family at such port or place, they are, on arriving, leaving, or passing, to fire a Royal salute.

42a. Death of Sovereign.—On the death of the Sovereign, His Majesty's ships and establishments are to half mast flags from the day on which intelligence of the death is received, and they should remain at half mast until sunset on the day of the funeral. The number of guns to be fired and the times of firing the salutes will be notified.

2. **Death of Members of the Royal Family.**—On the death of a member of the Royal Family to whom Royal Honours are accorded, His Majesty's ships and establishments are to half mast flags only on the day of the funeral, subject to special commands from His Majesty the King on each occasion.

43. Foreign Sovereigns or Chiefs of States.—Whenever any foreign Crowned Heads or Sovereign Princes, or the consorts of any foreign Crowned Heads or Sovereign Princes, or the President of a Republic shall arrive at or quit any place

in His Majesty's dominions, they shall receive a Royal salute on their first arrival and again on their final departure from any ships present and from any fort or battery at such place, from which salutes are usually fired; and from any ship, on her arrival or departure, which may arrive at or leave that place during the stay of such foreign personage. A similar salute is also to be fired upon their going on board or leaving any of His Majesty's ships. On such occasions, all ships shall be dressed, either overall or with masthead flags as may be ordered, in accordance with Article **93.**

2. **Met with at Sea.**—Whenever any of His Majesty's ships meet, pass, or are passed by any vessel wearing a Standard of any foreign Crowned Head or Sovereign Prince, or the consort of any foreign Crowned Head or Sovereign Prince, or the flag of the President of a Republic, they are to salute that standard or flag. All such ships are to be dressed, as laid down in clause 1 of this Article, in accordance with Article **93.**

3. A salute is not fired on the occasions of a vessel wearing a foreign Royal Standard or President's flag passing British shore saluting batteries and not intending to berth in the vicinity thereof.

4. The following procedure is to be observed in the case of a foreign warship which is wearing a Royal or Imperial Standard or President's flag visiting a British port:—

(*a*) The visiting warship will salute the flag of the country.
(*b*) National salute is returned by the shore battery.
(*c*) British warships present and shore battery salute Royal, Imperial or Distinguished personage.

44. Foreign Royal or Imperial Family.—Whenever any Prince or Princess, being a member of a foreign Royal or Imperial Family, shall arrive at or quit any British port, or visit any of His Majesty's ships, the same salutes shall be fired and compliments paid to him or her as are directed by Article **40** to be paid to the members of the British Royal Family, the flag of the nation of such foreign Prince or Princess being displayed at the main.

2. **In Foreign Ports.**—Whenever such visits to His Majesty's ships shall take place in a foreign port, corresponding salutes shall be fired, and the flag of the nation of the Royal or Imperial visitors hoisted, as already explained.

3. **At Sea.**—Whenever any of His Majesty's ships meet, pass, or are passed by any vessel wearing the Standard of any member of a foreign Royal or Imperial Family, they are to salute that standard.

45. Order of Salutes to more than one Standard.—Whenever any of His Majesty's ships meet, pass, or are passed by any ship or ships which are wearing more than one Standard, or arrive at or quit any port or place where more than one is flying, or when two or more Standards are broken simultaneously, they are to fire Royal salutes in the following order, saluting the Standards of—

(i) His Majesty the King, Her Majesty the Queen, Her Majesty Queen Mary.
(ii) The sovereigns, consorts, or heirs-apparent of foreign nations, or the Presidents of Republics.
(iii) Other members of the British Royal Family.
(iv) Other members of foreign Royal or Imperial Families.

2. In these circumstances only one salute is to be fired for the Standards of any one nation, no matter how many may be hoisted.

46. Standards of Royal or Imperial Personages at Foreign Ports.—Whenever any of His Majesty's ships arrive at a foreign port in which salutes are returned (*see* Article **72**), and where the Standard of any Royal or Imperial personage, British or foreign, or the flag of the President of a Republic, is hoisted, the customary salute to the flag of the nation to which the port belongs is in all cases to be fired first, the Standards or President's flag present being subsequently saluted in the order directed in Article **45.**

2. **Salute to National Flag.**—In case the Standard of any member of the Royal or Imperial Family, or the flag of the President of the Republic of the nation to

which the port belongs, is hoisted in the port, the salute to the national flag is to be considered as personal to that Standard or flag as representing the nation, and in this case the salute will not be returned.

In the event of this salute being returned, a further salute of 21 guns is to be fired.

3. Certain countries have regulations concerning the firing of salutes to, and in the presence of, the Royal Standard or Presidential Flag which differ from the rules in this Article and Article **47.** When visiting foreign ports, therefore, Commanding Officers of His Majesty's ships should, if in any doubt, ascertain the local practice in this respect and act in accordance with it, except that in no circumstances should a Royal salute of more than 21 guns be fired. Such foreign regulations as differ from those in this and the succeeding Article and whose details are definitely known, are described in Admiralty Fleet Orders.

47. Another Authority in presence of Standard.—In the presence of any Royal or Imperial Standard, British or foreign, or the flag of the President of a Republic, no other authority of that nation is to be saluted by His Majesty's ships. *See also* Article **46,** clause **3.**

This regulation does not apply to salutes in India (see SECTION II).

48. Dates for Salutes.—The fixed dates for firing salutes in celebration of British anniversaries are as follows, namely:—

(*a*) The anniversaries of the actual dates of the birth, accession, and coronation of the reigning Sovereign;
(*b*) The birthday of the consort of the reigning Sovereign;
(*c*) The birthday of Her Majesty Queen Mary;

on which days a Royal salute shall be fired at noon from all His Majesty's ships in port, and from all the forts and batteries from which triumph salutes are usually fired.

When any anniversary falls on a Sunday, the salute shall be fired at noon on the following day (*See* **93**—*Dressing Ship*).

2. **Sovereign's Official Birthday.**—The day on which the anniversary of the Sovereign's birth is intended to be kept officially will be notified in the "Gazette". On this day a Royal Salute will be fired at noon from all H.M. Ships:—

(i) in ports in Home Waters;
(ii) in British ports overseas. In some British territories and protectorates the official celebrations are held on a date other than that notified in the "Gazette"; in such cases the salute will be fired on the date adopted for the official celebrations;
(iii) in foreign ports if an official celebration is held ashore on this date. If no such celebration is held the salute will not be fired. (*See* **93**—*Dressing Ship.*)

49. Birthday of Member of Royal Family.—Whenever any of His Majesty's ships are present in a port at which a British Royal Standard is hoisted, or escorting a vessel wearing a British Royal Standard at sea, or lying in the immediate vicinity of a British Royal residence, on the anniversary of the birth of any member of the Royal Family, a Royal salute is to be fired by such ships at noon and ships are to be dressed as laid down in Article **93,** but no such salute shall be fired without first having obtained permission to do so.

50. Birthday of Foreign Sovereigns or other National Festivities.—On the occasion of the celebration of the birthday of the King and Queen of a foreign nation, or of other important national festivals and ceremonies, by any ships of war or batteries of such nation, His Majesty's ships present may, on previous official information being received by the Senior Officer, fire such salutes in compliment thereto, not exceeding 21 guns, as are fired by the ships or batteries of the foreign nation, the flag of such nation being displayed at the main during the salute only, or the ships being dressed in accordance with Article **93,** in conformity with the action taken by the ships of such nation.

50a. Death of Foreign Sovereign or Chief of State.—Orders concerning the ceremony to be observed will be issued by the Admiralty on each occasion. The usual procedure to be followed will be for flags to be half masted on the day of the funeral only, with the ensign (if available) or the national flag of the bereaved nation at the dip on the mainmast. No gun salutes are to be fired unless specially ordered.

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2. In the event of His Majesty's ships being in company with a ship or in a port of the bereaved nation, His Majesty's ships are to act in unison with the procedure adopted by the Commanding Officer of the foreign ship or with the observances in the port.

In the event of a ship of the bereaved nation being in a British port, His Majesty's ships should act in unison with the procedure adopted by the foreign ship.

50b. Court Mourning will not be observed by the Royal Navy and Royal Marines, except that commissioned and warrant officers should not attend balls in uniform during periods of Court Mourning. These will be notified by the Admiralty.

50c. Service Mourning.—In the event of "Service Mourning" being ordered, special instructions will be issued for its application and duration.

51. These Salutes not returned.—None of the foregoing salutes will be returned, and they are only to be fired from ships authorized to salute under Article **83.**

SECTION II.—SALUTES AND FLAGS IN INDIA

52. Table of Salutes in India.—The following is the Special Table of Salutes established for the Indian Empire:—

	Scale
The King and Emperor when present in person	101 guns
Royal Salutes on anniversaries (Article **59**)	31 "
The Viceroy and Governor-General of India	31 "
Members of the Royal Family	31 "
Foreign Sovereigns and Members of Their Families	21 "
Ambassadors	19 "
Governor-General of Portuguese India	19 "
Governors of Presidencies and Provinces in India	17 "
Governors of His Majesty's Colonies	17 "
The Governor of the French Settlements in India	17 "
The Naval Commander-in-Chief, East Indies Station—according to Naval rank, with two guns added. *See* Article **58.**	
General Officers of the Army in India—according to the Scale laid down in Article **66,** Classes XX to XXIIIa.	
Plenipotentiaries and Envoys	15 "
Lieutenant-Governors of His Majesty's Colonies	15 "
Agents to the Viceroy and Governor-General	13 "
Residents	13 "
Chief Commissioners of Provinces, and Commissioners	13 "
Political Agents and Chargés d'Affaires	11 "
The Governor of Damaun	9 "
The Governor of Diu	9 "

53. Salutes to The King and Emperor, Members of the Royal Family, Foreign Sovereigns and members of their Families, Presidents of Republics.—The regulations regarding the occasions on which salutes are fired, laid down in the first Section of this Chapter, except Article **47,** shall, within Indian waters, be applicable to His Majesty the King and Emperor and to the other Royal or Imperial personages and Presidents of Republics, as therein mentioned, but subject, in the case of foreign Royal or Imperial and other distinguished personages, to the provisions of Article **63.**

54. Viceroy.—The Viceroy and Governor-General of India shall be entitled to receive a Royal salute of 31 guns from the forts and batteries within the Indian territories, and from His Majesty's ships on being met afloat within the Indian waters, and on visiting, embarking in or disembarking from any of His Majesty's ships within such waters.

2. The Viceroy and Governor-General of India, when within the territorial limits of his Vice-Royalty as defined in Article **61,** is to be considered as junior to the Sovereign, and is to be saluted accordingly by His Majesty's ships before any other member of the British Royal Family, foreign Sovereigns, Presidents of Republics, or any members of foreign Royal or Imperial Families. The Standards of such Royal, Imperial, or distinguished personages are subsequently to be saluted in the order laid down in Article **45.**

55. Ambassadors and others.—Whenever an Ambassador or a Governor of a Presidency or Province in India shall arrive at, or depart from, any place within the Indian territories where there are forts and batteries from which salutes are usually fired, and, whenever an Ambassador or a Governor of a Presidency or Province in India shall visit, embark in, or disembark from, any one of His Majesty's ships, within the Indian waters, he shall be saluted by the fort or ship, as the case may be, with the number of guns specified in the scale.

56. Governors, etc.—Governors of His Majesty's colonies, Lieutenant-Governors of His Majesty's colonies, Agents to the Viceroy and Governor-General, Residents, Chief Commissioners of Provinces, and Commissioners, shall be entitled to be saluted with the number of guns specified for their rank in the scale, within their respective jurisdictions, and when on duty elsewhere in the territories under the authority of the Government of India, and when they shall visit, embark in, or disembark from, any one of His Majesty's ships within the jurisdiction of their respective governments.

57. Envoys and Agents.—Plenipotentiaries and Envoys, and Political Agents and Chargés d'Affaires shall be entitled to be saluted with the number of guns specified in the scale, within the precincts of the territories to which they are accredited, and when they shall visit, embark in, or disembark from any one of His Majesty's ships within the same limits.

58. Naval Commander-in-Chief, East Indies Station.—The Commander-in-Chief, East Indies Station, shall be entitled in Indian territories and Indian waters as defined in Article **61,** to a salute consisting of the number of guns laid down in Article **66** for an officer of his rank, with two guns added; provided that if he meet with the flag or broad pendant of a senior naval officer he shall salute as directed by Article **70.**

2. **Officers of Navy.**—Other officers of the Navy shall be saluted in India according to their respective ranks, with the number of guns specified in the table of salutes and under the regulations laid down in Section III.

3. **Officers of Army serving in India.**—Officers of the Army, in India, including officers of the Indian Military Forces, shall be entitled to be saluted, when within the limits of their command, with the number of guns specified in the scale laid down in **Article 66,** and subject, in the case of salutes by His Majesty's ships, to the conditions laid down in that Article.

A military officer shall not be saluted as such in India unless he is in actual military command, and is the senior military officer on the spot.

59. Fixed Anniversaries.—The fixed days for firing salutes, in celebration of anniversaries, in Indian territories and waters are:—

(*a*) The anniversaries of the birth, accession, and coronation of the reigning Sovereign;

(*b*) The birthday of the consort of the reigning Sovereign;

(*c*) The birthday of Her Majesty Queen Mary;

(*d*) The First of January of each year. (Proclamation Day.)

When any anniversary falls on a Sunday, the salute shall be fired at noon on the following day.

A Royal Salute of 31 guns is to be fired on these occasions. *(See* **93***—Dressing Ship.)*

60. Discretionary authority of Viceroy.—The Viceroy and Governor-General of India has power, in cases in which he may deem it expedient, to authorize salutes, and to issue local regulations for the guidance of the authorities in Indian territories with respect to civil or military officers holding positions or commands not included in the "Table of Salutes in India."

61. Indian Waters.—For the purposes of this section:—

(*a*) Indian Waters shall be deemed to include—

(i) the territorial waters of the whole of India, that is to say, the Indian peninsula (excluding the possessions of European foreign powers), Baluchistan, the Andaman, Nicobar, and Laccadive Islands and Minicoy Island;

(ii) the territorial waters of the Persian Gulf, excluding the territorial waters of Persia, Iraq, and Saudi Arabia;

(iii) the territorial waters of the Sultanate of Muscat and Oman (including Gwadur).

NOTE.—The territorial waters of Ceylon, Persian Baluchistan, Burma, Aden and the Maldive Islands are not included in this definition.

(*b*) **Indian Territories.**—Indian territories shall include all the waters of India within three miles of the coasts thereof, excluding waters under the jurisdiction of European foreign powers.

62. Return Salutes and Flags.—The rules in regard to return salutes, and as to the flags to be hoisted during salutes, as laid down in Sections VI and VII of this Chapter, are to be observed in India so far as they may be applicable.

63. Foreign Ships.—His Majesty's officers are not to expect from foreign ships of war in India any departure from the established custom under which no salutes are to exceed 21 guns.

64. Native Princes.—The salutes to which the native Princes and Chiefs in India are entitled, and the flags to be hoisted during such salute, will be communicated to the Commander-in-Chief of the Station.

65. Distinguishing Flags in India.—The following rules are established by the Government of India in respect to the hoisting of the Viceroy's flag in Indian waters:—

(*a*) When the Viceroy and Governor-General is on board, the Viceroy's flag is to be hoisted at the main.

(*b*) When a Governor or Lieutenant-Governor is on board, within the limits of his Government, or on duty elsewhere in territories under the authority of the Government of India, the Viceroy's flag is to be hoisted at the fore.

(*c*) When a Chief Commissioner or Political Officer is on board, within the limits of his jurisdiction, or on duty elsewhere in the territories under the authority of the Government of India, the Viceroy's flag is to be hoisted at the fore.

2. With reference to the foregoing rule (*a*), whenever the Viceroy and Governor-General shall be embarked on board one of His Majesty's ships, his distinguishing flag is to be hoisted at the main, and worn while the Viceroy is on board in Indian waters. It is also to be hoisted at the main during the salute by any of His Majesty's ships visited by the Viceroy.

3. With reference to rules (*b*) and (*c*), the Viceroy's flag is to be hoisted at the fore whenever any of the functionaries referred to are saluted on visiting the ship.

4. Whenever a requisition is received for the embarkation or conveyance of a Governor, Chief Commissioner, or Political Officer, the senior naval officer present may direct the Viceroy's flag to be hoisted at the fore of the ship in which he is embarked, provided that the senior officer, after consultation with and on requisition from that official, considers it for the benefit of the service about to be performed that such flag should, within the prescribed limits, be worn. Should the senior officer consider it in the circumstances undesirable to hoist the flag, he is to inform the official of his reasons, and at once report the same to the Commander-in-Chief for the information of the Admiralty.

5. In the event of such functionary being detached on a foreign mission in his official capacity outside his particular jurisdiction, a special intimation will be given by the Government of India in each case as to the flag being worn by the man-of-war in which he may be embarked; in the absence of which the senior officer present is to exercise his discretion in consultation with the official proceeding on the mission.

65a. Persian Gulf.—When the Political Resident or a Political Officer is on board within the limits of his jurisdiction, or on duty elsewhere, the Viceroy's flag is to be hoisted at the fore.

65b. Death of High Officials in India.—His Majesty's ships present in Indian ports will conform with the procedure followed by ships of the Royal Indian Navy or, if none is present, by the local military or civil authorities, on the death of the Viceroy and Governor-General of India, the Governor of a Presidency or Province, or other high official in India.

Section III—Salutes to British Authorities

66. British authorities shall be saluted when in their official capacities as laid down in the following table:—

TABLE OF SALUTES

Classes.	Authorities entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.			By the Fort or Battery from which Salutes are usually Fired.		Remarks.
			Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant, or Ship.	Within what Limits.	How often.	
I.	The Lord Warden of the Cinque Ports.	19	—	None.....	—	Those of his jurisdiction.	—	
II.	The Governor - General of Canada, the Governor-General of the Commonwealth of Australia, the Governor - General of New Zealand and the Governor-General of the Union of South Africa. The Governor of Northern Ireland.	19	Those of his Government.	On landing on first appointment, or on return from leave of absence, at his destination from the United Kingdom by the ship in which he arrives.	As the occasion arises.	As has heretofore been the practice. On first landing or on return from leave of absence.	As the occasion arises.	
				When visiting a ship, either on going on board, or on leaving, by such ship.	Once a year, and by only one ship on the same day.	Those of his Government.	On finally quitting his Government, or proceeding on leave of absence.	As the occasion arises.
III.	The Governor-General of the Sudan, Governor or High Commissioner* of any of His Majesty's Colonies, Protectorates, Territories, or Dependencies. Governor or High Commissioner of Mandated Territory. British Resident, Zanzibar**	17	Those of his Government.	On finally quitting his Government, or on proceeding on leave of absence, by the ship in which he embarks.	Once a year only.	When visiting other forts or dependencies of his Government.	Once a year only.	**The British Resident, Zanzibar, ranks as a Governor for visits under Art. 99.

* The High Commissioner of the Western Pacific will be entitled to the same number of guns when visiting, embarking in, or disembarking from a ship outside the precincts of his Government, but within the limits embraced by his Commission.

TABLE OF SALUTES—*continued*

Classes.	Authorities entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.			By the Fort or Battery from which Salutes are usually Fired.			Remarks.
			Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant, or Ship.	Within what Limits.	Occasions.	How often.	
IV.	Lieutenant - Governor or Commissioner if administering the Government of a colony, protectorate, territory or dependency, and if holding a commission direct from the King, or acting temporarily for an officer so commissioned. Administrators or Commissioners of colonies, protectorates, territories, or dependencies, acting in subordination to a Governor or High Commissioner. Administrator of the Northern Territory of Australia. Lieutenant - Governor, Commissioner or Administrator of a Mandated Territory.	15	Those of his Government			Same as for Classes II and III.			The Lieutenant - Governors of the Channel Islands and the Isle of Man are in respect to salutes (as well as to visits under Art. 99) to be considered as Governors. The Administrator of the Northern Territory of Australia ranks as a Lieutenant-Governor in respect of visits under Art. 99.
IVA.	British Resident Commissioner for the New Hebrides. Resident Commissioners: — British Solomon Islands Protectorate. Gilbert and Ellice Islands Colony. Raratonga..... Niue..... Administrators:— Nauru..... Norfolk Island..... British Agent and Consul, Tonga.	11	Those of his Government.			Same as for Classes II and III.			These officials will rank as Administrators or Commissioners in respect to visits under Art. 99.
IVB.	Lieutenant - Governors of the Provinces of Canada.	15	Those of his Government.	When visiting a ship, either on going on board or on leaving, by such ship.	Once a year and by only one ship on the same day.	—	—	—	
V.	Lieutenant - Governors not administering Government, if holding a Commission direct from the King.	15	At the seat of Government only.	On disembarking for the first time from the ship in which he may have arrived, and on embarking for his final departure, by the ship in which he arrives or departs.	As the occasion arises.	At the seat of Government only.	On first arrival, and on final departure.	As the occasion arises.	
VI.	Ambassador Extraordinary and Plenipotentiary.	19	At all places.	Whenever he embarks, and if he goes to sea in a ship, on finally landing, by such ship.	No limitation.	Anywhere in His Majesty's dominions.	On arrival at, or departure from, the place	No limitation.	
VII.	Envoy Extraordinary and Minister Plenipotentiary, and others accredited to Sovereigns (with the exception of such as are accredited in the specific character of Minister Resident).	17	Within the precincts of the nation to which he is accredited.	By the ship from which he may land, and also that in which he may finally embark.	As the occasion arises.	—	None.....	—	
				When visiting a ship, upon going on board or on quitting her.	Only once within 12 months, and by one ship only on the same day.				

TABLE OF SALUTES—*continued*

Classes.	Authorities entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.			By the Fort or Battery from which Salutes are usually Fired.			Remarks.
			Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant, or Ship.	Within what Limits.	Occasions.	How often.	
VIII.	Minister Resident, Diplomatic authorities below the rank of Envoy Extraordinary and Minister Plenipotentiary, and above that of Chargé d'Affaires.	15	Within the precincts of the nation to which he is accredited	By the ship from which he may land, and also that in which he may finally embark	As the occasion arises.	—	None.....	—	
IX.	Chargé d'Affaires, or a subordinate diplomatic agent left in charge of a mission.	13		When visiting a ship, upon going on board or on quitting her.	Only once within 12 months, and by one ship only on the same day.	—	None.....	—	
IXA.	Political Resident, Persian Gulf.	13	Within the limits of his jurisdiction.	—	Only once within 12 months, and by one ship only on the same day.	—	—	—	
IXB.	Political Agents, Persian Gulf.	11							
IXC.	Resident Adviser, Mukalla..	11	Within the limits of his jurisdiction.	—	Only once within 12 months, and by one ship only on the same day.	—	—	—	
X.	Consul-General.....	13	Within the foreign port to which he belongs.	When visiting a ship, upon going on board or on quitting her.	Only once within 12 months, and by one ship only on the same day.	—	—	—	Foreign warships accord Consuls-General a salute of 11 guns only; and this number will be accorded by British ships to foreign Consuls-General.
XI.	Consul.....	7							

XII.	The Lord High Admiral, or the Lords Commissioners for executing the office of Lord High Admiral.*	19	At all places.	When visiting a ship, upon going on board and on leaving her, such further salute as may be directed.	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure such further salutes as may be directed.	No limitation.	*Shall also be saluted when present with the Admiralty flag flying as superior naval authorities under Article 70.
XIIA.	The Naval Board of the Commonwealth of Australia.	15	At all places.	When visiting a ship, upon going on board and on leaving her, such further salute as may be directed.	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure such further salutes as may be directed.	No limitations.	
XIIB.	The Naval Board of the Dominion of New Zealand.	15	At all places.	When visiting a ship, upon going on board and on leaving her, such further salute as may be directed.	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure such further salutes as may be directed.	No limitations.	
XIIC.	The Naval Board of the Dominion of Canada.	15	At all places.	When visiting a ship, upon going on board and on leaving her, such further salute as may be directed.	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure such further salutes as may be directed.	No limitations.	
XIII.	The Army Council, when travelling in a corporate capacity.	19	At all places.	When visiting a ship, upon going on board and on leaving her, such further salute as may be directed.	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure (unless orders are received to the contrary).	No limitations.	
	The Air Council, when travelling in a corporate capacity.	19							
XIV.	The First Lord of the Admiralty.	17	At all places.	When visiting a ship officially, and if he proceed on a voyage in her in performance of public service, upon his finally quitting her;	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure.	No limitation.	
	The Secretary of State for War.	17							
	The Secretary of State for Air.	17							
XV.	Admiral of the Fleet†	19	At all places.	Only as authorised by Article 70		Within His Majesty's Dominions.	Landing for the first time, being in actual employment.	Once only in 12 months abroad, and once in three years at home, unless the officer should have received advancement.	†*See* Article 230 (2).
XVI.	Admiral	17							
XVII.	Vice-Admiral	15							
XVIII.	Rear-Admiral	13							
XIX.	Commodore (no senior Captain being present).	11							

TABLE OF SALUTES—*continued*

Classes.	Authorities entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.		By the Fort or Battery from which Salutes are usually Fired.			Remarks.
			Within what Limits.	Occasions.	Within what Limits.	Occasions.	How often.	
XX.	Field-Marshal	19	Do.	Official visits to, or embarkation in, a ship, either on going on board or on leaving her.	None	None	None	
XXI.	General	17						
XXII.	Lieutenant-General	15						
XXIII.	Major-General	13						
XXIIIA	Brigadier	11						
XXIV.	Marshal of the Royal Air Force.	19	At all places.	Official visits to, or embarkation in, a ship, either on going on board or on leaving her.	None	None	None	
XXV.	Air Chief Marshal	17						
XXVI.	Air Marshal	15						
XXVII.	Air Vice-Marshal	13						
XXVIIA	Air Commodore	11						
XXVIII	Captain of the Navy and Officer below that rank.	7	As a return salute only as directed by Article 70.					

67. Salutes on embarking and disembarking.—When the ship, from which a diplomatic, dominion or colonial functionary, or an Army or Air Force Officer entitled to be saluted on embarking or disembarking under the foregoing Article 66, Classes II to IX, and XX to XXVIIA, shall be either a ship of war not authorized to salute under Article 83, or a merchant ship, the senior naval officer may direct the prescribed salute to be fired from any of His Majesty's ships present.

68. Acting in higher posts.—His Majesty's naval, military, or air force officers temporarily acting in any higher command, are entitled, during their temporary tenure, to all the honours and salutes that may appertain to such command.

2. Officers, temporarily acting in any civil office, are entitled, during their temporary tenure, to all the honours or salutes that may appertain to such office.

69. In presence of Superior Authority.—No inferior naval authority is to be saluted in the presence of a superior naval authority.

2. Similarly, no inferior military or air force authority is to be saluted in the presence of a superior military or air force authority respectively.

3. Personal salutes (*i.e.* those fired on being visited by officials), as well as salutes to Flag, are included in each case.

70. Salutes to Flag.—The flag or broad pendant of the superior naval authority present is to be saluted, as follows:—

(*a*) By the next senior officer present:—

(i) on being first hoisted in the period of the former's new command;

(ii) after the flag of the former's new rank has been hoisted on promotion.

(*b*) By a single ship, or by the Senior Officer only of two or more ships of the same fleet or squadron, on meeting or on arrival, subject to clause 3.

(*c*) By a junior Flag Officer or Commodore:—

(i) after such officer has hoisted his flag or broad pendant in the period of his new command;

(ii) after hoisting the flag of his new rank on promotion.

2. **Return Salutes.**—These salutes are to be returned according to the scale; but if more than one salute has been fired, the return salute in answer to the whole shall consist of the same number of guns as that to which the officer receiving the salute is entitled.

3. No Flag Officer, Commodore, Captain, or other officer in command, shall salute the same Flag Officer or Commodore more than once during his command, except in case of promotion.

71. Limitation as to rank.—None of His Majesty's officers under the rank of Commodore, Brigadier or Air-Commodore are to be saluted in any part of the world; nor are salutes to be exchanged between His Majesty's ships, forts and batteries.

SECTION IV—NATIONAL SALUTES AND SALUTES TO FOREIGN FLAG OFFICERS

72. National Salutes.—The Captain of a ship, or the Senior Officer of more than one ship, visiting a foreign port where there is a fort or saluting battery, or where a ship of the nation may be lying, shall salute the national flag with 21 guns, on being satisfied that the salute will be returned. A salute is not to be fired when passing through territorial waters with no intention of anchoring, or making fast in any way, in them, even if a saluting station is passed, unless unusual circumstances make it desirable.

The salute shall be fired on each occasion that a ship visits a foreign port, except that of a ship leaving port temporarily, when, by agreement with the local authorities, the salute on her return may be dispensed with. This rule has been concurred in by the maritime powers generally.

2. When a ship visits a foreign port where there is no saluting battery and no ship of the nation is lying on arrival and a ship of the nation arrives during the visit, a salute to the national flag shall only be fired after mutual agreement between the Senior Officers of the ships concerned.

3. If the ship of a senior British Officer is already present in the port, the junior will not fire a salute.

73. Recognized Governments.—Salutes to foreign, Imperial and Royal personages and other foreign authorities and flags are only authorized in the case of a Government formally recognized by His Majesty.

74. Salutes to Foreign Functionaries.—Salutes in conformity with the table of salutes given in Article **66** shall be fired in compliment to foreign officials, from either ships or forts, in the same manner and in circumstances similar to those in which salutes to a British official would be fired.

See also **78** (*Salutes to foreigners visiting His Majesty's ships*).

75. Foreign Flag Officers and Commodores.—If one or more British ships of war should meet a foreign ship of war at sea wearing the flag of a Flag Officer or the broad pendant of a Commodore of superior rank to the Senior Officer in command of His Majesty's ship or ships aforementioned, such Senior Officer shall salute, subject to Article **70** (3), the foreign Flag Officer with the number of guns accorded to his rank in Article **76.** If the meeting takes place in port, the salute is not to be fired until the proper national salutes shall have been interchanged, and then only if the local regulations admit thereof.

NOTE.—For the purpose of this instruction a Commodore is to be regarded as of superior rank to all Captains not authorized to fly a broad pendant.

2. If ships wearing the flags or broad pendants of officers of equal rank meet at sea and their relative seniority in rank is unknown or in doubt, they should mutually salute without delay.

2a. If ships wearing the flags or broad pendants of officers of equal rank meet in port, the later arrival irrespective of seniority in rank shall salute the flag(s) or broad pendant(s) first, subject to the proviso laid down in clause 1.

3. When the fleets or squadrons of several nations are making use of the same port, the following modifications to clause 1 should be brought into force, with the concurrence of the superior naval authorities of each nation represented:—

(*a*) On the occasions stated in Article **70,** clause 1 (*a*) (i) and (ii), the flag or broad pendant of the superior naval authority concerned should be saluted by the superior naval authorities of the other nations present who may be junior to the first mentioned Flag Officer.

(*b*) On the occasions stated in Article **70,** clause 1 (*b*), the ship or Senior Officer of ships arriving or meeting, subject to Article **70,** clause 3, shall only salute the flag or broad pendant of the superior naval authority of the whole of the nations represented if such Flag Officer be his senior in rank, and also provided that an officer senior to the officer arriving and of his own nation is not already in company with that foreign Flag Officer.

If on the other hand an officer of his own nation, who is senior to him, is already there, the ship or Senior Officer of ships arriving shall fire only such salute as may be due to his own Senior Officer under Article **70,** if any. If the Senior Officer of ships arriving is himself senior to all the superior naval authorities already in port, all the latter shall, subject to Article **70,** clause 3, salute him after the prescribed national salutes, if any, have been interchanged.

(*c*) On the occasions stated in Article **70,** clause 1 (*c*) (i) and (ii), a junior Flag Officer or Commodore shall, unless otherwise ordered, fire the prescribed salute to the superior naval authority of his own nation only. Should he himself already hold that position, he shall salute the flags or broad pendants of the superior naval authorities present of the other nations who may be senior

to him (and will himself be saluted by those junior to him in accordance with clause 3 (*a*) of this Article). In the latter case he should if possible take steps to inform the Flag Officers whom he proposes to salute of the time at which he intends to do so.

(*d*) As regards return salutes, ships will be guided by Articles **70,** clause 2, or **90,** clause 2 (*b*), whichever is applicable, according to whether the salute has been fired by a ship of the same nation, or by a foreign ship.

(*e*) If any doubt should arise in the application of Article **70,** clause 3, to the orders contained herein, the salute should be fired.

76. Scale of Salutes.—The following scale, which has been agreed to by the maritime powers generally, is to be observed in the interchange of salutes between His Majesty's ships and foreign ships of war which bear the flag of a Flag Officer, or the broad pendant of a Commodore or Captain commanding a squadron or division:—

	Guns
The flag of an Admiral of the Fleet or Flag Officer who ranks with a Field Marshal	19
The flag of an Admiral	17
The flag of a Vice-Admiral	15
The flag of a Rear-Admiral	13
The broad pendant of a Commodore, or a Captain in Command ranking as a Commodore	11

2. For the purpose of this Article, as a rank of full Admiral does not exist in the French Navy, a Vice-Admiral of that nation, who is also Chief of the Naval Staff or Inspector-General of the Navy (who will fly a square flag of the national colours with three blue stars in triangle on the white portion) is to be regarded as a full Admiral, and is to be saluted with 17 guns.

3. The German naval rank of General Admiral which has no equivalent in the Royal Navy, ranks in the German Navy below Grand Admiral and above Admiral and should be saluted with 17 guns.

76a. Italian Flag Officers.—For purposes of seniority British and Italian Flag Officers will rank as follows, viz:—

Admiral of Fleet	Grand Ammiraglio.
Admiral	(*a*) Ammiraglio di Armata. (This rank is only granted in war time or on mobilization.)
Vice-Admiral	(*b*) Ammiraglio designato di Armata. (This rank is granted in peace time.)
Rear-Admiral	Ammiraglio di Squadra. Ammiraglio di Divisione. Contrammiraglio.

2. The seniority between a Rear-Admiral and an Ammiraglio di Divisione will be determined by the date of promotion from Captain (Capitano di Vascello) to Rear-Admiral or Contrammiraglio.

3. An Ammiraglio di Divisione is entitled to 15 guns from ships of his own nation, and an equivalent number of guns should be fired on occasions of salute by British ships. An Ammiraglio di Armata or Ammiraglio designato di Armata is entitled to a salute of 17 guns.

4. The flag of an Italian Ammiraglio di Divisione is the same as that of an Ammiraglio di Squadra, but is flown at the fore instead of at the main.

77. In presence of Superior Authority.—The provisions of Article **69** will apply to an inferior authority in the presence of a superior authority of the same nation except in the case of a personal visit. (See **78.**)

78. Salutes to Foreigners visiting His Majesty's Ships.—If a foreigner of high distinction, or a foreign General Officer or Air Officer, should visit any one of His Majesty's ships, he may be saluted on his going on board, or on leaving the ship.

with the number of guns which he, from his rank, would receive on visiting a ship of war of his own nation; or with such number of guns not exceeding 19 as may be deemed proper; should the number of guns to which he is entitled from ships of his own nation be less than is given to officers of his rank under Article **66**, he is to be saluted with the greater number.

2. On all occasions of an official visit of a foreign Flag Officer or Commodore to any one of His Majesty's ships, he may be saluted on his going on board, or on leaving the ship, with the number of guns specified in Articles **76** or **76a**. This salute is a personal salute and is distinct from the salute to flag provided for under Article **75**.

3. The personal salutes fired in accordance with this Article are not returned and, with reference to Article **74**, are not subject to the limitations laid down in column 6 of the Table of Salutes given in Article **66**.

78a. Ecclesiastical Authorities.—Ecclesiastical Authorities who have no diplomatic status are not entitled to salutes.

2. The Pope is to be regarded as a foreign Sovereign and is to be saluted in accordance with Article **43**.

3. "Nuncios" and "Internuncios," who are diplomatic agents of the Pope and rank as Ambassadors and Ministers respectively, are entitled to gun salutes on the scale and on the occasions laid down in Article 66—Table—Classes VI and VII.

4. "Legates" may or may not be diplomatic agents, and instructions as to their relative status should be obtained as may be necessary. Those possessing diplomatic status are entitled to the salutes appropriate to their diplomatic rank. (See **142** (2).)

79. Ships unable to salute.—If from any special cause one of His Majesty's ships from which a salute may reasonably be expected is unable to salute, the circumstances are to be explained on the spot.

80. Lowering Flags.—His Majesty's ships shall not, on any account, lower their flags to any foreign ships whatsoever, unless the foreign ships shall first, or at the same time, lower their flags to them.

Section V—Salutes in General

81. Permission of Senior Officer.—No salutes are to be fired from His Majesty's ships without previous communication, by signal or otherwise, with the Senior Officer present.

82. For one Office only.—Should any one of His Majesty's officers fill more than one office entitling him to a salute, he is to be saluted in that which entitles him to the greatest number of guns.

83. Ships authorized to Salute.—Unless otherwise directed by the Admiralty, salutes are to be fired by all ships, except destroyers, commanded by a Captain or Commander and carrying four or more Q.F. guns of the same nature, suitably placed, or provided with a saluting armament of light Q.F. guns. Ships in the Reserve Fleet, however, that would otherwise be regarded as saluting ships are, generally, to be considered non-saluting ships while in Reserve.

2. In cases where, from any special circumstances, omission to fire a salute to a foreign power or officer cannot be explained without giving offence, the salute is to be fired by any ship which can possibly do so with safety, whether entitled to salute by the foregoing regulations or not.

84. Salutes in the Thames.—Salutes are not to be fired from ships in the Thames above Gravesend, unless specially ordered.

85. Time of Firing.—As a general rule no salutes should be fired by His Majesty's ships between sunset and 8 a.m. A salute fired by a foreign man-of-war within this period should, however, be returned. In foreign waters the custom of the country is to be followed.

86. Sundays.—No salutes are to be fired by ships in port or arriving in port on Sundays between the hours of 1030 and 1300.

2. Should any salute to a foreign flag or ship be delayed on this account, it is to be explained that the salute had been delayed on account of Divine Service.

3. The customary exchange of the authorized salutes with foreign war vessels met on the high seas on Sundays is to be made without unreasonable delay.

87. Salutes not authorized.—No other salutes than those authorized are to be fired, except on the occasion of a great victory to His Majesty's arms, or other important national event, when the Governor of His Majesty's possessions abroad, in conjunction with the Senior Naval Officer present, may direct such salutes to be fired as the occasion may require; but unless the senior officers of the Navy and Army concur in the propriety of the proposed salutes, they are not to be fired by one Service only when both could have done honour to the occasion.

88. Customary Salutes in Dominions and Colonies.—Governors-General, Governors, etc., are to continue to sanction such salutes as have been customary, and which they deem proper and right, at religious ceremonies, and also when opening or closing the Houses of Parliament or of Assembly, but no such salutes are to exceed 19 guns.

Section VI—Salutes which are to be Returned or not Returned

89. To British Authorities.—The following regulations are to be observed in regard to return salutes:—

(*a*) **Royal.**—Royal salutes are not to be returned.

(*b*) **Viceroy and Governor-General of India.**—Salutes to the Viceroy and Governor-General of India are not returned.

(*c*) **From Foreign Ships of War.**—All salutes from foreign ships of war, either to His Majesty's ships or forts, are to be returned gun for gun. Should there be no fort or battery from which such salutes can be returned, the Senior Naval Officer present will return them gun for gun.

(*d*) **His Majesty's subjects.**—No salutes to His Majesty's subjects are to be returned except salutes to superior naval authorities under Article **70**.

90. To Foreign Royal or Imperial Personages and Authorities.—In the case of salutes from His Majesty's ships, forts, and batteries to foreign Royal or Imperial personages and other functionaries, the following arrangement entered into with the maritime powers is to be observed.

1. **Salutes not returned.**—Salutes from ships of war which will not be returned:—

(*a*) To Royal or Imperial personages, Presidents of Republics, Chiefs of States or members of Royal or Imperial Families, whether on arrival at, or departure from, a port, or upon visiting ships of war.

(*b*) To diplomatic, military, or consular authorities, or to Governors or Officers Administering a Government, whether on arrival at, or departure from, a port, or when visiting ships of war.

(*c*) To foreigners on visiting ships of war.

(*d*) Upon occasions of national festivals or anniversaries.

(*e*) To naval officers on occasions of visits to ships of war as provided under Article **78**.

Note.—By this clause (taken in conjunction with clause 3) His Majesty's ships will not return a personal salute to a British officer fired by foreign vessels; nor will such return salute be expected by the officers of a Power which adheres strictly to the international arrangement. If however, on any occasion where

personal salutes are exchanged, a personal salute, fired by one of His Majesty's ships or by the ship of some third nation to a foreign officer, is returned, it is an excess of courtesy which it would be impossible not to reciprocate by returning any personal salute to a British officer fired immediately afterwards under like conditions. His Majesty's ships may even take the initiative in returning personal salutes, if such is known to be the custom of the nation whose ship has saluted, and if it is expected that a personal salute to an officer of that nation will presently have to be fired and will be returned.

2. Salutes returned.—Salutes from ships of war which will be returned gun for gun:—

(*a*) To the national flag on anchoring at a foreign port, except in the circumstances detailed in Article 46 (2).

(*b*) To the flags or broad pendants of foreign Flag Officers and Commodores or Captains in Command ranking as Commodores when met with at sea or in harbour. *See* 76 *and* 76a (*Scale of Salutes*).

3. Reciprocity with Foreign Ships.—When foreign ships of war salute the British flag or British Royal or other personages, or any of His Majesty's functionaries in similar circumstances, the same rules are to be reciprocally observed by His Majesty's ships present as to returning or not returning the salutes.

4. Admiralty return Foreign Salutes.—When the flag of the Lord High Admiral or the Lords Commissioners of the Admiralty is saluted by a foreign ship of war on arrival or on meeting, such salute will be returned gun for gun. Whenever it may be deemed necessary by the Admiralty when embarked, orders will be given by signal or otherwise for the flagship or some other ship in company to return the salute of a foreign man-of-war.

91. Admiralty Flag.—The Admiralty Flag does not return salutes from any of His Majesty's ships, whether wearing Admiral's flags or flying the ordinary pendant.

92. From Merchant Ships.—When foreign or British merchant ships, or any ships not in the Royal Navy, salute His Majesty's ships, the return salute is to be five guns to a single ship and seven to more than one sailing in company.

Section VII—Dressing Ship, and Flags to be Hoisted when Saluting or Returning Salutes

93. Dressing Ship.—On the occasions laid down in Articles **48, 49** and **59,** and on **24th** May (Empire Day), all His Majesty's ships and vessels in port, which are supplied with the necessary material are, with the exceptions referred to in clause 1a below, to be dressed overall from the time of hoisting colours until sunset.

1a. **Dressing of Ship on the Sovereign's Birthday.**

(1) *On the official Date.* (*See* Article **48,** Clause 2).

Ships are to dress overall in ports in Home Waters, and in British ports overseas except those in British territories or protectorates where the official celebrations are held on a date other than that notified in the "Gazette"; in such cases ships will dress overall on the date adopted for the official celebrations.

Ships in foreign ports are to dress overall if official celebrations are held ashore on this date; otherwise they will neither dress overall nor wear masthead flags.

(2) *On the anniversary of the actual date.*

Ships are to dress overall when in British or foreign ports where the official celebrations of the birthday are held on this date and not on the official date.

In British ports, at home and overseas, and in foreign ports where official celebrations are not held ashore ships are to be dressed with masthead flags while the Royal Salute prescribed in Article **48,** clause 1, is being fired.

2. When any of these anniversaries falls on a Sunday, ships are to be dressed on that day as laid down, and when the salute is deferred to the following day, ships are to be dressed with masthead flags only while the salute is being fired.

3. His Majesty's ships under way in the vicinity of an anchorage, and those not fitted with dressing lines, are to dress with ensigns at their mastheads only. This method is also to be adopted by other ships by order of the Senior Officer present should conditions render dressing ship overall inexpedient.

4. His Majesty's ships are also to be dressed by order of the Senior Officer present when in the presence of a Royal or Imperial Standard on occasions of visits of Royal or Imperial personages, and on certain foreign ceremonial occasions when in the presence of ships, or in the waters, of the nations concerned. The manner of dressing and time during which ships are to be dressed are to be stated on each of these occasions according to circumstances.

5. On occasions when His Majesty's ships are dressed in honour of a British ceremonial or personage, ships wearing an Admiral's flag or Commodore's broad pendant will wear the white ensign only at masts not occupied by either of the above; other ships will wear the white ensign at each mast.

6. On occasions when His Majesty's ships are dressed in honour of a foreign ceremonial or personage, single-masted ships wearing a Royal Standard, flag or broad pendant will wear the foreign ensign alongside this Standard, flag or broad pendant; other single-masted ships will wear the foreign ensign alone. In ships with more than one mast wearing a Royal Standard, the foreign ensign will be worn at the fore. In ships with more than one mast wearing a flag or broad pendant, the foreign ensign will be worn at the main, and the flag or broad pendant at the fore; other ships will wear the foreign ensign at the main and the white ensign at the remaining masts. Ships not supplied with the appropriate foreign ensign will wear the white ensign instead, and be subject to the provisions of clause 5.

7. **W/T Aerials—Precautions.**—Owing to the danger of fire caused by the currents induced in the dressing lines, ships fitted with Type 18 or valve transmitting sets of higher power than Type **34,** should not use these sets when dressed overall, unless it is essential.

Where the number of ships present permits the use of a W/T guardship fitted with the sets mentioned above, the W/T guardship is to dress with masthead flags only.

If no W/T guard is available, ships and stations concerned should, if possible, be informed that during the hours that colours are hoisted, on the date in question, a listening watch will be kept for "IN" messages, but that no messages will be answered, and that the transmission of "OUT" messages will be deferred until after sunset. During this period, "OUT" messages of an urgent nature should be sent by L/T.

If, however, it is impossible or undesirable to use L/T, main W/T may be used although the ship is dressed overall. In this case masts and dressing lines are to be watched carefully during transmission.

Dressing lines and wire downhauls are to be well earthed, and it will be necessary to check tuning before transmission when ships are dressed overall.

94. Flags hoisted during Salutes.—When salutes are interchanged with foreign ships of war or forts and batteries, or when salutes to Flag Officers and personal salutes are fired in honour of foreigners, the following rules as to the flags that shall be displayed are to be observed by His Majesty's ships:—

(*a*) **Royal or Imperial Personages, etc.**—In the case of a foreign Royal or Imperial personage, President of a Republic or Chief of a State.	The ensign of the nation of such Royal or Imperial personage etc., is to be hoisted at the main, if necessary alongside any Standard, flag or broad pendant which may already be hoisted in that position.

(*b*) **National Ensign.**—On arrival at a foreign port.	The ensign of the foreign nation which is being saluted is to be hoisted at the main during the salute, if necessary alongside any Standard, flag, or broad pendant which may already be hoisted in that position.
(*c*) **Foreign Flag Officers.**—When meeting a foreign Flag Officer or when returning the salute of any foreign Flag Officer or ship of war.	The ensign of the foreign nation is to be hoisted at the fore during the salute or return salute, if necessary alongside any flag or broad pendant which may already be hoisted in that position.
(*d*) **Visits of Foreign Authorities.**—On the occasion of visits from Governors-General, Governors or Officers administering a Government, Diplomatic, Naval, Military, Air, or Consular Authorities, or of persons of High Distinction entitled to salutes.	The ensign of the foreign nation to which the person saluted belongs is to be hoisted at the fore during the personal salute, if necessary alongside any flag or broad pendant which may already be hoisted in that position.

Note.—When there is no recognized ensign, the national flag is to be used.

2. **To British Authorities.**—The distinguishing flags particularized in Article 112 are to be hoisted respectively at the fore whenever any of His Majesty's military, air, diplomatic, dominion, colonial, or consular authorities are receiving salutes to which they may be entitled; should, however, the proper distinguishing flag not be on board the ship saluting, the blue ensign is to be hoisted when saluting consular officers, and the red ensign when paying the same honours to any of the other authorities. Should the ship have neither a red nor blue ensign, a white ensign may be hoisted at the fore when saluting any of the British authorities referred to.

SECTION VIII—VISITS OF CEREMONY

95. Visits to Foreign Ports.—The preliminary arrangements for visits of His Majesty's ships to foreign ports will always be made by the Foreign Office with the foreign Government concerned, except—

(*a*) on certain foreign stations, where the Commander-in-Chief is authorized to communicate direct with His Majesty's representative in the country which it is proposed to visit; and

(*b*) in the circumstances specified in clause 3.

2. When the preliminary arrangements have been made, the Senior Officer of the visiting fleet or squadron, or the Commanding Officer of a single ship, should notify the British Consul direct of the date and time of the intended arrival of the fleet, squadron, or ship at the foreign port and the probable duration of the visit. Ceremonial visits are to be exchanged in accordance with Articles 95a, 96, 97 and 98.

The customary visit of the Governor or chief authority at a foreign port should always be made unless there is some special reason for not doing so. Communication should always be established with the Consular officer on arrival.

3. In the event of a visit of His Majesty's ship to a foreign port being of very short duration and purely informal as distinct from a ceremonial nature, *e.g.*, for the purpose of shipping or landing persons or stores the British Consul is to be notified of the proposed visit direct by the Commanding Officer of the ship, with a request that the local authorities may be informed. The British Representative at the seat of Government of the country visited is to be notified at the same time that the visit will be made, and requested to inform the Government of the informal character of the proposed visit.

Communication should be established with the Consular Officer on arrival, and the Commanding Officer should consult with him as to the practicability of exchanging any ceremonial visits. When a call is made at a naval port, visits should always be paid to the naval authority.

4. The regulations published by various countries to govern visits of foreign warships to their ports are contained in B.R.83 (Foreign Ports—Procedure in connection with Notification of Visits of H.M. ships). Other information useful in connection with the visits of His Majesty's ships to foreign ports is promulgated from time to time in Admiralty Fleet Orders.

95a. To Foreign Authorities.—The Governor of a province, territory or colonial possession, if residing in or near the port, is to receive the first visit from the Senior Officer in command of His Majesty's ship or squadron visiting a foreign port.

This visit will be returned in person to all Flag Officers and Commodores, and by an Aide-de-Camp, or other officer, to officers of lower rank.

To Foreign Civic Authority.—The chief civilian authority of the port should, as a general rule, receive the first visit from the Senior Officer in command of His Majesty's ship or squadron visiting a foreign port.

To Foreign Military and Air Force Officers.—The Flag or other officer in chief command of the arriving ship or ships will pay the first visit to the senior officers of the Military and/or Air Forces in the vicinity of the port if he be equal in rank and the visit will be returned within 24 hours of being paid. When the officers are not of equivalent relative rank, the inferior will pay the first visit, the same limit of time being observed as to the visit and its return.

The procedure for returning visits between Naval, Military and Air Force Officers will be similar to that laid down in Article 99, clause 4 (*f*).

96. To Foreign Naval Officers.—The following rules, in which the maritime powers generally have concurred, are to be observed by all naval officers in reference to the interchange of visits with officers of friendly foreign men-of-war in all ports, whether British or foreign:—

(*a*) **Preliminary visit.**—On the arrival of any ship or ships of war of another nationality, the Flag or other officer in command of one or more ships of war in port, whatever may be his rank, will send an officer to such arriving ship, or in case of a fleet or squadron, to the ship of the officer in chief command of it, to offer the customary courtesies.

The Captain of the ship to which this visit is paid will send an officer to return it.

(*b*) **Official visit.**—Within 24 hours of his arrival, the Flag or other officer in chief command of the arriving ship or ships will visit the officer in chief command of the fleet or squadron or single ship of war of another nationality present at the port, if he be his equal in grade, and the visit will be returned within 24 hours of being paid. In the case of officers of different grades, the inferior will pay the first visit, the same limits of time being observed as to the visit and its return.

The grades are:—

(i)—Admiral.
(ii)—Vice-Admiral.
(iii)—Rear-Admiral.
(iv)—Commodore.
(v)—Captain.
(vi)—Commander.
(vii)—Lieutenant-Commander, or other officer in command.

(*c*) **Return visit.**—Officers of superior grades will return visits as follows:—

All Flag Officers, including Commodores, will return the visits of Captains and those of grades superior to Captains; they will send their Flag Captains to return the visits of Commanders, Lieutenant-Commanders, and other officers in command.

Captains and officers of a lower grade will return the visits of Commanders and officers of inferior rank in command.

(*d*) **Visits of other than Senior Officers.**—After the interchange of visits between the Senior Officers shall have taken place, the Captains or other officers in command of the several ships of war arriving will visit the Captains or other officers in command of the ships of war in port, who will return their visits.

(*e*) **Reciprocity from Foreign Officers.**—His Majesty's officers may expect that strict reciprocity will be observed in similar circumstances by foreign naval officers in respect to these visits of ceremony.

97. British Diplomatic Functionaries.—Every Flag or other officer in command will, on arrival, pay the first visit to His Majesty's diplomatic functionaries in charge of embassies or legations, of or above the rank of Chargé d'Affaires, but they will receive the first visit from diplomatic functionaries below that rank. Diplomatic functionaries of the Dominions are included in the provisions of this Article.

2. In case of doubt as to the status of a diplomatic functionary in charge of an embassy or legation, an officer should be sent on shore to ascertain it previous to the interchange of visits.

98. Consular authorities, including Dominion Consular Officers.—On the arrival of a fleet, squadron, or ship at a foreign port, the first visit will be made by the naval or consular officer who is subordinate in rank to the other, according to the following scale:—

(*a*) Consuls General.....To rank with, but after Rear-Admirals.
(*b*) Consuls.....To rank with, but after Captains of the Royal Navy.
(*c*) Vice-Consuls.....To rank with, but after Lieutenant-Commanders.
(*d*) Consular Agents.....To rank with, but after Lieutenants.

2. The officer in charge of a consular post during the absence of the titular incumbent will take for the time being the rank of that incumbent.

99. Governors-General, Governors, Commissioners, Administrators and Military and Air Force Officers.—The following procedure in regard to the interchange of visits between naval officers and Governors-General, Governors, Lieutenant-Governors, Administrators, etc., of the self-governing dominions, colonies, dependencies, British mandated territories, etc., and officers in command of Military and air forces abroad, is to be observed.

2. **Occasions.**—Official visits are to be exchanged on the following occasions:—

(*a*) On the arrival of one or more of His Majesty's ships at a port at which the Governor-General, Governor, Lieutenant-Governor, Administrator or Commissioner is present, between such officer and the Senior Officer in command of the squadron or ship.

(*b*) On the first arrival at such a port of any Flag Officer or Commodore flying his broad pendant since taking up his appointment, between him and the Governor-General, Governor, Lieutenant-Governor, Administrator, or Commissioner.

(*c*) On a Governor-General, Governor, Lieutenant-Governor, Administrator or Commissioner newly appointed assuming office, between him and all Flag Officers and Commodores flying their broad pendants, present.

(*d*) On the arrival of one or more of His Majesty's ships at an overseas port in which British Military or Air Forces are quartered, between the Officer in Command of such forces and the Senior Officer in command of the squadron or ship.

(*e*) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the Naval, Military and Air Force officers.

3. **Visits: how to be paid.**—

(*a*) A Governor-General or Governor is always to receive the first visit from the Senior Officer in command of the squadron or ship.

(*b*) A Lieutenant-Governor is to pay the first visit to a Flag Officer or Commodore First Class who is a Commander-in-Chief, but is to receive the first visit in all other cases. *See Clause* 7 (*b*) *(Definition of the term "Lieutenant-Governor").*

(*c*) An Administrator or Commissioner is to pay the first visit to all Flag Officers and Commodores flying their broad pendants, but is to receive the first visit in all other cases.

(*d*) **Naval, Military and Air Force Officers.**—Exchange of visits will be on the basis that the junior officer will pay the first visit to the senior officer. In the case of officers of equivalent ranks the same principles will apply, but in the case of officers of the same seniority the officer last arriving at the port will pay the first visit.

(*e*) **Priority of visit.**—When an officer has to pay a series of visits to Civil, Naval, Military or Air Officers, no sequence or priority of such visits has been laid down, and they are to be mutually arranged to suit the convenience of the officials concerned.

4. **Return visits.**—To be paid within 24 hours.

(*a*) A Governor-General or Governor will return visits in person to all Flag Officers and Commodores flying their broad pendants.

(*b*) A Lieutenant Governor will do so in person to all Flag Officers and Commodores flying their broad pendants not being Commanders-in-Chief.

(*c*) An Administrator or Commissioner will do so in person to all Captains.

(*d*) A Flag Officer or Commodore flying his broad pendant will do so in person to all Lieutenant Governors, Administrators or Commissioners.

(*e*) In all other cases the return visit will be paid by an Aide-de-Camp or other officer deputed.

(*f*) All Flag Officers and Commodores will return visits of Colonels and Group Captains and those of superior rank; they will send a Captain or Commander to return the visits of Lieutenant-Colonels, Wing Commanders or other officers in command.

Captains and officers of lower rank in command of His Majesty's ships will return in person the visits of Lieutenant-Colonels and Wing Commanders, Majors and Squadron Leaders.

5. **Inability to visit.**—Should the Governor or any other officer administering the Government find that from indisposition or pressure of important business he is unable to return or pay a visit in person, he will depute his Aide-de-Camp or some other officer to do so. In like manner, should a Flag Officer, or Commodore flying his broad pendant, from indisposition or pressing occupation, be precluded from paying or returning a visit, he will depute his Flag Lieutenant or other officer not below that rank to do so. In each case the officer failing to pay the required visit in person will report the circumstances and assign the reasons which led to the omission, to the department under which he is acting.

6. **Acting Officers.**—Officers acting temporarily in higher civil offices or commands are, in respect of these visits, to be upon the same footing as if they were confirmed in such offices or commands. *See* **113** and **114** *(Distinguishing Flag and Embarkation).*

7. **"Governor", "Lieutenant-Governor", etc., Definition.**—For the purposes of this Article—

(*a*) The term "Governor" includes the British Resident, Zanzibar, the High Commissioners for the Western Pacific, Egypt and the Sudan, Palestine, Iraq, and the Federated Malay States, and the Lieutenant-Governors of the Channel Islands and the Isle of Man.

(*b*) The term "Lieutenant-Governor" means a Lieutenant-Governor administering the Government as such. It does not include an Officer merely holding the title of Lieutenant-Governor, except when he is actually administering the Government in the absence of the Governor, in which case clause 6 would apply. The status of the Administrators of the Northern Territory of Australia, New Guinea and Western Samoa, and the Political Resident in the Persian Gulf for visits is that of a Lieutenant-Governor.

(*c*) The terms "Administrator" and "Commissioner" signify the Administrator or Commissioner of a colony, territory, or dependency, acting in subordination to a Governor or High Commissioner.

100. Boats for Visits.—The Senior Officer present will arrange, when necessary, to provide a suitable boat to enable the diplomatic, dominion, colonial, or consular officer to pay any official visits afloat, and to take him ashore, on the officer notifying his wishes to that effect.

Section IX—Distinguishing Flags and Pendants of Naval Authorities

101. Lord High Admiral or Admiralty.—The Lord High Admiral's flag is to be worn in ships in which the Lord High Admiral or the Commissioners for executing the office of Lord High Admiral are embarked.

101a. Australian, Canadian and New Zealand Naval Boards.—The flags of the Naval Boards of the Commonwealth of Australia and the Dominions of Canada and New Zealand respectively are to be worn in ships in which the Board is embarked.

102. Admiral of the Fleet.—The Union flag is to be worn at the main by an Admiral of the Fleet as his proper flag.

103. The following flags are to be worn by Flag Officers, except Chiefs of the Staff, as their proper flags:—

Admiral.—A white flag with the red St. George's Cross thereon.

Vice-Admiral.—A white flag with the red St. George's Cross thereon, with one red ball in the upper canton of the flag next the staff.

Rear-Admiral.—A white flag with the red St. George's Cross thereon, with one red ball in the upper canton and one in the lower canton, next the staff.

The diameter of the red ball is to be half the vertical depth of the white of the cantons next the staff, and the ball is to be in the centre of the canton.

104. Painted on Boats.—When Vice-Admirals and Rear-Admirals have their flags painted on their boats, the same distinctive balls, at least 2 inches in diameter, are to be shown on the flag.

105. Commodore, First Class.—A Commodore of the First Class, except a Chief of Staff, shall wear a white broad pendant with the red St. George's Cross thereon.

106. Commodore, Second Class.—A Commodore of the Second Class, except a Chief of Staff or Captain of the Fleet, shall wear a white broad pendant with the red St. George's Cross, with a red ball in the upper canton of the broad pendant next the staff.

The diameter of the red ball is to be half the vertical depth of the white in the cantons next the staff, and the ball is to be in the centre of the canton.

107. Chief of Staff's and Captain of Fleet's Boat.—A Chief of the Staff or Captain of the Fleet shall have painted on his boat the flag of the Commander-in-Chief or Officer on whose staff he is serving.

In addition, he shall cause distinctive discs (other than the Affirmative or Negative) to be exhibited in a prominent position in his boat to indicate whether he is on board or not.

108. A King's Harbour Master, or any officer acting directly under his authority, shall, when afloat and in the execution of the duties pertaining to his office as such, fly in the bows of the vessel a Union Jack with a white border, and, in the centre of the flag, the letters K.H.M. surmounted by a crown.

109. Flags and Pendants ashore.—Under the provisions of Order in Council of 16th February, 1903, the Admiralty may authorize an officer entitled to wear a flag, broad pendant, or pendant afloat, to fly the same flag, broad pendant, or pendant ashore, at any naval establishment or other place on shore where naval jurisdiction may, for the time being, prevail.

110. Flags and Pendants displaced.—

By Royal Standard, etc.—A Royal Standard and the flag of the Viceroy and Governor-General of India, are, when indicating the presence on board of the personages entitled to hoist those flags, the Sovereign excepted, always to be worn at the main, the flag of an Admiral or the broad pendant of a Commodore, if necessary, being shifted to another mast or ship as the case may require; except in the case provided for in clause 1 of Article 65 in regard to the flag of the Viceroy and Governor-General of India.

2. By Admiralty Flag.—An Admiral's flag, a Commodore's broad pendant, or the ship's pendant is to be struck when the Admiralty flag is hoisted in that ship.

3. The flags of other functionaries ordered to be hoisted in ships of war by Articles 112 to 114, and 65, clause 1, are not to displace at the masthead the flag of an Admiral of any grade nor the broad pendant of a Commodore of either class. When, therefore, a flag or broad pendant is hoisted, the distinguishing flag of the civil, military or air functionary is, if possible, to be hoisted at another masthead; but if not possible, then it is to be hoisted side by side with the other, subject to the discretion conferred on the Senior Naval Officer in Article 114.

111. Senior Naval Officer.—When two or more of His Majesty's ships are present in a port or roadstead, a small white broad pendant, not exceeding five breadths, the length being twice the breadth at the head, with the St. George's Cross, is to be hoisted by the Senior Officer's ship as a distinguishing flag, in addition to the masthead pendant.

When a Commodore, junior to the Senior Officer, is also present, the Senior Officer shall wear his broad pendant at the masthead in addition to his Captain's pendant. With this exception the Senior Officer's broad pendant shall be worn at the starboard topsail yardarm.

Section X—Distinguishing Flags of other Authorities

112. Particulars of Flags.—The flags authorized by His Majesty to be displayed afloat are:—

(*a*) By the Governors-General of Canada, the Commonwealth of Australia, New Zealand and the Union of South Africa.—A blue flag bearing the Royal crest and the name of the dominion.

By the Viceroy and Governor General of India.—The Union flag with the Star of India in the centre thereof on a white ground surmounted by a Crown. *(See 65—Distinguishing Flags in India.)*

By other Governors-General, Governors and High Commissioners, Lieutenant Governors and other officers administering a Government.—The Union flag, with the arms or badge of the dominion, colony or territory in the centre thereof on a white ground encircled by a garland.

(*b*) By His Majesty's diplomatic servants.—The Union flag, with the Royal Arms in the centre thereof on a white ground encircled by a garland.

(*c*) By the Army Council.—The Union flag, with the arms of the Board of Ordnance on a shield in the centre thereof.

(*d*) By General Officers Commanding Stations.—The Union flag, with the Royal Cypher in the centre thereof on a blue ground encircled by a garland and surmounted by the Crown.

(*e*) By Air Officers Commanding Stations.—The Royal Air Force Ensign. (For the purpose of Articles **94** (2), **113**, and **115** only.)

(*f*) By Consuls-General, Consuls, and Consular Agents.—The blue ensign, with the Royal Arms in the centre of the fly thereof, that is, in the centre of that part between the Union and the end of the flag.

113. When to be hoisted.—Whenever any of the functionaries particularized in Articles **99** and **112** are embarked:—

(*a*) In one of His Majesty's ships on the occasion of an official visit—the proper distinguishing flag is to be hoisted at the fore (except the flag of the Viceroy and Governor General of India which is hoisted at the main; *see* **65**) whenever the functionary is receiving a salute to which he is entitled.

(*b*) In one of His Majesty's ships for passage—the proper distinguishing flag, with the approval of the Senior Naval Officer, may similarly be hoisted and be kept flying within the limits of the respective Government, Mission or Command, provided the functionary be proceeding on the public service.

The distinguishing flag of consular authorities is to be hoisted in boats only and not in ships, except when they are being saluted.

(*c*) In a boat for the purpose of paying visits of ceremony or on other official occasions—the proper distinguishing flag within the respective limits prescribed in sub-clause (*b*) may be hoisted at the bow, but when the boat belongs to one of His Majesty's ships she is to have her white ensign flying.

(*d*) In British ships and boats, other than those of His Majesty, these functionaries, except consular officers as to ships, are, with the sanction of the owners or masters, authorized to fly their proper distinguishing flags on the same occasions and within the same limits, and these regulations shall be deemed a sufficient warrant to the master under the Merchant Shipping Act for so doing, but the permission to hoist such masthead flags indicative of the presence on board of any of these functionaries in no way affects or alters the character or status of the merchant ship in time of peace or in time of war, whether His Majesty is belligerent or neutral.

114. Approval of Senior Officer.—With regard to the previous approval of the Senior Officer, whenever a requisition is received for the embarkation or conveyance of any of the functionaries particularized in Articles **99** and **112**, the Senior Officer present, in the absence of special orders from superior authority, will issue the necessary directions, provided that, after consultation with, and on requisition from, the official to be embarked, he considers it for the benefit of the service about to be performed that such flag should be hoisted within the authorized limits. Should the officer who has to determine the question consider it, in the circumstances, undesirable that the distinguishing flag should be hoisted, he is to inform the functionary of his reasons, and at once report the same for the information of the Admiralty.

2. **When Ambassador, etc., is embarked.**—In the event of an Ambassador being embarked, or a Governor-General, Governor, High Commissioner, etc., of a dominion or colony being detached on a foreign mission in his official capacity as Governor-General, Governor or High Commissioner, special instructions will be issued in each case as to the flag which should be hoisted in a man-of-war in which he may be embarked; in the absence of instructions from the superior authority, the Senior Officer present is to exercise his discretion in consultation with the official about to embark.

115. General and/or Air Officers in combined operations.—In combined operations with either or both of the other Services, should the General and/or Air Officers Commanding the Military and/or Air forces be embarked in a ship of war or transport, the distinguishing flag or flags authorized by Article **112** may be hoisted at the fore of such ship or transport to denote the presence of the headquarters.

SECTION XI—KING'S COLOUR, ENSIGN, JACK AND PENDANT

116. The King's Colour.—The King's Colour is to be paraded on shore on the following occasions, namely:—

(*a*) By a Guard of Honour mounted for Their Majesties the King and the Queen, Her Majesty Queen Mary, or for a member of the Royal Family.

(*b*) By a Guard of Honour mounted for a Foreign Sovereign or the President of a Republican State.

(*c*) At parades to celebrate the birthday of His Majesty.

(*d*) On such important ceremonial occasions as may be ordered by the Admiralty; or at Malta and Gibraltar by the Naval Commander-in-Chief, Mediterranean; or in the Dominions and India on occasions of important ceremonial when the Viceroy or the Governor-General is present, as may be directed by the Naval Commander-in-Chief.

The King's Colour is not to be paraded on occasions other than the foregoing, and is not to be paraded on board ship or on foreign territory.

2. The King's Colour is only to be lowered to Their Majesties the King and the Queen, Her Majesty Queen Mary, members of the Royal Family, Foreign Sovereigns, Presidents of Republican States, members of foreign Imperial and Royal Families, Viceroys, Governors-General, Governors, High Commissioners, Lieutenant-Governors, Captains-General or Special Royal Commissioners acting on behalf of the Sovereign, within their jurisdiction, Admirals of the Fleet, Field Marshals and Marshals of the Royal Air Force.

3. The King's Colour when carried uncased is to be received at all times with highest respect with arms presented, officers saluting and the band playing the National Anthem. Detailed instructions regarding the honours to be paid to the Colour and the Ceremonial to be observed in connection with it are contained in B.R.159—R. N. Handbook of Field Training.

117. Ships in Commission.—All His Majesty's ships of war in commission shall wear a white ensign, with the red St. George's Cross, and the Union in the upper canton. The Union Flag is to be worn at the jackstaff by all such ships when in harbour, or when under way and dressed with masthead flags. *See* **39** (*Union Flag at jackstaff*).

2. **White Ensign.**—On occasions of important ceremonial reviews or international naval displays on shore outside the United Kingdom, at which the parading of the King's Colour is not authorized, the white ensign may be carried with naval landing parties at the discretion of the Commander-in-Chief or Senior Officer present.

The landing of the white ensign in foreign territory is to be restricted to States recognized by the British Government, and is to be limited to occasions when the Head of the foreign State is present.

See also B.R.159—R. N. Handbook of Field Training.

2a. The white ensign is the appropriate flag to be hoisted by foreign ships of war when salutes are interchanged with British ships of war or forts and batteries, or when salutes to Flag Officers and personal salutes are fired. (*See* **94.**)

3. **The Union Flag.**—The Union flag is not to be worn by His Majesty's ships in dock and refitting. Flags and ensigns of no greater breadth than is necessary should be worn whilst refitting or in bad weather.

118. Masthead Pendant.—All His Majesty's ships in commission, when not wearing a flag or broad pendant, are to fly at the main masthead a pendant, having a St. George's Cross on a white field in the part next to the mast, with a white fly.

If necessary, in order to avoid fouling wireless telegraphy gear, a shorter pendant may be flown, provided it can easily be seen at a short distance from the ship.

119. Flag, etc., in boats.—When Members of the Board of Admiralty, acting as a Board, are embarked in a boat, the Admiralty flag is to be flown in the bows. If not acting as a Board, when the First Lord of the Admiralty or a Naval Member of the Board of Admiralty is embarked in a boat on the occasions referred to in Article **131a**, an Admiralty flag disc is to be shown.

Flag Officers and Commodores entitled to fly their flag or broad pendant in a ship or shore establishment, and other Executive commissioned officers holding an appointment in command of a ship or seagoing tender to one of His Majesty's ships, when proceeding on duty in a boat, may fly in the bows the flag, broad pendant or masthead pendant applicable to their rank.

2. The Officer of the Guard, proceeding on duty in a boat, shall fly a masthead pendant both by day and by night.

3. Members of a court-martial on their way to or from the court shall fly a masthead pendant in the bows of their boat.

4. The Union Flag is never to be displayed from any of the boats of His Majesty's ships except to denote the presence of an Admiral of the Fleet.

120. Ensign, hoisting and hauling down.—His Majesty's ships, when lying in home ports and roads, shall hoist their ensigns at 0800 from 25th March to 20th September inclusive, and at 0900 from 21st September to 24th March inclusive; but when abroad, at 0800 or 0900 as the Commander-in-Chief shall direct; and they shall be worn if the weather permit, or the Senior Officer present see no objection thereto, throughout the day until sunset, when they are to be hauled down, the sentries firing their rifles. *See* **148** (*Ships in the presence of His Majesty afloat*).

2. When bands are ordered to play at the hoisting of the Colours, they will play the British National Anthem, and then, should warships of other countries be present, the National Anthems of those countries, playing first the anthems of the countries represented by Flag Officers in the order of the seniority of those officers, and the remainder in an order varied from day to day.

When in a foreign port, bands will play the National Anthem of the country in which the port is situated, immediately after the British National Anthem.

When bands are not paraded, the bugle shall sound the general salute.

3. Whenever a ship shall take up her berth, or get under way, if there be sufficient light for the ensign to be seen, it is to be hoisted, though earlier or later than aforesaid; also on her passing, meeting, joining, or parting from, any other of His Majesty's ships; and also, unless there should be sufficient reason to the contrary, on her falling in with any other ship or ships at sea, or when in sight of, and near, the land, and especially when passing or approaching forts, batteries, signal or coastguard stations, lighthouses, or towns.

121. Wearing the Ensign.—The ensign is to be worn:—

(*a*) In Harbour—At the ensign staff.

(*b*) At Sea—At the ensign staff whenever possible, but in bad weather, or whenever the ensign staff is not available from any cause, such as the ship being cleared for action, etc., it should be worn:—

(i) In ships with one mast, on a staff in a suitable position on the after superstructure.

(ii) In ships with two masts, either as in (i), or at a small gaff to be fitted as a "peak" on the mainmast.

The Senior Officer of the squadron will arrange for the necessary uniformity, especially as regards ships of the same class.

2. **In Action.**—The Captain is to see that two ensigns are always displayed in a conspicuous position, without interfering with signalling.

122. Wearing the Ensign in Boats.—Boats belonging to His Majesty's ships are to fly their ensigns on the following occasions:—

(*a*) In foreign waters.

(*b*) In British waters:—

(i) When His Majesty's ships are dressed.

(ii) When going alongside a foreign warship on all occasions, day and night.

(*c*) When flying in the bows one of the special flags referred to in Articles 99 and **112**, whether in British or foreign waters. (*See* **131** (*a*).)

2. In British waters, boats are only to fly their ensigns in accordance with clause 1, (*b*) and (*c*), between the time the colours are hoisted in the morning and sunset, except as provided for in clause 1 (*b*) (ii).

3. In foreign waters, boats are to fly their ensigns when away from their ships at any time between dawn and dark, and also as in clause 1 (*b*) (ii).

4. When the colours are half-masted in ships, boats' ensigns (if flown) should also be half-masted.

5. When a corpse is being conveyed in a boat, either in British or foreign waters, that boat is to fly her ensign at half-mast.

6. In boats under sail, ensigns are to be flown by launches and pinnaces only.

123. Dominion, Indian and Colonial Vessels of War.—Ships and vessels of the Royal Australian Navy, the Royal Canadian Navy, the New Zealand Division of the Royal Navy, and the Royal Indian Navy wear at the stern the white ensign, a white pendant at the masthead and at the jackstaff the blue ensign with the badge of the Dominion or of India in the fly.

2. Other ships or vessels maintained by any Dominion or Colony as vessels of war wear at the stern a blue ensign defaced with the badge of the Dominion or Colony, as aforesaid, and a blue pendant at the masthead.

124. Public Offices.—Ships and vessels employed in the service of any public office in the United Kingdom wear a blue ensign, and a small blue flag with a Union described in a canton at the upper corner thereof next to the staff, as a jack, but in the centre of the fly of such ensign and jack shall be inserted the badge of the office to which they belong.

2. Ships and vessels employed in the Service of the Royal Air Force wear the Royal Air Force ensign in place of the blue ensign described above, on the occasions prescribed by the King's Regulations and Air Council Instructions.

3. Ships and vessels employed in the service of a public office of a Dominion, India, Burma or a Colony or other British Territory, wear a similar blue ensign and jack having in the fly the distinctive badge of the Dominion, India, Burma or the Colony or Territory respectively, or of the office to which the vessel belongs.

125. Vessels in Admiralty Service.—Vessels (other than ships-of-war) belonging to the Admiralty or chartered for employment in Admiralty service are to wear the blue ensign and jack, both ensign and jack having in the fly the yellow Admiralty Anchor.

126. Merchant Ships allowed to wear the Blue Ensign.—British merchant ships will be allowed to wear the blue ensign when the following conditions are fulfilled:—

(*a*) The officer commanding the ship must be an officer on the retired list of the Royal Navy, Royal Australian Navy or Royal Canadian Navy, or an officer of the Royal Naval Reserve, Royal Australian Naval Reserve (Sea-going), Royal Canadian Naval Reserve, or Royal Naval Reserve (New Zealand Division),

(*b*) The crew must include (in addition to the Commanding Officer) officers of the Royal Naval Reserve, Royal Australian Naval Reserve (Sea-going), Royal Canadian Naval Reserve or Royal Naval Reserve (New Zealand Division) or men of the Royal Naval Reserve, Royal Australian Naval Reserve, Royal Canadian Naval Reserve or New Zealand Royal Naval Reserve, Class B, to the number specified from time to time by the Admiralty, but officers on the retired or emergency list of the Royal Navy, Royal Australian Navy or Royal Canadian Navy, men belonging to the Royal Fleet Reserve, the Royal Australian Fleet Reserve, or the New Zealand Royal Naval Reserve, Class A, Royal Naval Pensioners, Royal Canadian Naval Pensioners and men holding Naval Reserve deferred pension certificates may be included in the number specified.

(*c*) Before hoisting the blue ensign, the officer commanding the ship must be provided with an Admiralty Warrant.

(*d*) The fact that the Commanding Officer holds a warrant authorizing him to hoist the blue ensign must be noted on the ship's articles of agreement.

2. **Failure to Fulfil Conditions.**—Commanding officers failing to fulfil the above conditions, unless such failure is due to death or other circumstances over which they have no control, will no longer be entitled to wear the blue ensign.

3. **Subsidized Merchant Ships.**—British merchant ships in receipt of Admiralty subvention will be allowed to wear the blue ensign under Admiralty Warrant.

4. In order to ascertain that the above conditions are strictly carried out, the Captain of one of His Majesty's ships meeting a ship wearing the blue ensign may send on board an officer not below the rank of Lieutenant, at any convenient opportunity. This restriction as to the rank of the boarding officer is in no way to limit or otherwise affect the authority or the duties of naval officers either under the Merchant Shipping Acts or in time of war.

5. Applications for permission to wear the blue ensign on board British merchant ships in receipt of Admiralty subvention, should be made direct to the Admiralty by the owners; for other merchant ships, the applications should be made through the Registrar-General of Shipping and Seamen.

The Board of Trade will issue regulations as to the mode of proceeding.

6. **Canadian Merchant Ships.**—British merchant ships registered in Canada may be allowed to wear the Blue Ensign with the shield of the Coat of Arms of Canada in the fly, under conditions laid down by the Minister of National Defence.

Section XII—National Colours

127. Merchant Ships.—In accordance with the provisions of the Merchant Shipping Act, 1894, all other ships and vessels which belong to His Majesty's subjects shall wear a red ensign free from any badge or distinctive mark, with the Union in the upper canton next the staff, except such yachts or other vessels as may have warrants from the Admiralty to display other ensigns, colours or pendants.

2. Merchant vessels of the Commonwealth of Australia, New Zealand, the Union of South Africa, Newfoundland, the Native States of India, Cyprus, Somaliland, Western Samoa, Palestine, and Tanganyika Territory, and of the British North Borneo (Chartered) Company, may, by Admiralty Warrant, wear the red ensign with the badge of the dominion, colony, state, protectorate or mandated territory in the fly, but other colonial merchant vessels shall wear the red ensign free from any badge or distinctive mark.

Canadian merchant vessels wear the red ensign with the shield of the coat of arms of the Dominion in the fly, under the provisions of the Canada Shipping Act, 1934.

3. Any colonial merchant vessel, may, however, fly a distinguishing flag with the badge of the colony thereon, in addition to the red ensign, provided that such flag does not infringe the provisions of Section 73 of the Merchant Shipping Act, 1894.

128. Pilot Flag.—All ships and vessels shall use the British Union flag, with a border of white of one-fifth of the flag, as a pilot flag, in all parts of the world.

129. Improper Colours, Penalties.—With respect to the wearing of improper colours by British merchant vessels, the 73rd Section of the Merchant Shipping Act, 1894, provides as follows:—

"(1) The red ensign usually worn by merchant ships, without any defacement or modification whatsoever, is hereby declared to be the proper national colours for all ships and boats belonging to any British subject, except in the case of Her Majesty's ships or boats, or in the case of any other ship or boat for the time being allowed to wear any other national colours in pursuance of a warrant from Her Majesty or from the Admiralty.

"(2) If any distinctive national colours, except such red ensign or except the Union Jack with white border, or if any colours usually worn by Her Majesty's ships or resembling those of Her Majesty, or if the pendant usually carried by

Her Majesty's ships or any pendant resembling that pendant, are or is hoisted on board any ship or boat belonging to any British subject without warrant from Her Majesty or from the Admiralty, the master of the ship or boat, or the owner thereof, if on board the same, and every other person hoisting the colours or pendant, shall for each offence incur a fine not exceeding five hundred pounds.

"(3) Any commissioned officer on full pay in the military or naval service of Her Majesty or any officer of customs in Her Majesty's dominions, or any British consular officer, may board any ship or boat on which any colours or pendant are hoisted contrary to this Act, and seize and take away the colours or pendant, and the colours or pendant shall be forfeited to Her Majesty.

"(4) A fine under this section may be recovered with costs in the High Court in England or Ireland, or in the Court of Session in Scotland, or in any Colonial Court of Admiralty or Vice-Admiralty Court within Her Majesty's dominions.

"(5) Any offence mentioned in this section may also be prosecuted, and the fine for it recovered summarily, provided that—

"(*a*) where any such offence is prosecuted summarily, the Court imposing the fine shall not impose a higher fine than one hundred pounds; and

"(*b*) nothing in this section shall authorize the imposition of more than one fine in respect of the same offence."

2. **Procedure.**—In any case of a ship or vessel belonging to any of His Majesty's subjects, including dominion and colonial merchant vessels, hoisting improper colours, the Captain is first to send a communication in writing to the Master of such ship, calling his attention to the above section of the Merchant Shipping Act (or, in respect of Canadian ships, to Section 89 of the Canada Shipping Act), and is further to allow a reasonable time to elapse from the delivery of such communication before proceeding to exercise the powers conferred upon him under those Acts.

3. **Precautions.**—In a home port the Captain will also, should he think it necessary, apply to superior authority for instructions; in a foreign port he will, by communicating with the consul, or otherwise, endeavour to avoid giving offence to the local authorities.

130. National Colours, hoisting of.—Provision is made in respect of the hoisting of proper national colours by merchant ships under the 74th Section of the same Act, as follows:—

"(1) A ship belonging to a British subject shall hoist the proper national colours—

"(*a*) on a signal being made to her by one of Her Majesty's ships (including any vessel under the command of an officer of Her Majesty's Navy on full pay), and

"(*b*) on entering or leaving any foreign port, and

"(*c*) if of fifty tons gross tonnage or upwards, on entering or leaving any British port.

"(2) If default is made on board any such ship in complying with this section, the master of the ship shall for each offence be liable to a fine not exceeding one hundred pounds."

This section does not apply to a fishing boat duly entered in the Fishing Boat Register, and lettered and numbered as required by the Fourth Part of that Act.

2. **Refusal to hoist.**—Should a ship or vessel belonging to any of His Majesty's subjects, including dominion and colonial merchant vessels, refuse to show her national colours to one of His Majesty's ships, the names of the ship, of the Master, and of the owners are to be ascertained, and one or more affidavits of the facts are to be taken on the first occasion that offers, before a consul or other competent authority, and transmitted to the Admiralty with a full report of the occurrence.

SECTION XIII—MILITARY HONOURS AND MARKS OF RESPECT

131. The Sovereign and Members of the British Royal Family.—(*a*) Their Majesties the King and the Queen, Her Majesty Queen Mary, and other members of the Royal Family shall be received on board any of His Majesty's ships or on arrival at naval establishments by a Royal Guard commanded by a captain of Royal Marines or Major under Article **748**, or officer of equivalent rank; the officers saluting, the bugles sounding the "alert", with arms presented, and the band playing the National Anthem (*see* **144**). If the band is not available, the bugles shall sound the General Salute.

(*b*) If other members of the Royal Family are present on the same occasion as Their Majesties the King and the Queen, or Her Majesty Queen Mary, the Royal Salute as above shall be given on their arrival and departure, but the band shall not play the National Anthem for them.

(*c*) Other members of the Royal Family, when Their Majesties the King and the Queen and Her Majesty Queen Mary are not present (if more than one member is or will be present), shall each be received on board with the Royal Salute as in (*a*), but the band shall play the National Anthem only for that member of the Royal Family for whom the guard is paraded.

2. Foreign Sovereigns, Presidents of Republics, and Members of Foreign Imperial or Royal Families.—The honours and marks of respect laid down in clause 1 shall be paid, as applicable, to foreign sovereigns and presidents and members of reigning foreign imperial or royal families, except that the British National Anthem shall not be played, the appropriate foreign national anthem being substituted when practicable.

NOTE.—Foreign national anthems should always be played in full unless a recognized abbreviated version is known to exist.

131a. Board of Admiralty.—When members of the Board of Admiralty, acting as a Board, or the First Lord of the Admiralty, pay official visits to any of His Majesty's ships or naval establishments, they shall be received by a guard commanded by a Captain of Royal Marines, or Major under Article **748**, or officer of equivalent rank, with arms presented, the officers saluting, the bugles sounding the "alert", and the band playing a salute as laid down in Article **144.** If the band be not available, the bugles shall sound the General Salute.

2. Naval members of the Board of Admiralty when visiting any of His Majesty's ships or naval establishments, on occasions other than those provided for in clause 1, when wearing Nos. 4, 3 or 1 Dress, or the equivalent white dress, shall be received by the guards and bands appropriate to their ranks.

132. Admiral of the Fleet, Admiral, Vice-Admiral, and Commander-in-Chief.—An Admiral of the Fleet, an Admiral or Vice-Admiral, or a Commander-in-Chief being a Flag Officer or Commodore, when flying his flag or broad pendant, shall be received on board any of His Majesty's ships, or on arrival at naval establishments, by a guard commanded by a Captain of Royal Marines, or Major under Article **748**, or officer of equivalent rank, with arms presented, the officers saluting, the bugles sounding the "alert," and the band playing a salute as laid down in Article **144.** If the band be not available, the bugles shall sound the General Salute.

133. Rear-Admiral.—A Rear-Admiral, not being a Commander-in-Chief, when flying his flag, shall be received on board any of His Majesty's ships, or on arrival at naval establishments, by a guard commanded by a subaltern or officer of equivalent rank, with arms presented, the officers saluting, the bugles sounding the "alert," and the band playing a salute as laid down in Article **144.** If the band be not available, the bugles shall sound the General Salute.

134. Commodore.—A Commodore not being a Commander-in-Chief, when flying his broad pendant, shall be received on board any of His Majesty's ships, or on arrival at naval establishments, by a guard commanded by a subaltern or officer of equivalent rank, with arms presented, the officers saluting, the bugles sounding the "alert," and the band playing a salute as laid down in Article **144.** If the band be not available, the bugles shall sound the Commodore's salute.

135. Captain.—A Captain, when flying his pendant, shall be received on board any of His Majesty's ships, or on arrival at naval establishements, by a guard under the orders of a Sergeant or Petty Officer, with arms presented.

136. Captain and Commander.—Captains and Commanders, when attending as members of a court-martial, are to be received by a Sergeant's or Petty Officer's guard, but such guard shall present arms only to the President of the Court.

NOTE.—When the officers referred to in Articles **131a** to **136** proceed on board any of His Majesty's ships, or arrive at naval establishments, otherwise than by boat, in circumstances under which they would be flying their flags or pendants if they had proceeded by boat, they shall receive the marks of respect laid down in those Articles.

137. Bugle.—The "alert" is a mark of respect due to rank and shall be sounded on the bugle, between the hours of colours and sunset, in addition to the occasions laid down in Articles **131a** to **134**, for the First Lord of the Admiralty, and, if in uniform, for all Flag Officers, Commodores, and naval officers of equivalent rank, when coming on board and leaving any of His Majesty's ships, or when visiting naval establishments. *See also* **139**, clause **2**, **141** and **143**, clause **2**.

2. Piping the Side.—Between the hours of colours and sunset the side shall be piped to the following, coming on board or leaving one of His Majesty's ships:—

(*a*) His Majesty the King when in uniform.

(*b*) Members of the Royal Family of the rank of Captain and above when in naval uniform.

(*c*) The Board of Admiralty when acting as a Board and naval members of the Board of Admiralty when in uniform.

(*d*) All Flag Officers in uniform. (*See* Explanation of Terms.)

(*e*) All Commodores in uniform, if authorized under Articles **105** and **106** to wear a broad pendant.

(*f*) All officers in uniform holding an appointment in command of a ship or seagoing tender. Officers coming on board by a brow should not be piped unless arriving at a pre-arranged time.

(*g*) Members of a court-martial attending or leaving the court.

(*h*) Officer of the Guard when flying a pendant.

All foreign naval officers in uniform should be piped at all hours.

138. Officers on Half or Retired Pay.—The marks of respect referred to in Article **137** are equally to be paid to officers on half or retired pay when they go on board any of His Majesty's ships, or arrive at naval establishments, in their proper uniform.

139. Royal or Imperial Personages, Board of Admiralty, Flag Officers or Commodores, passing in boat.—When a Royal or Imperial personage is passing in a boat or tender, or when the Board of Admiralty, a Flag Officer, or Commodore as specified in Article **134**, with flag or broad pendant flying in a boat or tender, is passing a ship not under way, the guard and band shall be paraded, the bugles sounded, and the salute as laid down in Articles **131** to **134** given, unless otherwise ordered.

If a ship, not under way, is flying the flag or broad pendant of an officer senior to the Flag Officer or Commodore passing in a boat or tender, the "alert" is to be sounded on the bugle but guard and band shall not be paraded.

2. When the First Lord of the Admiralty or a Naval Member of the Board is afloat in a boat or tender, on the occasions referred to in Article **131a**, with an Admiralty Flag disc showing, the marks of respect in accordance with clause 1 above are to be paid.

3. When the First Lord of the Admiralty or a Flag Officer, Commodore, or officer of equivalent rank, in uniform, is passing a ship not under way in a boat with an affirmative disc showing, the "alert" is to be sounded on the bugle. *See* **143**, clause **5**.

140. *Deleted.*

141. Officers of Royal Marines, Army and Royal Air Force.—Officers of the Royal Marines, the Army, and the Royal Air Force, being in their proper uniforms, shall be received on board any of His Majesty's ships, or on arrival at naval establishments, with the same honours and marks of respect as are directed to be paid in Articles **132** to **135** to officers of corresponding rank in the Navy, when the occasion of the visit is of a similar nature to those therein laid down, except as regards piping the side.

142. Foreign Officers.—Similar honours and marks of respect are to be paid, under the same conditions, to foreign officers of equivalent rank, as laid down in Articles **131** to **135** and **137** to **143.**

143. Viceroys, Governors-General, Officers of Diplomatic, Dominion, Colonial and other Services, etc.—Viceroys and Governors-General within their jurisdiction, or while proceeding on the public service, shall be received on board His Majesty's ships with the military honours and marks of respect due to the Sovereign; and Governors (as defined in **Article 99**, clause 7), when in uniform, with those prescribed for Flag Officers who are Commanders-in-Chief.

2. Similarly, when such distinguished persons, with their flags flying in a boat or tender, pass one of His Majesty's ships which is not under way, they shall be saluted by such ship in a manner similar to that laid down in Article **139**, clause 1. the appropriate salute being played by the band.

3. Subject to any special instructions laid down in station orders, Governors-General and Governors in foreign countries should normally receive the same marks of respect as are given to British officials in similar positions.

4. All officers of His Majesty's Diplomatic, Dominion, Colonial and other services who are entitled to a salute of 11 guns or more shall, when in uniform. be received on board His Majesty's ships with the "alert". *See* **137,** clause 1.

The Prime Minister of the United Kingdom, the Prime Ministers of the Self-Governing Dominions and the Heads of Governments of foreign nations, when visiting one of His Majesty's ships in their official capacity, shall be received with the "alert." *See* **137**, clause 1.

It is at the discretion of the Senior Officer present to order that other distinguished persons visiting His Majesty's ships in their official capacity shall be received with the "alert," when he considers that this action would be appropriate.

5. When officers or personages who are about to be, or have been, received with an "alert" in accordance with clause 4 of this Article, pass one of His Majesty's ships which is not under way, the "alert" is to be sounded on the bugle. *See* **139**, clause 2.

6. Officers of His Majesty's Diplomatic Dominion, Colonial and other services who are also Flag, General or Air Officers, are entitled in every respect to the honours due to their naval, military, or air force rank if these are higher than those due to their civil office, but on occasions of reception on board His Majesty's ships the band shall play the salute applicable to the civil appointment held. *See* **68** (*Officers acting in higher posts*).

7. Except as directed in this Article, officers of His Majesty's Diplomatic, Dominion, Colonial and other non-military services are not entitled to the military honours prescribed in this section.

144. National Anthem.—At the reception of Their Majesties the King and the Queen and Her Majesty Queen Mary, the whole of the National Anthem is to be played.

The first six bars only are to be played at the reception of other members of the Royal Family; and similarly within their respective jurisdictions, at the reception of the Viceroy and Governor-General of India, Governors-General of Canada, the Commonwealth of Australia, New Zealand, and the Union of South Africa, and the Governor of Northern Ireland.

The National Anthem is not to be played at the reception on board His Majesty's ship of any other British official or authority.

2. **Ceremonies on Shore.**—The first six bars of the National Anthem are to be played by Naval and Royal Marine bands, when present, on the arrival of a Viceroy, Governor-General, Governor, High Commissioner, or Lieutenant-Governor of a dominion colony, protectorate or possession abroad at State or social functions on shore within their respective jurisdictions.

3. **"Rule Britannia", when played.**—"Rule Britannia" shall be played only at the reception of the Board of Admiralty, the First Lord of the Admiralty, Admirals of the Fleet, Admirals, and Commanders-in-Chief.

4. **Other Musical Salutes.**—The following airs shall be played on the authorized occasions:—

(i) General Salute for British Flag Officers not entitled to "Rule Britannia" and Commodores (as defined in Article **134**)......"Iolanthe."
(ii) General Salute for Governors, High Commissioners, etc., British General Officers, Brigadiers, Air Officers of Marshal rank, Air Commodores, Foreign Officers and Officials....."Garb of Old Gaul."
(iii) March Past for the Royal Navy....."Hearts of Oak."
(iv) March Past for the Royal Marines....."Life on the Ocean Wave."
(v) Advance in Review Order....."Nancy Lee."

145. Honours from Army and Royal Air Force.—Officers of the Royal Navy, being in their proper uniform, shall have the same honours and marks of respect from Military and Royal Air Force units as the officers of corresponding rank in those services.

2. Officers other than Executive Officers are not to be saluted with cannon, nor received by garrison, regimental, Royal Air Force station, or ship, guards. *See* **230** *(Honorary Admiral of the Fleet, etc.).*

146. It is to be understood that the military honours and marks of respect authorized in the foregoing articles of this Section are, unless otherwise ordered, to be rendered at the departure as well as at the reception of the personages and officials specified.

147. Morning and Evening Guns.—When a Flag Officer or a Commodore shall have his flag or broad pendant flying in any port or roadstead in His Majesty's dominions at home or abroad, he may fire from his ship a morning and an evening gun, as hereinafter explained. If more than one Flag Officer or Commodore is present, the senior only may fire a gun, and the others in succession shall each fire a volley of musketry; and from all other ships, when in any such ports or roadsteads, whether or not in the presence of a Flag Officer or Commodore, the sentries shall fire their rifles. Immediately after the morning gun is fired, the reveille, or daylight call, shall be sounded, and for a quarter of an hour previous to the firing of the evening gun, the tattoo also, in every ship present; and the same may be done in foreign ports if the local regulations shall admit.

2. **Time of Firing.**—On home service, the morning gun shall be fired at day-break; and the evening gun, at 2100 from 25th March to 20th September inclusive, and at 2000 from 21st September to 24th March inclusive; but on foreign service, as the Commander-in-Chief on the station shall direct.

148. When the King is present.—Whenever His Majesty the King is on board His Royal Yacht or any of His Majesty's ships, with his standard flying, the above regulations for firing the morning and evening guns are to be adhered to on board all His Majesty's ships present, but the time is to be taken from the gun which will be fired from the Royal yacht or ship bearing His Majesty's Standard.

2. **Ensigns.**—This regulation as to taking the time, is, in the same circumstances, to apply also to the hoisting and hauling down of ensigns in the morning and evening, under Article **120.**

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149. Ceremonial for two Ships passing between Sunrise and Sunset.—When two ships pass one another, of which **only one is under way:**—

(*a*) If either is a ship wearing a Standard, or is a flagship or a foreign warship, the junior ship shall sound the "alert" on the bugle; the other shall immediately do likewise and after a short interval sound the "carry on". The junior ship shall, after a short interval, also sound the "carry on". If guards and bands are paraded, the junior ship shall give the salute applicable, as laid down in Articles **131** to **134**, the senior ship's guard receiving the salute at the "slope"; but if one of these ships is a foreign warship, a similar salute to those laid down in Articles **132** to **134** will be given by the junior and returned in full by the senior, the bands playing the National Anthem of the foreign nation. In cases of doubt as to seniority, His Majesty's ships are to be prepared to give the salute first at the most opportune moment, provided they are satisfied that it is likely to be returned in a similar manner.

(*b*) If neither ship be a flagship, nor a warship of a foreign nation, the bugle shall not be used, but similar marks of respect shall be paid and returned by pipe. If guards and bands are paraded, the guards will remain at the "slope."

2. When both Ships are under way.—In all cases the above marks of respect shall be paid and returned by pipe only, guards, if paraded, coming to the "slope." If a foreign warship under this clause should act or appear likely to act as laid down in clause 1 of this Article, reciprocal action is to be taken by His Majesty's ships passing or being passed by such foreign warship.

3. When the First Lord of the Admiralty or any Naval Member of the Board is embarked officially in one of His Majesty's ships, the ceremonial laid down in clauses 1 (*a*) and 2 above is to be carried out.

150. Hours for guards and bands.—In harbour, the following are the normal times within which guards and bands are liable to be paraded. At other times they will not be required unless specially ordered beforehand, except as specified in clause 2.

Weekdays

From "Colours" to 1200 (not on Saturdays).
From 1315 to sunset or 1800, whichever is the earlier.
Or from 1400 to sunset or 1800, whichever is the earlier (when a two-hour dinner hour is in force).

Sundays

From "Colours" to 1200 (except during Divine service).

Guards and bands will not be required from 1½ hours before carrying out general drill until 1 hour after the general drill is completed.

2. Guards and bands will, however, be required at any hour between "Colours" and sunset (or 1800) on week-days and 1200 on Sundays, unless otherwise ordered, when proceeding into or out of harbour, or when passing or being passed by a ship or boat flying a Royal or Imperial Standard or flag of a distinguished personage, or by a foreign warship.

Section XIV—Naval Salutes and Marks of Respect

(See also Royal Naval Handbook of Field Training—Saluting)

151. Naval personal salute.—The naval salute is to be made by bringing up the the right hand to the cap, hat or helmet naturally and smartly, but not hurriedly, with the thumb and fingers straight and close together, elbow in line with the shoulder, hand and forearm in line, the thumb being in line with the outer edge of the right eyebrow, with the palm of the hand turned to the left.

2. When passing an officer the salute is to be commenced just before meeting, and continued until well past the officer, the person saluting looking towards him at the same time.

3. Every officer should return a salute made to him; a salute made to two or more officers should be returned by the senior officer only.

4. A naval salute is to be made on all occasions with the right hand only.

5. In plain clothes the salute will be made by raising the hat or cap.

152. Salutes between Officers.—A junior officer, whether alone or in company with other officers, should salute his senior officer when passing, addressing or being addressed by him, making the salute, which the senior should return. A junior officer, when in company with a senior officer, will only salute officers senior to the latter.

153. Salutes on Board.—When coming over the gangway, or on to the quarter deck, the salute is to be made by all officers and men.

2. Chief petty officers, petty officers, and men are to salute when addressing, or being addressed by, an officer, and again on withdrawing.

3. Chief petty officers, petty officers and men when being passed by an officer are to stand to attention.

4. *Deleted.*

5. Officers and men, if wearing headdress, are to face in the required direction and salute:—

(*a*) Whenever the National Anthem or any foreign National Anthem is played.
(*b*) When Colours are hoisted.
(*c*) When Colours are lowered at sunset.

Note.—Parties of men fallen in are to be called to attention, the officer or rating in charge saluting.

154. Salutes on Shore.—Their Majesties and all members of the Royal Family, and also all officers in uniform, whether Naval, Royal Marine, Military, Royal Air Force, Dominion and Colonial Forces, or Royal Indian Navy, and also those in plain clothes who are known to be officers, are to be saluted.

It is to be understood that there is no excuse for not seeing an officer, or for not recognizing an officer in plain clothes, who, either from his position or by belonging to the same ship as the man, ought to be known by him.

Note.—Only commissioned officers of the Army and Royal Air Force are to be saluted.

2. Should a petty officer or man be standing about, and an officer pass him, he is to face the officer and salute; if sitting when an officer approaches, he is to rise, stand at attention and salute. Parties of men in charge of an officer or rating are to be called to attention, the officer or rating in charge only saluting. In other cases of parties of petty officers and/or men on shore passing or being passed by an officer, all are to salute.

3. *Deleted.*

4. Officers, non-commissioned officers and men of the Royal Marines are to salute on the occasions prescribed for Naval officers and ratings, but the mode of salute is to be that laid down in military regulations, and as taught at Headquarters.

When men are marching, or are fallen in, in charge of an officer or non-commissioned officer, the officer or non-commissioned officer is to salute, giving the usual command.

5. Officers and men passing a funeral will salute the body.

6. Officers and men passing troops with uncased colours will salute the colours.

6a. When the National Anthem or any foreign National Anthem is played, officers and men, if wearing headdress are to salute.

7. **Salutes inside a Building.**—Individual officers and ratings will stand to attention, uncovered, whenever the National Anthem or any foreign National Anthem is played. Royal Marines will follow the procedure laid down in military regulations.

8. **Salutes to Foreigners.**—Salutes should also be given to foreign Royalty and foreign officers in uniform, in the same way as to British officers.

155. Inspections, etc., without Arms.—When inspected by a Flag Officer, or Captain, or by the officer in command of the ship, of whatever rank, all ratings below petty officer are to take off their caps on the order being given by the officer in charge. Chief petty officers and petty officers are to keep their caps on but, where space admits, they are to salute together at the order "off caps" and to return to the position of attention. In cases where chief petty officers and petty officers are fallen in in close order (*e.g.* daymen divisions) so that space does not admit of each giving the salute, the salute is to be given by the right-hand man only, who should be the senior rating of those so fallen in.

2. When being mustered by a Flag Officer, or Captain, or by the officer in command of the ship, of whatever rank, all ratings below petty officer are to take off their caps as they pass round.

3. When a chief petty officer, petty officer or man is brought before an officer as a defaulter, or for the purpose of an investigation, he is to take off his cap or helmet.

4. When inspected by an officer at Divisions, Quarters, Watch fall in, and on all other occasions of falling in for inspections without arms, chief petty officers, petty officers and men are to be called to attention.

156. Royal Personages and Officers in Boats.—The following rules for marks of respect to Royal Personages, and between officers of different ranks, in boats are to be observed:—

Rank of Officer in Boat.	Officer being Saluted.	When passing		Meet at Landing-place		
		Under Oars.	Under Sail.	Powerboat.	Single Banked Boat.*	Double Banked Boat.*	Powerboat.†
1. All officers. Coxswain if there is no officer in the boat.	Royal or Imperial personages.	Toss oars. Officer or coxswain salutes.	Let fly sheet. Officer or coxswain salutes.	Stop engines. Officer or coxswain salutes.	Crew to attention. Officer or coxswain salutes.	Crew stand up. Officer or coxswain salutes.	Crew stand at attention. Officer or coxswain salutes.
2. All officers of a rank junior to the officer being saluted. Coxswain if there is no officer in the boat.	Commander-in-Chief in uniform. Flag Officer with flag flying.	Toss oars. Officer or coxswain salutes.	Let fly sheet. Officer or coxswain salutes.	Stop engines. Officer or coxswain salutes.	Crew to attention. Officer or coxswain salutes.	Crew stand up. Officer or coxswain salutes.	Crew stand at attention. Officer or coxswain salutes.
3. All officers of a rank junior to the officer being saluted. Coxswain if there is no officer in the boat.	Commander-in-Chief in plain clothes. Flag Officers and non-executive officers of equivalent rank in uniform or plain clothes. Captains and Commanders and non-executive officers of equivalent rank in uniform. O.O.G. and officers junior to Commander when flying pendants.	Lay on oars. Officer or coxswain salutes.	Let fly sheet. Officer or coxswain salutes.	Ease engines. Officer or coxswain salutes.	Crew to attention. Officer or coxswain salutes.	Crew to attention. Officer or coxswain salutes.	Crew stand at attention. Officer or coxswain salutes.
4. All officers of a rank junior to the officer being saluted. Coxswain if there is no officer in the boat.	Officers of Lieut.-Commander's rank or above and non-executive officers of equivalent rank, whether in uniform or plain clothes, except as provided for in 3.	Officer or coxswain salutes.			Crew to attention. Officer or coxswain salutes.	Crew to attention. Officer or coxswain salutes.	Crew stand at attention. Officer or coxswain salutes.
5. All officers of a rank junior to the officer being saluted. Coxswain if there is no officer in the boat.	All officers junior to Lieut.-Commander, whether in uniform or plain clothes, except as provided for in 3.	Officer or coxswain salutes.					

*"Crew to attention" means sitting square on thwart facing aft. The order "Boat's Crew" is to be used for this purpose.
†When crew stand up they are to face in the direction of the officers they are saluting.
Notes.—(*a*) In boats fitted with crutches, oars are never to be tossed, but the salutes given by laying on oars.
(*b*) The same marks of respect as are paid to a Commander-in-Chief are to be paid to the Board of Admiralty and to the First Lord of the Admiralty (*See* 139 (2))

2. When the Colours are being hoisted in the morning, or being hauled down at sunset, all boats under way should stop engines, toss oars or let fly sheets, officer or coxswain saluting till the colours are hoisted or hauled down respectively.

3. The Officer of the Guard with his pendant flying is to be saluted by all officers of junior rank, as in the case of a Captain with his pendant flying. The Officer of the Guard will salute all officers senior to himself, as laid down in the table of salutes.

4. When officers of corresponding rank pass one another, the officers in charge of the boats, or the coxswains if there be no officers in charge, are mutually to salute.

5. *Deleted.*

6. **Military, Air Force and Foreign Officers.**—Military, Royal Air Force and foreign officers should be given the same salutes as are herein ordered to be given to British Naval officers of equivalent rank.

7. Laden boats, or those towing or in tow, are not included in above rules. The officer or coxswain will only salute.

8. When passing a funeral party afloat with the body, oars will be tossed by double-banked boats, or corresponding marks of respect paid by either pulling boats or steamboats.

9. Coxswains of boats, when an officer is in charge, do not salute.

10. Men in dinghies, skiffs, shore boats, etc., are to salute by laying on their oars; sitters saluting, but not standing up in the boat.

11. Boat-keepers are to stand up and salute officers who pass their boats, unless the boat's awning is spread, when they will sit up smartly and salute.

Section XV—Funeral Honours

157. Flag and General Officers, Air Marshals, etc.—At the funerals of Flag Officers, Commodores, General Officers, Brigadiers, Air Officers of Marshal rank or Air Commodores, who have died on service, minute guns are to be fired whilst the body is proceeding to the place of interment, but these minute guns are not to exceed the number to which the officer's rank entitled him when living. There shall also be fired, after the body is deposited in the grave, or in the sea, a salute of cannon, amounting to the same number of guns as the deceased officer was entitled to when living; in the event of any such officer dying afloat and being buried at a place on shore where there is a fort, minute guns are to be fired from the ship whilst the body is being conveyed to the shore; and after the body is landed, minute guns are to be fired by the fort while the funeral procession is moving from the landing-place to the place of interment; the minute guns, both from the ship and the fort, shall not exceed twice the number of the guns the officer was entitled to when living.

158. Captains and Commanders in command of a Ship.—At the funeral of a Captain or Commander in command of a ship, seven minute guns shall be fired by the ship he commanded, whilst the body is proceeding to the place of interment. After the body is deposited in the grave, or in the sea, a salute of seven guns shall also be fired by the same ship. If the ship be alone, the officer succeeding to the command shall order this to be done.

The minute guns and salute are to be fired only by the ship which the officer commanded, and this is to be done whether the ship is present at the port of interment or not. If circumstances do not permit of the minute guns being fired by the ship which the officer commanded, they are not to be fired by any other ship in lieu.

2. If the funeral takes place ashore the procedure laid down in Article **159** is to be carried out in addition.

159. All Officers and Men.—At the funeral of an officer, man or boy of any of His Majesty's ships three volleys of musketry shall be fired over the grave or over the body when committed to the sea, the salute of guns laid down in Article **157** for a Flag Officer or Commodore and in Article **158** for a Captain or Commander in command of a ship being fired in addition.

2. The firing party is, when possible, to be composed of seamen if the deceased be a naval officer or naval rating, and of Royal Marines if the deceased be an officer, non-commissioned officer or man of that Corps.

3. On all occasions of naval funerals the Senior Officer present is to regulate the strength and composition of the funeral and firing parties in accordance with the table laid down in the "Royal Naval Handbook of Field Training", the number of officers and men forming the parties being, however, subject to the means at the disposal of the Senior Officer present.

160. Honours are to be paid officially only at the funeral of officers or men who have died on active service (including those mentioned in Article **1354**, clause 1), and whose bodies are committed to the sea or buried within the precincts of a naval port or at the place where the ship is lying. Notwithstanding this rule, however, the Admiralty may, at their discretion, authorize the rendering of honours at the funerals of officers who have held certain high appointments.

2. Where the rendering of honours at the funerals of Naval personnel who have died on active service is precluded by clause 1 application may be made (or relatives applying may be referred) to the local Military or Royal Air Force authorities, who are authorized by the Army and Air Councils to render honours whenever possible, provided that no public expense is incurred beyond the value of the blank ammunition fired and that the place of funeral is within a reasonable distance.

3. At the funeral of officers on unemployed full pay or half pay or on the retired list, or of pensioners (other than those entitled to burial at the public expense—*see* **1354**) who possess war medals or good conduct medals, a gun-carriage and a bugler to sound the "Last Post" may be lent, when desired, together with bearer party and men to drag the gun-carriage. This privilege is, however, only to be granted when the burial is within the precincts of a naval port and upon the conditions that there is no interference with Service duties, that no expense to the public is entailed, and that the services of the men in the bearer and gun-carriage parties are entirely voluntary.

4. Expense for which it would be necessary to seek repayment from the representatives of the deceased is not to be incurred, whether they are willing to defray it or not. (*See* **1354** and **1355**.)

161. Civil Officials.—Civil officials shall have at their funerals the same number of guns fired as minute guns, while the procession is going to the burial ground as they were entitled to as salutes when living.

Those who are not entitled to salutes of cannon when living are not to have guns fired at their funerals.

162. Half Masting Colours.—Colours half-masted for a funeral on shore are to be lowered at the time the funeral procession is due to leave the place where the body has been lying, and re-hoisted when sufficient time has elapsed for the interment.

2. When the body leaves a ship, the colours are to be lowered when the body is removed from where it has been lying on board the ship, and re-hoisted when sufficient time has elapsed for the interment.

3. For a funeral at sea, colours are to be lowered when the body is removed from where it has been lying and re-hoisted when the funeral service is ended.

4. When a body is being removed from a ship to await interment, colours are not to be half-masted, but the boat conveying it is to fly a boat's ensign at half-mast.

5. When colours are ordered to be half-masted throughout the day, they are to be hoisted close up when colours are hoisted in the morning, and immediately lowered to half-mast. At sunset they are first to be hoisted close up and then lowered in the usual manner.

6. His Majesty's ships approaching or leaving an anchorage where any other of His Majesty's ships are wearing a foreign national flag at half-mast at the main, or have their colours at half-mast, are, while within sight of the ships in port, to hoist or keep the foreign national flag at half-mast, or half-mast their own colours.

7. On the death (otherwise than in battle) of a Flag Officer whose flag is flying in one of His Majesty's ships or naval establishments, his flag is to be half-masted and kept at half-mast until sunset on the day of the funeral, when it is to be hoisted close up and then finally struck.

8. If, however, the funeral is to take place at a distance from the ship or port in which the flag is flying, the flag is to be kept at half-mast until sunset on the day on which the body is removed from the ship or port for the purpose of burial.

Section XVI—Uniform

163. Uniforms generally.—In accordance with the provisions of Article 5, the uniforms directed to be worn are specified and described in the Uniform Regulations, and are also published in the Appendix to the Navy List.

2. The prescribed patterns are to be strictly adhered to.

164. When to be worn.—Every officer, from the time of his joining the fleet, squadron, or ship to which he shall be appointed, to that of his being removed from it, shall wear the uniform established for his rank, except when he shall have leave from the Admiralty or the Senior Officer to be absent from his duty, or as hereinafter provided.

2. **Public occasions.**—At reviews, public balls or entertainments given by naval, military or air authorities, by civil functionaries, or by military or air force messes at ports at which their ships may be lying, officers are to wear the uniform of their rank, as prescribed for the various occasions specified in the Uniform Regulations under "Dresses, and occasions on which they are to be worn", and no deviations are to be authorized without special authority previously obtained from the Admiralty.

3. **Fancy Dress Balls.**—Officers are not to wear naval uniform at fancy dress balls, except at those given by the Governor of Malta. They are not prohibited, however, from appearing at fancy dress balls elsewhere in uniform of a date anterior to 1843.

4. **Plain Clothes.**—Officers may wear plain clothes on ordinary leave.

5. *Deleted.*

6. **Foreign Countries.**—In foreign countries officers are not to wear uniform except at ports at which their ships are lying, and with the same exception, great discretion should be exercised in allowing men to appear in uniform.

7. **Royal Marines.**—Officers of the Royal Marines are to wear their Full Dress on the occasions when the Ball Dress and Frock Coat with Epaulettes Dress are worn.

165. Officers not on Full Pay.—Except by special direction of the Admiralty, officers on the active list not holding an effective appointment on full pay, and officers on the retired list whose names appear on the list of the Navy, are permitted to wear the uniform of their respective ranks within the British Empire on State and other occasions of ceremony only.

165a. Wearing of plain clothes by Naval Ratings and other ranks, Royal Marines.—All naval ratings and other ranks, Royal Marines, may wear plain clothes when on long leave.

Men of and above Leading rate, non-commissioned officers, Royal Marines, and all men in possession of Good Conduct Badges, may, at the discretion of the Captain, be granted permission to wear plain clothes when on short leave in the United Kingdom.

The same permission may also be granted abroad, at such British ports and under such conditions as are approved by the Commander-in-Chief of the Station.

Ratings availing themselves of this privilege must wear no visible items of uniform clothing.

2. Chief petty officers, petty officers, and non-commissioned officers of the Royal Marines of the rank of Sergeant and above, may wear plain clothes when proceeding on leave from, or returning to, shore establishments in the United Kingdom.

This privilege is subject to withdrawal from individuals at the discretion of the Commanding Officer for misconduct or if the standard of appearance is unsatisfactory.

3. Plain clothes are not to be worn by any ratings or other ranks, Royal Marines, when going on board or leaving His Majesty's ships or when proceeding in Service boats (including dockyard launches).

Secton XVII—Orders, Decorations and Medals

166. Qualifications and Procedure.—The regulations governing the award of the Victoria Cross are published in the January and July editions of the Navy List. The rules, ordinances or regulations relative to the Military Division of the Order of the British Empire, Distinguished Service Order, Royal Red Cross, Distinguished Service Cross, Albert Medal, Conspicuous Gallantry Medal, Distinguished Service Medal, the medals of the Order of the British Empire for Gallantry and for Meritorious Service, awards of the Royal Humane Society, together with lists of recipients of decorations and medals, are published from time to time in the Appendix to the Navy List.

2. Great care is to be taken that recommendations come strictly within the spirit of the Regulations.

3. Each recommendation is to be accompanied by a full statement of the grounds on which the claim to the distinction is founded.

4. All recommendations for special awards, including awards of "mention in despatches", are to be considered as strictly confidential; and recommending officers are not, in any circumstances, to inform any person interested, either personnel recommended or their relatives, etc., that services are being submitted for consideration for award.

5. **British Empire Medal.**—Recommendations for the award of the Medal of the Order of the British Empire for Gallantry (E.G.M.) should be made as occasion arises. Recommendations for the award of the British Empire Medal for Meritorious Service should be made annually to arrive at the Admiralty not later than the 31st January. When no recommendations are made a nil return is required.

167. Conspicuous Gallantry Medal.—The Conspicuous Gallantry Medal may be awarded to chief petty officers, petty officers and other ratings of the Royal Navy, and to Sergeant-Majors, non-commissioned officers and men of the Royal Marines, who may at any time distinguish themselves by acts of conspicuous gallantry in action with the enemy.

2. At the discretion of the Admiralty, there may be granted, concurrently with the award of the medal, an annuity not exceeding £20, to chief petty officers and petty officers of the Royal Navy, and to Sergeant-Majors, staff sergeants, colour

sergeants and sergeants of the Royal Marines provided that the amount authorized from time to time for such annuities by the Treasury be not exceeded. Subject to the same conditions, Naval ratings and Royal Marines below the ratings and ranks specified who have been awarded this medal may, at the discretion of the Admiralty, be granted a similar annuity, if and when they are promoted to any of those ratings or ranks. This annuity may be retained after promotion to any commissioned rank other than that of Quartermaster, Royal Marines.

3. A Naval rating or Royal Marine to whom a Conspicuous Gallantry Medal has been awarded may, at the discretion of the Admiralty and provided he be not in receipt of an annuity in respect of the medal, be granted a gratuity of £20 on discharge, transfer to the Reserve, or promotion to a commission.

4. **Distinguished Conduct Medal.**—Sergeant-Majors, non-commissioned officers and men of the Royal Marines to whom a medal for distinguished conduct in the field has been awarded in respect of service with the Army may, if discharged to pension, be granted, at the discretion of the Admiralty, an additional pension of 6d. a day, provided that they are not in receipt of annuities as holders of the Conspicuous Gallantry Medal. If discharged without pension, transferred to the Reserve, or promoted to a commission, they may be granted a gratuity of £20.

5. A Naval rating to whom the Distinguished Conduct Medal of the Army is awarded may, at the discretion of the Admiralty, be granted a gratuity of £20 on discharge, transfer to the Reserve, or promotion to a commission.

6. Sergeant-Majors, non-commissioned officers and men of the Royal Marines who are in receipt of an additional pension under clause 4 of this Article, shall, if they subsequently be awarded the Conspicuous Gallantry Medal and an annuity in respect thereof, cease to receive the additional pension referred to in that clause and shall draw the annuity only.

7. Nothing in these regulations, however, shall preclude the recipient of two or more medals, who is in receipt of an annuity or an additional pension in respect of one of them, from receiving a gratuity in respect of the other or others.

8. In the event of any Naval rating or Royal Marine, who has been awarded either of the foregoing medals, dying in the Service without having received either an annuity or an additional pension or a gratuity in respect of the medal or medals in question, the appropriate gratuity may be credited to his estate.

168. The Regulations respecting the manner of wearing Orders, Decorations, and Medals, and the order in which they are to be worn, are laid down in the Uniform Regulations and are also published in the Appendix to the Navy List.

169. The regulations respecting the acceptance and wearing of Foreign Orders, Decorations and Medals are published in the Appendix to the Navy List.

Section XVIII—Order of Precedence on Ceremonial Occasions

170. Precedence on occasions of ceremony.—In general, officers are to be introduced in the following order:—

(i) The Second in Command of the Ship.

(ii) Commissioned Officers being Heads of Departments, in order of seniority.

(iii) The remaining officers, in Navy List order.

Chapter III

RANK AND COMMAND

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Section I—Officers in General

172. Classification and Relative Rank of Officers.—Officers of the Royal Navy are classified, and take rank with each other, as indicated in the table which appears on pages 60 and 61.

2. **Commodores.**—Commodores, when in the presence of Captains senior to them, shall rank and command according to their seniority as Captains.

173. Military Command.—No officer of the Royal Navy or Royal Marines shall be entitled to any "Military command" unless he is serving on full pay and borne on the books of one of His Majesty's ships.

2. **Command by Non-Executive Officers.**—Officers other than Executive officers are to have command over the subordinates of their own department, but no non-Executive officer is to assume command, either afloat or ashore, over the officers and men of other classes unless the latter have been appointed or detailed for duty in his department, or placed under his orders by superior authority.

174. Royal Marines embarked.—The officers, non-commissioned officers and men of the Royal Marines embarked on board His Majesty's ships, whether as part complement, for service on shore or otherwise, are to be borne on the books of His Majesty's ships, and shall be entitled to the same advantages and subject to the same discipline as the rest of the ship's company. *See* **744** (*Royal Marines when embarked or employed on shore*).

175. Command of Ship, Order of.—A ship must always be represented by an Executive officer of the rank of Captain or below, in the order of command given in Article **172.**

176. Order of Command.—All Executive Officers of the same denomination shall rank and command according to the order in which their names stand in the official list of the officers of the Royal Navy, or, when not inserted in the list, according to the dates of their first commissions, warrants, or orders, in their existing rank. If only acting in the rank, they shall rank and command after officers holding the corresponding confirmed rank, and in relation to each other shall rank and command according to the order in which their names stand in the official list of the officers of the Royal Navy, unless the Admiralty may otherwise direct.

Executive Officers.	Engineer Officers.	Medical Officers.	Dental Officers.	Accountant Officers.
1. Admiral of the Fleet*.	—	—	—	—
2. Admiral.....	—	—	—	—
3. Vice-Admiral.....	Engineer Vice-Admiral.* Vice-Admiral (E).*	Surgeon Vice-Admiral.*	—	—
4. Rear-Admiral*.....	Engineer Rear-Admiral.* Rear-Admiral (E).*	Surgeon Rear-Admiral.*	—	Paymaster Rear-Admiral.*
5. Commodore 1st or 2nd class.	—	—	—	—
6. Captain.....	Engineer Captain. Captain (E).	Surgeon Captain.	Surgeon Captain (D).	Paymaster Captain.
7. Commander..... Signal Commander...	Engineer Commander. Commander (E).	Surgeon Commander.	Surgeon Commander (D).	Paymaster Commander.
8. Lieutenant-Commander Signal Lieutenant-Commander. Telegraphist Lieutenant-Commander. Lieutenant-Commander-at-Arms.	Lieutenant-Commander (E). Engineer Lieutenant-Commander.	Surgeon Lieutenant-Commander.	Surgeon Lieutenant-Commander (D).	Paymaster Lieutenant-Commander.
9. Lieutenant..... Signal Lieutenant..... Telegraphist Lieutenant. Lieutenant-at-Arms...	Lieutenant (E).	Surgeon Lieutenant.*	Surgeon Lieutenant (D).*	Paymaster Lieutenant.
10. Sub-Lieutenant*.....	Sub-Lieutenant (E).*	—	—	Paymaster Sub-Lieutenant.*
11. Acting Sub-Lieutenant Commissioned Gunner* Commissioned Gunner (T).* Commissioned Boatswain.* Commissioned Signal Boatswain.* Commissioned Telegraphist.* Commissioned Master-at-Arms.* Chief Officer, Permanent Cruiser Service.	Acting-Sub-Lieutenant (E). Commissioned Engineer.* Commissioned Mechanician.*	—	—	Acting Paymaster Sub-Lieutenant. Commissioned Writer.* Commissioned Supply Officer.* Commissioned Cook.* Commissioned Steward.*
12. Senior Mate, Permanent Cruiser Service.	—	—	—	—
13. Gunner*..... Gunner (T).* Boatswain.* Signal Boatswain.* Warrant Telegraphist.* Warrant Master-at-Arms.*	Warrant Engineer.* Warrant Mechanician.*	—	—	Warrant Writer.* Warrant Supply Officer.* Warrant Cook.* Warrant Steward.*
14. Midshipman.....	Midshipman (E).	—	—	Paymaster Midshipman.
15. Naval Cadet.....	—	—	—	Paymaster Cadet.

* Commissions or Warrants, as the case may be, are issued to officers on promotion to the ranks indicated; commissions are also issued to commissioned officers from warrant rank on promotion to Lieutenant's rank, excepting to officers holding commissions dated 1st January, 1927, or later.

NOTES.—(1) Officers of the various designations included in each numbered group rank with each other according to seniority, subject to the provisions of Article 176 regarding acting rank. Military command amongst Executive officers, and command in their own departments amongst non-Executive officers, follows relative rank.

(2) Senior Mates, Permanent Cruiser Service, rank with but after commissioned officers from warrant rank in Group II.

	Instructor Officers.	Chaplains.	Shipwright Officers.	Ordnance Officers.	Electrical Officers.	School-Masters.	Ward-Masters.
1	—		—	—	—	—	—
2	—		—	—	—	—	—
3	—		—	—	—	—	—
4	—		—	—	—	—	—
5	—		—	—	—	—	—
6	Instructor Captain.		—	—	—	—	—
7	Instructor Commander.		Shipwright Commander.	—	—	Headmaster (when ranking as Commander)	—
8	Instructor Lieutenant-Commander.		Shipwright Lieutenant-Commander.	Ordnance Lieutenant-Commander.	Electrical Lieutenant-Commander.	Headmaster (when ranking as Lieutenant-Commander)	Wardmaster Lieutenant-Commander.
9	Instructor Lieutenant.*	Chaplain of the Fleet.*	Shipwright Lieutenant.	Ordnance Lieutenant.	Electrical Lieutenant.	Headmaster (when ranking as Lieutenant).	Wardmaster Lieutenant.
10	—	Chaplain* (no relative rank).	—	—	—	—	—
11	—		Commissioned Shipwright.*	Commissioned Ordnance Officer.*	Commissioned Electrician.*	Senior Master.* Schoolmaster* (when ranking as commissioned officer from warrant rank).	Commissioned Wardmaster.*
12	—		—	—	—	—	—
13	—		Warrant Shipwright.*	Warrant Ordnance Officer.*	Warrant Electrician.*	Schoolmaster (when ranking as warrant officer).	Warrant Wardmaster.*
14	—		—	—	—	—	—
15	—		—	—	—	—	—

Officers other than Executive officers shall rank with each other and with Executive officers according to rank and seniority, and with officers of the Royal Marines, the Army and the Royal Air Force, in the order given in Article **224a**; and shall command as laid down in Article **173**, clause 2.

2. **Dominion Navies, etc.**—Officers of the Royal Australian Navy, Royal Canadian Navy and the New Zealand Division shall rank and command with officers of the Royal Navy according to their rank and seniority in the Dominion Naval Forces.

3. **Reserves.**—Lieutenant-Commanders and Lieutenants of the Royal Naval Reserve who are "Qualified Officers" take rank and command in relation to officers of the Royal Navy of those ranks and each other according to their respective seniorities, but after officers of the Royal Navy of the same seniority.

Officers of the Royal Naval Reserve who are not "Qualified Officers" take rank and command after officers of the Royal Navy of corresponding rank of any seniority.

4. Officers of the Royal Naval Volunteer Reserve will rank and, if appointed as part complement of any ship or establishment for other than limited duties, will command after officers of the Royal Naval Reserve of corresponding rank, irrespective of seniority. If not so appointed they will exercise no naval command or authority whatsoever except as necessary to enable them to perform the limited duties of an appointment or when ordered to do so by a superior naval authority.

177. Officers in Command.—Officers in command of His Majesty's ships must take rank and precedence of the officers placed under their command on all occasions, whether on shore or afloat.

2. **When Captain is absent.**—In the temporary absence of the Captain, the senior Executive Officer on board (other than an officer appointed additional for staff or special duties) is responsible for everything done on board. As Commanding Officer for the time being, he is to assume the powers and duties of the Captain.

3. If owing to sickness or other circumstances, the Captain has ceased to exercise command, the Officer next in command is to assume powers and duties as though he himself had been appointed in command.

4. When the officer succeeding to the command is other than the Executive Officer of the ship, he is not to take upon himself the routine duties of the Executive Officer, except by order of the Captain or in the case of necessity. *See* **335** (2) (*Approval required for Warrant punishments awarded by Officer in command below rank of Commander*).

178. Officer of the Watch.—Every officer or other person, under the rank of Captain, not being either the Executive Officer or the Commanding Officer of the ship for the time being, shall be subordinate to the Officer of the Watch, whatever may be his rank, in regard to the performance of the duties with which he is charged.

179. Officers Promoted.—An officer who shall have received official intelligence of having been promoted to a higher rank, other than to one of those mentioned in Article **1549**, clause 2 (except Acting Sub-Lieutenants, *see* clause 3 below), is to continue to serve in and receive the emoluments proper to the rank from which he has been promoted, unless or until other instructions are issued by the Admiralty (or, on a foreign station, by the Commander-in-Chief).

2. If re-appointed to his ship in the higher rank, the officer shall take rank and command accordingly. If not so re-appointed, he will continue to perform the duties of the inferior rank until relieved, and will assume command in the rank from which he was promoted, but senior of that rank.

3. Midshipmen rated Acting Sub-Lieutenants, if retained in their ships temporarily pending discharge to courses, are not to assume the command of the higher rank unless detailed by the Commanding Officer to carry out the duties of a commissioned officer in a vacancy existing in the ship, or for other special reasons.

180. In Tenders or Boats.—An officer absent on service in a tender or boat attached to the ship in which he is borne for full pay, shall have the same command and authority as he would have were he actually on board the ship in which he is borne.

181. When wrecked or lost.—When one of His Majesty's ships shall be wrecked, or otherwise lost or destroyed, or taken by the enemy, the command, power and authority given to the Captain, and to the other officers and the crew with respect to each other, shall remain and be in full force, as effectually as if such ship were not lost, until a court-martial shall have inquired into the cause of the loss or capture of such ship, or the officers and crew shall be otherwise disposed of and separated, as directed by the Naval Discipline Act. *See* **1124** *(In case of Wreck.)*

182. *Deleted.*

183. Master of the Fleet.—When it may be deemed expedient to do so, the Admiralty may appoint an officer to do duty as a Master of the Fleet in the ship in which the flag of the Commander-in-Chief or Senior Officer of the station or squadron may fly.

184. Navigating Officers.—A Navigating Officer shall be a Commander, Lieutenant-Commander, Lieutenant, or Sub-Lieutenant duly qualified to perform the navigating duties of the ship and appointed for such duties by the Admiralty or other competent authority.

2. **Officers liable for Navigating Duties.**—All Executive officers are liable to be called upon to perform navigating and pilotage duties in His Majesty's ships. *See* **337** *(Pilotage and Navigating Duties)*.

3. Lieutenant-Commanders, Lieutenants and Sub-Lieutenants appointed for navigating duties are to take a share in the ordinary duties of their ships, such as watch-keeping, acting as divisional officers, etc., but this participation in the ordinary duties is not to interfere with their special navigating duties, and is to be arranged at the discretion of the Captain.

185. Presiding Officer at assemblages.—At boards of inquiry, surveys, and other similar assemblages of officers, the officer who, in virtue of his office, would under the foregoing Regulations take the Military Command, is always to preside, irrespective of the relative rank of the other members, whose precedence amongst themselves on such occasions shall be determined by Article **224.**

186. When Promoted to Flag Rank.—A Captain (or Commodore) who receives, while holding an appointment, official notification from the Admiralty of his promotion to Flag rank is, in the absence of special directions from the Admiralty, to continue in his appointment as a Captain (or Commodore) until relieved by his successor. This procedure is to be followed even when the officer promoted is himself the Senior Officer.

2. **Promoted Officer, if temporarily retained.**—No promoted officer, while retained in temporary command, is to hoist his flag, or assume any rank or command beyond that which he held previous to his promotion.

187. Flag Officer Promoted.—If the promoted officer is a Vice-Admiral or Rear-Admiral flying his flag as such by Admiralty appointment, he should at once alter his flag to that of an Admiral or Vice-Admiral, as the case may be. The alteration of flag conveys no claim to retention in the appointment, nor, in the case of Rear-Admiral promoted to Vice-Admiral, to the counting of time served after promotion as service in the higher rank for purposes of the retirement regulations, unless the Admiralty re-appoint him in the higher rank.

188. Senior Officer in Ship other than his own.—When it shall be absolutely requisite for the Senior Officer of two or more ships, not being a Flag Officer or a Commodore of the First Class, to be absent from his own ship and to go on board another ship under his orders, for the better conducting of any important service on

which he may be engaged, he is to direct the officer commanding such ship to bear him in his proper rank, as lent for particular service, and while so borne the said Senior Officer shall have the same command and authority in every respect as he would have had if present in his own ship, and, if a Commodore of the Second Class, he will hoist his broad pendant.

In the event of the ship commanded by the Senior Officer of two or more ships, who is not a Flag Officer, being wrecked or lost, such Senior Officer may direct himself to be borne as additional in his proper rank in one of the ships under his orders; and while so borne, or until an officer senior to him shall arrive on the spot and otherwise direct, he shall have the same command and authority as he had before his own ship was lost.

In either of the above cases, the Senior Officer is to relinquish all command and authority on board the ship in which he is temporarily borne by his own order as soon as the exigencies of the Service will admit thereof, and he is forthwith to report to his superior authority, for the information of the Admiralty, the circumstances which rendered it necessary for him to avail himself of the provisions of this Article.

189. Officers lent.—Officers on full pay, lent by competent authority to do duty on board any other ship, although borne as supernumeraries, shall take the same rank and command, and be considered in very respect for the time they are so employed, as if they actually belonged to the complement. *(See* **173,** (1), *Military Command.)*

190. Officers taking passage.—Any officer on full pay, taking passage in one of His Majesty's ships, may, though borne as a supernumerary, be ordered to do duty if of inferior rank or junior to the Executive Officer of the ship in which he is embarked; and while so employed he shall take the same rank and command, and shall be considered in every respect as if he actually belonged to the complement; but if the Captain of the ship shall die, the acting command thereof is vested in the officers mentioned in Article **238,** and in no case shall it be assumed by a supernumerary officer, except he shall have received the express authority mentioned in the following Article, or be in the position of the Senior Officer described in Article **188.**

2. Officers sent home from a foreign station for disposal of the Admiralty on account of misconduct, if permitted to take passage in one of His Majesty's ships, are not on any account to be ordered to work except in the event of emergency (*see* **1557**, clause 2 (v)—*eligibility for full pay*).

191. "Additional for Special Service".—Captains and other Executive officers borne on the books of any of His Majesty's ships as "Additional, for special or particular service", are never to assume the charge and command of the ships in which they are so borne, nor any other charge or command, except that which may appertain to the special or particular service for which they are borne, unless they receive from the Admiralty, or from the officer in command of a foreign station, express authority to the contrary.

NOTE.—This Regulation is not to affect the powers given by Article **535,** clause 4, to the Captain of a ship or establishment to which tenders are attached.

192. "Additional" not for Special Service.—Captains and other Executive officers who are borne on the books of any of His Majesty's ships as "Additional", but not for any special or particular service, are to take rank and command in the ships in which they are so borne, and be considered as if they belonged to the complements of such ships.

193. Other Officers "Additional".—Non-Executive officers and all persons not included in the two previous Articles who are borne on the books of any of His Majesty's ships as "Additional", are to perform the duties for which they are appointed, are to be considered as belonging to the ships in which they are borne, and are to take rank and precedence according to their several positions in the Royal Navy.

194. Disposal of Officers placed on Retired List.—If an officer is placed on the retired list, he is to be retained in the ship in the rank in which he has been serving, and is to continue to do duty until superseded or discharged by order of the Admiralty, or of the Commander-in-Chief if abroad. (*See* **1706** (1), *Officers Discharged Abroad.*)

195. Retired Officers required to serve.—Retired Officers are liable for service, if required, in the event of war or emergency.—The conditions of re-employment of retired officers in war or emergency are prescribed in Appendix XV.

2. Subject to the following provisions as to the right of command, steps in rank given on or after retirement will confer the right to the title, uniform and other advantages of the higher rank.

Where a step or steps have been granted automatically by virtue of and in strict seniority, the officers shall take command according to their seniority on the retired list, subject to the condition that officers retired from the rank of Captain shall not take command over an officer on the active list of Flag Officers, or over one who has retired from the active list of Flag Officers.

Except as provided above, steps in rank given on or after retirement shall not give the right of command amongst naval officers, which shall be governed by their seniority in the rank last held on the active list at the date of retirement.

When, however, an officer on the retired list is granted higher acting rank, he is to take command according to such acting rank in the same manner as though he were on the active list.

When a retired officer holding higher acting rank is promoted to the substantive rank on the retired list, he is to continue to take command in the acting rank granted to him before such substantive promotion, unless directions to the contrary are received from the Admiralty.

196. Command of Land or Air Forces by Naval Officers, and vice versa.—Nothing contained in these Regulations is to be considered as giving a claim to any officer of His Majesty's Navy to assume command of His Majesty's Land or Air Forces on shore, nor to any officer of the Army or Royal Air Force to assume command of any of His Majesty's squadrons or ships, or of any of the officers or men thereunto belonging, unless under special authority from the Government of His Majesty, or in accordance with the conditions prescribed by Section 90a of the Naval Discipline Act, and Section 184A of the Army Act or Air Force Act.

2. Section 90a of the Naval Discipline Act and Section 184A of the Army Act apply only when such conditions as may be prescribed by Regulations made by the Admiralty and Army Council are complied with.

It is, therefore, hereby declared that the said sections shall apply if any of the following conditions are complied with:—

(i) If an Order applying the sections is made by the Admiralty and Army Council.

(ii) If in case of emergency, when two forces are acting together and reference to the Admiralty and Army Council would cause undue delay, an Order in writing applying the sections is made by the officers commanding the two forces respectively, but in such case, such officers shall communicate the fact to the Admiralty and Army Council.

(iii) In the case of any officer or man of one Service being attached to the force of the other Service, if the officer under whose command such officer or man is, with the consent of the officer in command of the force to which he is attached, makes an order that the said sections shall apply. (*See* **225**, *Naval Officers employed with Land or Air Forces on Joint Service.*)

3. Similarly, Section 90a of the Naval Discipline Act and Section 184A of the Air Force Act apply only when such conditions as may be prescribed by Regulations made by the Admiralty and Air Council are complied with.

It is, therefore, hereby declared that the said sections shall apply if either of the following conditions are complied with:—

(i) If an order applying the sections is made by the Admiralty and Air Council.

(ii) If in case of emergency, where two forces are acting together and reference to the Admiralty and Air Council would cause undue delay, an order in writing applying the sections is made by the officers commanding the two forces respectively, but in such case, such officers shall communicate the fact to the Admiralty and Air Council.

SECTION II—FLAG OFFICERS AND COMMODORES

197. Flag Officers.—Flag Officers shall be classed, and shall rank and command, in the order and manner following:—

Admirals of the Fleet.
Admirals.
Vice-Admirals.
Rear-Admirals.

2. Officers on whom a step of temporary or local rank has been conferred under the provisions of Order in Council of 21st November, 1855, shall, subject to the provisions of Article **176**, be entitled to take command and precedence and to enjoy all the privileges and emoluments of the rank in which they are acting.

198. Commodores.—A Captain may be constituted a Commodore at the discretion of the Admiralty if appointed as Chief of the Staff or Captain of the Fleet (*see* **200** and **201**); or when it may be deemed expedient in other appointments. Commodores shall be of two classes.

2. A Commodore of the First Class shall be constituted as such by order of the Admiralty; he shall, as a general rule, if not holding an appointment as Chief of the Staff, receive an appointment as 1st Captain of the ship in which his broad pendant is hoisted, and shall have a Captain of the same ship under him. At the discretion of the Admiralty, however, he may be appointed in actual command of the ship in which his broad pendant is hoisted, but such appointment shall not render him eligible to receive command money in addition to his pay and allowances as Commodore.

If transferred to another ship temporarily, it shall not be necessary for him to have an appointment to such ship, but, should it be found necessary for him to remain on board such latter ship, an appointment is then to be made to the ship in which he is borne.

3. A Commodore of the Second Class shall be constituted as such by order of the Admiralty. He shall not, as a general rule, have a Captain of the same ship under him. He shall wear his broad pendant, where authorized to do so, only in the ship to which he is appointed by the Admiralty, or in her tenders and boats, except in the circumstances provided for in Article **188.**

199. Commodores shall wear their broad pendants in the presence of all Flag Officers, Commodores and Captains, and shall take rank and command of each other according to their seniority as Captains. (*See* **172.**)

200. Chief of the Staff.—When the Admiralty shall deem it expedient to appoint a Chief of the Staff, he shall be a Flag Officer, Commodore of the First or Second Class, or Captain at the discretion of the Admiralty. If a Commodore or Captain and not in command of the ship in which he is borne, he shall be given an appointment as additional Captain of that ship.

2. On Vacancy in Chief Command.—If the Commander-in-Chief should die or give up his command, the Chief of the Staff is to preserve his office under the officer who succeeds to the chief command, if there should be an officer senior to him in the fleet; but should the Chief of the Staff be himself next in rank to the Commander-in-Chief, and consequently hoist his flag or broad pendant and assume the command, he may appoint such officer, not below the rank of Captain, as he may think proper to act as Chief of the Staff until the pleasure of the Admiralty be known.

201. Captain of the Fleet.—When the Admiralty shall deem it expedient to appoint a Captain of the Fleet, he shall be a Captain of such seniority as the Admiralty may consider desirable, except that in exceptional circumstances the Admiralty may appoint a Commodore of the Second Class; and if he is not also in command of the ship in which he is borne, he shall be given an appointment as additional Captain of the ship.

2. **On Vacancy in Chief Command.**—If the Commander-in-Chief, or Commodore with whom he is serving shall die or give up his command, the Captain of the Fleet is to continue in his appointment under the officer who succeeds to the chief command, but should the Captain of the Fleet succeed to the chief command, he may appoint a Captain to be acting Captain of the Fleet until the pleasure of the Admiralty be known.

202. Shifting Flags or Broad Pendants.—Flag Officers and Commodores of the First Class, subject to the special provisions for action in the Signal Manual, may shift their flags or broad pendants to, and may remove on board, any other ship, as the circumstances at the moment may induce them to deem proper for the good of the Service.

2. The case of a Senior Officer who is not a Flag Officer or Commodore of the First Class is provided for by Article **133.**

203. Officer Commanding disabled.—If an Officer Commanding a fleet or squadron be from any cause rendered incapable of directing the operations of the fleet or squadron in battle, or in the presence of an enemy, he may send for the officer next in command to come on board his (the Senior Officer's) ship, and to direct from thence all operations whilst the enemy continue in sight; and such Second in Command, if he be a Flag Officer or a Commodore, is to leave his flag or broad pendant flying on board his own ship, notwithstanding his absence from her on such duty.

204. Killed in Action.—If a Flag Officer or a Commodore, commanding a fleet or a squadron, should be killed in battle, his flag or broad pendant is to be continued flying until the battle is ended, or the enemy is no longer in sight; but the officer next in command is immediately to be informed of the event by private signal previously concerted, or otherwise, as may at the time be most advisable; and he is forthwith to assume the chief command, repairing to, and managing the fleet or squadron from, the ship of the former Flag Officer or Commodore commanding should he judge it expedient to remove to her; in which case, if he be a Flag Officer or a Commodore, he is to leave his own flag or broad pendant flying on board the ship he quits until the battle is ended.

205. Junior Flag Officer Killed in Battle.—If any other Flag Officer or Commodore, not commanding a fleet or squadron, should be killed in battle, his flag or broad pendant is to be continued flying until the battle is ended; but the Commander-in-Chief is immediately to be informed of the event, by signal or otherwise, as may be most advisable.

206. Death, etc., of Commander-in-Chief at Home.—In the event of the death, or of the absence on leave of a Commander-in-Chief of a home port or of the Home Fleet, the officer on whom the command may devolve, if a Flag Officer or a Commodore of the First Class, shall be considered in all respects as Commander-in-Chief, subject to the regulations as to table money; but if he be a Captain he shall hoist a broad pendant as a Commodore of the Second Class only. *See* **1037** *(Commander-in-Chief at Home Ports).*

207. Commander-in-Chief dying on Foreign Service.—If a Flag Officer or a Commodore of the First Class, on foreign service, having a commission as Commander-in-Chief, should die, or if the state of his health should make it absolutely necessary for him to quit his command without waiting for permission from the Admiralty, the officer next in command, if he be a Flag Officer, or a Commodore of the First Class with an Admiralty commission as such, shall be considered as Commander-in-Chief in all respects until the pleasure of the Admiralty shall be known; but should

the officer on whom the command may devolve be a Commodore of the Second Class, or a Captain, he shall hoist the broad pendant and assume the rank of a Commodore of the First Class, giving an order to some other officer to act as Captain of the same ship until the pleasure of the Admiralty be known; and during the time that he, or a Commodore of the First Class not holding an Admiralty commission as such, may remain in such command, he shall be considered as a Commander-in-Chief in all respects, except that he is not to assume the title of Commander-in-Chief, but only that of Commodore Commanding on the station; and every officer who may have hoisted a broad pendant of the First Class, and assumed a command under this authority, shall, on hearing officially of the arrival of an officer senior to him on the station, immediately strike such broad pendant and revert to the position he filled previous to his hoisting it, without waiting to be superseded by the personal presence of such Senior Officer, or to receive an order direct from him to do so, unless some order for the continuance of his broad pendant, notwithstanding the arrival of such Senior Officer, shall have been received by him from competent authority.

2. Should such Senior Officer arriving on the station be a Captain, or Commodore of the Second Class, he shall be authorized to hoist a broad pendant of the First Class, according to the restrictions and directions above stated, and the same course is to be observed should other senior Captains arrive, until the pleasure of the Admiralty relative to the command of the station has been made known.

208. Temporary absence of Commander-in-Chief.—The foregoing Article authorizing the assumption of temporary command as Commodore, is not to be understood to apply to an officer becoming the Senior Officer on a station or of a squadron abroad in consequence of a Commander-in-Chief going beyond the limits of his station, or quitting his squadron upon any temporary duty, or in any other circumstances than those specified in the preceding Article, unless the Commander-in-Chief so quitting his station or squadron abroad should deem it necessary to order the officer entrusted with the command during his absence to act as temporary Commodore Commanding on the station in the manner prescribed in the preceding Article; under which order an officer left with the command, in cases coming under this Article, is to be entitled to assume similar distinction and enjoy the same advantages as if succeeding to it in consequence of the death or resignation of a Commander-in-Chief, always observing the same exception.

209. Illness of Flag Officer or Commodore.—Whenever a Flag Officer or Commodore, either at home or abroad, proceeds on sick leave or goes into hospital or sick quarters, his flag or broad pendant is immediately to be struck. *See* **206** *and* **1038** *(Position of Officer on whom command devolves in absence of a Commander-in-Chief at Home); and* **1535** *(Table Money).*

210. During the day on which a Flag Officer at home transfers the command to his successor, the flags of both officers will remain flying.

Section III—Captains and Commanders

211. Captain.—A Captain shall be a duly qualified officer, appointed to a ship as such by the Admiralty, or other competent authority.

212. Commander.—A Commander shall be a duly qualified officer, appointed to a ship as such by the Admiralty, or other competent authority.

213. Commander acting as Captain.—A Commander who shall be appointed by a Commander-in-Chief, or by other competent authority, to act as Captain of a ship, shall not be entitled to any permanent advance of rank by such appointment; but until removed from such acting command by the Admiralty, or by any officer authorized by these Regulations to supersede such acting appointment, he shall be considered in all respects as Captain of the ship, and, while so acting,

he shall take command of all Commanders and other inferior officers, except at courts-martial, where he shall be called upon to sit according to his confirmed rank only.

214. Lieutenant-Commander or Lieutenant acting as Captain.—If a Lieutenant-Commander or Lieutenant should from necessity be appointed by a Commander-in-Chief to act as Captain of a ship, he shall receive an acting order as Commander, and be appointed to act as Captain of such ship; and being so appointed, he shall be considered, while he continues under the said appointment, to act in the command of such ship, as a Captain, subject, however, to the orders of all Captains, though the date of his acting order may be prior to the dates of their commissions, for all purposes except sitting as such at courts-martial, with reference to which he is to be considered as a Lieutenant-Commander or Lieutenant only, and is to sit according to his seniority as a Lieutenant-Commander or Lieutenant, as the case may be.

215. Acting Commander.—Any inferior officer who shall be appointed to act as Commander of any ship, shall rank and command, and be considered to all intents and purposes, as a Commander during the period he so acts, except with regard to sitting at courts-martial.

Section IV.—Lieutenant-Commanders, Lieutenants and other Executive Officers

216. Lieutenant-Commander.—A Lieutenant-Commander shall be a duly qualified officer, appointed to command as such or to be a Lieutenant-Commander of any ship by the Admiralty, or other competent authority.

217. Lieutenant.—A Lieutenant shall be a duly qualified officer, appointed to command as such or to be Lieutenant of any ship by the Admiralty, or other competent authority.

218. Sub-Lieutenant.—A Midshipman will receive a commission as Sub-Lieutenant when qualified, in accordance with Article **263.**

219. Midshipmen.—Naval Cadets will be rated Midshipmen on satisfactorily completing their training as Cadets. Those serving afloat are to be advanced by their commanding officers, the promotion being reported. They shall take rank and command as laid down in Article **172.**

220. Naval Cadets will be appointed by the Admiralty.

Section V.—Non-Executive Officers

221. Chaplain of the Fleet and Chaplains.—Chaplains shall not hold any naval rank, but shall retain when afloat the position to which their office would entitle them on shore. The Chaplain of the Fleet shall be considered the head of the Chaplains of the Church of England and will be granted the ecclesiastical dignity of Archdeacon, under the Archbishop of Canterbury, while holding that office.

222. Command of Non-Executive Officers by Senior Executive Officer.—Notwithstanding the relative rank and authority conferred by the Regulations on non-Executive officers, they are, whatever their rank, to be under the command of the Captain and the Executive Officer of the ship in which they may be and of the Officer of the Watch for the time being, and in all matters outside their own departments they are to be subject to the authority of the senior Executive officer present or in charge of the service on which they are employed.

In no case shall non-Executive officers be deemed to be superior in rank to, or take precedence of, the officer appointed to command the ship or establishment in which they are employed, or the officer or other person on whom the command of such ship or establishment may properly devolve in the absence of the officer appointed to the command thereof.

223. Executive Officer present.—If two or more non-Executive officers are in the presence of an Executive officer under whose command the senior of the non-Executive officers is serving, the others, whatever their rank and standing may be, cannot take precedence of the Executive officer.

SECTION VI.—RELATIVE RANK OF THE OFFICERS OF THE NAVY, ARMY AND AIR FORCE, AND ROYAL INDIAN NAVY

224. Navy, Army and Air Force Officers.—Officers of the Royal Navy shall take relative rank with each other, rank for rank, according to seniority; or, in the case of Commodores, date of appointment. Their relative rank with officers of the Army and Air Force shall be as laid down in the table in Article **224a**, and shall take effect in the same manner according to seniority or date of appointment.

2. **Officers of the Royal Marines.**—When embarked, and provided they are not serving with either Army or Royal Air Force Officers (other than Naval Officers attached to the Fleet Air Arm), commissioned officers of the Royal Marines and Royal Navy shall rank with one another, according to seniority or date of appointment, as follows, seniority for this purpose being reckoned from the date of brevet promotion:—

Royal Marines	*Royal Navy*
Lieutenant-Colonel, as from date of promotion to Major	Commander.
Major	
Captain } On completing 12 years from date	
Lieutenant } of entry	Lieutenant-Commander.
Captain under 12 years from date of entry	Lieutenant.
Lieutenant on completing 4 years from date of entry	
Lieutenant under 4 years from date of entry	Sub-Lieutenant.

Otherwise they shall rank according to their Army titles.

Commissioned officers from warrant rank, Royal Marines and warrant officers, (except Sergeant-Majors), Royal Marines, shall rank with Naval commissioned officers from warrant rank and Naval warrant officers respectively.

3. **Officers of the Royal Indian Navy.**—Officers of the Royal Indian Navy shall rank with officers of the Royal Navy, the Army and the Royal Air Force of the same or corresponding rank and seniority.

224a. Relative rank of personnel of the Navy, Army and Air Force.—The relative rank of the personnel of the Navy, Army and Air Force shall be as laid down in the following table:—

Navy Ranks.	Army Ranks.	Air Force Ranks.
Admiral of the Fleet.	Field Marshal.	Marshal of the Royal Air Force.
Admiral.	General.	Air Chief Marshal.
Vice-Admiral.	Lieut.-General.	Air Marshal.
Rear-Admiral.	Major-General.	Air Vice-Marshal.
Commodore, 1st and 2nd Class.	Brigadier.	Air Commodore.

Navy Ranks.	Army Ranks.	Air Force Ranks.
Captain.	Colonel.	Group Captain.
Commander.	Lieut.-Colonel.	Wing Commander.
Lieut.-Commander.	Major.	Squadron Leader.
Lieutenant.	Captain.	Flight Lieutenant.
Sub-Lieutenant.	Lieutenant.	Flying Officer.
Acting Sub-Lieutenant.	Second Lieutenant.	Pilot Officer.
Commissioned Officer from Warrant Rank.		Acting Pilot Officer (but junior to Navy and Army ranks).

(NOTE.—Commissioned Officers of the Royal Marines rank, according to seniority with Officers of the Army of the same titles. Commissioned Officers from Warrant Rank Royal Marines, rank with Commissioned Officers from Warrant Rank, R.N.).

Warrant Officer (but senior to Army Ranks).	Conductor, Royal Army Ordnance Corps.	No equivalent.
Midshipman (but junior to Army ranks).	Master Gunner 1st Class.	
	1st Class Staff Sergeant-Major.	

(NOTE.—Warrant Officers, Royal Marines (except Sergeant-Majors, whose rank is the equivalent of Warrant Officer Class I in the Army), rank with Warrant Officers, R.N.).

No equivalent.	All Warrant Officers, Class I, except those marked* above.	Warrant Officer.
No equivalent.	Warrant Officer, Class II.	Warrant Officer, 2nd Class**
Chief Petty Officer†‡.	Squadron - Quartermaster Corporal (Household Cavalry), or Squadron, Battery, Troop or Company Quartermaster Sergeant; Colour Sergeant; Staff Corporal (Household Cavalry) or Staff Sergeant.	Flight Sergeant.
Petty Officer§.	Corporal-of-Horse (Household Cavalry), or Sergeant.	Sergeant.

(NOTE.—Lance-Sergeants in the Army rank with Corporals and Bombardiers, but senior to those ranks and to corresponding ranks in the Royal Navy and Royal Air Force.)

†The following N.C.O's of the Royal Marines rank with C.P.O's of nine years' seniority in the Royal Navy, viz.: Staff Clerk, Quartermaster Sergeant, Barrack Quartermaster Sergeant, Quartermaster Sergeant Instructors of Infantry, Gunnery, Small Arms, Physical and Recreational Training and Signals, Hospital Quartermaster Sergeant, Company Sergeant Major, Armourer Quartermaster Sergeant.

‡The following N.C.O's of the Royal Marines rank with Chief Petty Officers in the Royal Navy, viz.: Hospital Staff Sergeant and Bandmaster, 1st class, R.M. Band.

§Bandmasters, 2nd class, R.M. Band, rank with Petty Officers in the Royal Navy.

**This rank is obsolescent.

Navy Ranks.	Army Ranks.	Air Force Ranks.
Leading Seaman (but junior to Army ranks)	Corporal. Bombardier.	Corporal.
(NOTE.—Lance-Corporals and Lance-Bombardiers in the Army rank with Troopers, Gunners, etc., but senior to those ranks and to corresponding ranks in the Royal Navy and Royal Air Force).		
Able Seaman, Ordinary Seaman.	Trooper, Gunner, Sapper, Signalman, Driver, Guardsman, Rifleman, Fusilier or Private.	Leading Aircraftman; Aircraftman, 1st Class; Aircraftman, 2nd Class.

225. Joint Service with Land or Air Forces.—When officers of the Navy are employed on shore, on joint service with His Majesty's land or air forces, their relative rank shall carry with it all the precedence and advantages, except command, attaching to the rank with which it corresponds, and shall regulate the choice of quarters, but allowances will remain issuable under naval regulations. *See* **196** *(Command of Land or Air Forces by Naval Officers, and vice versa).*

226. Naval Commander-in-Chief in India.—The precedence of the naval Commander-in-Chief in the East Indies is regulated by the Royal Warrant of precedence in India.

227. Precedence in Dominions and Colonies.—Dominions.—Each Dominion has its own Table of Precedence.

2. Colonies.—The precedence of officers in Colonies is determined by local enactments, by Royal Charters, by Instructions either under the Royal Sign Manual and Signet, or through the Secretary of State, or by authoritative local usage.

In the absence of any special authority, Governors will guide themselves by the following general table of Colonial precedence:—

The Governor or officer administering the Government.

The Lieutenant-Governor.

The officer in command of the Naval Forces on the Station in which the Colony is included if holding rank equivalent or superior to that of Rear-Admiral, the officer in command of the land forces in the Colony if holding rank equivalent or superior to that of Major-General, and the officer in command of the air forces in the Colony if holding rank equivalent or superior to that of Air Vice-Marshal, their own relative rank and precedence being determined by the King's Regulations on that subject.

The Chief Justice.

The officer in command of the Naval Forces on the Station in which the Colony is included if of the rank of Commodore, the officer in command of the land forces in the Colony if of the rank of Brigadier, and the officer in command of the air forces in the Colony if of the rank of Air Commodore, their own relative rank and precedence being determined by the King's Regulations on that subject.

The Colonial Secretary.

The Members of the Privy or Executive Council.

The officer in command of the Naval Forces on the Station in which the Colony is included if of the rank of Captain or Commander, the officer in command of the land forces in the Colony if of the rank of Colonel or Lieutenant-Colonel, and the officer in command of the air forces in the Colony if of the rank of Group Captain or Wing Commander, their own relative rank and precedence being determined by the King's Regulations on that subject.

The Puisne Judges.

The President of the Legislative Council.

The Members of the Legislative Council.

The Speaker of the House of Assembly.

The Members of the House of Assembly.

The Chief Commissioners, Government Agents or Residents of Provinces.

The Solicitor-General.

The officer in command of the Naval Forces on the Station in which the Colony is included, if below the rank of Commander, the officer in command of the land forces in the Colony if below the rank of Lieutenant-Colonel, and the officer in command of the air forces in the Colony if below the rank of Wing Commander, their own relative rank and precedence being determined by the King's Regulations on that subject.

When two or more Colonies, Protectorates or Mandated Territories are comprised within one naval, military or air force command, then in the table in the preceding regulation:—

(i) The term "officer in command of the Naval Forces on the Station" shall include the senior officer of two or more of His Majesty's ships, or the senior officer of a Division of His Majesty's ships, present in the waters of the Colony and belonging to the Station in which the Colony is included, and shall also include a Resident Naval Officer at a naval base, who in the absence of the Commander-in-Chief of the Station in which the Colony is included is normally the senior officer at that base and is thus in command of any ships present;

(ii) The term "land forces in the Colony" shall include any permanent military force maintained by the Government in any Colony where there are no regular troops, but shall not include voluntary or auxiliary forces, and the term "officer in command of the land forces in the Colony" shall include the military officer holding the command in the Colony in the absence of the superior commanding officer; and

(iii) the term "officer in command of the air forces in the Colony" shall include the Air Force officer holding the command in the Colony in the absence of the superior commanding officer.

Any officer falling within the above definitions shall retain the precedence to which he is entitled under the preceding regulations, notwithstanding the presence in the Colony of the superior officer of the whole naval, military or air force command. No naval, military or air force officers other than those included in the General Table of Colonial precedence, as above defined, have any place at all in that Table, and the places accorded therein to the senior officers of the three services have no connection, except as between those officers, with the regulations governing the precedence of officers of His Majesty's forces.

When a naval officer is a member of a Court of Inquiry into the circumstances attending the loss of a merchant ship but does not preside over the Court, he should sit at the right hand of, and so next in seniority to, the President.

Members of the Royal Family take precedence in a Colony next after the Governor.

Except as provided in the following paragraph, British subjects who enjoy in the United Kingdom precedence by right of birth or by dignity conferred by the Crown do not lose such precedence while either temporarily or permanently residing in any Colony.

In the absence of special instructions from the King, and subject to any specific provision in the authorized local tables, the precedence within a Colony of all persons holding office or discharging official duties, whether naval, military, air force, or civil, within that Colony, is determined solely by official rank, and the wives of such persons, even though they enjoy precedence in the United Kingdom by right of birth, take their place according to the precedence of their husbands.

Persons entitled to official precedence in the United Kingdom, in foreign countries, or in any particular part of His Majesty's dominions, are not entitled as of right to the same precedence elsewhere. In the absence of any special instructions from the King, the precedence of such persons will be determined by the Governor.

SECTION VII—SHIP'S COMPANY

228. Ship's Company.—The crews of His Majesty's Ships shall consist of the grades and ratings specified in Appendix XVII, part 1; they shall rank and command after Naval Cadets according to the rules of this Article.

2. Any rating of any one of the following grades (*see* Appendix XVII, part 1, Table) shall rank and command before any rating of a grade following it in this list:—

Chief Petty Officer
Petty Officer
Leading Ratings
Able Seaman Ratings
Ordinary Seaman Ratings
Boy Ratings

3. Ratings belonging to any one and the same of the above grades shall rank and command between themselves according to the dates they attained that grade, provided that—

(*a*) Chief Engine-room Artificers, Chief Ordnance Artificers, Chief Electrical Artificers, Chief Shipwrights and Chief Mechanicians shall rank and command over all other ratings of all these branches.

"Chief" ratings within one of these branches shall rank and command between themselves according to seniority in "Chief" rating.

"Chief" ratings of two or more of these branches shall rank and command between themselves by seniority as Chief Petty Officer.

Where "Chief" ratings of any of these five branches are together with Chief Petty Officers of other branches, they will rank and command according to seniority as Chief Petty Officer.

(*b*) Engine-room Artificers, Ordnance Artificers, Electrical Artificers and Shipwrights of a particular class shall rank and command over all Engine-room Artificers, Ordnance Artificers, Electrical Artificers and Shipwrights of a lower class. Within one of these branches, ratings of the same class shall rank and command according to their seniority in that class.

(*c*) Blacksmith, Cooper, Joiner, Painter and Plumber ratings of a particular class shall rank and command over all ratings of these branches of a lower class. Within one of these branches, ratings of the same class shall rank and command according to their seniority in that class.

(*d*) Every Armourer shall rank and command before all men holding lower Armourer ratings.

3a. The provisions of paragraph 3 do not apply to Pensioners and Royal Fleet Reservists called up for further service in emergency. The status of these men as regards rank and Command is that seniority is to be based on time served in an active service capacity, including time served since calling up, but excluding time out of the Service.

4. A Second Hand (Patrol Service) is graded as a Petty Officer but, whilst borne for service in a commissioned trawler, drifter or other small vessel, shall rank and command immediately before all Petty Officers, R.N. borne, for service in the same or any other such vessel.

4a. Acting ratings shall rank and command immediately after corresponding confirmed ratings and, between themselves, according to the dates they attained their acting ratings.

5. Ratings of the same branch rated on the same day shall rank and command according to the order in which they appeared on the roster for advancement. Ratings of different branches, and ratings whose relative position has not already been determined by roster, shall rank and command according to the order in which they attained man's rating. Ratings who have been disrated and re-advanced will reckon their previous service in their present rating for purposes of rank and command.

5a. **Torpedo Coxswain and Submarine Coxswain.**—A rating with the non-substantive rating of Torpedo Coxswain or Submarine Coxswain takes rank and command with other ratings according to his substantive rating or seniority but exercises special authority in connection with particular duties (*see* **178** and **1510**).

5b. Relative rank of chief petty officers, petty officers and men of the Royal Navy and non-commissioned officers and men of the Royal Marines with non-commissioned officers and men of the Army and Air Force shall be as laid down in the table in Article **224a.**

6. A rating who is shown in italics in Appendix XVII is not to assume military command unless ordered to do so by superior authority, or when, in the absence of any such order, a situation arises which renders it necessary for him to assume military command.

7. Krooman and Somali ratings will rank and command among themselves according to their seniority in their respective ratings.

CHAPTER IV

APPOINTMENT OF OFFICERS

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SECTION I.—OFFICERS IN GENERAL

229. Officers shall be promoted, or appointed in the first instance, by the Admiralty, except as otherwise provided in these regulations for promotion in subordinate ranks to be made by the Commanding Officer or Senior Officer present.

Commissions or warrants will be issued on promotion to certain ranks as indicated in Article **172.** Commissions will not be issued to officers on promotion to other commissioned ranks, but their promotion will be notified to them by the Admiralty and published in the *London Gazette*.

2. **Retired Rank.**—Commissions will not be issued on promotion to retired rank of any description.

230. Flag Officers.—Flag Officers shall be appointed by the Admiralty in pursuance of His Majesty's pleasure, and shall hoist their flags only in pursuance of orders from the Admiralty, except in the cases provided for by Article **187.**

2. Honorary Admirals of the Fleet or Honorary Admirals, when afloat and in naval uniform, may fly the distinguishing flag of their rank on board one of His Majesty's ships, should they desire to do so.

The flag when hoisted in the presence of His Majesty's ships is to be saluted as indicated in Article **66**; and the honours and marks of respect due to the rank are to be paid as provided for by Articles **132, 139** and **145.**

231. Commodore of First Class.—Commodores of the First Class shall be appointed by the Admiralty, or, when any exigency of the public service may render it absolutely necessary to constitute an officer of that rank, by a Commander-in-Chief abroad.

2. This rank may be assumed as provided for in Article **207.**

232. Chiefs of the Staff, Captains of the Fleet and Masters of the Fleet.—The Chief of the Staff, Captain of the Fleet and officer required to do duty as Master of the Fleet, shall be appointed by the Admiralty; vacancies for these appointments occurring abroad may be filled temporarily by the Commander-in-Chief under whom they may be serving, until the pleasure of the Admiralty is known.

233. Staff Officers (*See* **1046**).—Staff Officers will be selected for appointment from those who have passed through the Royal Naval Staff College or are selected by virtue of special capacity for the type of work required.

The notation "p.s.c." for Naval officers, and "p.s.c. (n)" for Royal Marine officers, will be placed in the Navy List after the names of officers below the rank of Captain, R.N., or Lieutenant-Colonel, R.M., respectively who have qualified at the Royal Naval Staff College.

2. Commanders, Lieutenant-Commanders, and Lieutenants will not be employed continuously in staff appointments, but will be required to revert periodically to the ordinary duties of their rank in a ship of war at sea. A period of one year's service in non-staff appointments between periods of two years in staff appointments will be aimed at. This will not apply to officers holding personal appointments nor to ships' officers who perform staff duties in addition to their ship duties.

234. Other Officers.—Other officers will be appointed by or received on the verbal or written order of the Admiralty, or the verbal or written order of any other their superior officers duly authorized to appoint. These orders will be signified to officers in such manner as the Admiralty may at any time think proper.

2. **Secretaries and Flag Lieutenants** are to be nominated by the Flag Officers or Commodores with whom they are to serve. An officer holding a specialist qualification is not to be nominated as Flag Lieutenant unless an officer holding that particular qualification is allowed on the authorized staff of the Flag Officer or Commodore concerned, and if nominated in these circumstances, he will be required to carry out the specialist duties in addition to those of Flag Lieutenant. Secretaries and Flag Lieutenants will be appointed by the Admiralty, but if abroad, by the Commander-in-Chief.

3. **Chaplains** shall, as a condition to such appointment, receive a special ecclesiastical licence from the Archbishop of Canterbury. When a Chaplain ceases to be on the active list of Naval Chaplains, the licence will be cancelled.

4. **Paymaster Lieutenants in Charge.**—To be eligible for an appointment in charge, a Paymaster Lieutenant must have passed the examination for Paymaster Lieutenant-Commander.

235. Officers waiting disposal.—The undermentioned officers when waiting disposal, and not ordered to be borne elsewhere, are to be entered on the books of the depôt at Chatham, Portsmouth or Devonport:—

Sub-Lieutenants and Acting Sub-Lieutenants.
Sub-Lieutenants (E) and Acting Sub-Lieutenants (E).
Paymaster Sub-Lieutenants and Acting Paymaster Sub-Lieutenants.
Midshipmen.
Midshipmen (E).
Paymaster Midshipmen.
Naval Cadets ..... } after serving in a seagoing ship.
Paymaster Cadets ..... }

NOTE.

(i) Naval Cadets earmarked for training as Executive Officers ..... } on discharge from the Training Cruiser are to be entered on the books of Portsmouth Depôt.
Paymaster Cadets .....

(ii) Naval Cadets earmarked for training as Engineer Officers..... } on Discharge from the Training Cruiser are to be entered on the books of Devonport Depôt.

Warrant Officers, R.N., and officers promoted therefrom (except as stated in clause 2).

Signal Boatswains and Warrant Telegraphists, and officers promoted therefrom, are to be under the orders of the Commanding Officer, H.M. Signal School, Portsmouth.

See **1969** (7) (*Unemployment on account of misconduct*).

2. Warrant officers of the undermentioned classes, and officers promoted therefrom (except as stated below), are to be borne as follows when waiting disposal, if not ordered to be borne elsewhere:—

Gunner, Ordnance } In the gunnery school of their port division.
Gunner (T), Electrical } In the torpedo school at Portsmouth or Devonport, or the depôt at Chatham.
Boatswain (A/S) In the anti-submarine school at Portland.

Lieutenants promoted by examination, etc., from Commissioned Gunner or Commissioned Gunner (T) under the provisions of Appendix XII, part 13 (*see* Volume II, 1933), are to be borne on the books of the depôt.

3. All Royal Marine officers (other than those on the supernumerary list, R.M. (W/T)) are to be entered on the books of their divisional headquarters. Officers on the supernumerary list, R.M. (W/T), are to be entered on the books of H.M.S. "Victory," and attached to the signal school to requalify.

4. Officers of any of the ranks mentioned in clauses 1 and 2 who may be invalided from their ships or establishments will be dealt with specially by the Admiralty.

5. The depôt of a warrant officer on promotion is to remain his depôt during the remainder of his service, and is not to be changed without Admiralty authority. *See* **740** *(Disposal of Officers on Paying off.)*

SECTION II—OFFICERS AUTHORIZED TO MAKE APPOINTMENTS, ETC.

236. Commander-in-Chief.—A Flag Officer, or a Commodore of the First Class, who is appointed Commander-in-Chief of a station and who is senior in rank to the officer he is to supersede, shall be entitled to all the advantages of Commander-in-Chief from the period of his arriving within the limits of the station, and assuming the command. His predecessor shall enjoy the advantages only of a junior officer from the date of his successor coming within the limits of the station, which advantages are to cease, so far as they relate to the station, when he (the junior officer) finally parts company to quit the station. When the succeeding Flag Officer, or Commodore of the First Class, is a junior officer, he shall be entitled to the advantage only of a junior officer from the date of his arrival within the limits of the station until the command be transferred to him, and the senior officer either finally parts company to quit the station or permits the junior officer to part company from him, after which the advantages of the Commander-in-Chief are to devolve on the succeeding officer.

237. Acting Appointments. Commissioned Officers.—When a vacancy for a commissioned officer occurs in the complement of a ship on a foreign station, which for service reasons should be filled immediately, and there is no officer of the same rank available, the Commander-in-Chief, or in his absence the senior officer present, may order a suitable commissioned officer of the rank next below that of the officer dead or removed to act in the vacancy, but no Sub-Lieutenant, or any officer of equivalent rank, is to be given acting higher rank. Where time permits the matter should be referred (by telegram if necessary) to the Admiralty for decision. An officer appointed to act in place of an officer on the sick list or sent to hospital is not to be granted acting rank until a vacancy occurs owing to the officer dying or being invalided. The date of the acting rank is to be the date of the vacancy, but when an officer is appointed to act in command, he is to be paid command money at the authorized rate from the date of taking over the duties. The date of ceasing to hold the acting rank is to be the date preceding that on which the officer appointed to fill the vacancy joins for duty.

Commissioned Officers from Warrant rank and Warrant Officers.—Under similar conditions, a rating may be appointed as acting warrant officer on a foreign station in a vacancy for a commissioned officer from warrant rank or a warrant officer, but preference is to be given to men who hold the necessary qualifications for warrant rank (*see* Chapter VI, section VIII). Warrant officers are not to be appointed in the acting rank of commissioned officers from warrant rank.

2. In a ship in which alternative ranks are allowed, *e.g.*, Captain or Commander, Surgeon Commander or Surgeon Lieutenant-Commander, Paymaster Lieutenant-Commander or Paymaster Lieutenant, etc., the acting appointment is to be in the lower rank, regardless of the rank held by the officer whose vacancy is being filled.

3. Commissioned officers from warrant rank, warrant officers and subordinate officers are not eligible for acting appointments to fill vacancies in other ranks.

4. In exceptional circumstances not covered by clause 1, *e.g.*, where a vacancy occurs for a commissioned officer and only a warrant or subordinate officer is available and is required to accept for an appreciable period the duties and responsibilities of the higher rank, the facts may be reported to the Admiralty, with a view to consideration being given to the grant of extra pay, if recommended, under Article **1620**, clause 2.

5. Petty officers and men are not eligible for acting appointments as officers except advancement to acting warrant rank.

238. Death of Commanding Officer.—On the death of an officer in command of a ship, elsewhere than in a port of the United Kingdom, and not in the presence of a Senior Officer, the following acting ranks are to be assumed, and acting promotions made;—

(*a*) *Captain.*—If the deceased be a Captain, the Commander, if any, shall take command of the ship as Acting Captain, and shall order the senior Lieutenant-Commander or Lieutenant to act in his stead; but if there be no Commander, the senior Lieutenant-Commander or Lieutenant will take command as Acting Commander.

(*b*) *Commander.*—If the deceased be a Commander, the senior Lieutenant-Commander or Lieutenant shall take command as Acting Commander.

(*c*) *Other Officer.*—If the command of the ship devolve upon any other officer or person, he is not to assume any rank superior to that which he held at the time when the command so devolved upon him.

2. **Senior Officer rejoining.**—An officer assuming a command in any of these circumstances is not entitled to retain it in the event of any officer senior to him belonging to the same ship joining or rejoining her; but the senior officer so joining or rejoining is to assume the temporary command, and may supersede the temporary appointments made by his junior officer on board, should he consider it necessary.

239. Acting Orders, how and when cancelled.—All temporary command assumed, or appointments made, under the authority of Articles **237** and **238** are to remain in full force and effect until cancelled or altered by the Admiralty or by the officer commanding the station; but if the ship in which the vacancy occurred was under the command of a senior officer at the time and he shall decide in special circumstances to make any change, he will report fully his reasons to the Commander-in-Chief for the information of the Admiralty, but no other senior officer is to interfere therewith.

240. Appointment of R.N.R. Officers undergoing Training Abroad.—Officers of the Royal Naval Reserve, who may be permitted under the Royal Naval Reserve Regulations (Officers) to undergo their course of instruction on board His Majesty's ships abroad, will be appointed by the Commander-in-Chief or officer commanding the station.

2. **Discipline.**—When performing training, officers of the Royal Naval Reserve are subject to naval discipline.

241. Removal of Officer in Command.—A Captain, Commander, Lieutenant-Commander, Lieutenant, or other Officer Commanding, is not to be removed, without his consent, by any superior officer from the command of the ship or vessel to which he has been properly appointed, nor obliged by such superior officer to change with the Captain, Commander, Lieutenant-Commander or Lieutenant, or other officer of any other ship, except in circumstances which render the removal of such officer essentially necessary for the public service, which circumstances are to be reported to the Admiralty with as little delay as possible; but the Captain of a ship bearing the flag of a Flag Officer, or the broad pendant of a Commodore of the First Class, may be removed to another ship, and the Commander-in-Chief may appoint to succeed him, if he should consider it necessary, such other Captain as he or the Flag Officer or the Commodore shall select; and one of the senior Captains commanding a smaller ship may be removed to the command of any ship of a higher class becoming vacant if the Commander-in-Chief shall deem it expedient.

242. Appointment of Officers on Unemployed Pay or Half-Pay.—An officer on unemployed pay or half-pay shall not be appointed to a ship, nor shall he have any commission, order, or employment whatsoever given him by a Commander-in-Chief or by any other officer, without express authority from the Admiralty; but Executive officers under the rank of Commander, and non-Executive officers of any rank, whose ships may be captured or lost, may be appointed to vacancies without such authority, if acquitted by court-martial abroad; and any such officers who had been dismissed their ships by sentence of court-martial, or who, after being invalided, had sufficiently recovered before an opportunity had offered of sending them home, may also be appointed or ordered to do duty without such express authority, should the exigencies of the Service require it. Every such case is, however, to be reported by separate letter.

243. Appointments. Time of Joining Ship.—Officers appointed to ships commissioned at home are to join at 0900 on the day of commissioning.

244. Death during War.—During a period of war, the Admiralty will issue such special regulations as may seem to be required concerning vacancies caused by death on foreign stations.

Section III—Appointments Generally

245. General Regulations.—Officers cannot as a general rule, be permitted to select or decline appointments.

2. Applications to have an appointment cancelled are not to be made except for urgent reasons, which are to be stated fully in writing. If an officer making such an application is on full pay, his commanding officer, in forwarding it, is to state whether or not he recommends that the application shall be granted (*see also* **1112.**). This does not apply to officers on unemployed pay.

3. Applications for appointments to particular ships or establishments are considered to be objectionable, and are not to be forwarded to the Admiralty. If, however, two officers desire to exchange their appointments, an application for exchange may be forwarded for consideration through the usual channels, provided that adequate reasons are given, and that the commanding officers of the ships or establishments concerned express their approval of the application.

4. *Deleted.*

5. **Appointment to Dominion Navies.**—All officers are liable for appointment to a Dominion Navy, should the exigencies of the Naval Service render it necessary. In making such appointments preference will be given to volunteers, but if the requisite number of suitable volunteers is not forthcoming, officers will be detailed for these appointments in exactly the same way as for other appointments.

6. **Discharge of Officers on supersession.**—

(i) *At Home.*—Except where the terms of an incoming officer's appointment provide for a definite period of overlap, or where approval is given for a superseded officer to be borne to close accounts under Article **1555**, or to turn over machinery under Article **1573**, clause 6, officers superseded at home will normally be superseded at the end of the day on which their relief joins (*see* **1557**, clause 2 (i), and **1559**, clauses 2 and 2 (*a*)).

(ii) Abroad.—The termination of duty of officers relieved abroad depends on passage arrangements and no general rule can be laid down, but at least one day's overlap is allowed as in sub-clause (i).

7. **Transfer of Flag.**—On all occasions of transfer of his flag, the Flag Officer is to report to the Admiralty his proposals regarding the resultant transfer, both as regards ship and date, of other Officers, so that the Admiralty may be in possession of the information and, where applicable, issue without delay the necessary appointments.

Chapter V

DEFINITIONS OF SERVICE

246. Officers in General.—The definitions of "Service" contained in this chapter are applicable to all officers on the permanent lists of the Royal Navy and Royal Marines, except where otherwise specially provided for.

246a. Officers on the Active List.—Officers on the Active List shall mean Officers on the permanent lists of the Royal Navy and Royal Marines, whether on full pay, unemployed pay, half pay, or otherwise, prior to their retirement or resignation, and shall not include officers who have retired and are subsequently recalled to service or voluntarily re-employed, or Officers on the Emergency List who are likewise recalled to service or voluntarily re-employed. *See* **195** (*Retired Officers required to serve*).

247. "Service" shall mean all time on full pay, subject to the exceptions provided for in Articles **251, 366** and **470a** (v).

2. **Medical and Dental Officers** may be allowed to count as service time spent in recognized civil hospitals, notwithstanding that full pay be not issued in respect thereof, subject to the limits and conditions laid down in the regulations for the entry of Medical and Dental Officers, R.N.

3. **Civil Employment.**—Civil employment at or under the Admiralty, or service under any other department which may be declared by the Admiralty, with the consent of the Lords Commissioners of His Majesty's Treasury, to be for this purpose Naval Service, if it does not count for or towards civil superannuation, shall count as "Service".

4. **Employment under Dominion, etc., and Foreign Governments.**—An officer who, with the consent of the Admiralty may accept and hold employment under a Dominion or Colonial Government under the rules contained in Appendix XVI, shall if his employment appear to the Admiralty to be of a nature affording practical experience likely to be of public advantage in the event of his return to employment in the Royal Navy, count his time under the Dominion or Colonial Government, if the Admiralty think fit, as "Service". The same rule is applicable to service under a foreign government.

5. **Special rules for Officers who receive appointments on the personal staff of a Governor-General, etc.**—An officer allowed to accept an appointment as Secretary or Aide-de-Camp on the personal staff of the Governor General or Governor of a British dominion or colony shall not receive half-pay or other emoluments from naval funds during the tenure of such appointment, but the time served in the appointment may be allowed, at the discretion of the Admiralty, to count as service in the Royal Navy or Royal Marines, subject to the following limitations:—

(*a*) The time will not count for purposes of retired pay or retirement gratuity unless the officer remains on the active list for a period of three years subsequent to the termination of the appointment; this rule may, however, be waived if failure to complete the three years is due to causes beyond the officer's own control.

(*b*) The period of time served as Secretary, Aide-de-Camp, etc., which may be allowed to count as service under this clause will not exceed three years.

(*c*) Time served as an "extra" Aide-de-Camp will not count as service in the Royal Navy or Royal Marines, or for retired pay, but will count for seniority, or promotion which normally takes place according to seniority, and for increment of full and half-pay which depend on seniority.

248. "Service in a Ship-of-War at Sea" shall mean:—

(*a*) All time served on board His Majesty's ships or vessels commissioned for sea service, or in vessels actually employed in surveying; or on board His Majesty's ships or vessels during trials before being commissioned, from date of the arrival of the navigating party on board to the date of its departure.

(*b*) Service in such tenders as the Admiralty may declare to be sea-going tenders.

(*c*) Time on leave to the United Kingdom (Article **645**), subject to the approval of the Admiralty, and not exceeding the maximum foreign-service full pay leave to which the officer will be entitled by length of foreign service.

(*d*) Service in a ship-of-war maintained by a Dominion Government and commissioned for sea service, at the discretion of the Admiralty under conditions similar to those prescribed in Appendix XVI.

(*e*) Service in a ship-of-war maintained by a foreign Government and commissioned for sea service, when performed by officers who are loaned under contract to such Government, and when of a nature equivalent to sea service in the Royal Navy as defined at (a) above, at the discretion of the Admiralty.

(*f*) All combatant service when actually employed in active operations against the enemy, whether borne in a sea-going or harbour ship. Only actual service in command of a ship-of-war at sea, however, will count as such for the purposes of qualifying a Captain for promotion to Flag rank.

2. **"Service".**—All other time on full pay, *e.g.*, foreign-service leave, balance of home-service leave and sick leave which are granted after the expiration of an appointment in a ship-of-war at sea under Articles **1554** and **1556**, shall count as "Service" only.

249. Acting Time.—Acting time shall count for all purposes as time served in the confirmed rank only, and in no case as time served in the superior rank in which the officer was acting unless the substantive rank be granted with retrospective effect.

2. Time served as acting warrant officer under Article **306, clause 10**, shall, if the officer be not confirmed, count as chief petty officer time, unless failure to obtain confirmation is due to misconduct or inefficiency, in which case time served in the acting capacity shall count as time in the rating held prior to appointment as acting warrant officer.

3. Any petty officer, seaman class or otherwise, who may be granted temporary acting warrant rank by the Commander-in-Chief or Senior Officer under Article **237**, will revert to a chief petty officer rating on being relieved in his acting capacity, the time served therein counting as chief petty officer time only, unless covered by a Warrant from the Admiralty. Should, however, his relief be due to misconduct or inefficiency, he will revert to his former rating, his time served in the acting capacity counting only as petty officer time.

250. How "Service" counts.—All "Service" in commissioned or warrant rank shall count in full for increase of retired pay on the appropriate scales, except as provided hereunder.

2. The effect of deprivation of seniority by sentence of a court-martial is as laid down in Article **470a** (v).

3. "Service" in warrant rank, if any, and prior service as rating shall not count for increase of retired pay in the case of officers promoted from Mate, Mate (E), Acting Sub-Lieutenant (not Cadet entry), or Acting Sub-Lieutenant (E) (not Cadet entry), who are over the age of 40 and eligible for retired pay based on age and service, nor for increase of retired pay on the special scale laid down for Mates and Mates (E), or officers promoted therefrom who are under that age.

4. In the case of officers promoted to the rank or equivalent rank of Lieutenant, R.N., for acts of gallantry and daring, or to the rank of Lieutenant, R.M., for specially meritorious service or distinguished war service, who are granted retired pay on the scales applicable to officers entered as Naval Cadets or Probationary Second Lieutenants, R.M., respectively, all service in commissioned or warrant rank and half the time served from the age of 18 in any lower rating or rank shall count for increase of retired pay.

5. The manner in which "Service" and "Service in a ship-of-war at Sea" count for promotion varies in different branches, and is as laid down from time to time for individual ranks.

6. **Full, Unemployed and Half Pay** are not dependent on "Service" but upon seniority in the substantive rank held.

251. How Unemployed and Half Pay Time counts.—Time in respect of which unemployed pay at the full pay or any other rate, or half pay, is granted shall count as one-third of full time for increase of retired pay on the appropriate scales, except as provided hereunder.

2. Officers serving in certain appointments under the Admiralty, whose emoluments include half pay, may count time served in such appointments in full for increase of retired pay.

3. Officers in receipt of half pay during service on Committees and Commissions of Inquiry may count up to six months of such service as full time and the remainder as two-thirds of full time, subject to the proviso that the maximum addition to what would have been allowed if all such service on half pay had counted as one-third of full time in the usual manner, shall not exceed two years. Time served on Committees otherwise than whilst holding a full pay appointment will not, however, be regarded as service for the purpose of saving an officer from retirement for non-service.

4. Time in respect of which unemployed pay at the full pay or any other rate, or half pay, is granted will be ignored in assessing the gratuities payable to officers of certain classes who withdraw before they are qualified to receive retired pay (except when such gratuities are based upon seniority and not upon service).

5. No increase of retired pay will be granted on retirement on account of unemployed or half pay time in excess of two years subsequent to last employment, or, if promoted while employed, subsequent to date of promotion.

CHAPTER VI

OFFICERS—QUALIFICATIONS AND EXAMINATIONS FOR PROMOTION

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SECTION I—GENERAL

252. Service for Promotion.—The "service" or "service in a ship-of-war at sea" required by officers for promotion is regulated by the definitions given in Chapter V.

SECTION II—EXECUTIVE OFFICERS

253. Admiral of the Fleet.—Admirals of the Fleet will be selected by His Majesty from the Admirals on the active list who have served with distinction as Flag Officers, without regard to seniority.

254. Vice-Admiral and Rear-Admiral of the United Kingdom.—The office of Vice-Admiral or of Rear-Admiral of the United Kingdom shall not be held by Admirals of the Fleet; nor shall any officer be appointed to either of these offices unless he shall have hoisted his flag.

255. Admiral.—Vice-Admirals will rise to the rank and title of Admiral on the active list according to seniority.

256. Vice-Admiral.—Rear-Admirals will rise to the rank and title of Vice-Admiral on the active list according to seniority.

257. Rear-Admiral.—The promotion of Captains to the rank of Rear-Admiral on the active list will be by selection.

258. *Deleted.*

259. Captain.—To qualify a Commander for promotion to the rank of Captain on the active list, he must have completed two years' service as Commander, of which one year must have been in a ship-of-war at sea.

2. A Commander may be promoted to the rank of Captain for gallantry in action, provided he has completed one year's service in a ship-of-war at sea.

3. No Commander is eligible to command a stationary ship at home who has not had one year's service in a ship-of-war at sea.

260. Commander.—To qualify a Lieutenant-Commander or Lieutenant for promotion to the rank of Commander on the active list, he must have completed four years' service in the former ranks, of which three years must have been in a ship-of-war at sea.

2. A Lieutenant-Commander or Lieutenant may be promoted to the rank of Commander for gallantry in action, provided he has completed two years' service in the former ranks, of which one year must have been in a ship-of-war at sea.

261. Lieutenant.—Sub-Lieutenants will be promoted to the rank of Lieutenant, at their Lordships' discretion, in accordance with the following scale, provided that their conduct has been satisfactory and that they have obtained the requisite certificates (*see* clause 2):—

(*a*) *Sub-Lieutenants (ex-Cadet), and Sub-Lieutenants (not Cadet Entry) who commenced courses as Acting Sub-Lieutenants from January, 1936, onwards.*

Marks	*Promotion*
24	16 months from date of seniority as Sub-Lieutenant.
23	16½ " " " " " "
22	17 " " " " " "
21	17½ " " " " " "
20	18 " " " " " "
19	18½ " " " " " "
18	19 " " " " " "
17	19½ " " " " " "
16	20 " " " " " "
15	20½ " " " " " "
14	21 " " " " " "
13	21½ " " " " " "
12	22 " " " " " "
11	22½ " " " " " "
10	23 " " " " " "
9	23½ " " " " " "
8	24 " " " " " "
7	24½ " " " " " "
6	25 " " " " " "
5	25½ " " " " " "
4	26 " " " " " "
3	26½ " " " " " "
2	27 " " " " " "
1	27½ " " " " " "
0	28 " " " " " "

Marks will be awarded as follows:—

1st Class Certificate	4 marks
2nd " "	2 marks
3rd " "	Nil

A Sub-Lieutenant who fails to pass in any of the subjects will be allowed a second opportunity, and if then successful, will be given a "Pass" certificate. Such certificate will not count towards acceleration of promotion.

2. A Sub-Lieutenant before promotion to the rank of Lieutenant must have passed the necessary examination for the rank of Lieutenant, as laid down in Appendix XII, part 2, and must have received from the Captain the following certificates:—

(*a*) A certificate of efficiency that—

"He is competent to take charge of a Watch at sea as a Lieutenant, and to perform efficiently the duties of that rank."

This certificate is to be for professional proficiency only.

(*b*) A certificate stating that—

"He is recommended as in all respects fit for promotion to the rank of Lieutenant."

No officer will be promoted until he has obtained both these certificates.

If a Sub-Lieutenant is considered qualified, these two certificates should be issued immediately he completes six months' service at sea as Sub-Lieutenant, and duplicate copies are to be forwarded to the Admiralty without delay.

In the event of an officer not being qualified for promotion by the time he has completed his six months, the Commanding Officer is to furnish a report stating why he has had to withhold the certificates.

The certificates are not to be granted before the officer has served six months at sea as a Sub-Lieutenant, but in the event of his being discharged from the ship before he has completed six months at sea, a report is to be forwarded to the Admiralty as to—

(i) his ability as a Watchkeeping Officer;

(ii) whether he can be recommended as in all respects fit for promotion subject to completion of the further sea service required.

If the officer is being transferred to another ship, a copy of this report is to be sent to the Commanding Officer of that ship, and a statement that this has been done is to be made on the original report sent to the Admiralty.

3. Ratings qualifying for promotion to the rank of Lieutenant, through the rank of Acting Sub-Lieutenant.—The regulations concerning ratings qualifying for promotion to the rank of Lieutenant, through the rank of Acting Sub-Lieutenant, are given in Appendix XII, part 3.

262. Sub-Lieutenant.—Provided that their conduct has been satisfactory, Acting Sub-Lieutenants will be promoted to the rank of Sub-Lieutenant on completing the whole of their examinations for the rank of Lieutenant, as follows:—

(*a*) *Officers who have passed through the Cadet College:*—

Officers promoted to Midshipmen on or after 1st September, 1933, will be promoted to Sub-Lieutenant with seniority dated 4 to 9 months from the date of their seniority as Acting Sub-Lieutenant, the period depending upon the time gained in the Cadets' passing-out examinations (Article 263), and on the time awarded on the result of the training in the seagoing training ship (*see* 263).

(*b*) *Officers who entered as Special Entry Cadets (including those entered from the Nautical College, Pangbourne, on or after January, 1934):*—

Officers who gained no time in the Cadets' passing-out examinations will be confirmed in rank with the seniority they held as Acting Sub-Lieutenants. The seniority of other officers will be antedated by the amount of time gained as a result of the training in the seagoing training ship (*see* 263).

(*c*) *Officers who joined the Training Cruiser from the Training Ships "Conway" or "Worcester":*—

Officers will be promoted to Sub-Lieutenant with seniority dated 5 to 9 months after their seniority as Acting Sub-Lieutenant, according to the time gained as a result of the training in the seagoing training ship (Article 263).

2. The promotion to Sub-Lieutenant of officers who have lost time by failure in examinations, or for other reasons, will be delayed by the amount of time lost.

263. Acting Sub-Lieutenant.—On completing approximately 2 years and 4 months' service as Midshipman, officers are to undergo the examination in Seamanship and Navigation prescribed in Appendix XII, Part 1, Section IV (*See also* 266 *and* 511). (*Note.* As a temporary measure the period of service as Midshipman is reduced to 2 years only and officers are to be examined at that time until further notice).

Those officers who are successful in the Seamanship and Navigation Examinations are to be discharged to shore in sufficient time to undergo the next series of courses and examinations given in Appendix XII, Part 2.

A written report showing complete details of the Seamanship and Navigation Examinations is to be forwarded immediately the examinations are over. In addition the corrected Navigation papers together with a list showing the marks obtained are to be forwarded to the Navigation School. The report from ships serving in Home waters is to include a statement as to whether the officers are recommended for promotion to Acting Sub-Lieutenant.

In addition to the written report, ships on foreign stations are to report by telegram, immediately after the examination:—

(i) The names of the officers who have passed or failed, and the classes of certificates awarded;

(ii) whether the officers are recommended for promotion to Acting Sub-Lieutenant;

(iii) the dates on which the officers will be due to arrive in England.

On receipt of these reports the Admiralty will promote to Acting Sub-Lieutenant those officers who have passed in Seamanship and Navigation and have been recommended for advancement.

Before leaving their ships, officers are to be given detailed instructions as to the dates on which they are to join for their shore courses. These particulars are previously published in Admiralty Fleet Orders (*see* also Appendix XII, Part 2).

Whenever possible passage is to be arranged by ship-of-war or transport.

On arrival in England each officer is to report his arrival and his address to the Admiralty.

On completing the Educational Course at the R.N. College, Greenwich, officers are to be discharged to Portsmouth to undergo instruction and examination in Gunnery, Torpedo, Navigation and Signals. They will also undergo a Divisional course at Portsmouth.

(*Note.* As a temporary measure the Greenwich Course is curtailed or suspended (*see* Note in Appendix XII, Part 2, para. 1 and the Junior Officers War Course combined with the Gunnery Course at Portsmouth).)

2. **Failure to pass Examination.**—(i) Officers who fail in the Seamanship or Navigation examinations at sea are to be put back for four months, and then re-examined. They will not become Acting Sub-Lieutenants until they pass.

(ii) Officers who fail in the Seamanship examination will incur the loss of one month's time.

(iii) Officers who fail in the Navigation examination at sea are liable to a penalty of the loss of one month's time. The question of deprivation of time on this account will be considered when the complete results of the Navigation School examination are available. Officers who pass the examination at sea at a second attempt will only be allowed to count passing marks (50 per cent.) towards the total marks awarded for navigation at the end of the Navigation School course (*see* 376, clause 6).

(iv) Officers who fail in either part of the Educational course at the Royal Naval College, Greenwich, will incur a loss of one month's time in respect of each failure. Officers who fail will be required to undergo a further term's instruction in the part concerned and to take the examination again.

(v) Officers who fail in the Gunnery, Torpedo or Signals Examinations, or in the final examination in Navigation, will incur the loss of one month's time.

(vi) A second failure in any of the examinations referred to above will entail liability to discharge from the Service.

3. **Loss of Time.**—An Acting Sub-Lieutenant or Midshipman who loses time through discharge to the shore on account of sickness, not attributable to his own fault, may be allowed by Admiralty order to present himself for examination on the date on which he would have been entitled to do so had he not lost time as a consequence of such sickness. Any officer who comes under this order, and who

wishes to avail himself of it, must apply through his Captain for the necessary permission, in sufficient time to admit of the investigation of his case, and receipt of reply, before the date of the examination; but it is clearly to be understood that officers who present themselves for examination will not be shown any special consideration should they fail to pass, or should they be classed lower than they might otherwise have anticipated.

264. Sub-Lieutenant (not Cadet entry).—Candidates selected to qualify for commissioned rank in accordance with Appendix XII, part 3, will be granted the rank of Acting Sub-Lieutenant on selection, i.e., on the 1st September in each year. On satisfactorily completing their courses at Greenwich and Portsmouth, they will be confirmed as Sub-Lieutenants from the date they joined up with Acting Sub-Lieutenants (Cadet entry) at Greenwich, i.e., on the 1st January following the date of their selection.

265. Midshipman's Certificate.—Every Midshipman on going afloat will receive a copy of the established certificate (E. 190), which is to accompany him from ship to ship, addressed to the Captain, and should be produced at each examination for the rank of Lieutenant.

266. Certificates of Proficiency.—On presenting himself for examination in Seamanship, a Midshipman must produce the following documents:—

(*a*) Form E. 190, including the following certificates:—

(i) Naval Cadet passing out certificate, and certificate of being rated Midshipman.

(ii) Record of Efficiency (Former Service) in Seamanship. (*See* Appendix XII, Part 1.)

(iii) Record of Instruction and Progress in Engineering, and a certificate from the Engineer Officer that he has made satisfactory progress in Engineering.

(iv) A certificate showing that he has qualified before a board of three officers, of which the president must be of the rank of Captain, in the following subjects.

(1) Handling of boats under oars and sail;

(2) Handling of boats under steam;

(3) Semaphore, Morse and Buzzer.

(*b*) The journal kept in accordance with Article **1158**, clause 5.

2. On presenting himself for examination in Navigation, a Midshipman must produce the following documents:—

Form E. 190 including the following certificates:—

(i) Record of Instruction and Progress in Navigation.

(ii) Certificates that he has completed at the proper times the prescribed sets of observations (Appendix XII, Part 1, Section III, para. 6 (iv)) signed by the Captains of the ships in which he was serving at those times.

3. Acting Sub-Lieutenants on presenting themselves for examination in Gunnery, Torpedo, Signals and Navigation are to produce Form E. 190 with the following certificates completed:—

Record of Instruction and Progress in Gunnery, Torpedo, Signals and Navigation (*see* Appendix XII, Part 1).

267. Midshipmen, leave after passing.—The amount of full pay leave to which a Midshipman is entitled on his return from foreign services is to be noted on his transfer list by the Captain of the last ship in which he serves. Any leave granted to him after his return will be deducted from this amount, and the balance will be allowed on his finally passing his examinations for the rank of Lieutenant, provided he can be spared.

268. Midshipmen.—Special Entry Cadets (including those entered from the Nautical College, Pangbourne, in or after January, 1934), and cadets entered direct from the Training Ships "Conway" and "Worcester" (other than through the R.N. College, Dartmouth) will, provided they are recommended by the Commanding Officer, be promoted to Midshipmen from the date of "passing out," after completing 12 months in the seagoing training ship.

Time awards, as follows, will be allowed on passing out, and the amount of time gained will be shown in the Navy List:—

For a 1st class certificate	4 months
" 2nd " "	2 "
" 3rd " "	Nil.

The order of seniority as Midshipmen will be determined by the position taken in the passing out examinations and the classes of certificates awarded.

2. Dartmouth Cadets, passing out of the Royal Naval College in or after December, 1932, will be appointed, as Cadets, to a seagoing training ship.

Time awards will be allowed on passing out of the College as follows:—

For a 1st class certificate	4 months
" 2nd " "	2 "
" 3rd " "	Nil.

Time awards will be allowed on passing out of the training ship as follows:—

For a 1st class certificate	1 month
" 2nd " "	½ "
" 3rd " "	Nil.

The total amount of time gained will be shown in the Navy List.

After eight months' training in the training ship, Dartmouth Cadets will be promoted to Midshipmen, on the dates 1st January, 1st May, and 1st September, provided they are recommended.

The order of seniority as Midshipmen will depend upon the result of the passing out examination held on completion of the course at the R.N. College, Dartmouth, and also upon the certificate awarded as a result of the training in the seagoing training ship.

3. *Deleted.*

4. Dartmouth Cadets selected to qualify in Engineering.—*See* **235** and **340.**

269. Naval Cadet.—Candidates for admission as Naval Cadets will pass such educational and medical examinations as may from time to time be required, of the nature of which they will be informed on application to the Secretary of the Admiralty.

2. The rules to which a Cadet will be subject during the period of training are embodied in the regulations respecting the entry of Cadets (*see Appendix to the Navy List*).

3. Naval Cadets will not be allowed to pass out of the training establishments until they can swim. A notation as to their ability is to be made on their passing papers.

Section III—Engineer Officers

270. *Deleted.*

271. Engineer-in-Chief.—The appointment of Engineer-in-Chief will be filled by selection.

272. Engineer Rear Admiral.—Promotion to the rank of Engineer Rear Admiral or Rear Admiral (E) will be by selection from the lists of Engineer Captains and Captains (E) respectively and will be confined to Officers who have completed three years' full pay service in those ranks, and have proved themselves to be fitted both professionally and administratively for the higher rank.

273. Engineer Captain and Captain (E).—Promotion to the ranks of Engineer Captain and Captain (E) will be by selection from the lists of Engineer Commanders and Commanders (E) respectively. Promotion will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank. To qualify an Engineer Commander for promotion, he must have served as Engineer Commander or Engineer Lieutenant-Commander in one or more ships

on full pay for five years, including two years' service in sea-going ships as Engineer Commander or Engineer Lieutenant-Commander in charge of engines, of a seagoing ship which is allowed an Engineer Commander or a Commander (E), without alternative, in the complement. One of the two years' sea service referred to must be in the rank of Engineer Commander.

2. Similarly, to qualify a Commander (E) for promotion, he must have served as Commander (E) or Lieutenant-Commander (E) in one or more ships on full pay for five years, including two years' service in seagoing ships as Commander (E) or Lieutenant-Commander (E), in charge of engines of a seagoing ship which is allowed an Engineer Commander or a Commander (E), without alternative, in the complement. One of the two years' sea service referred to must be in the rank of Commander (E).

274. Engineer Commander and Commander (E).—To qualify an Engineer Lieutenant-Commander, and a Lieutenant Commander (E) or Lieutenant (E), for promotion, they must have completed four years' service in those ranks, of which three years must have been in a ship-of-war at sea.

2. An Engineer Lieutenant-Commander, and a Lieutenant-Commander (E) or Lieutenant (E), may be promoted to the rank of Engineer Commander or Commander (E), for gallantry in action, provided they have completed two years' service in the former ranks, of which one year must have been in a ship-of-war at sea.

274a. An Engineer Officer who has been specially retained in a non-seagoing appointment and prevented thereby from completing the qualifying period of sea service, may be promoted, at Admiralty discretion, if otherwise qualified and recommended.

275. Lieutenant-Commander (E).—Lieutenants (E) will be advanced to the rank of Lieutenant-Commander (E) on attaining eight years' seniority.

276. Lieutenant (E).—Sub-Lieutenants (E) will be promoted to the rank of Lieutenant (E) at the discretion of the Admiralty, in accordance with the following arrangements, provided that their conduct has been satisfactory, that they have completed the prescribed course and passed the final examination, and that they have obtained the requisite certificates.

Officers will be eligible to receive acceleration of promotion on the results of the intermediate and final examinations. These examinations will be divided into groups (*see* Appendix XII, Part 7, Section I), and promotion marks will be awarded in each group as follows :—

70 per cent. and over	2 marks
55 " " " "	1 mark

Promotion will then be made according to the following scale, subject to any time penalty incurred by failure at the final examination :—

Marks	*Promotion*
10	16 months from date of seniority as Sub-Lieutenant (E).
9	17 " " " " "
8	18 " " " " "
7	19 " " " " "
6	20 " " " " "
5	22 " " " " "
4	23 " " " " "
3	24 " " " " "
2	25 " " " " "
1	26 " " " " "
0	28 " " " " "

A Sub-Lieutenant (E) who fails to qualify in one or more of the three groups of subjects of the final examination will be put back for a further course of study, at the conclusion of which he will be re-examined, and will forfeit one month's seniority for each group in which he has failed.

An officer who fails in one or more groups at his second attempt will be liable to discharge from the Service.

The promotion marks of an officer who qualifies at his second attempt will be assessed on the results of his first attempt.

2. Officers will be appointed to seagoing ships on completion of the course, and will be required to obtain an engine-room watch-keeping certificate and a recommendation for promotion from their commanding officers before being promoted to the rank of Lieutenant (E).

The engine-room watch-keeping certificate on form S. 1235 is to be granted as soon as an officer has completed six months' service in the engine-room department, provided that he is then considered qualified.

A duplicate of each certificate granted is to be forwarded to the Admiralty as soon as it is issued, and a report is to be made if for any reason the certificate cannot be issued at the expiration of six months' service.

The recommendation for promotion to the rank of Lieutenant (E) is to be forwarded to the Admiralty at the same time as the duplicate watch-keeping certificate, provided that the officer is considered by his Commanding Officer to be fit in all respects for promotion. If the recommendation is withheld, the reason is to be reported when the duplicate watch-keeping certificate is forwarded.

277. Lieutenant (E) (not Cadet entry).—Sub-Lieutenants (E) (not Cadet entry) will be promoted to the rank of Lieutenant (E) at their Lordships' discretion, in accordance with the following arrangements, provided that their conduct has been satisfactory, and that they have obtained the requisite certificates. (*See* clause 3.)

Officers will be eligible to receive acceleration of promotion on the results of the examination held at the end of the course at the R.N. College, Greenwich, promotion marks being awarded as follows:—

Marks awarded at the end of the Greenwich Course *Maximum* 1,000	*Promotion Marks*
For 850 marks	10
" 830 "	9
" 810 "	8
" 790 "	7
" 770 "	6
" 730 "	5
" 700 "	4
" 670 "	3
" 635 "	2
" 575 "	1
" 500 "	Nil.

Promotion will then be made according to the following scale:—

Marks	*Promotion*
10	16 months from date of seniority as Sub-Lieutenant (E).
9	17 " " " " " "
8	18 " " " " " "
7	19 " " " " " "
6	20 " " " " " "
5	22 " " " " " "
4	23 " " " " " "
3	24 " " " " " "
2	25 " " " " " "
1	26 " " " " " "
0	28 " " " " " "

2. **Failures.**—Those who fail to qualify will be allowed a second trial. Those who pass at the second attempt will be awarded "passed" certificates only and will not be eligible for any acceleration of promotion. Those who fail a second time in any subject will be required to revert to their former rating, or to take their discharge from the Service.

3. Before promotion to Lieutenant (E), Sub-Lieutenants (E) (not Cadet entry) must obtain from the Commanding Officers of the ships in which they are serving:—

(*a*) An Engine Room Watch-keeping Certificate.

(*b*) A report on service at sea and fitness for advancement to Lieutenant (E).

These reports are to be rendered after six months sea service as Sub-Lieutenant (E).

4. Commissioned Engineers, Commissioned Mechanicians, Warrant Engineers and Warrant Mechanicians are eligible for promotion to the rank of Lieutenant (E) (*see* **322**).

278. Sub-Lieutenant (E).—Provided that their conduct has been satisfactory, and they have passed the intermediate examination at the Royal Naval Engineering College, Keyham, Acting Sub-Lieutenants (E) will be promoted to the rank of Sub-Lieutenant (E) as follows:—

(*a*) *Officers who have passed through the Cadet College:*—

Officers promoted to Midshipmen (E) on or after 1st September, 1933, will be promoted to Sub-Lieutenant (E) on attaining 4 to 9 months' seniority as Acting Sub-Lieutenant (E), the period depending upon the time gained in the Cadets' passing-out examinations (*see* **268**), and also upon the time awarded on passing-out of the seagoing training ship (*see* **268**).

(*b*) *Special Entry officers, and officers entered from the Nautical College, Pangbourne, on or after January, 1934, and Midshipmen (E) entered from the Mechanical Training Establishment,* will be promoted to the confirmed rank of Sub-Lieutenant (E) immediately on passing the intermediate examination. The seniority of those who gained time in the Cadets' passing-out examinations will be antedated by the amount of time gained (*see* **268**).

(*c*) *Officers who joined the seagoing training ship from the training ships "Conway" or "Worcester"* will be promoted to Sub-Lieutenant (E) on attaining 5 to 9 months' seniority as Acting Sub-Lieutenant (E), the period depending upon the time gained as a result of the training in the seagoing training ship (*see* **268**).

2. The promotion to Sub-Lieutenant (E) of officers who have lost time by failure in examinations, or for other reasons, will be delayed by the amount of time lost.

278a. Sub-Lieutenant (E) (not Cadet entry).—Provided that their conduct has been satisfactory, Acting Sub-Lieutenants (E) (not Cadet entry) will be confirmed with their acting seniority on satisfactorily completing the course at the R.N. College, Greenwich.

279. Acting Sub-Lieutenant (E).—Midshipmen (E) entered from the R.N. College, Dartmouth, or from Mercantile Marine Training Establishments, will, provided that their conduct has been satisfactory and they pass the intermediate examination (*see* **340**) at their first attempt, be promoted to Acting Sub-Lieutenant (E) on completing 2 years and 4 months' service as Midshipmen (E).

2. Any officer referred to in clause 1 of this Article, or in Article **278**, clause 1 (*b*), who fails to qualify in one or both groups of subjects constituting the intermediate examination will be put back for a further course of study, at the conclusion of which he will be re-examined, and will forfeit one month's seniority for each group in which he has failed, his promotion to Sub-Lieutenant (E) or Acting Sub-Lieutenant (E) being delayed accordingly.

An officer who fails to qualify in one or both groups at his second attempt will be liable to discharge from the Service.

The promotion marks of an officer who qualifies at his second attempt will be assessed on the results of his first attempt.

280. Sub-Lieutenant (E) (not Cadet entry).—To qualify an Engine-Room Artificer or Mechanician for the rank of Sub-Lieutenant (E), he must be selected and pass examinations as specified in Appendix XII, part 7, section III.

281. Midshipmen (E).—Naval Cadets who are selected to qualify as Engineer officers (*see* 340) will be advanced to the rank of Midshipman (E) on satisfactorily completing their Cadet training.

SECTION IV.—MEDICAL OFFICERS

282. Medical Director-General.—The appointment of Medical Director-General of the Navy will be filled by selection. The holder of the appointment may be granted, at the discretion of the Admiralty, the rank of Surgeon Vice-Admiral if a Surgeon Rear-Admiral, and of Surgeon Rear-Admiral if a Surgeon Captain.

283. Surgeon Rear-Admiral.—Promotion to the rank of Surgeon Rear-Admiral will be by selection from the list of Surgeon Captains, and will be confined to officers who have completed three years' full pay service in that rank, and have proved themselves to be fitted both professionally and administratively for the higher rank.

284. Surgeon Captain.—Promotion to the rank of Surgeon Captain will be by selection from the list of Surgeon Commanders, and will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank.

2. To be eligible for advancement, a Surgeon Commander must have completed six years' sea service in the ranks of Surgeon Lieutenant, Surgeon Lieutenant-Commander and Surgeon Commander combined, with a minimum of one year in the rank of Surgeon Commander.

285. Surgeon Commander.—A Surgeon Lieutenant-Commander will be promoted to Surgeon Commander at the discretion of the Admiralty, provided he—

(i) has attained six years' seniority as Surgeon Lieutenant-Commander;

(ii) has completed two years' sea service as Surgeon Lieutenant-Commander, or four years' sea service in the ranks of Surgeon Lieutenant-Commander and Surgeon Lieutenant combined;

(iii) has undergone the course prescribed in Appendix XII, part 8, section I;

(iv) is recommended for advancement by the Medical Director-General.

If an officer, otherwise eligible for promotion, has been prevented by the exigencies of the Service or other causes beyond his own control from undergoing the course, this requirement may be waived at Admiralty discretion. In such circumstances the officer may take the examination at a later date, if he so desires, in order to qualify for additional seniority under clause 2.

2. Accelerated Promotion to the rank of Surgeon Commander will be granted to Surgeon Lieutenant-Commanders who obtain a special or a first-class certificate in the examination at the end of the promotion course, as follows, namely:—

(i) An officer obtaining a special certificate will be eligible for 18 months' acceleration.

(ii) An officer obtaining a first-class certificate will be eligible for 12 months' acceleration.

Accelerated promotion will not be granted on examination results alone, and an officer must also be recommended as deserving of advancement. It will be open to the Admiralty to reduce the amount of acceleration allowed, if considered advisable by the Medical Director-General.

3. **Special Promotions** from the rank of Surgeon Lieutenant-Commander to that of Surgeon Commander will be made, at the discretion of the Admiralty, in cases of distinguished service or conspicuous professional merit. Special promotions for professional merit will be exceptional, and will not exceed the rate of one in two years; the total number, at any one time, or Surgeon Commanders holding that rank by such promotions is not to exceed six. Promotions for gallantry in action will not be limited to any specific number.

4. **Failure to satisfy the Examiners.**—Any officer whose examination is considered to show that he has not kept himself reasonably up-to-date in professional knowledge will be informed that the result of his examination is unsatisfactory and that the fact has been noted at the Admiralty.

286. Surgeon Lieutenant-Commander.—A Surgeon Lieutenant will be promoted to Surgeon Lieutenant-Commander at the discretion of the Admiralty, provided he—

(i) has attained 6 years' seniority as Surgeon Lieutenant,

(ii) has completed 2 years' sea service.

(iii) is recommended for advancement by the Medical Director-General.

2. **Special Promotions** to the rank of Surgeon Lieutenant-Commander will be made, at the discretion of the Admiralty, for distinguished service or conspicuous professional merit. Special promotions for professional merit will be exceptional, and will not exceed the rate of one a year. The total number, at any one time, of Surgeon Lieutenant-Commanders holding that rank by such special promotions shall not exceed eight. Promotions for gallantry in action will not be limited to any specific number.

287. Exemption from sea service qualifications.—A Medical officer who has distinguished himself by gallantry in action with the enemy may be promoted at the discretion of the Admiralty, notwithstanding that he does not comply with the regulations as to sea service, provided he is certified to be professionally fit for advancement by the Medical Director-General.

2. A Medical officer who has held an appointment certified by the Medical Director-General to be of a specialist nature may be promoted at the discretion of the Admiralty, notwithstanding that he does not comply with the regulations as to sea service, provided he is otherwise qualified, and is recommended by the Medical Director-General.

288. Surgeon Lieutenant.—Candidates for entry into the Naval Medical Service will be interviewed by the Medical Director-General and, if selected, will be appointed as Surgeon Lieutenants for Short Service. (*See* **349.**)

2. **Civil Hospital Time.**—The seniority of officers as Surgeon Lieutenant will normally be determined by the date of their entry, but for officers who held whole-time appointments as medical or surgical officer in recognised civil hospitals prior to entry into the Service, seniority will be antedated, at Admiralty discretion, in respect of the time spent in the civil hospital appointment, subject to a maximum of twelve months. Such time will count during the first five years of an officer's career for the purpose of determining—

(i) his seniority, and

(ii) his eligibility for increase of pay,

but for no other purpose. Thereafter, if the officer be transferred to the permanent list, this time will count also as service for the purposes of promotion and retired pay or gratuity on retirement or withdrawal.

Similarly, a candidate who holds, or is about to hold, a whole-time appointment as medical or surgical officer in a recognized civil hospital at the time of entry into the Royal Navy, may be allowed to serve in such civil appointment provided that the period of such service after the date of entry does not exceed twelve months. Pay from naval funds will be withheld from officers while thus serving, but the time will otherwise count as indicated above.

3. Officers will be entered for an initial period of three years, but an extension of short service for a further two years, making five in all, may be granted at the discretion of the Admiralty. On completion of two years' service they should therefore forward a statement, through the usual service channels, as to whether they desire to serve for a further two years after the termination of their initial period of three years.

4. **Emergency List.**—Officers leaving the active list on completion of their period of Short Service will be placed on an Emergency List, and will be liable for service in war or emergency during the subsequent four years.

5. Transfer to the Permanent List.—Officers may be transferred to the permanent list at the discretion of the Admiralty, and in determining the number to be transferred, regard will be paid to the number of appointments available from time to time for officers on the permanent list. Selection of Short Service officers for transfer to the permanent list will be considered during the course of the year in which they attain four years' seniority.

Section V—Dental Officers

288a. Surgeon Captain (D).—Promotion to the rank of Surgeon Captain (D) will be by selection, and will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank.

289. Surgeon Commander (D).—Promotion to the rank of Surgeon Commander (D) will be by selection, and will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank.

290. Surgeon Lieutenant-Commander (D).—A Surgeon Lieutenant (D) will be promoted to Surgeon Lieutenant-Commander (D) at the discretion of the Admiralty, provided he—

(i) has attained 6 years' seniority as Surgeon Lieutenant (D),
(ii) is recommended for advancement by the Medical Director-General.

291. Surgeon Lieutenant (D).—Candidates for entry into the Naval Dental Service will be interviewed by the Medical Director-General and, if selected, will be appointed as Surgeon Lieutenants (D) for Short Service. (*See* **353.**)

2. Civil Hospital Time.—The seniority of officers as Surgeon Lieutenant (D) will normally be determined by the date of their entry, but for officers who held whole-time appointments as dental officer in recognized civil hospitals prior to entry into the Service, seniority will be antedated, at Admiralty discretion, in respect of the time spent in the civil hospital appointment, subject to a maximum of six months. Such time will count during the first six years of an officer's career for the purpose of determining—

(i) his seniority, and
(ii) his eligibility for increase of pay,

but for no other purpose. Thereafter, if the officer be transferred to the permanent list, this time will count also as service for the purposes of promotion and retired pay or gratuity on retirement or withdrawal.

Similarly, a candidate who holds, or is about to hold, a whole-time appointment as dental officer in a recognized civil hospital at the time of entry into the Royal Navy, may be allowed to serve in such civil appointment provided that the period of such service after the date of entry does not exceed six months. Pay from naval funds will be withheld from officers while thus serving, but the time will otherwise count as indicated above.

3. Officers will be entered for an initial period of six years.

4. Emergency List.—Officers leaving the active list on completion of their short service will be placed on an Emergency List and will be liable for service in war or emergency during the subsequent four years.

5. Transfer to the Permanent List.—Officers may be transferred to the permanent list at the discretion of the Admiralty, and in determining the number to be transferred, regard will be paid to the number of appointments available from time to time for officers on the permanent list. Selection of Short Service officers for transfer to the permanent list will be considered during the course of the year in which they attain five years' seniority.

Section VI—Instructor Officers

292. Instructor Captain.—Promotion to the rank of Instructor Captain will be by selection from the list of Instructor Commanders.

293. Instructor Commander.—An Instructor Lieutenant-Commander will be promoted to Instructor Commander at the discretion of the Admiralty, provided he—

(i) has attained 8 years' seniority as Instructor Lieutenant-Commander,
(ii) is recommended for advancement by the Director of the Education Department.

294. Instructor Lieutenant-Commander.—An Instructor Lieutenant will be promoted to Instructor Lieutenant-Commander at the discretion of the Admiralty, provided he—

(i) has attained 6 years' seniority as Instructor Lieutenant,
(ii) is recommended for advancement by the Director of the Education Department.

295. Instructor Lieutenant.—A candidate for entry as an Instructor officer must have had a University training, and have taken an Honours Degree in mathematics, science or engineering.

2. A candidate who is selected will receive an appointment as Acting Temporary Instructor Lieutenant, and will join the Royal Naval College, Greenwich, for a course of instruction lasting about six months. On qualifying in the subjects of the course, he will receive a commission as Temporary Instructor Lieutenant, his seniority being dated back to the date on which he received his acting appointment.

Any officer who fails to qualify will be discharged.

3. After two years from the date on which he qualified, a Temporary Instructor Lieutenant may apply to be put on the permanent list. If accepted, he will receive a commission as Instructor Lieutenant, with seniority as from the date of his appointment as Acting Temporary Instructor Lieutenant. If not accepted, he will be given the option of withdrawing or of serving for not longer than six years from date of entry, and will receive on retirement a gratuity as laid down in the entry regulations (*see* Appendix to the Navy List), but no further gratuity will be payable for service in excess of four years.

4. Any officer who does not apply for permanent service may continue to serve for a period not exceeding six years from date of entry. Upon retirement, he will receive a gratuity as laid down in the entry regulations (*see* Appendix to the Navy List), but no further gratuity will be payable for service in excess of four years.

5. A temporary Instructor officer who wishes to withdraw may apply to do so at any time, but Admiralty permission will depend on the requirements of the Service.

The Admiralty reserve the right to dispense with the services of any temporary Instructor officer at any time from the date on which he qualified, a gratuity being paid as laid down in the entry regulations (*see* Appendix to the Navy List).

In the event of misconduct or incompetence, the services of an Instructor officer may be dispensed with at any time without gratuity.

Section VII—Accountant Officers

296. Paymaster Director-General.—The appointment of Paymaster Director-General will be filled by selection from the list of Paymaster Captains. The holder of the appointment will be given the rank of Paymaster Rear-Admiral.

297. Paymaster Captain.—Promotion to Paymaster Captain will be by selection from the list of Paymaster Commanders, and will be confined to officers who have proved themselves to be fit both professionally and administratively for the higher rank.

2. To be qualified for promotion, these officers must, as a rule, have completed two years in accountant charge at sea as Paymaster Commander, but this condition may be waived in special circumstances at the discretion of the Admiralty.

298. Paymaster Commander.—Promotion to the rank of Paymaster Commander will be by selection from the list of Paymaster Lieutenant-Commanders.

299. Paymaster Lieutenant-Commander.—To qualify an officer for the rank of Paymaster Lieutenant-Commander, he must have eight years' seniority as Paymaster Lieutenant, have a satisfactory record, and have passed the qualifying examination for Paymaster Lieutenant-Commander (*see* Appendix XII, part 9, section II), which may not be taken until three years after passing for Paymaster Sub-Lieutenant. He must also obtain the certificate as to ledger work referred to in Appendix XII, part 9, Section II (8).

300. Paymaster Lieutenant.—To qualify an officer for the rank of Paymaster Lieutenant, he must have two years' seniority as Paymaster Sub-Lieutenant, and his record must be satisfactory, and he must be then reported fit for and deserving of promotion by his commanding officer, such report to be rendered 3 months before completing his two years' seniority. Officers who attain the necessary seniority for advancement to the rank of Paymaster Lieutenant, and who have not passed the examination for the rank of Paymaster Sub-Lieutenant on account of Service reasons, will be advanced to Acting Paymaster Lieutenant on their proper dates, their seniority being adjusted on confirmation after passing the examination. Officers who attain the necessary seniority for advancement, and who have failed in the examination for the rank of Paymaster Sub-Lieutenant, will remain as Acting Paymaster Sub-Lieutenants until they pass.

301. Paymaster Sub-Lieutenant and Acting Paymaster Sub-Lieutenant.—On completion of two years as such, Paymaster Midshipmen may be advanced by their commanding officers to Acting Paymaster Sub-Lieutenant if in all respects considered fit for and deserving of promotion, the certificate in form S. 449 being completed and a copy on form S. 433b forwawrded to the Paymaster Director-General.

2. Officers will be examined, as prescribed in Appendix XII, part 9, section I, for Paymaster Sub-Lieutenant at the end of three years from date of entry as Paymaster Cadet, and those who pass will normally be promoted to Paymaster Sub-Lieutenant with seniority in accordance with the following scale:—

Certificate gained in		Seniority on promotion.
Examination for Paymaster Sub-Lieutenant.	Passing-out examination from Training Ship.	Yrs. mths.
1st Class	1st Class	2 6 from date of entry as Paymaster Cadet.
" "	2nd "	2 7 " " "
" "	3rd "	2 8 " " "
2nd "	1st "	2 8 " " "
" "	2nd "	2 9 " " "
" "	3rd "	2 10 " " "
3rd "	1st "	2 10 " " "
" "	2nd "	2 11 " " "
" "	3rd "	3 0 " " "

3. The first appointment of an officer in the rank of Paymaster Sub-Lieutenant will not, however, be dated earlier than the date on which he was eligible to pass for that rank.

4. **Failures.**—Candidates who fail to pass the examination for the rank of Paymaster Sub-Lieutenant will lose three months' time, and will be re-examined at the next regular examination. They will be eligible for a third-class certificate only at the second attempt, irrespective of the marks obtained. A second failure will render an officer liable to be discharged from the Service.

302. Paymaster Midshipmen.—Paymaster Cadets will be rated Paymaster Midshipmen 12 months from date of entry, or as soon afterwards as they are certified by the Accountant Officer as likely to make good Accountant officers. The certificate in form S. 449 is to be completed and a copy on form S. 432 forwarded to the Paymaster Director-General.

2. In the event of a Paymaster Cadet not being considered as qualified for advancement to Paymaster Midshipman on attaining one year's seniority, a special report is to be made to the Admiralty stating the reasons.

3. If a Paymaster Cadet fails to obtain his certificate for advancement to Paymaster Midshipman within 18 months of his date of entry, application is to be made by the Captain to the Commander-in-Chief or Senior Officer for an inquiry to be held. The result is to be reported to the Admiralty, and if it is unfavourable to the officer he will be liable to be discharged from His Majesty's Service.

4. Order of seniority as Paymaster Midshipman will be dependent upon the marks obtained in the examination held on passing out of the training ship. Certificates will be awarded on the results of this examination, and the class of certificate obtained will reckon towards ultimate seniority as Paymaster Sub-Lieutenant, as provided in Article 301, clause 2. The marks and class of certificate obtained in this examination are to be noted in form S.449 and reported to the Paymaster Director-General.

303. Paymaster Cadet.—Candidates for admission as Paymaster Cadets must pass such medical and educational examinations as may from time to time be required. They must produce certificates of proficiency in swimming before they are permitted to enter His Majesty's Service.

304. Secretaries to Flag Officers and Commodores, and Assistant Secretaries.—For these appointments, officers are selected from Accountant officers as follows:—

Secretary to a—	*Must be on the list of—*
Commander-in-Chief Flag Officer in large independent commands Naval Member of the Board of Admiralty	Paymaster Captains Commanders or Lieutenant-Commanders.
Flag Officer or Commodore, 1st Class, not a Commander-in-Chief	Paymaster Commanders, Lieutenant-Commanders, or Lieutenants.
Commodore, 2nd Class.....	Paymaster Commanders, Lieutenant-Commanders, Lieutenants or Sub-Lieutenants.

Officers who have not previously served as Admiral's or Commodore's Secretary, must have taken the Accountant Officers' Technical Course (Article 354) to qualify for such appointment.

2. The Secretary to a Flag Officer is to be designated "Admiral's Secretary" whilst so employed, irrespective of the rank or appointment held by the Flag Officer. Similarly, the Secretary to a Commodore, first or second class, is to be designated "Commodore's Secretary" whilst so employed, irrespective of the appointment held by the Commodore.

3. The officer appointed as Secretary to the Senior Officer of a division of a naval station, not being a Flag Officer or Commodore, is to be designated "Senior Officer's Secretary."

4. The senior officer employed in an office where the Secretary has the status of a Secretary to a Commander-in-Chief is to be designated Assistant Secretary whilst so employed.

5. Accountant officers holding appointments as Secretaries to Flag Officers or Commodores will be granted higher temporary rank as specified in the following sub-clauses during the tenure of such appointments, but the grant of such higher rank will not entitle an officer to the pay thereof. When holding such higher temporary rank, they shall nevertheless rank after officers holding the corresponding confirmed rank, and in relation to each other shall rank according to the order in which their names stand in the official list of the officers of the Royal Navy, unless the Admiralty may otherwise direct.

(*a*) A Paymaster Sub-Lieutenant appointed as Secretary to a Commodore of the Second Class will be granted the rank of Paymaster Lieutenant whilst holding such appointment.

(*b*) A Paymaster Lieutenant appointed as Secretary to a Flag Officer or Commodore of the First Class will be granted the rank of Paymaster Lieutenant-Commander whilst holding such appointment.

(*c*) An officer appointed as Secretary to a Commander-in-Chief, Flag Officer in large independent command, or Naval Member of the Board of Admiralty will be granted the rank of Paymaster Commander whilst holding such appointment, if not already of that rank.

(*d*) An officer who has served for a total period of five years as Secretary to a Commander-in-Chief or other Flag Officer mentioned in sub-clause (*c*) will be granted the rank of Paymaster Captain whilst holding such appointment, if not already of that rank.

(*e*) The rank of Paymaster Captain may also be granted, at Admiralty discretion, to officers serving in certain of the appointments detailed in sub-clause (*c*) even if they are not eligible for that rank under sub-clause (*d*). The rank of Paymaster Captain will not normally be granted under this sub-clause to Secretaries to Flag Officers below the rank of Vice-Admiral.

(*f*) An officer appointed as Secretary to an Admiral of the Fleet will be granted the rank of Paymaster Captain whilst holding such appointment, if not already of that rank.

305. Secretaries to Chief of the Staff, Captain of the Fleet and Chief Staff Officer.—If a Secretary is allowed by complement to an officer of the rank of Captain or above holding an appointment as Chief of the Staff, Captain of the Fleet or Chief Staff Officer, he is to be a member of the Commander-in-Chief's or Flag Officer's secretariat.

2. When the Chief of Staff or Chief Staff Officer is also Captain of the flagship and is allowed a Secretary, that officer will not perform the duties of Captain's Secretary; these duties are to be carried out by one of the Accountant officers allowed in the ship's complement.

Section VIII—Warrant Officers, and Officers Promoted Therefrom

306. Candidates for Warrants.—All candidates for Warrants must pass such examinations as the Admiralty may from time to time direct.

2. **Character.**—Their character must be such as would, if continued, qualify them for the Good Conduct Medal. The award at any time of a character inferior to "Good" will, however, disqualify a candidate.

The particulars of candidates who are considered exceptionally deserving, or who have distinguished themselves by meritorious or special services, but who have not attained to the foregoing standard of character, may be submitted to the Admiralty for consideration.

3. **Half-Yearly Reports.**—For all candidates for warrant rank, other than engine-room ratings (for whom *see* Article **313**), who are qualified as provided in clause 6, a return (form S.198) is to be rendered half-yearly on the 31st May and 30th November to the authorities mentioned, and in accordance with the instructions printed on form S.198. Column 8 of form S.198, "whether recommended for warrant rank", is not to be answered unless the candidate has served at least 4 months in the ship, and no recommendation need be made until the candidate has served 6 months in the ship. When no recommendation is made, the words "under six months" are to be inserted on the form. No recommendation is to be forwarded except on the half-yearly return, and if the reporting officer wishes to make any remarks concerning a candidate he should do so when forwarding this return, unless a special report is required under clause 8. On the first occasion of a candidate being recommended for warrant rank, a notation of the fact is to be made on his service certificate in the space provided for special recommendations.

4. If a candidate is not recommended, his name is nevertheless to be included in the half-yearly return, the reasons for his non-recommendation being briefly stated.

4a. Separate forms ⌋⌊ ⌋⌊ are to be used for each ⌋⌊ ⌋⌊ class of warrant officer.

5. Candidate for Warrant Engineer and Warrant Mechanician are not required to be included in the half yearly returns.

6. The returns are to be rendered to the authorities stated on form S.198 and are to commence as indicated in the following table:—

Rank	*Returns to commence*
*Gunner, Gunner (T), Boatswain, Boatswain A/S, Warrant Pilot, Warrant Observer, Signal Boatswain	After passing examination in seamanship (form S.440).
Warrant Telegraphist	After passing educational test and confirmation as Leading Signalman or Leading Telegraphist.
Warrant Master at Arms	After passing educational test and attaining age of 32 years.
Warrant Shipwright	After passing educational test and preliminary technical examination.
†Warrant Ordnance Officer	After passing educational test and preliminary professional examination.
‡Warrant Electrician	After passing educational test and final or provisional examination for Chief Electrical Artificer, 2nd Class.
Warrant Wardmaster, Warrant Writer, Warrant Supply Officer, Warrant Cook	After passing educational test and professional examination.
Warrant Steward	After passing educational test.
Warrant Photographer	After passing educational test and professional examination.

*The return should record suitability for training as a Director Officer.
†The return should record ability as a mechanic, capacity to design and modify articles from given ideas, and power of controlling men and organizing work.
‡The return should record ability as a practical workman and power of organization.

7. On the first occasion on which a candidate's name is included in the half yearly return, a copy of his service certificate is to accompany the return, with the column of efficiency assessment as seaman or artificer, etc., carefully filled in, together with a copy of his history sheet where applicable.

8. **Misconduct or Unsuitability.**—If a candidate for warrant rank should misconduct himself in a manner which would disqualify him for the Good Conduct Medal, his misconduct is to be reported to the authorities to which form S.198 "Half yearly return of candidates for Warrant Rank" is forwarded; and his name will be removed from the roster for promotion.

If a candidate is found unsuitable for advancement, the fact is to be reported to the same authorities, whether he has previously been recommended or not.

9. **Medical Fitness.**—Before a candidate for warrant rank is discharged to undergo qualifying courses at a shore establishment, he is to be medically examined in the ship or establishment in which he is serving, and a certificate to the effect that he is in all respects physically fit is to be forwarded to the Commanding Officer of the establishment at which the courses will take place. Particulars of any candidates found unfit are to be similarly reported.

All candidates are to be medically examined before promotion to warrant rank, and such promotion will be dependent on medical fitness for service at sea.

Candidates for warrant rank may apply for a preliminary medical examination before commencing to work up. This examination will not however take the place of the further medical examinations required.

10. **Acting rank.**—A candidate for warrant rank will be given acting rank only on promotion. At the expiration of one year's service an acting warrant officer will be eligible for confirmation in rank, provided his conduct and qualifications have been satisfactory, and he is recommended from the ship in which he is serving. This recommendation should not be forwarded until the officer has completed one year as Acting Warrant Officer. His seniority will reckon from the date of his acting appointment. An acting warrant officer, who is invalided before completing one year's service as such, may, at the discretion of the Admiralty, be confirmed in his rank before retirement, provided his record is satisfactory.

To be eligible for confirmation in rank, an Acting Gunner, Acting Gunner (T), Acting Boatswain, or Acting Boatswain (A/S) will also be required to be in possession of a watch-keeping certificate certifying that he has kept watch at sea and in harbour under a commissioned officer and has a sound knowledge of the duties of Officer of the Watch, including measures necessary for the safety of the ship. The training of these officers is to be continued after confirmation in accordance with Article 360, notwithstanding the possession of a watch-keeping certificate.

307. Gunner, Gunner (T), Boatswain, Boatswain (A/S).—To be eligible for appointment, a candidate must—

(*a*) be a Petty Officer or Acting Petty Officer with not less than one year's service in the actual performance of the duties of such rating;

(*b*) be not more than 35 years of age;

(*c*) have undergone the courses of instruction in gunnery and torpedo as prescribed in the Gunnery and Torpedo Training Manuals. These courses will comprise a—

(i) School course,

(ii) Gunnery course,

(iii) Torpedo course.

(*d*) if a candidate for Boatswain (A/S), have undergone also a course for that rank at the Anti-Submarine School.

2. A candidate for the rank of Gunner (T) will also be required to have held the non-substantive rating of Torpedo Gunner's Mate, Acting Torpedo Gunner's Mate, or Leading Torpedoman for one year in a seagoing ship.

A candidate for Boatswain (A/S) must have held the non-substantive rating of Submarine Detector Instructor or Higher Submarine Detector for one year in a seagoing ship.

3. A candidate for the rank of Boatswain or Boatswain (A/S) will also be required to undergo a course at the Navigation School as prescribed in Appendix XII, part 15.

4. Before he is selected to undergo the above courses, a candidate must—

(*a*) be qualified under Article 306;

(*b*) pass the educational test for warrant rank;

(*c*) pass the examination in seamanship for warrant rank under the conditions prescribed in form S.440 and in Appendix XII, Part 15. This examination is to be held by a board consisting of a Captain or Commander as President, a Lieutenant-Commander (N) or Lieutenant (N), and two Commissioned Boatswains or Boatswains.

Notes.—(i) Commissioned or other Gunners or Gunners (T) may sit in lieu of the Commissioned Boatswains or Boatswains if these Officers are not available.

(ii) A rating who has passed the seamanship examination for Acting Sub-Lieutenant will also have to pass the seamanship examination for Warrant Officer if he is desirous of qualifying for the latter rank.

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5. Before presenting himself for examination in Seamanship, a candidate for the rank of Gunner, Gunner (T), Boatswain or Boatswain (A/S) will be required to produce a certificate to the effect that he is, in all respects, physically fit and possesses at least the following standard of vision:—

Distant vision 6/9: 6/12, correcting with glasses to 6/6 in each eye.

Near vision—Snellen, D = 0·6 (Jaeger 2) in each eye without glasses. Colour vision—Grade 1.

Both eyes must be healthy and have normal fields of vision (conformation test).

The general medical examination is to be carried out in the ship or establishment in which the candidate is serving. The eyesight tests are to be applied by a Naval Ophthalmic Specialist, but should the exigencies of the Service render this course impracticable, a provisional certificate of visual fitness may be granted by a non-specialist medical officer and confirmed by a specialist at the first opportunity.

(*b*) Before a candidate is discharged to undergo courses he is to pass a full physical examination with the exception that colour vision is not to be re-tested unless, with correcting lenses, he fails to read Snellen ⅞ when each eye is tested separately.

(*c*) Before promotion to Acting Warrant Officer a candidate is to undergo a full physical examination. The eyesight test is to be as in (*b*) above but it is to be applied only to those candidates who have not been tested within the previous 2 years.

6. On passing in seamanship for warrant rank, a candidate's name is to be placed on a roster for selection to undergo the courses referred to in clause 1. The date of placing on the roster will be the date of qualifying as Seaman Gunner, Seaman Torpedoman, Submarine Detector or Surveying Recorder 3rd class, or of passing in Seamanship, whichever is the later. The date of qualifying or of passing in seamanship of candidates during the six monthly periods ending 21st May or 30th November will be regarded as 31st May or 30th November respectively and, except as otherwise provided, the order on the roster will be determined by these dates, the relative order in each half yearly batch being determined by seniority as rating on that date.

7. The educational test may be taken either before or after the seamanship examination, but a candidate who has not passed this test before passing in seamanship is required to do so within three years of the date of passing in seamanship as defined in clause 6, otherwise his name will be removed from the roster. Should a candidate whose name has been so removed subsequently pass the educational test, his name will be replaced on the roster, but his position thereon will be determined by the date of passing the latter examination.

8. Before undergoing the examination in seamanship a candidate must—

(*a*) be either a Petty Officer or a Leading Seaman who has passed for Petty Officer and hold a certificate from his Commanding Officer that he has a reasonable chance of passing the examination;

(*b*) have served four years in sea-going ships; the actual period served in sea-going ships is to be stated on his passing certificate (S.440);

(*c*) *Deleted.*

(*d*) state whether he elects to qualify for Gunner, Gunner (T), Boatswain or Boatswain (A/S).

9. The selection made by a candidate on passing in seamanship for warrant rank as to the branch in which he desires to qualify for promotion is, as a general rule, to be regarded as final; but transfers to other branches may be allowed, at Admiralty discretion, according to the requirements of the Service.

10. The position on the roster of a candidate who has been transferred from the roster for another rank will be determined by the date of his transfer.

11. A candidate for the rank of Gunner, Gunner (T), Boatswain, or Boatswain (A/S), who fails in the examination at the termination of any of the qualifying courses (school or technical), provided he is:—

(*a*) recommended for a further trial by the commanding officer of the establishment concerned, and

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(*b*) continuously recommended for warrant rank under Article **306**,

may apply at the expiration of two years from the date of failure, if still otherwise eligible, to be allowed a further opportunity to qualify for the rank for which he previously failed or, if he possesses the necessary qualifications, to become a candidate for one of the other ranks. If accepted he will be required to take all the courses and examinations for the rank selected, and, on qualifying, will be placed on the roster for that rank from a date two years after that on which he passed the seamanship examination for warrant rank, or two years from the date of passing the educational test for warrant rank, if he did not so qualify within three years of the date of passing in seamanship (*see* clause 7).

12. When a candidate for Gunner or Gunner (T) has failed to pass for a higher gunnery or torpedo rating within two years of his passing in seamanship, and is thus ineligible to qualify at once for warrant rank, the fact is to be noted on his passing certificate (S. 440) in the space provided for further remarks, and he will not be eligible for selection to undergo the courses for promotion until two years have elapsed since his failure. This, however, does not apply to a candidate who has failed only in firing practice in the examination for a higher gunnery rating, provided he obtained passing marks in the remainder of the course.

13. On completion of the ordinary courses, a candidate for Gunner may be selected to undergo a Gunlayer's course, with a view to qualifying as a Director Officer after promotion to warrant rank. Such candidates will be drafted to sea-going ships as Gunner's Mates in lieu of Gunlayers allowed in complement.

14. Candidates will be required to pass the eyesight test for Director Layer.

15. *Deleted.*

16. Other qualified candidates for Gunner or Gunner (T) are to be sent to sea as soon as possible, the Leading Seamen, subject to the provisions of Article **409**, being given the rating of Acting Petty Officer immediately on completion of the qualifying courses. All qualified candidates for Gunner or Gunner (T) are to be given the rating of Gunner's Mate or Torpedo Gunner's Mate if not already held by them.

17. Candidates who pass finally for the rank of Boatswain or Boatswain (A/S) are to be sent to sea as soon as possible, the Leading Seamen, subject to the provisions of Article **409**, being given the rating of Acting Petty Officer, and the qualified candidates for Boatswain (A/S) being given the rating of Submarine Detector Instructor if not already held, immediately on completion of the qualifying courses.

18. A Leading Seaman given the rating of Acting Petty Officer is to be confirmed as Petty Officer at the expiration of 12 months, if recommended in all respects for warrant rank. If not so recommended, or if found unsuitable for warrant rank at any time before the expiration of 12 months, he is to revert to Leading Seaman, being eligible for subsequent advancement to Petty Officer in the ordinary course.

19. Whenever a qualified candidate for the rank of Gunner, Gunner (T), or Boatswain (A/S) is discharged from any ship or depôt, the Captain of H.M.S. "Excellent," or of H.M.S. "Vernon," or the Commanding Officer of H.M.S. "Osprey," respectively, is to be informed accordingly, the following information being given:—

Substantive rating.
Non-substantive rating.
Date of discharge.
Whither discharged.
Remarks, stating whether still recommended.

308. Boatswains (A/S).—Submarine detector ratings who have been promoted to Boatswain, and who have qualified in a special 96 days' anti-submarine course (open to submarine detector ratings only) will be designated Boatswains (A/S). Ratings who held the non-substantive rating of Submarine Detector Instructor will, however, be required only to qualify in a special abbreviated course of 21 days' duration.

309. Signal Boatswain.—To be eligible for appointment, a candidate must be not more than 35 years of age, and must undergo the course and pass the examination laid down in the Signal Training Instructions.

2. Before being eligible to undergo the prescribed course, a candidate must—

(*a*) be qualified under Art. **306**;
(*b*) have not less than 2 years' service as Leading Signalman, or as Leading Signalman and Yeoman of Signals combined;
(*c*) have passed for V/S 2;
(*d*) have served 7 years as boy and man;
(*e*) have passed the educational test for warrant rank.

3. In forwarding the half-yearly recommendations, the recommending officer should pay particular attention to a candidate's administrative ability, and power of exercising control over his department and the men under his orders.

4. Candidates will be selected to undergo the prescribed course at the Signal School, Portsmouth, from a roster of eligible men kept at that school, due regard being paid to recommendations, service qualifications and seniority; candidates serving afloat are to be relieved in sufficient time to enable them to join their class at the commencement of the course.

5. Candidates who qualify will be placed on a roster for promotion, and must continue to be recommended half-yearly. The order on this roster will be determined by the date of completing the course, candidates who pass on the same day being arranged in order of seniority.

A candidate for the rank of Signal Boatswain who fails in the examination at the termination of the qualifying course, provided he is:—

(*a*) recommended for a further trial by the Commanding Officer of the establishment concerned, and
(*b*) continuously recommended for warrant rank under Article **306**,

may apply at the expiration of two years from the date of failure, if still otherwise eligible, to be allowed a further opportunity to qualify.

If accepted, he will be required to take all the courses and examinations for the rank and, on qualifying, will be placed on the roster for promotion as from the date of successfully completing the course. Candidates who pass on the same day will be arranged in order of seniority.

6. Before promotion to warrant rank, a candidate must have served one year at sea as a Yeoman of Signals. Subject to the provisions of Article **409**, Leading Signalmen, after passing for warrant rank, are, if necessary, to be granted the rating of Acting Yeoman of Signals in sufficient time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.

310. Warrant Telegraphist.—To be eligible for appointment, a candidate must be not more than 35 years of age, and must undergo the course and pass the examination laid down in the Signal Training Instructions.

2. Before being eligible to undergo the prescribed course, a candidate must—

(*a*) be qualified under Art. 306;
(*b*) have not less than 2 years' service as Leading Telegraphist, or as Leading Telegraphist and Petty Officer Telegraphist combined;
(*c*) have passed for W/T 2;
(*d*) have served 7 years as boy and man;
(*e*) have passed the educational test for warrant rank.

3. In forwarding the half-yearly recommendations, the recommending officer should pay particular attention to the candidate's administrative ability, and power of exercising control over his department and the men under his orders.

4. Candidates will be selected to undergo the prescribed course at the Signal School, Portsmouth, from a roster of eligible men kept at that school, due regard being paid to recommendations, service qualifications and seniority; candidates serving afloat are to be relieved in sufficient time to enable them to join their class at the commencement of the course.

5. Candidates who qualify will be placed on a roster for promotion, and must continue to be recommended half-yearly. The order on this roster will be determined by the date of completing the course, candidates who pass on the same day being arranged in order of seniority.

A candidate for the rank of Warrant Telegraphist who fails in the examination at the termination of the qualifying course provided he is:—

(*a*) recommended for a further trial by the Commanding Officer of the establishment concerned, and

(*b*) continuously recommended for warrant rank under Article **306**,

may apply at the expiration of two years from the date of failure, if still otherwise eligible, to be allowed a further opportunity to qualify.

If accepted, he will be required to take all the courses and examinations for the rank and, on qualifying, will be placed on the roster for promotion as from the date of successfully completing the course. Candidates who pass on the same day will be arranged in order of seniority.

6. Before promotion to warrant rank, a candidate must have served one year at sea as a Petty Officer Telegraphist. Subject to the provisions of Article **409**, Leading Telegraphists, after passing for warrant rank, are, if necessary, to be granted the rating of Acting Petty Officer Telegraphist in sufficient time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.

311. Warrant Master-at-Arms.—To be eligible for appointment, a candidate must be not less than 35 years of age and must be qualified under Article **306.**

2. On being recommended for promotion (on form S. 198), a candidate's name will be placed on the roster in order of seniority as Master-at-Arms, but promotion to Warrant rank will be made by selection, in which consideration will be given to total length of service in the Regulating Branch, so as to allow for fluctuations in advancement in rating at the three port divisions.

3. To be eligible to be placed on the roster, a candidate must have attained the age of 32 years and be qualified educationally for warrant rank.

311a. Warrant Pilot.—To be eligible for appointment a candidate must:—

(*a*) be qualified under Article **306**;

(*b*) be not more than 35 years of age;

(*c*) have passed the courses specified in Appendix XII part 15A.

2. Before being eligible to undergo these courses a rating must:—

(*a*) be a rating pilot whose records show that he has been an entirely efficient pilot of at least four years' flying service of which not less than two should have been with a first line unit;

(*b*) have passed the examination in seamanship for Warrant rank as prescribed on Form S. 440 and in Appendix XII Part 15A;

(*c*) have passed the educational test for Warrant rank;

(*d*) be medically fit for flying;

(*e*) be recommended by his Commanding Officer as in all respects suitable for Warrant rank;

(*f*) have served four years in seagoing ships; the actual period served in seagoing ships is to be stated on the candidate's passing certificate in seamanship (S. 440).

3. Candidates who pass the course will be placed on a roster for promotion to Acting Warrant Pilot. The order on the roster will be determined by the date of passing in Seamanship.

311b. Warrant Observer.—To be eligible for appointment, a candidate must:—

(*a*) be not more than 35 years of age;

(*b*) have passed the course prescribed in O.U. 6326. (Syllabuses for Specialized Training of Naval Flying Personnel.)

2. Before being eligible to undergo the prescribed course a candidate must:—

(*a*) be qualified under Article **306**;

(*b*) be an Acting or Confirmed Rating Observer and medically fit for flying duties;

(*c*) have passed the educational test for Warrant rank as prescribed in Appendix XII Part 14.

(*d*) have passed the examination in seamanship for Warrant Observer prescribed on form S. 440 and in Appendix XII Part 15B.

(*e*) be recommended by his Commanding Officer as suitable in all respects for Warrant rank;

(*f*) have served four years in sea-going ships; the actual period so served is to be stated on the candidate's passing certificate in seamanship. (Form S. 440.)

3. Successful candidates will be placed on a roster for promotion to the rank of Acting Warrant Observer. The order on the roster will be determined by the date of passing in Seamanship.

311c. Warrant Aircraft Officers will be selected from Air Artificers who have passed the examination prescribed in Appendix XII, Part 16a, and are recommended.

2. Before being eligible to take this examination a candidate must:—

(*a*) Be qualified under Article **306**;

(*b*) Have served as Air Artificer for six years with continuous "very good" character with previous character not inferior to "good" in time counting for pension;

(*c*) Hold a certificate signed by a responsible Fleet Air Arm Technical Officer that he is considered fit in every respect for warrant rank;

(*d*) Be recommended for warrant rank by his Commanding Officer;

(*e*) Have passed the educational test for warrant rank.

3. Qualified candidates will be placed on a roster for promotion, their position on which will be determined by the result of the professional examination.

The roster will be formed annually and vacancies occuring during a specified period of twelve months will be filled from the roster. Candidates who are not promoted but who continue to be qualified and recommended will be allowed to sit for further yearly professional examinations.

4. The following notation is to be made on the service certificates of qualified candidates: "Qualified for Warrant Aircraft Officer (Q.W.A.O.)".

5. Any act of grave misconduct or inefficiency on the part of a man placed on the roster for promotion to Warrant Aircraft Officer is at once to be reported to the Admiralty with a view to his name being removed from the roster and the notation on his service certificate is to be cancelled.

6. A special report is also to be made to the Admiralty immediately on the death or discharge from the Service of a man who is on the roster.

311d. Warrant Air Mechanics.—Warrant Air Mechanics will be selected from Air Mechanics (A), (E), (O), or (L), who have passed the examination prescribed in Appendix XII Part 16d, and are recommended.

2. Before being eligible to take this examination a candidate must:—

(*a*) be qualified under Article **306**;

(*b*) have served as Petty Officer Air Mechanic for 6 years with continuous "Very Good" character with previous character not inferior to "Good" in time counting for pension;

(*c*) hold a certificate signed by a responsible Fleet Air Arm Technical Officer that he is considered suitable in all respects for warrant rank;

(*d*) be recommended for warrant rank by his Commanding Officer;

(*e*) have passed the educational test for warrant rank.

3. The names of candidates who have qualified will be placed on a roster for promotion at the Admiralty, their position on which will be determined by the result of the professional examination.

The roster will be formed annually and vacancies occurring during a specified period of twelve months will be filled from the roster. Candidates who are not promoted but who continue to be qualified will be allowed to sit for further yearly professional examinations.

4. The following notation is to be made on the service certificates of qualified candidates:—"Qualified for Warrant Air Mechanic (Q.W.A.M.)."

5. Any act of grave misconduct or inefficiency on the part of a man placed on the roster for promotion to Warrant Air Mechanic is at once to be reported to the Admiralty with a view to his name being removed from the roster, and the notation on his service certificate is to be cancelled.

6. A special report is also to be made to the Admiralty immediately on the death or discharge from the service of a man who is on the roster.

312. Warrant Shipwright.—To be eligible for appointment a candidate must—

(*a*) be not more than 35 years of age;

(*b*) pass in the order given the examinations prescribed in Appendix XII, part 17.

2. To be eligible to sit for the preliminary technical examination a candidate must—

(*a*) have passed educationally for Warrant Rank;

(*b*) be recommended for Warrant Rank.

3. To be eligible to sit for the competitive technical examination a candidate must—

(*a*) have passed the preliminary technical examination;

(*b*) be qualified under Article 306;

(*c*) have served for not less than six years since being rated Acting Shipwright 4th Class, of which 3½ years must have been at sea. (See Appendix XII, part 17).

4. No candidate will be allowed to sit for the competitive technical examination on more than three occasions.

Qualified candidates will be placed on a roster for promotion in the order in which they pass the preliminary technical examination. The date of passing this examination in each year will be regarded as the 30th April or 31st October respectively, and the names of candidates will be placed on the roster from each half-yearly batch in their order of seniority as rating. When the half-yearly examination is deferred for any service reason the date of passing is to be regarded as the previous 30th April or 31st October.

313. Warrant Engineers and Warrant Mechanicians will be selected from the Chief or other Engine-Room Artificers and Mechanicians either exempted under the provisions of Appendix XII, part 7, section III, paragraph 16, or who have passed the examination prescribed in Appendix XII, part 16, and are recommended. Before being eligible to take this examination, a candidate must—

(*a*) be qualified under Article 306.

(*b*) *Warrant Engineer.*—Have served as Chief or other Engine Room Artificer for 3½ years in sea-going ships in commission and have served for six years with continuous "Very Good" character with previous character not inferior to "Good" in time counting for pension. A candidate entered as Artificer Apprentice or as 5th Class Engine-Room Artificer will not be allowed to reckon service prior to being rated Acting Engine Room Artificer, 4th Class.

Warrant Mechanician.—Have served for not less than two years after completion of the Mechanicians' Course at the Mechanical Training Establishment.

(*c*) produce the following certificates signed by the Captain and Engineer Officer of the last ship in which he served:—

(i) that he is capable of taking charge of the machinery of a small ship; and

(ii) that he is considered fit in every respect for advancement to warrant rank;

(*d*) have passed the educational test for warrant rank;

(*e*) be not more than 35 years of age in the case of Warrant Engineers, and 37 in the case of Warrant Mechanician, on the 1st October next following the professional examination in February of each year.

1a. A proportion of the vacancies at each examination for warrant rank in the Engine-Room branch will be reserved for Mechanician candidates, who will be regarded as eligible for promotion to Warrant Mechanician provided they have reached a sufficiently high standard in the professional examination and are otherwise elegible. The proportion of vacancies thus reserved will not normally exceed 10 per cent, and no promotion will be made under the foregoing arrangement which would cause the number of Mechanician candidates promoted to warrant rank thereby to exceed 10 per cent of the total number of Engine-Room ratings promoted to warrant rank.

2. The names of candidates who have qualified will be placed on a roster for promotion at the Admiralty, and the following notation is to be made on their service certificates:—"Qualified for Warrant Engineer (or Warrant Mechanician), and noted for promotion" (QWE) or (QWM).

3. Any act of grave misconduct or inefficiency on the part of a man placed on the roster for promotion to Warrant Engineer or Warrant Mechanician is at once to be reported to the Admiralty with a view to his name being removed from the roster, and the notation on his service certificate is to be cancelled.

4. A special report is also to be made to the Admiralty immediately on the death or discharge from the Service of a man who is on the roster.

314. Warrant Electrician.—To be eligible for appointment, a candidate must—

(*a*) be not more than 35 years of age;

(*b*) have passed the professional examination prescribed in Appendix XII, part 18.

2. To be eligible to sit for the above professional examination, a candidate must:—

(*a*) be qualified under Article 306;

(*b*) have served for not less than six years since being rated Acting Electrical Artificer, 4th Class, of which 3½ years must have been at sea;

(*c*) have passed the educational test for warrant rank;

(*d*) have passed finally for Chief Electrical Artificer, 2nd Class, but a candidate who has passed only provisionally when he becomes qualified otherwise to take the examination for Warrant Electrician may take this examination provided that he has not had an opportunity to pass a final examination for Chief Electrical Artificer, 2nd Class, at a torpedo school since passing provisionally;

(*e*) be recommended for Warrant rank.

3. A candidate who has passed only provisionally for Chief Electrical Artificer, 2nd Class, and attains the necessary standard in the examination for Warrant Electrician will be drafted at the first opportunity to a torpedo school and will be required to pass a practical examination at the first attempt before he will be considered to have passed for Warrant Electrician.

4. No candidate will be allowed to sit for the professional examination on more than three occasions.

5. Qualified candidates will be placed on a roster for promotion, their position on which will be determined by the following factors:—

(*a*) Date of passing professional examination. (Subject to continuity of recommendations no candidate will be displaced from his position on the roster by any candidate who passes a later professional examination.)

(*b*) Result of professional examination.

(*c*) Date of passing for Chief Electrical Artificer, 2nd Class.

315. Warrant Ordnance Officer.—To be eligible for appointment, a candidate must—

(*a*) be not more than 35 years of age;
(*b*) have undergone the qualifying course and passed the examination prescribed in the Gunnery Training Manual.

2. To be eligible to undergo the above qualifying course, a candidate must have passed the preliminary professional examination prescribed in Appendix XII, part 19.

3. *Deleted.*

4. Qualified candidates are to be placed on the roster for promotion in the order in which they passed the preliminary professional examination.

5. To be eligible to sit for the preliminary professional examination a candidate must—

(*a*) be qualified under Article 306;
(*b*) have passed the educational test for Warrant Rank;
(*c*) have served for not less than six years since being rated Acting Ordnance Artificer 4th Class, of which 3½ years must have been at sea.

6. No candidate will be allowed to sit for the preliminary professional examination on more than three occasions.

315a. Warrant Photographer.—To be eligible for appointment a candidate must—

(*a*) be qualified under Art. 306;
(*b*) have passed the educational test for warrant rank;
(*c*) have passed the professional examination prescribed in Appendix XII, Part 19A;
(*d*) be of leading rate or above, and have passed professionally for Petty Officer Photographer.

Promotion will be by selection from ratings who have qualified as above.

316. Schoolmasters.—The conditions of service of Schoolmasters are based solely on the educational requirements of the Naval Service and the relation of these officers to the teaching profession generally, and are therefore not comparable with those applicable to other warrant officers.

Officers will be appointed by the Admiralty, on the recommendation of the Director of Education Department, and will be entered as Schoolmaster Candidates, with the acting rank of warrant officer; they will undergo a course of instruction, the normal duration of which will be six months, and on satisfactorily completing this course they will be appointed as Probationary Schoolmasters, with seniority from date of entry.

Probationary Schoolmasters will be confirmed in rank one year from date of entry, with original seniority, if they are recommended and their services have been satisfactory.

2. **Commissioned Officer from Warrant Rank.**—Schoolmasters will be given, at Admiralty discretion, the rank of commissioned officer from warrant rank on completing 10 years' service from date of entry if:—

(*a*) they are recommended by their commanding officers;
(*b*) their records are satisfactory.

A report stating whether he is recommended for promotion to commissioned officer from warrant rank is to be rendered on each officer in sufficient time to reach the Admiralty not less than one week before the first day of the month in which his promotion is due.

3. **Senior Master.**—Senior Masters will be appointed by selection from Schoolmasters who have completed 8 years' service. The number of Senior Masters will be dependent upon the number of appointments in which the services of an officer of this rank are required, but will not exceed 25 per cent. of the total number of Schoolmasters and above on the active list.

Senior Masters will hold the rank of commissioned officer from warrant rank; they will be senior to other Schoolmasters holding that rank in purely educational matters, but in all other respects they will rank according to date of promotion to Senior Master.

4. **Headmaster Lieutenants** will be appointed, by selection, from Senior Masters with not less than 3 years' seniority as such.

Promotion to Headmaster Lieutenant Commander will be granted on attaining 8 years' seniority as Headmaster Lieutenant.

5. **Headmaster Commanders** will be appointed by selection, at the discretion of the Admiralty, from Headmaster Lieutenant Commanders.

6. The number of Headmaster Lieutenants and above will not exceed 8 per cent and of Headmaster Commanders 1 per cent of the total number of Schoolmasters and above on the active list.

317. Warrant Wardmaster.—To be eligible for selection, a candidate must—

(*a*) be qualified under article 306;
(*b*) be not less than 35 years of age;
(*c*) be a Sick Berth Chief Petty Officer and have completed six years' service as Sick Berth Chief Petty Officer and Sick Berth Petty Officer combined, or a Sick Berth Petty Officer with not less than six years' service in that rating.
(*d*) have passed the professional examination prescribed in Appendix XII, part 8, section II.

2. Before being eligible to sit for the above examination, a candidate must:—

(*a*) Be a Sick Berth Chief Petty Officer, or a Sick Berth Petty Officer who has passed the examination for Sick Berth Chief Petty Officer;
(*b*) *Deleted.*
(*c*) Have passed the educational test for warrant rank.

3. While engaged on general nursing and ward duties, a candidate will not be regarded, except in emergency, as available for the duties of any specialist non-substantive rating in which he may be qualified, although he will continue to draw the relative allowance.

4. Qualified candidates will be placed on the roster for promotion in order of their seniority, but the following factors will also be taken into consideration when selections are made for promotion to Warrant Wardmaster:—

(*a*) Dates of passing professional and educational examinations;
(*b*) Results of examinations;
(*c*) Recommendations for promotion to warrant rank;
(*d*) Length of service; regard being given to fluctuations in the advancement of ratings at the three port divisions.

318. Warrant Writer.—To be eligible for appointment, a candidate must—

(*a*) be qualified under Article 306;
(*b*) have passed the professional examination prescribed in Appendix XII, part 9, section IV.

2. To be eligible to sit for the above professional examination, a candidate must—

(*a*) have passed for Petty Officer Writer;
(*b*) have completed seven years' service;
(*c*) have passed the educational test for warrant rank.

3. Qualified candidates will be placed on the roster for promotion in the order of their seniority, but the following factors will also be taken into consideration when selections are made for promotion to Warrant Writer:—

(*a*) Dates of passing professional and educational examinations;
(*b*) Results of examinations;
(*c*) Recommendations for promotion to warrant rank;
(*d*) Length of service; regard being given to fluctuations in the advancement of ratings at the three port divisions.

319. Warrant Supply Officer.—To be eligible for appointment, a candidate must—

(*a*) be qualified under Article 306;

(*b*) have passed the professional examination prescribed in Appendix XII, part 9, section IV.

2. To be eligible to sit for the above professional examination, a candidate must—

(*a*) have passed for Supply Petty Officer;

(*b*) have completed seven years' service;

(*c*) have passed the educational test for warrant rank.

3. Qualified candidates will be placed on the roster for promotion in the order of their seniority, but the following factors will also be taken into consideration when selections are made for promotion to Warrant Supply Officer:—

(*a*) Dates of passing professional and educational examinations;

(*b*) Results of examinations;

(*c*) Recommendations for promotion to warrant rank;

(*d*) Length of service; regard being given to fluctuations in the advancement of ratings at the three port divisions.

4. An Acting Warrant Supply Officer must undergo a victualling course at the first opportunity after promotion, and he will not be confirmed until he has passed this course satisfactorily. (*See* 364).

320. Warrant Cook.—To be eligible for appointment, a candidate must—

(*a*) be qualified under Article 306;

(*b*) have completed seven years' total service;

(*c*) have passed the educational test for warrant rank;

(*d*) have passed the professional examination for Warrant Cook laid down in Appendix XII, part 9, Section V.

2. Qualified candidates will be placed on the roster for promotion in the order of their seniority, but the following factors will also be taken into consideration when selections are made for promotion to Warrant Cook:—

(*a*) Dates of passing educational examination and qualifying professionally;

(*b*) Results of examinations;

(*c*) Recommendations for promotion to warrant rank;

(*d*) Length of service; regard being given to fluctuations in the advancement of ratings at the three port divisions.

3. Before becoming eligible for confirmation in rank, Acting Warrant Cooks will be required to undergo a course of instruction at a recognized school of cookery as may be decided by the Admiralty from time to time, and to obtain a certificate of passing.

320a. Warrant Steward.—To be eligible for appointment, a candidate must—

(*a*) be qualified under Article 306;

(*b*) have passed the educational test for warrant rank;

(*c*) hold the rating of Chief Petty Officer Steward or Petty Officer Steward.

321. Commissioned Officer from Warrant Rank.—In all branches, except Schoolmasters, a warrant officer may be promoted, at Admiralty discretion, to commissioned officer from warrant rank on attaining ten years' seniority as warrant officer, provided—

(*a*) he is recommended by his commanding officer;

(*b*) his record is satisfactory;

(*c*) he has served at sea for five years as a warrant officer.

2. A report as to whether he is recommended for promotion to commissioned officer from warrant rank is to be furnished on each officer in sufficient time to reach the Admiralty not less than one week before the first day of the month in which his promotion is due.

3. Promotion may be granted earlier, at the discretion of the Admiralty, for war or other distinguished service.

322. Lieutenant or equivalent Rank.—Promotion to the rank of Lieutenant, or equivalent rank, may be made, at the discretion of the Admiralty, as follows:—

(*a*) From commissioned officers from warrant rank who have rendered long and zealous service.

(*b*) From commissioned officers from warrant rank who have qualified for earlier promotion by selection, in conjunction with seniority, by passing the examinations referred to in Appendix XII, part 13 (*see* Volume II, 1933). Before being eligible, candidates must have completed three years' sea service as commissioned officer from warrant rank, and must pass a medical examination as to their fitness for sea service. Such promotion is restricted to commissioned officers from warrant rank in the Signal Boatswain and Shipwright branches who obtain the necessary qualifications, apart from sea service, by the 1st January, 1932, and to commissioned officers from warrant rank in the Gunner, Gunner (T), Boatswain, Engineer and Mechanician branches who obtain the necessary qualifications, apart from sea service, by the 1st January, 1934.

(*c*) A commissioned officer from warrant rank, or warrant officer, may be promoted to Lieutenant (or equivalent rank) for war or other distinguished service before he would have become eligible for promotion in the ordinary course. An officer whose promotion is thus accelerated will be borne additional to authorized numbers in the ranks of Lieutenant and Lieutenant-Commander until his turn for promotion for long and zealous service would have arrived.

(*d*) *Deleted.*

(*e*) Commissioned officers from warrant rank and warrant officers of exemplary conduct in all branches, who may distinguish themselves by acts of gallantry and daring in the Service and who are under the age of 45 years, may be specially promoted to the rank or equivalent rank of Lieutenant, either to the general list of direct entry officers, where such exists, or otherwise within the officer's own branch. Officers promoted within their own branch for gallantry and daring will be borne additional to authorized numbers in the ranks of Lieutenant and Lieutenant-Commander until they would have been promoted in their proper turn, when they will be absorbed; but officers placed on a general list of direct entry officers on promotion will be included in the established numbers. (*See* 250(4) *as to counting of time served before promotion.*)

2. Subject to the provisions of sub-clauses (*c*) and (*e*) as to officers borne additional to the authorized numbers of Lieutenants and Lieutenant Commanders, the number of Lieutenants and above will be 8 per cent of the total numbers of warrant officers and above in each category. As a general rule, one half of these will be officers promoted under clause 1 (*b*), such promotions being made half-yearly, and the remainder will be officers promoted for long and zealous service under clause 1 (*a*).

323. Lieutenant-Commander or equivalent Rank.—Promotion to the rank, or equivalent rank, of Lieutenant-Commander will be granted on attaining eight years' seniority as Lieutenant.

324. Commander or equivalent Rank.—Officers of the rank, or equivalent rank, of Lieutenant-Commander, who were promoted to the rank, or equivalent rank, of Lieutenant under the provisions of Article 322, clause 1 (*b*), will be eligible, at the discretion of the Admiralty, for promotion to the rank, or equivalent rank, of Commander by selection, in conjunction with seniority, provided they have completed three years' sea service in the rank of Lieutenant or Lieutenant-Commander, or equivalent ranks, or in such ranks combined. The number of such officers holding the rank of Commander will not exceed 1 per cent of the total number of warrant officers and above in the branch concerned.

2. (*a*) Officers promoted for gallantry and daring to the equivalent rank of Lieutenant within their own branch under the provisions of Article 322, clause 1 (*e*) who belong to the branches specified in clause 1 (*b*) of the same article, will be eligible, at Admiralty discretion, for subsequent promotion to the rank, or equivalent rank of Commander. Officers so promoted will be borne as additional to authorized numbers in the higher rank.

(*b*) Officers promoted to the rank, or equivalent rank, of Lieutenant for gallantry and daring and placed on a general list of direct entry officers, and ratings promoted through the ranks of Acting Sub-Lieutenant and Acting Sub-Lieutenant (E), will be eligible for promotion to higher rank under the same conditions as the corresponding direct entry officers.

Section IX.—Retired and Emergency List Officers

325. Promotion.—Officers on the Retired and Emergency Lists, who are re-employed during war or emergency, may be dealt with as regards promotion under the regulations which are in force at the time for officers of the same class on the active list, in so far as promotion is dependent on service, *e.g.*, a warrant officer may be promoted to commissioned officer from warrant rank on completing 10 years as Warrant Officer on the active list and during re-employment.

Officers may also be promoted, at the discretion of the Admiralty, irrespective of the regulations governing the promotion of officers on the active list, provided that such special promotion does not extend to the granting of Flag rank or of any equal relative rank. As a rule, however, such step in rank will not be granted until the officer has ceased re-employment.

Chapter VII

OFFICERS.—TRAINING AND EXAMINATIONS GENERALLY

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Section I—Executive Officers and Royal Marine Officers

326. Senior Officers' Courses.—These courses (for officers on the active list only) are intended primarily for Captains, but applications from Flag Officers, Commanders and Royal Marine officers will also be considered (Royal Marine officers for War Course only). The courses comprise:—

(i) a *Technical Course*, which consists of a series of courses in the Technical Schools, Portsmouth;

(ii) a *War Course* at the Royal Naval College, Greenwich;

(iii) a *Tactical Course* at the Tactical School.

The objects of these courses are:—

(i) *Technical Course.*—To supply officers with the latest information regarding the capabilities, limitations and methods of use of weapons and material.

(ii) *War Course.*—To help officers to prepare themselves for command by a study of the broader aspects of war.

(iii) *Tactical Course.*—To help officers to prepare themselves for command by the study of tactical principles and their application and practice.

Particulars of these courses are published in the Appendix to the Navy List.

A few vacancies are allotted to military and air force officers who are nominated by the War Office and Air Ministry respectively.

2. Pay and allowances—see **1545.**

327. Course at Senior Officers' School (Army).—The Army Council has allotted four vacancies (two to R.N. and two to R.M. Officers) in each course at the Senior Officers' School, Sheerness.

2. The course at the school is for Majors before promotion to Lieutenant-Colonel. Three courses, each lasting about 3 months, are held during the year.

3. The Naval officers selected for this course will, as a general rule, be Captains R.N., who have not held a command afloat.

4. Applications for the course should be addressed to the Secretary of the Admiralty, through the usual channels.

5. Naval officers will be borne on ship's books for full pay and allowances as indicated in Article **329,** clause 4. Royal Marine officers will be borne for pay, etc., on the ledger of their divisional headquarters.

328.—Officers Specialising.—Officers must have the qualifications mentioned below before being selected to specialise :—

Staff	Executive Officers—must have six years' seniority as Lieutenant, but will not normally be appointed until they have at least seven years. Royal Marine Officers—must have over six years' seniority as Lieutenant R.M. (*see* **329**).

Gunnery	Officers will not normally be selected until they have completed a full commission at sea as Lieutenant, the aim being to select Officers between 2 years and 5 years seniority as Lieutenant. In no instance will an Officer be selected until he has had a year's service as Lieutenant in charge of a watch in a seagoing ship. Volunteers for P. and R.T. must have undergone the short P. and R.T. Course. (*see* 336a).
Torpedo	
P. and R.T.	
Submarine	*See* **341.**
Anti-Submarine ..	*See* **336.**
Navigation.....	*See* **337.**
Signals	Officers will be selected rather earlier than for gunnery, etc., but the normal period of one commission at sea will be adhered to as far as possible. Officers must, however, have not less than one year's service as Lieutenant in charge of a watch in a seagoing ship, be recommended by their Commanding Officers as having a good knowledge of signalling and as being likely to make good signal officers (*see* Appendix XII, Part 4, Section I, para. 3).
Naval Observer...	*See* **334.**
Naval Pilot, Fleet Air Arm.....	*See* **335.**

2. In selecting Officers for specialisation consideration will be given to the preferences expressed by them in accordance with Clause 3, but any Officer may be appointed to any Branch of the Service to make up any deficit of volunteers.

3. Officers are required to report which branch of specialisation they prefer, giving also a second and third preference. General Service may be given as a preference. This report, together with the Commanding Officer's remarks on the candidate's suitability to specialise in the subject of his first preference, is to be rendered immediately on completion of courses for the rank of Lieutenant, but an Officer may volunteer for Submarines at any time during such courses. Officers will be permitted to vary their preferences at any time prior to selection for specialisation.

When an Officer reaches the rank of Lieutenant his Commanding Officer is to render an immediate report on his suitability to specialise.

4. Those accepted for gunnery, torpedo, or anti-submarine will attend a preliminary course at the Royal Naval College, Greenwich.

These courses are solely for the purpose of preparing the officers for their practical work at the schools, and the practical courses will be strictly limited to what is essential for an officer performing specialist duties in a seagoing ship.

The specialist course in navigation and P. & R.T. consists of practical courses only, which are carried out at the respective schools at Portsmouth.

5. On satisfactorily completing the specialist course, the officers will be given the (G), (T), (N), (A/S), &c., qualification, and these letters will be prefixed to their names in the seniority columns of the Navy List. The letter will be retained against their names only while they are actually employed, or are available for employment, on the specialist duties.

6. **Advanced Courses.**—A limited number of Lieutenants who have qualified in (G), (T) and (S), being volunteers, will be selected for the advanced courses at the R.N. College, Greenwich. This selection will be according to the aptitude of the officers for the duties which will eventually be required of them, not necessarily according to the results of the ordinary specialist examination. Officers will not normally be appointed to the advanced course immediately after completing the qualifying course.

7. The number and duration of the various courses will be as shown in Appendix XII, part 4.

8. Should it be found, during any part of the course of instruction, that an officer is not likely to prove efficient as a specialist in the branch selected, his name is to be submitted to the Admiralty with a view to his removal from the course.

329. Staff Course.—The objects of the Staff course are:—

(*a*) To train Staff officers (*see* **233**).

(*b*) To provide a higher naval education.

Particulars of the course are published in the Appendix to the Navy List (*for Officers eligible see* **328**).

2. On first application an officer must be recommended on form S.206 or S.206b by his Commanding Officer, who at the same time should forward a separate report containing answers to the following questions:—

(*a*) Has the officer any experience of staff work? If so, of what kind? (State the particular branch of staff or technical staff).

(*b*) Is the officer's intellectual ability considered to be exceptional, above the average, or average?

(*c*) Is he accurate? Is he able to express himself clearly and quickly?

(*d*) Would the Commanding Officer desire to have this officer, when trained, on his own staff? If not, the reasons should be given.

(*e*) Does he possess knowledge of any foreign languages? If so, particulars should be stated.

3. Officers applying should not take any steps to obtain recommendations from previous Commanding Officers.

4. Whilst undergoing the course, officers will be borne on ships' books for full pay. Lodging and provision allowances at the usual rates will be payable if Service accommodation and victualling are not available (*see* **333** *as to accommodation*).

330. Military Staff College, Camberley.—The Army Council has allotted two vacancies, annually, for naval officers nominated to undergo the course at the Staff College, Camberley. Officers of the rank of Commander or Lieutenant-Commander will be appointed for a period of one year.

2. Commanders and Lieutenant-Commanders wishing their names to be considered should forward applications through the usual channels. Officers with the *p.s.c.* qualification or experience of Staff work will be given preference.

3. One vacancy each year has also been allotted by the Army Council for competition amongst officers of the Royal Marines under Army regulations. The course is of two years' duration, officers spending one year in the junior division and one in the senior division of the course. The Royal Marine officers who succeed in obtaining appointments to the College are eligible for the King George Prize Scholarships, particulars of which are published in the Appendix to the Navy List.

4. Naval officers will be borne on ships' books for full pay and allowances as indicated in Article **329**, clause 4. Royal Marine officers will be borne for pay, etc., on the ledger of their divisional headquarters.

331. Air Force Staff College, Andover.—Two vacancies for the course at the Air Force Staff College are placed at the disposal of the Admiralty by the Air Council.

2. The course commences about 1st May, and is of 12 months' duration. Selection for the course will, as far as possible, be made from Lieutenant-Commanders up to two years' seniority, and from Lieutenants over six years' seniority at the commencement of the course.

3. Previous flying experience, although desirable, is not essential.

332. Applications for Courses from Royal Marine Officers.—Royal Marine officers serving on shore who are desirous of attending any of the courses referred to in Articles **326**, **327**, **329** and **330** should apply through their commanding officers to the Adjutant-General.

333. Accommodation at Royal Naval College, Greenwich.—Officers below the rank of Commander appointed to the courses at Greenwich will live in the College up to the limit of accommodation. When all available accommodation is fully utilized, officers of the rank of Lieutenant-Commander may be permitted, in order of seniority, to live out and to receive the regulated compensatory allowances. *See* **329**, clause 4

2. The same arrangement is applicable to officers of the rank of Commander so far as accommodation for officers of that rank is available.

3. Accommodation for senior officers cannot be provided at the College.

334. Observers.—Officers appointed for Observer duties in the Fleet Air Arm will be Executive and Royal Marine Officers specializing in those duties and Air Branch Officers. Applications to specialize by Executive Branch Officers should be made in accordance with Article **328**, Clause 3.

2. Executive officers will normally be selected to specialize as Observers when they have about two years' seniority as Lieutenant.

3. Officers selected to specialize as Observer will be required to undergo a special medical examination.

4. Officers who satisfactorily complete the course of training and attain the full standard required in W/T (*see* Appendix XII, part 4, section 1 (6) will be regarded as *confirmed* Observers.

5. Officers who attain the minimum standard in W/T but not the full standard and otherwise qualify in the course will be appointed as Acting Observers. When such Officers subsequently pass the further buzzer tests in accordance with Appendix XII, part 4, section 1 (6), they will be confirmed as Observers as from the date of passing the tests which is to be reported to the Admiralty.

6. *Deleted.*

7. Executive officers who specialize as Observers will not normally serve in any purely general service appointments as Lieutenant or Lieutenant-Commander, but if an officer of six or more years' seniority is not considered to have had adequate experience of general service duties to enable his Commanding Officer to report fully and favourably on his efficiency as a general service officer, he may be given such an appointment. Commanding Officers should remark on this when rendering S. 206 reports on officers of such seniorities.

8. Royal Marine officers may apply for service in the Fleet Air Arm, either as Pilot or Observer, after they have been confirmed as Lieutenant. They will, normally, be selected after completing one year's service at sea. Royal Marine officers will be attached for service in the Fleet Air Arm for periods of four years, reverting to general service for two years between periods of service with the Fleet Air Arm.

335. Fleet Air Arm Pilots.—Officers appointed for Pilot duties in aircraft will be Executive and Royal Marine Officers specializing in those duties, and Air Branch Officers. Applications to specialize by Executive Branch Officers should be made in accordance with Article **328**, Clause 3.

2. Executive Officers will normally be selected soon after they have obtained their watchkeeping certificates; officers may be selected at a later stage provided they are then under 28 years of age.

3. Officers selected will be required to undergo a special medical examination. At home this will be carried out in the Medical Department of the Admiralty. Officers volunteering on foreign stations should be provisionally examined by the ship's medical officer. Final medical examination for fitness to learn to fly can be arranged through the Royal Air Force by R.A.F. Command Headquarters Medical Boards, in Egypt, Aden, Singapore, India, Malta, Iraq and Palestine.

4. The elementary and service flying training of officers selected for Fleet Air Arm Pilots is carried out by the Royal Air Force. The final specialized naval air training is carried out at Naval Schools. Details will be issued from time to time in Admiralty Fleet Orders.

5. Officers when qualified will wear a special flying badge (*vide* Uniform Regulations).

6. Executive officers who specialize as Pilots will normally spend one commission in general service as Lieutenant or Lieutenant-Commander, but where an officer has served a commission in a catapult unit under conditions which have enabled his Commanding Officer to report fully, and favourably, on his efficiency as a general service officer, the period of general service may be waived. Commanding Officers should remark on this when rendering S. 206 reports.

7. Royal Marine Officers (*see* 334 (8)).

336. Anti-Submarine.—Application to specialize in Anti-Submarine should be made in accordance with Article **328**, Clause 3. Volunteers for the A/S course will normally be selected from Lieutenants who have completed a full commission at sea as Lieutenant, the aim being to select at between 2½ and 5 years' seniority as Lieutenant. Preference is given to candidates who have had the longest sea service, but officers both with and without anti-submarine experience will be considered. All candidates must possess full normal hearing and a medical certificate to this effect is to accompany their applications. They will not be finally accepted until they have been passed as medically fit by the Medical Officer of the R.N. College, Greenwich.

Lieutenants who fail to qualify in the course will revert to non-specialist duties, without further opportunity of qualifying.

336a. Physical and Recreational Training.—Application to specialize in Physical and Recreational Training should be made in accordance with Article **328**, Clause 3.—Officers specializing in Physical and Recreational Training will be required to spend at least seven years of their combined service as Sub-Lieutenant, Lieutenant, and Lieutenant-Commander (up to seven years' seniority) in general service appointments. At least two years of this general service must be in the rank of Lieutenant-Commander (*see* **328** (1)).

2. Lieutenants of not more than five years' seniority, and Lieutenants, R.M., are eligible to undergo the short courses in physical and recreational training which are generally held during Home Fleet leave periods. Officers who undergo these courses are not required to specialize in physical and recreational training but may volunteer to do so if they are otherwise eligible (*see* **328** *and* **1252**).

337. Navigating Officers.—Applications to specialize in Navigation should be made in accordance with Article 328. Preference will be given to Officers who have obtained a 1st Class Certificate in Pilotage in the examination for the rank of Lieutenant, and good classes in other subjects. An officer who puts Navigation as his first preference is to send in, with his application to specialize, a certificate that he possesses full normal vision as determined by Snellen's test. This certificate should be obtained from the Medical Officer of the ship or flotilla. An Officer who gives Navigation as his second, or third preference, need not forward the vision certificate with his application.

2. Candidates should take the first opportunity of passing the examination in Signals laid down in Appendix XII, Part 4, and will not be finally selected until they have done so, but the original application need not be delayed through lack of opportunity to pass in Signals. (Note: This examination is suspended during the war).

3. Candidates will not ordinarily be selected until they have completed at least one year at sea after passing all examinations for the rank of Lieutenant. On receiving official notification of selection for the next Qualifying (N) Course a candidate must forward to the Captain, H.M.S. "Dryad" (as soon as possible) a certificate from a Royal Naval Ophthalmic Specialist, stating whether or not he possesses full normal vision.

4. **Qualifying Course.**—Officers selected to qualify for navigating duties will be appointed to undergo a course at the Navigation School—*see* Appendix XII, part 4, section I, para. 2 (III).

5. **Training Afloat.**—Qualified candidates, after leaving the school, will be appointed to serve for a short period in the large ships of the Home and Mediterranean Fleets, in order that they may gain experience under the Navigating officers in the work of a fleet in regard to navigating duties.

6. At the end of the first three months of this period, and subsequently every succeeding three months, the Captain is to forward to the Admiralty, with his covering remarks, a report from the Navigating Officer on the qualifications of the candidate and his general suitability for navigating duties. Upon these reports, and the result of the examination at the Navigation School, the permanent appointment of officers for navigating duties will depend.

7. Navigating officers will be placed on exactly the same footing as regards executive command, and ship's duty generally, as Gunnery and Torpedo Officers, and are not to be excused from any ship's duties, except those which interfere with the special duties pertaining to them. They will be appointed and succeed to the position of First Lieutenant, if a vacancy occurs, in all ships except flag-ships where a Commander is borne, exactly in the same manner as any other specialist officer; but in ships where no Commander is borne they will not be appointed for First Lieutenant's duties, except in special circumstances.

8. A Commander when borne for navigating duties will not be appointed as the Executive Officer of the ship.

9. **Examination for First Class Ships.**—All Navigating officers will be required to present themselves for examination in pilotage for first class ships within a reasonable time after completing three years' sea service as Lieutenant (N) and Lieutenant-Commander (N). Sea service as Assistant Navigating Officer will be allowed to count towards the three years' sea service required. An officer who fails to pass at the second trial will have his name removed from the list of Navigating officers.

Navigating officers will be permitted to attend a course of seven weeks' instruction at the Navigation School prior to the examinations. See Appendix XII, part 4, section I, para. 2 (iv).

Should it be probable that the exigencies of the Service will cause an officer to be absent from England at the date on which he will complete the three years' sea service required to render him eligible to pass for first class ships, or unduly delay him, through no fault of his own, from completing three years' sea service, he may be examined, provided that he has completed two and a half years of such service; but he will not, in any circumstances, be entitled to the increase in Navigating allowance until he has completed the full period of three years' qualifying sea service.

10. The Letter (N†) will be prefixed (in the seniority columns of the Navy List) to the names of Lieutenant-Commanders and Lieutenants who have passed the examination in pilotage for first class ships. This letter will be retained against their names only while they are actually employed, or are available for employment, on navigating duties.

11. **Short (N) Courses.**—Navigating officers will also be granted facilities for attending the School for a month's course of study at periodical intervals during their subsequent career.

12. **Provisional Examination.**—Provisional examinations may be held in the following circumstances:—

(*a*) A Lieutenant or Lieutenant-Commander (whilst serving as a Navigating Officer on a foreign station), if he happen to be at sea or in a ship on detached service on the date he completes the service required to qualify him to present himself for examination for first class ships, may apply to his Captain for a provisional certificate in pilotage for first class ships, and such certificate is to be given at the discretion of the Captain, based on his knowledge of the capabilities of the applicant as a Navigating Officer, and will hold good until the ship meets the Commander-in-Chief or Senior Officer. The officer must then apply for a passing day to be fixed, and a board of examining officers is to be appointed, consisting of three officers qualified for first class ships (or two, if only that number be present) and presided over by a Captain.

Should the officer pass the examination, the examiners will award him a provisional certificate of qualification for first class ships, and such certificate will entitle him to increase of allowance from the date of the certificate granted by his Captain, but dependent on his passing the regular examination on returning to England. If, after his arrival in England, an officer neglects to take an opportunity of passing the regular examination, and, before passing, receives another appointment for navigating duties, he will not be allowed to receive the increased allowance. Should the officer eventually fail to pass, he will be called upon to refund the amount of the increased allowance which he has received since passing the provisional examination.

(*b*) A Lieutenant or Lieutenant-Commander who completes the service required to qualify him to present himself for examination for first class ships whilst serving as a Navigating Officer on a home station may apply to his Captain for, and may be granted, a provisional certificate as provided for in sub-clause (*a*) of this clause. The intermediate examination by a board of officers will not be required in such cases, but the officer must present himself at the next general examination at the Navigation School, when, if he pass, he will become entitled to the authorized increase of allowance from the date of his provisional certificate. Should, however, an officer be prevented by duty or sickness from presenting himself on the first examination day, he must produce a certificate from his Captain to that effect when he does present himself, as otherwise he will not be entitled to the increase of allowance until the date of passing.

On an officer passing provisionally, a notation is to be made against his name on the ship's books, stating the date of such passing. No payment at the increased rate is to be made until he has passed the final examination at the Navigation School.

13. All provisional certificates are to be granted in triplicate; two of the copies are to be handed to the officer, and are to be produced by him when he takes the final examination at the Navigation School. The third copy is to be forwarded to the Admiralty immediately after the examination. The issue of the increased rate of navigating allowance is to be supported by a statement, signed by the Captain of the ship, to the effect that such certificate has been granted. This statement is to be forwarded as an enclosure to the ledger.

338. Surveying Service.—Officers desirous of specializing as Hydrographic Surveyors may volunteer for employment in His Majesty's surveying ships, applications being sent through the usual channels. Preference will be given to Lieutenants who have obtained their deck watch-keeping certificates and first or second class certificates when qualifying for Lieutenant in navigation and pilotage. Officers selected for the surveying service will not be required to undergo any special preliminary course or examination, but will receive additional pay as 4th Class Assistant Surveyor as from the date of joining a surveying ship. Such officers will be required to serve in His Majesty's surveying ships for at least 2½ or 3 years.

2. Hydrographic surveyors will receive equal consideration with other specialists in regard to promotion, and, further, will be paid surveying pay in accordance with experience and ability, on the scales laid down in Appendix I, and under the conditions set forth in Article **1579,** in addition to any continuous specialist allowances payable under Articles **1566** and **1568.**

3. A larger proportion of junior officers is required in the surveying service than of more senior Lieutenants and Lieutenant-Commanders, hence, in addition to the officers referred to in clause 1, a number of Lieutenants (N) who desire to acquire experience of the surveying service, and who are recommended by the Captain of the Navigation School as being likely to profit by it, will, as vacancies occur, be appointed for a period of from 2½ to 3 years as temporary surveying officers on board one of His Majesty's surveying vessels. They will receive pay as 4th Class Assistant Surveyors from the date of joining.

4. No (N) officer will be required to serve longer than 2½ or 3 years in a surveying ship, but a limited number of those who wish to make surveying their specialty will have the opportunity of volunteering, and will be selected for the permanent staff. (N) officers who do not wish to remain in the surveying service will revert to (N) duties in the fleet, and the fact of their having undergone this valuable special training will be noted in their favour at the Admiralty. Service in a surveying ship after qualifying as Lieutenant (N) will count up to a maximum of two years towards the time as Navigating Officer necessary to pass for first class ships.

5. Although it is not intended that (N) officers of considerable seniority should be appointed, no objection will be raised to the employment of an officer who has passed successfully at the Navigation School and has subsequently served in the general service.

339. Command of Destroyers.—No officer below the rank of Commander will be appointed for the command of a destroyer until he has passed practical examinations in navigation and pilotage, gunnery, torpedo, signals, a written examination in Asdic work, and an oral examination in the custody of victualling stores and accounts, as set forth in Appendix XIII, Part 5.

2. Officers selected for command of destroyers will be required to undergo a two weeks' Gyro-Compass Course at the Admiralty Compass Observatory, Slough, before taking up their appointments.

339a. Gunnery and Torpedo Control duties in Destroyers.—Courses for the rank of Lieutenant are designed to qualify officers for all the duties of a Lieutenant, including Gunnery and Torpedo Control, and officers appointed to destroyers after completing their courses should be employed on Gunnery or Torpedo Control duties as soon as they have sufficient sea experience.

2. Arrangements will, however, be made, when circumstances permit, for officers to undergo refresher courses in Gunnery and/or Torpedo Control before taking up first appointments to destroyers, if a period of two or three years has elapsed since the completion of their courses for the rank of Lieutenant or since they have held a similar appointment.

3. The syllabuses of these refresher courses, which last about a week each, are publish in the Gunnery and Torpedo Training Manuals.

340. Transfer of Executive Officers to Engineering.—Entries into the R.N. Engineering College, Keyham, are made three times a year, viz., in January, May and September. Applications by Naval Cadets (ex-Dartmouth) who desire to qualify as Engineer officers should be made through the usual channels in time to reach the Admiralty six weeks before the completion of their training in the seagoing training ship. The Commanding Officer of the latter ship, in forwarding such applications, is to state his opinion as to the likelihood or otherwise of the applicants becoming efficient Engineer Officers. If there are no Cadets volunteering for engineering, a Nil return is to be rendered.

2. Officers selected to qualify in engineering will separate finally from Executive officers, and will not be eligible to revert to executive duties or to exercise military command. From the date of appointment to qualify in engineering they will be classed as Engineer Officers, *i.e.*, Midshipman (E), Sub-Lieutenant (E), Lieutenant (E), etc.

3. The course of instruction in engineering will be as laid down in Appendix XII, part 7, section I. (*See* **1550.**—*Pay while qualifying.*)

341. Service in Submarines.—Officers will be appointed for training and service in submarines as may be required, but in making the selection, preference will be given to officers who volunteer and are recommended.

2. Applications to specialize in submarine should be accompanied by a certificate from the Medical Officer of the candidate's ship, stating that he is physically fit for such service. The applications should be forwarded to the Admiralty through the usual channels, a duplicate copy being sent to the Rear-Admiral (S). Sub-Lieutenants who have not already obtained their watch-keeping certificates may obtain them while serving in submarines.

2a. Volunteers who may have transferred from the Royal Naval Reserve or been promoted from the lower deck are to state whether they have had previous service in submarines; a statement of any such service is to be included with their applications.

3. The appointment of junior officers to submarines will be for four years in the first instance, and this period will be regarded as general service. First appointments will be in the rank of Sub-Lieutenant. During this period officers may volunteer to specialize in gunnery, torpedo, etc., and, if selected, may be withdrawn for that purpose at any time after completion of two years in submarines. Officers who intend to specialize in submarines will be given priority for appointment to submarines for the first 4-year period and will be definitely ear-marked for that service. They will be regarded as submarine specialists, and will only revert to the general service under the same conditions as other specialists, namely, in consequence of promotion, at own request, for unsuitability, medical unfitness, misconduct, or lack of suitable submarine appointment owing to age and seniority.

4. On attaining about eight years' seniority as Lieutenants, submarine specialists will be sent to sea-going ships for general service experience for a period of approximately two years, afterwards returning to service in submarines.

5. Submarine specialists will receive equal consideration with other specialists in regard to promotion.

6. Allowances are payable for service in submarines on the scale laid down in Appendix I. (*See* **1577**).

342. Junior Lieutenant, etc. Training in Navigation.—When practicable, arrangements are to be made for one junior Lieutenant or Sub-Lieutenant to be taken partially off watch-keeping (keeping a dog-watch or morning watch) so as to work with the Navigating Officer for 10 working days under way, but not necessarily all in one passage.

The officer thus detailed is to be on deck when coasting, making the land, going in and out of harbour, etc., and is to be encouraged in every way to get an insight into navigating duties. If, at the end of the 10 days, the Captain is satisfied with his work, he is to be relieved, and another officer detailed for this duty.

342a. Junior Officers. Air Courses.—Officers of the executive category and officers of the Royal Marines under 25 years of age, who have not undergone the course before, may volunteer for a fortnight's course in elementary naval aeronautics in an aircraft carrier (*see* App. XII, part I).

343. Prizes for Naval History.—Medals and prizes for proficiency in naval history will be offered for competition annually among Lieutenants of not more than five years' seniority, as specified in Appendix XII, part 6.

2. After passing for the rank of Lieutenant, officers are to be afforded every facility for pursuing voluntarily a systematic course of study.

3. The receipt by an officer of a prize or certificate in this subject will be noted in his favour in the official records, and will be taken into account if he applies to qualify for Staff duties.

344. Midshipmen and Acting Sub-Lieutenants. Training afloat.—The general system to be followed in the instruction of Midshipmen and Acting Sub-Lieutenants is indicated in Appendix XII, part 1. In regard to details, however, the Commanding Officer is to exercise his discretion in directing the work of the officers, the object being to secure that the training afloat, with the finishing courses at Portsmouth, will render the officer qualified to perform satisfactorily all the duties which may be required at sea of a Sub-Lieutenant or Lieutenant, having a competent practical knowledge not only of seamanship and the general duties of an officer, but also of gunnery, torpedo, engineering and navigation.

2. It is highly important that the Midshipmen should learn early to assume the habit of responsibility which is essential to the formation of their character as naval officers. Officers in charge of Midshipmen are accordingly to endeavour to test their fitness for responsibility, and should not hesitate to delegate responsible duties whenever possible, at the same time watching the manner in which the Midshipman acquits himself.

Section II—Engineer Officers

345. Advanced Course in Engineering.—On completing their qualifying courses, and period at sea necessary to obtain Engine-room Watchkeeping Certificate, a limited number of Engineer officers, being volunteers, selected on the results of such courses, will be sent to the Royal Naval College, Greenwich, for an advanced course, which will be such as is required to fit them, later on, to qualify for the higher technical and administrative engineering appointments at the Admiralty and in the dockyards. The examination at the end of this advanced course will be a test examination only, and those successful will be given the (E†) qualification.

346. Constructional particulars of ship. Engineer Officer's acquaintance book.—In order that full particulars of the hull and hull fittings, so far as the Engineer Officer's responsibilities are affected, may be available in a convenient form for ready use of Engineer officers, a detailed statement is to be prepared by the Engineer Officer of a vessel in course of construction.

This statement, which is to be amplified by means of sketches so far as possible, is to include invariably, and in detail, the following information:—

(*a*) Arrangement of W.T. sub-division of ship.
(*b*) Arrangements for pumping, flooding and draining the ship.
(*c*) Arrangements for magazine and shell room flooding and spraying.
(*d*) Arrangements for clearing the ship of large quantities of water.
(*e*) Working positions of all W.T. doors and hatches.
(*f*) Position and capacity of all fuel tanks, their filling, emptying, ventilating and access arrangements.
(*g*) Ventilation arrangements of ship, with positions of valves in connection therewith.
(*h*) Arrangement of fire main systems.
(*i*) Positions and capacities of fresh-water storage tanks, fresh-water pipe leads and tank-filling arrangements.
(*j*) Positions and sizes of holes in ship's bottom.
(*k*) Magazine cooling and refrigerating arrangements.

This statement is to be made out in book form, and is to be known as the Engineer Officer's Acquaintance Book. It is to be forwarded for the examination, approval and signature of the Engineer Rear Admiral on the staff of the Commander-in-Chief of the dockyard port where the ship is completing, or to which the ship will be attached. On supersession, the new Engineer Officer will be required to satisfy the Engineer Rear Admiral, Squadron Engineer Officer, Squadron Engineer Officer (D) or Engineer Officer (D) that he is conversant with the structure and fittings of the vessel.

In submarines, the Engineer Officer of new vessels, and on supersession, newly appointed Engineer Officers, will be required to satisfy the Engineer Officer on the staff of Rear Admiral (S) (or for submarines attached to the Fleet, the Flotilla Engineer Officer) that he is conversant with the structure and fittings of the vessel, and prepare such information as may be ordered.

This book is to be retained in the ship, and is to be regarded as the ship's copy. It is to be produced at all inspections of the engine-room department.

The Engineer Officer is to ensure that the particulars noted in this book are kept up to date; all relevant alterations and additions are to be recorded therein.

347. Senior Engineer Officers' Short Course.—This course will be confined to Engineer officers of Captain's or Commander's rank and is intended to assist senior Engineer officers to keep their professional knowledge abreast of developments in engineering. The course will be held annually at the Royal Naval College, Greenwich, and will last approximately 12 weeks. Further particulars of the course are published in the Appendix to the Navy List.

348. Special Courses for Engineer Officers.—Courses of instruction in oil fuel, welding, turbines and internal combustion engines are held at Portsmouth. High Power Electrical Courses of 6 weeks' duration are held in H.M.S. "Vernon" four times a year.

348a. Service in Submarines.—Engineer Officers will be appointed for training and service in submarines as may be required, but in making the selection, preference will be given to officers who volunteer and are recommended.

2. Applications to specialise in submarines should be accompanied by a certificate from the Medical Officer of the candidate's ship, stating that he is physically fit for such service. The applications should be forwarded to the Admiralty through the usual channels, a duplicate copy being sent to the Rear Admiral (S).

3. Lieutenants (E) will be appointed for training when of about 1½ years' seniority, returning to the general service when of about 4½ years' seniority, a number of them being re-appointed for service with submarines 2 years later. Their first period of service with submarines will be spent approximately as follows:—

4 months' general instruction in Submarines, in H.M.S. "Dolphin".
4-6 months borne "additional" in a submarine.
1 month theoretical course in H.M.S. "Dolphin".
2 years as Engineer Officer of a submarine.

4. Warrant Engineers will not be appointed for service with submarines until they have served for at least one commission as an officer in the general service. They will undergo a training course of 4 months in H.M.S. "Dolphin", and serve for a period in a submarine depot before being appointed as Engineer Officer of a submarine.

Section III.—Medical Officers

349. Course on Entry.—Every Surgeon Lieutenant will, on entry, undergo a course of instruction at the Royal Naval Hospital, Haslar, at the termination of which he will be examined in the subjects studied during the course. These subjects will include naval regulations and procedure, tropical diseases, naval hygiene, etc.

350. Course for Surgeon Lieutenant-Commanders.—The examination for Surgeon Commander will be preceded by a five months' course of instruction, as detailed in Appendix XII, part 8, section I. The courses will take place twice a year.

351. Special Courses.—Medical officers of the rank of Surgeon Captain and below will be allowed to undergo courses of post-graduate instruction, if the exigencies of the service permit, either for the purpose of refreshing their general knowledge of medicine and surgery, or as a preliminary to holding a specialist appointment, or with a view to taking a higher degree. The duration of the course will be determined by the Medical Director-General, according to requirements.

2. During such courses Medical officers will be borne on ships' books for full pay. Subject to accommodation being available, and to the requirements of the course, they will be accommodated at the Royal Naval College, Greenwich, and will be under the control of the President. They will come under the ordinary regulations (Chapter XLVI) in respect of travelling expenses to and from the College. The fees for such course, not exceeding the rate of £25 for each 3 months of the course, will be paid by the Admiralty on the production of vouchers at the end of the course. Medical officers will be required to produce separate vouchers of attendance.

352. *Deleted.*

Section IV.—Dental Officers

353. Course on Entry.—Surgeon Lieutenants (D) will, on entry, undergo a short course of instruction at the Royal Naval Hospital, Haslar, to be followed by an examination on the subjects studied during the course. The marks awarded at the examination will be taken into consideration, in conjunction with any antedate granted under Article **291,** clause 2, in determining the relative position of officers on the seniority list.

2. **Special Course.**—On the completion of eight years' total service Dental officers may be permitted to undergo a post graduate course of four months' duration at a recognized civil teaching centre under the general conditions shown in Article **351.** During such course they will be under the general control of the Dental officer on the staff of the Medical Director-General. On the completion of the course the responsible authority of the teaching centre will be asked to furnish a confidential report on the officers' professional abilities and particulars of their attendance during the course.

Section V.—Accountant Officers

354. Accountant Officers' Technical Course.—Two courses a year, details of which are given in Appendix XII, part 9, section III, are held for accountant officers.

2. Officers will be appointed to the Course, which will last four months, as they become available; they must be of the rank of Paymaster Lieutenant (passed for Paymaster Lieutenant-Commander) or above.

355. Courses in Victualling and Cookery.—The following courses are also held periodically for the instruction of Accountant officers:—

Part I

(i) Inspection of freshly killed and frozen meat, detection of diseases, methods of slaughtering, etc.
(ii) Methods of examination and storage of provisions, clothing, mess traps and other victualling stores at the victualling yards.

Part I occupies a period of four weeks and is carried out: (i) at the Meat Market at Smithfield, a certificate being awarded by the Medical Officer of Health for the City of London to officers who qualify at an examination held at the end of the course; (ii) at the Royal Victoria Yard, Deptford, and a written examination is held at the completion of the course.

Part II

Practical instruction in Cookery.

Part II occupies four weeks and is held at the National Training College of Domestic Subjects in London. A certificate is awarded to officers passing this course.

Officers appointed to the above courses are borne on the books of H.M.S. "President".

355a. Divisional Course for Junior Accountant Officers.—Paymaster Sub-Lieutenants and Paymaster Midshipmen will be detached from their sea-going appointments as may be found convenient without interfering with their other professional training, to undergo the divisional course as laid down for Acting Sub-Lieutenants.

Section VI.—Warrant Officers

356. Divisional Course.—Divisional courses are held periodically at the Royal Naval Barracks, Portsmouth, for all warrant officers, and are to be taken as soon as possible after promotion to acting warrant rank. The numbers in each class are, however, limited, and Warrant Wardmasters. Warrant Writers, Warrant Supply Officers and Warrant Cooks should not be included if other warrant officers who have not yet undergone the course are available.

357. Course in Practical Navigation for Gunners, Gunners (T), and Boatswains (A/S).—Before taking up their first appointments afloat, Acting Gunners, Acting Gunners (T) and Boatswains (A/S) are required to undergo a short course in practical navigation.

358. Advanced Course for Gunners.—Gunners who obtained over 80 per cent in their School course when qualifying for warrant rank, and who are recommended by the Commanding Officer of a sea-going ship, are eligible for selection to undergo an advanced course. The selection is made by the Captain, H.M.S. "Excellent", and the syllabus of the course is laid down in the Gunnery and Torpedo Training Manuals.

2. *Deleted.*

3. Warrant officers who have passed this course will be distinguished in the Navy List by the symbol †, which denotes that they have passed an advanced course specially qualifying them for instructional and control duties. An officer may be required, at the discretion of the Admiralty, to revert to ordinary duties after attaining three years' seniority as commissioned officer from warrant rank.

359. Director Layer Course for Gunners.—Acting Gunners who were recommended for Director Officer at the conclusion of their qualifying course for warrant rank may be selected for appointment to H.M.S. "Excellent" for the Director Officer qualifying course, on completing divisional and navigation courses.

2. Candidates selected must pass the eyesight test for Director Layer, unless they have already done so within the last two years.

3. Officers who qualify will not necessarily be employed continuously as Director Officers, and may be required, at the discretion of the Admiralty, to revert to ordinary duties.

4. Director Officers should re-qualify every three years. The re-qualifying courses are of the nature of refresher courses.

5. Particulars of these courses are contained in the Gunnery and Torpedo Training Manuals.

360. Training as Officer of the Watch.—In order to give junior warrant officers an opportunity of acquiring practical experience in their duties, they will be sent to large ships, whenever possible, before appointment to destroyers or other small craft. While so serving, all Gunners, Gunners (T), Boatswains, and Boatswains (A/S), under six years' seniority are to keep watch at sea on the bridge under the Officer of the Watch, who is to consider their instruction and training an important part of his duties.

2. Commanding Officers will be responsible for ensuring that the warrant officers concerned duly receive the training referred to above.

3. The training of these officers is to be continued after confirmation, notwithstanding the possession of the Watch-keeping Certificate required by Article **306**, clause 10.

361. Qualification of Warrant Officers and Above in Navigation and for Command.—Gunners, Gunners (T), Boatswains, and Boatswains (A/S), and officers promoted from these ranks, will be considered qualified for appointment in command of small craft as follows:—

(i) *For Command of Coastal Small Craft.*—If they have obtained not less than 65 per cent marks in each of the papers Navigation I and II, of the Higher Educational Test.

(ii) *For Command of Sea-going Small Craft.*—If they have obtained not less than 75 per cent marks in each of the papers Navigation I, II and III of the Higher Educational Test.

The examination in navigation held at the Navigation School for candidates for Boatswain and Boatswain (A/S) at the end of the Navigation Course (Appendix XII, Part 15 (2) (*c*)), and for Gunners and Gunners (T) at the end of the course referred to in Article **357**, will be accepted in lieu of Navigation II of the Higher Educational Test for purposes of command.

2. Boatswains and above who have qualified for command of sea-going small craft as specified in clause I will also be considered to be qualified for appointment for navigating duties in such craft.

3. } *Deleted.*
4. }

5. On appointment to their first command, Commissioned Gunners, Commissioned Gunners (T), commissioned Boatswains, Commissioned Boatswains (A/S), and officers promoted from these ranks, will undergo a revisionary navigation course at the Navigation School.

362. Requalifying Courses for Gunners, Gunners (T) and Boatswains.—Particulars as to requalifying courses, where necessary, are contained in the Gunnery and Torpedo Training Manuals.

363. Shipwright Officers' knowledge of Fittings.—The officer appointed to the ship in charge of Shipwright's duties is to be examined to ascertain if he has a

thoroughly competent knowledge of such details of the ship as are placed in his charge, such as the construction of the ship, water-tight doors, hatches, sluices, the system of flooding and ventilating, and the pumping arrangements.

2. If he is appointed to the ship while she is building, the examination is to be held before the ship is commissioned, or on first arrival at a dockyard if the ship was built by contractors. Otherwise the examination is to be held within six months from the date of joining.

3. Whenever possible the examination is to be conducted by dockyard officers, whether at home or abroad, but when no opportunity for this occurs the fact is to be reported to the Commander-in-Chief, or Senior Officer, who will issue directions for the Commissioned or Warrant Shipwright of the senior ship, assisted by another Commissioned or Warrant Shipwright, to examine the officer in the presence of his Captain or some other officer not below the rank of Lieutenant.

4. On passing the examination he will be granted a certificate on form S.451a.

364. Victualling Course.—Courses are held periodically at the Royal Clarence Yard, Gosport, for the instruction of Acting Warrant Supply Officers in the inspection, etc., of freshly killed and frozen meat, and in the methods of examination and storage of provisions, clothing, mess traps and other victualling stores, and in breadmaking.

2. The course lasts about four weeks, and an examination is held at its close. (*See* **319** (4)).

3. Officers appointed for these courses are borne on the books of H.M.S. "Victory".

365. Cookery Course.—Courses are held periodically at the National Training College of Domestic Subjects in London for the periodical instruction in cookery of Acting Warrant Cooks.

2. The course occupies eight weeks, and an examination is held at its close. (*See* **320** (3))

2a. Following the completion of the course of training at the National Training College of Domestic Subjects, Acting Warrant Cooks will undergo a 5-day course of instruction in the details of breadmaking and flour blending at the Royal Victoria Yard, Deptford, unless they have previously undergone this course as ratings.

3. Officers appointed for these courses are borne on the books of H.M.S. "President."

Section VII—Courses Generally

366. Time.—Officers appointed for courses of instruction will count their time as full-pay time, provided that they satisfactorily complete the course, and, in cases where a qualifying standard is prescribed, that they qualify within the prescribed period.

In the event of an officer—

(i) failing to qualify or to reach a satisfactory standard within the prescribed period.

(ii) leaving of his own accord before the completion of the course, or

(iii) being removed for misconduct or inefficiency,

the Admiralty may direct that the time spent under instruction is to be counted only as half-pay time. A special report as to the circumstances is to be forwarded to the Admiralty in each case, with a view to a decision being given.

The cases of officers leaving on account of illness will be specially considered.

367. Discharge on completion of Courses.—Appointments for courses are to be regarded as terminating on the date on which the officers leave the College or Naval establishment on cessation of instruction or examination.

Section VIII.—Interpreters and Foreign Languages

General Note

Officers who desire to qualify as interpreters under the following regulations should endeavour to make their applications while actually serving. Officers temporarily unemployed should defer their applications until a suitable period has elapsed after they take up their next appointment.

368. Study Abroad.—Naval officers of or below the actual or relative rank of Captain, except Medical, Dental and temporary Instructor officers and Chaplains, and Royal Marine officers of or below the rank of Major, who are desirous of qualifying for Interpreter in any of the languages mentioned in Clause 8, may apply for the permission of the Admiralty to proceed abroad on full pay, for the period specified in that clause, for the purpose of studying the language selected, of which they will be required to possess an adequate preliminary knowledge (*see* clauses 5 and 6). These regulations apply to Medical officers already qualified or eligible for re-qualification. Naval officers of the actual or relative rank of Captain, R.N., are eligible to qualify in the Lower Standard only (*see* clause 8).

The privilege of studying abroad will not be granted to any officer more than once for the same language, except when re-qualifying for Interpreter.

2. **Number permitted to study abroad.**—Not more than 15 officers of all grades will be allowed to be abroad for study on full pay at the same time.

3. **Japanese.**—The special arrangements laid down as regards the study of the Japanese language will be found in Article **371,** and officers serving on the China station should be encouraged to acquire a knowledge of the language.

4. **Pay and Time.**—Full pay will be allowed for the period of study abroad, which will count as "service". Officers appointed for language study abroad, with the exception of those studying Japanese, to whom a Consolidated Allowance is payable, will receive Provision Allowance. No other allowance of any kind in the nature of pay or otherwise will be given, with the exception of specialist allowance to Lieutenants and Lieutenant-Commanders who have qualified as specialists. These officers will draw their specialist allowances continuously.

5. **Preliminary knowledge.**—An officer will not be eligible for selection to study abroad unless he has obtained, within the previous five years, one of the undermentioned certificates :—

(i) a certificate from the Civil Service Commissioners that he possesses an adequate preliminary knowledge of the language selected,

(ii) a certificate to the same effect on the result of the examination for Paymaster Sub-Lieutenant, or

(iii) a certificate of merit or a certificate of exemption in the language at the annual examination in foreign languages (*see* **373**).

Note.—If more than 5 years have elapsed, an officer will be required either to take the preliminary examination again or to produce satisfactory evidence of having maintained his knowledge of the language.

6. **Japanese, Russian, Polish, Turkish and Arabic** (*see* **371** and **374**).—To assist Officers to obtain a preliminary knowledge of these difficult languages, courses of instruction, not exceeding six months (for Turkish three months) are given in London, at the School of Oriental Studies or at the London University. Not more than five Officers per annum will be selected under this clause. During the courses, Officers will receive full pay and allowances and count time as "service," provided their progress is satisfactory. Their school fees will be paid by the Admiralty. Officers who can obtain a preliminary knowledge of these languages by study in their own time will receive separate consideration in the selection of candidates for study abroad.

7. **Scheme of Study.**—Before proceeding abroad, candidates will be required to submit a scheme of study, stating where they intend to reside, and what facilities the place of residence affords for the study of the language. Certain information in regard to recommended teachers and lodgings in the various countries is recorded at the Admiralty and may be obtained by intending candidates on application. In arranging for study abroad, officers should bear in mind the dates at which the passing examinations for the grade of Interpreter are held by the Civil Service Commissioners.

8. **Gratuities.**—To meet the outlay to which officers may be put by residence abroad, gratuities according to the following scale will be paid to those who succeed in qualifying. These gratuities will be payable only to those definitely appointed for study abroad on full pay, and who complete the periods specified in the table or a substantial proportion thereof :—

Language.	Duration of Residence abroad on full pay.		Gratuity on qualifying.	
	For Higher Standard (Interpreter).	For Lower Standard (Acting Interpreter.)	For Higher Standard.	For Lower Standard.
	Months.	Months.	£	£
Japanese	36	36	250†	225†
*Russian	9	6	150ø	75ø
*Polish	9			
Turkish	9			
German, Dutch, Danish, Swedish, Norwegian, Modern Greek	6	4	70	35
Italian, Spanish, Portuguese, French	4	3	50	25

* The duration of appointment abroad will be decided by the Admiralty on the progress made by the candidate in his preliminary studies.

Officers appointed for nine months' study abroad who qualify in the lower standard only will receive a gratuity of £75.

† The gratuity of £250 or £225 is to be paid in two instalments of £75 at the end of the first and second year respectively, subject to the officer being satisfactorily reported upon and passing the examinations held at the end of these years ; the final instalment of £100 or £75 being paid, on the officer passing the examination at the end of the third year according to whether he obtains Higher or Lower Standard. (*See* **371,** clause 7).

ø For Officers studying Russian in the Baltic States advances of gratuity not exceeding £50 may be made by equal monthly instalments over the period of study abroad. For Officers studying other languages abroad the following advances of gratuity may be made :—

Portuguese, Spanish, Italian	£15
Modern Greek, Norwegian, Swedish, Danish, Dutch, German	£20
Polish, Turkish	£50

For officers studying Turkish £20 may be issued initially and the balance of the advance at monthly intervals during the continuance of the period of study abroad.

Such advances are subject to the condition that they will be recovered from the subsequent pay of any officer who fails to qualify.

9. **Study Interrupted.**—When an officer who has been given leave to study abroad in order to qualify as an interpreter is, for reasons approved by the Admiralty, unable to complete the authorized period of residence abroad, but succeeds in passing the prescribed examination, he may be repaid his actual outlay in travelling expenses and tuition fees up to a sum not exceeding the gratuity for which he would have been eligible if he had completed the authorized period of residence.

368a. Qualification without study abroad.—In addition to the number allowed to study abroad, the Admiralty may permit a certain number (not exceeding 20 in any one year) to take lessons in a foreign language in their own time with a view to qualifying as Interpreters in the languages specified for officers studying abroad (*see, however,* clause 2). On qualification, gratuities will be paid, according to the standard attained, on the same scale as for officers who qualify after study abroad. Temporary Instructor officers permitted to study in their own time will not receive the gratuity payable under this clause unless, and until, they transfer to the permanent list. Officers studying under this clause are not required to pass the preliminary examination before sitting for the final Interpreter's examination.

Officers who qualify under the foregoing conditions will be eligible for appointment as Interpreters or Acting Interpreters under the same regulations as to employment and pay as those applicable to officers who qualify after study abroad, except that temporary Instructor officers will not ordinarily be regarded as eligible to receive an appointment as Interpreter so long as they remain on the temporary list. Such officers, however, may be granted Acting Interpreter's allowance when actually employed on Interpreter's duties in the same way as officers who have passed the provisional examination (*see* **369c**). A temporary Instructor officer qualified as Interpreter may, however, at Admiralty discretion, be granted a temporary appointment when serving where an Interpreter is allowed, so long as no qualified officer on the permanent list is available.

No officer will be eligible to receive any payment under this clause who does not obtain the sanction of the Admiralty before commencing his studies.

2. **Junior Officers who receive instruction at R.N. Colleges.**—Acting Sub-Lieutenants, R.N., and Probationary 2nd Lieutenants, R.M., who receive instruction in French at the R.N. College, Greenwich, and (E) officers who receive instruction in French at the R.N.E. College, Keyham, will not be regarded as eligible to qualify as Interpreters in that language in their own time under clause 1 above. If, however, they undergo the Interpreters' examination immediately after their Greenwich or Keyham courses and qualify as Interpreter or Acting Interpreters, they will be eligible to receive gratuities of £15 and £17 10s. respectively. Not more than 40 officers will be permitted to qualify annually under this clause. Officers who qualify under the foregoing conditions will be eligible for appointment as Interpreters or Acting Interpreters under the same regulations as to employment and pay as those applicable to officers who qualify after study abroad.

No officer will be eligible to receive any payment under this clause who does not obtain the prior sanction of the admiralty to undergo the examination.

Officers who qualify as Acting Interpreter under the foregoing conditions and who later qualify as Interpreter will be eligible for the difference between the lower and higher reduced gratuities, viz., £7 10s.

Officers who fail or omit to qualify on completing their courses will only be appointed for study abroad in very special circumstances, and the maximum period of such appointment will not exceed three months. Such officers must produce evidence that they have adequate preliminary knowledge of French. If they qualify as Interpreter or Acting Interpreter, they will be eligible to receive gratuities of £15 and £7 10s. respectively.

368b. Refund if Retired within 3 years.—Should an officer, who has qualified for Interpreter or Acting Interpreter under the conditions laid down in **368** and **368a**, be permitted to retire, resign, or withdraw, within three years from the date of passing, he will be required to refund (*a*) the excess of full pay (plus specialist allowance, if any) received by him for the period of his appointment to study over the unemployed pay or half pay for which he would have been eligible had he been unemployed for such period, and (*b*) the gratuity awarded on passing, or such proportion of both amounts as the Admiralty may decide.

An officer permitted to study Japanese may also, at the discretion of the Admiralty, be required to refund all passage expenses and the special consolidated allowance.

369. Examination for Interpreter.—Officers granted permission to study abroad will be expected to take the examination for Interpreter as soon as possible after completion of their period of study.

Officers granted permission to study in their own time may take the examination at any time convenient within a period of about 2 years from the date of receiving such permission.

Candidates are to apply, if on full pay, through their Commanding Officers; if on unemployed or half pay, direct to the Secretary of the Admiralty.

369a. Requalification.—Officers are not allowed to withdraw from the list of Interpreters without specific Admiralty approval. They are required to requalify every five years, or as soon afterwards as the convenience of the Service may admit, provided they are otherwise still eligible for appointment as Interpreter or Acting Interpreter.

Officers will be notified when the date for re-qualification approaches, and asked to state when they propose to sit for the examination.

Prior to re-examination, they may be allowed full pay during study abroad for a period not exceeding one month, such period to count as "service," but no gratuity or other allowance will be payable in respect of each re-qualification.

369b. Allowances.—Officers who pass will be eligible for appointment as Interpreters or Acting Interpreters according to the standard reached by them (*see* **370**). When appointed, service as Interpreters will be added to their other duties as officers of the ship, and they will receive additional pay as shown in the following tables (*see, however,* clauses **2, 3, and 4**):—

Language	*Allowance when appointed*	
	As Interpreter. Per diem	*As Acting Interpreter. Per diem*
	s. d.	s. d.
Japanese	4 0	2 0
Russian, Polish, Turkish	2 6	1 0
German, Dutch, Danish, Swedish, Norwegian, Modern Greek	2 0	1 0
Italian, Spanish, Portuguese	1 6	1 0
French (*see* clause 2)	1 6	1 0

Officers appointed as Interpreters or Acting Interpreters will receive this additional pay concurrently with any other allowances attaching to their appointment, *e.g.*, senior, gunnery, torpedo, navigating, etc., allowances to Lieutenant-Commanders and Lieutenants.

2. **Acting Interpreters in French. Allowance.**—Officers who qualify or requalify as Acting Interpreters in French will receive, when appointed as Acting Interpreter, an allowance of 5/– per diem, in lieu of a continuous allowance, payable only on days on which substantial use is made of their knowledge of the language. The total payment is restricted to the amount which an Acting Interpreter could receive for the year—or period concerned if less than a year—at the continuous rate laid down in Clause 1. Payment is only to be made on a certificate by the Commanding Officer that the above conditions have been satisfied. The certificate should be forwarded as an enclosure to the ledger on which the payment appears.

2a. **Interpreter in French at Hong Kong. Allowance.**—The officer appointed as Interpreter in French at Hong Kong under Article **370**, clause 3*a*, will receive an allowance of 5s. per diem for the days on which the Commodore certifies that substantial use has been made of his knowledge of the language, but the total payment so made in any one year is not to exceed the amount involved by continuous payment of the allowance of 1s. 6d. per diem or 1s. per diem according to whether the officer in question is appointed as Interpreter or Acting Interpreter in French.

2b. **Interpreter in Afrikaans on Africa Station.**—One R.N. or R.M. officer serving afloat on the Africa station may, with Admiralty approval, be appointed Interpreter or Acting Interpreter in Afrikaans and receive an allowance of 2s. or 1s. a day, according to the standard of qualification.

Officers serving on the Africa station may, subject to Admiralty approval, be permitted to sit for examination in Afrikaans. Arrangements for the examination are to be made by the Commander-in-Chief, Africa, the qualifying standards being equivalent to those laid down for the examinations in European languages (*see* Appendix XII, Part 11, Section I). Results of examinations are to be communicated to the Admiralty. No gratuity will be payable in respect of qualification in Afrikaans. An Interpreter's allowance in Afrikaans will not be paid concurrently with an Interpreter's allowance for Dutch.

3. **Allowances for Instruction.**—Interpreters' allowances in respect of a particular language will not be paid on any day on which payment is given for instruction of commissioned or junior officers in that language under Article **370**.

4. **Japanese.**—The allowance as Interpreter or Acting Interpreter in Japanese is payable only within the limits of the China station, except where specially authorized by the Admiralty. It is not payable to an officer whilst on passage to or from the ship to which he is appointed for interpreting duties.

369c. Provisional Examination.—Officers when serving abroad may be permitted to pass a provisional examination to be conducted on board a flag or senior officer's ship, in the presence of a Captain and Instructor officer, by an experienced teacher of the language selected, or by an officer who has passed in it for Interpreter.

The successful candidate is to be granted a certificate, and will be eligible to act as Interpreter should his services be required. He will be entitled to the additional pay as Acting Interpreter for any period during which he may actually be employed. He will not, however, be considered as qualified unless within a reasonable period after his return to England he passes the usual examination before the Civil Service Commissioners.

All provisional examinations and appointments are to be reported at once to the Admiralty.

370. Interpreters' Appointments.—Naval officers of and below the actual or relative rank of Commander, and Royal Marine Officers of and below the rank of Major, who possess the necessary qualifications, may be appointed as Interpreter or Acting Interpreter as the Admiralty may direct.

Naval Officers of and above the actual or relative rank of Captain, R.N. Royal Marine Officers of and above the rank of Lieutenant-Colonel, and Medical and Dental Officers and Chaplains, are not eligible to hold such appointments either afloat or ashore.

1a. **Appointments Afloat.**—Officers who are qualified in the languages commonly spoken within the command may be appointed as Interpreter or Acting Interpreter to such ships as the Admiralty may direct.

When it is considered necessary by the Captain that a duly qualified officer serving on board should be appointed as Interpreter or as Acting Interpreter, a representation to that effect should be made, through the Commander-in-Chief to the Admiralty.

An Interpreter qualified in French or German will be allowed in each ship carrying midshipmen.

1b. **Ships reducing to 2/5ths complement.**—When a ship reduces to 2/5ths complement, any appointment as Interpreter or Acting Interpreter to that ship shall cease from the date of that reduction.

2. **Shore appointments at home for Interpreters.**—Officers serving on shore at home will not ordinarily be eligible for appointment as Interpreter or Acting Interpreter, except that at each of the three home ports one Interpreter in each of the following languages, namely Danish, Dutch, French, German, Modern Greek, Italian, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish and Turkish will be allowed.

An officer holding an establishment appointment to a dockyard or similar establishment will be ineligible for appointment as Interpreter. When an officer holding one of these authorised appointments is relieved, the Commander-in-Chief will submit to the Admiralty the name of a qualified officer serving at the port who is recommended to fill the vacancy. The appointment, if approved, will be made by the Admiralty. Should there be no qualified officer serving at the port when a vacancy occurs, a similar recommendation should be made to the Admiralty when such an officer is next appointed.

Officers undergoing courses are not eligible for appointment as Interpreter or Acting Interpreter under this clause.

3. **Shore appointments abroad for Interpreters.**—Qualified officers serving on shore abroad, other than those holding establishment appointments (*see, however,* clause 3a), may be appointed as Interpreter or Acting Interpreter, if the requirements of the Service and of the station concerned are considered to necessitate such appointment.

3a. Qualified Naval Interpreters in Italian and French holding establishment appointments at Malta and Hong Kong respectively may, however, be appointed for interpreting duties in those languages, viz., Italian at Malta and French at Hong Kong. Only one officer serving on shore at Malta and at Hong Kong will be appointed under this clause at any one time.

3b. Appointments under clauses 3 and 3a above will be made by the Admiralty on the representations of the Commander-in-Chief or Senior Naval Officer concerned.

4. **Instruction of commissioned and Junior officers afloat.**—Commanders-in-Chief and Senior Officers at home and abroad are to encourage the formation of classes in French, German, Italian and Spanish, which subordinate officers should be given every facility to attend outside ordinary working hours. Instruction to junior officers is limited to one language. Other officers, also, should be encouraged to attend these classes, but officers of the Reserves, and all commssioned officers, will be required to pay their own fees, *i.e.,* a proportion of the instructor's fees according to the number in the class. No class is to be formed with less than four officers under instruction. Naval Interpreters or Acting Interpreters who undertake the instruction of officers in such classes may be paid 5*s.* 0*d.* for each lesson given (of not less than one hour's duration), the number of lessons for which payment is made to any individual not to exceed four a week, and payment to be subject to suspension of Interpreters' Allowances, where paid, for days on which lessons are given (Article **369**b, clause 3). In exceptional circumstances which do not admit of a class of four being formed, the question of payment of the allowance is to be submitted to the Admiralty for special consideration, with a report of the circumstances which rendered it impossible to form a larger class.

When Naval Interpreters are not available for instruction purposes, civilian instructors may be engaged.

The names of the officers instructed on each occasion are to appear on the vouchers for payments.

5. A winner of the Ryder Prize may be employed as an instructor in French when no Interpreter is available, and may receive the allowance of 5*s.* 0*d.* for each lesson given, subject to the provisions of clause 4.

6. The foregoing conditions as to the payment of fees to Naval Interpreters, Acting Interpreters and winners of the Ryder Prize may be regarded as being also applicable to instruction given to junior officers during ordinary working hours, provided such instruction forms part of the syllabus of training afloat or has otherwise received the approval of the Admiralty.

7. An Interpreter of the flagship, or of such ship as the Commander-in-Chief or the Senior Officer may appoint, should direct the education in foreign languages of the junior officers on the station.

8. Officers attending voluntary classes will not be eligible to sit for examination as Interpreter (*see* 369) unless they have been granted permission by the Admiralty, within the numbers allowed, either to study abroad or in their own time.

9. Commissioned officers in the Mediterranean Fleet who have been studying in their own time or attending voluntary classes may, at the discretion of the Commander-in-Chief, be given, within their appointments, two months' leave, paying their own expenses, in Spain or Italy, if they can be spared while their ships are refitting at Gibraltar or Malta.

371. Japanese Language.—The following special arrangements have been laid down as regards the Japanese language.

2. **Preliminary Course and Study in Japan.**—A limited number of officers, not exceeding three at any one time, who volunteer for the purpose, will be sent to Japan to acquire a knowledge of the language and the people. Officers volunteering for the study of Japanese should notify the Admiralty to that effect as early as possible. Officers selected to proceed to Japan will, unless they have passed the preliminary examination, undergo a preliminary course of instruction at the School of Oriental Studies (*see* 368, clause 6). On the satisfactory completion of the course, such officers will proceed to Japan to continue their study for a period of three years.

3. **Preliminary examination.**—Officers serving on the China station should be particularly encouraged to acquire a knowledge of Japanese, and those who acquire a knowledge should apply through the usual channels to the Commander-in-Chief, who will arrange for them to undergo a preliminary examination (*see* Appendix XII, part 11, section II). Officers serving elsewhere, who desire to sit for the preliminary examination, should apply in the usual way to the Secretary of the Admiralty. The syllabus of this examination is designed to test the industry and linguistic ability of the candidate, and to ascertain whether his knowledge of the language is sufficient to enable him to start living in Japan among Japanese who know no English. The names of officers who pass a satisfactory examination will be noted as suitable to be sent to Japan as language officers, and they will be considered equally with officers who undergo a preliminary course of instruction in England for appointment as language officers for three years as vacancies occur.

4. **Uniform required.**—All officers are to have with them the uniform, including white uniform, required when serving in a ship on the China station.

5. **Passage.**—Officers granted permission to proceed from England to Japan for study will be sent out in one of His Majesty's Ships or by contract ship, at the discretion of the Admiralty. Passages will, if possible, be arranged in Japanese ships. Officers will be allowed full pay from the date of appointment, provided there is no abnormal delay in embarking.

Officers serving on the China station may be sent direct to Japan on their ship returning to England or recommissioning.

6. **General.**—Whilst residing in the country, officers will be borne on the books of the China station flag-ship and will be under the orders of the Commander-in-Chief, China. All official communications are to be submitted to the Commander-in-Chief through the Naval Attaché, Tokyo. Officers are to report their arrival in Japan to the Naval Attaché, who will inform the Commander-in-Chief, China. They are also, as soon as possible, to submit a report of the arrangements they succeed in making for accommodation and instruction, stating what facilities the place of residence affords for the study of the language. Officers are to be prepared to assist the Naval Attaché if called upon. The Naval Attaché will not, however, employ them to the prejudice of their studies, except in an emergency, and in any case he will inform the Commander-in-Chief, China, of any action he may take in this respect. They will respect the wishes of the Ambassador, should such be conveyed to them.

7. **Examinations in Japan.**—At the end of the first year, language officers will be required to submit themselves for examination (*see* Appendix XII, part 11, section II) and, if the result is satisfactory, they will continue for the second year under the same conditions. Similarly at the end of the second year, they will be required to take a second examination, and at the end of the third year they will be required to undergo the final examination. Officers who obtain 80 per cent of the maximum marks in the final examination will be classed as Interpreters, and those who obtain 60 per cent of the maxmium marks in this examination will be classed as Acting Interpreters.

8. **Return to England.**—Passage to England will be provided, if necessary, for officers who complete a term of study in Japan, but they are to be prepared to be appointed to any ship without returning to England.

9. **Unsatisfactory progress.**—Should any officer fail to make good use of the opportunities afforded him or be considered in any way unsatisfactory, he will be recalled from Japan and sent to a ship on the China station.

10. The privilege of studying in Japan will not be granted to any officer more than once, except when re-qualifying for Interpreter.

11. **Consolidated allowance.**—A special consolidated allowance, in addition to full pay, is issued to officers whilst studying in Japan. To assist in meeting initial expenses on arrival in Japan, officers may be granted an advance of £50 of this allowance which will be recovered in 12 equal monthly instalments from the first year's allowance. Lieutenants and Lieutenant-Commanders qualified as specialists will also receive their specialist allowance continuously.

12. **Gratuities, etc.**—For particulars as to gratuities, appointments, etc., *see* 368, clauses 8 and 9, 368a, 368b, 369b, 370, and clause 13 of this Article.

13. **Refresher Course.**—In order that Interpreters in Japanese may have an opportunity of maintaining their knowledge of the language, officers so qualified may be allowed to proceed to Japan for short periods of study, varying according to the interval that has elapsed since qualification or termination of last appointment as Interpreter, and based on the following scale:—

(*a*) Six weeks' residence in Japan for every year not on the China station.
(*b*) Three weeks for every year on the China station.
(*c*) Fractions of a year in the same proportion.

While going through these courses, officers will receive full pay, together with a special consolidated allowance.

On the termination of the course, officers will undergo a test with the object of ascertaining that they have made adequate use of their time and are capable of performing efficiently the duties of an Interpreter.

Officers serving on the China station will be detailed to undergo the course by the Commander-in-Chief.

As a general rule, no officer will be permitted to go through a course under these conditions unless the interval since the qualification or termination of last appointment as Interpreter is at least two years.

An officer who satisfactorily completes a refresher course will receive a gratuity based on the period occupied by the course at the rate of £75 per annum.

372. Purchase of Foreign Literature.—A sum not exceeding five pounds per annum may be spent by the Commanding Officer of every ship bearing junior officers under instruction prior to passing for Lieutenant, upon the purchase of such literature (other than text books and dictionaries) for use in the study of foreign languages.

373. Prizes, etc., in Foreign Languages.—Medals, prizes, and certificates for proficiency in foreign languages will be offered for competition annually as specified in Appendix XII, part 12.

Officers are to be afforded every facility for pursuing voluntarily a systematic course of study.

374. Oriental languages, Allowances, etc.—(i) Officers serving on board His Majesty's ships on the East Indies Station and in the Red Sea may be examined in the undermentioned languages, and, if found qualified to act as Interpreters, will be granted the following allowances. The moonshee allowance will be paid to all such officers on passing, but the Interpreter's allowance will be paid only when the officer is appointed by the Admiralty to act in that capacity.

Language	Moonshee allowance on passing	Interpreter's allowance per mensem on appointment
Swahili	Rs. 180	Rs. 75
Persian	Rs. 180	Rs. 50
Arabic	£20	Rs. 75

2. **Gratuities, etc.**—The payments of the gratuities and Interpreters' allowances, when authorized, are to be made by the Accountant Officer on separate vouchers, and brought to account under "Secretary of State for India," except in cases where they are chargeable to naval funds, namely:—

(*a*) Swahili,
(*b*) Interpreter's allowances on the Africa station,
(*c*) When the ship is outside Indian waters.

3. The Interpreter's allowance, when authorized, is to commence from the date of the certificate of qualification if there is a vacancy in the ship in which the officer is borne, and if not, from the date of a vacancy, or of appointment to a ship in which a vacanacy exists. The allowance is to cease on the ship passing the prescribed limits within which the allowance is payable on passage home, or when the officer is invalided, paid off, or discharged for passage to England.

4. Only one Interpreter's allowance, which may be either Rs. 75 for Arabic, or Rs., 50 for Persian, will be admissible for these two languages at any one time in the same vessel, but an Interpreter's allowance for Swahili is also admissible in addition to the allowance for either Arabic or Persian.

5. **Qualifications in Swahili** will be tested before a board of examiners at Zanzibar or Aden, or provisionally before two or more officers in His Majesty's Ships, who have already qualified in that language, in the presence of a Captain, who will attest the certificate; but officers so provisionally passed are again to be examined by a duly authorized civil board as soon as an opportunity presents itself. The standard of Swahili is purely colloquial.

6. **Examinations in Arabic and Persian** will be held by the sanction of the Indian Government at any place on the East Indies Station where a duly qualified board of officers, or one officer fully capable of conducting the examination, can be found; but the report of the committee passing the candidates will be sent to the examining board at the nearest Presidency town.

Candidates will be required to pass in Persian by the "lower standard", or in Arabic by the "preliminary test."

7. **Requalification.**—Officers who have left the station three years will be required to re-qualify before re-appointment.

375. Retention on Station.—Officers qualified in oriental languages, when belonging to ships ordered home, may be allowed to transfer to ships remaining on the station, if not inconvenient to the Service.

SECTION VIIIA.—METEOROLOGY

375a. Meteorological Officers.—Officers eligible for meteorological training are:—

Navigating officers.
Observer officers (Fleet Air Arm).
Surveying officers.
Instructor officers.
Officers carrying out liaison duties with local meteorological services (*see* 1220a, Cl. 3).

2. **Meteorological Courses.**—Officers who are selected for meteorological training will be required to undergo one of the following courses, which are arranged by the Naval Meteorological Branch, Hydrographic Department, Admiralty:—

(*a*) Twelve weeks' course - Normally available for Observer and Instructor officers.
(*b*) Four weeks' course - For selected Surveying officers.
(*c*) One weeks' course - For Navigating and Surveying officers, also officers appointed to duties specified in Art. 1220a, Cl. 3. Officers appointed as Fleet or Squadron Navigating Officers will normally undergo this course before taking up their appointments.
(*d*) Four weeks' advanced course. For officers qualified in Meteorology.

3. **Qualified Officers.**—Only those officers who have satisfactorily completed the twelve weeks' course will be regarded as qualified in meteorology, and the abbreviation (Met) will be prefixed to their names in the seniority columns of the Navy List.

SECTION IX.—EXAMINATIONS GENERALLY

376. General Regulations.—The regulations relating to the examination of officers are issued under the authority of the Admiralty, and are given in these Regulations, in the Appendix to the Navy List, or in the established forms.

Custody of Examination Papers.—Commanding Officers are responsible for the safe custody of examination papers, which are to be locked up on receipt and handed only to the officer supervising the examination on the day of the examination. (*See* 1483, clause 5).

Eligibility of Candidates.—Examining officers are, before commencing an examination, to satisfy themselves that the candidate is in all respects eligible by age and service according to the regulations in force on those points, and that he is able to produce certificates of good conduct for the full period of service necessary to qualify him for examination, from the Captain or other officers under whose command he has served and especially from the officer under whom he is at the time serving.

Certificates for time on passage in a contract ship, or while borne for pay only, are to be dispensed with, and the Admiralty record of time accepted in lieu.

2. The Commander-in-Chief, or senior officer present, shall give the necessary directions for the required examinations to take place, except in the cases otherwise specially provided for.

3. Such examinations should be held immediately the qualifying service is completed if the candidate is ready to appear; but if the passing day should fall on a Sunday, the examination is to be postponed till the following day, seniority being allowed from the Sunday.

4. **Date of Certificate.**—No passing certificate is to be dated prior to the commencement of the examination; but if the exigencies of the Service or any other cause prevent the examination or provisional examination from being held at the proper time, though the certificate must be dated on the day of passing, the circumstances are to be reported fully to the Admiralty to enable their Lordships to consider whether, according to the merits of the case, any alteration of officers' seniority is justifiable.

5. All passing certificates of officers are to be in duplicate, unless otherwise directed; one copy is to be forwarded to the Commander-in-Chief for transmission to the Admiralty, and the other is to be given to the officer examined.

6. **Failure.**—In Service examinations, on the results of which classes of certificates are awarded, officers who have failed at the first attempt are not to be awarded any class of certificate on finally passing. The only notation on the certificate granted in such cases should be "Passed."

This will not apply to examinations which officers prepare for altogether or largely in their own time, or in cases in which it is specifically provided at present that examinations may be repeated with a view to obtaining higher certificates, *e.g.*:—

Examinations for Interpreter.
Annual Examination in Foreign Languages.
Annual Examinations in Naval History.
Higher Educational Test.

7. **Notification of Withdrawals of Candidates.**—In those examinations where names of candidates have to be reported and where subsequently the question papers are despatched in envelopes bearing the names of the individual candidates, the withdrawal of any candidate is to be reported to the Admiralty and any other authority concerned.

377. Documents required.—The Captain of the ship from which a candidate is sent for examination is to be careful that he takes with him certificates of service and of good conduct up to the day of examination, certificates of previous examinations, log books, work books, and all other documents that may be required for the information and inspection of the examining officers.

378. False Certificates. Penalty.—If any candidate for examination shall knowingly produce false certificates of his age, service, or conduct, as his qualification for examination, he shall thereby be rendered incapable of ever receiving any commission in His Majesty's Navy; and if the falsehood of such certificates shall not be discovered until after he has obtained promotion, he shall be dismissed from the Navy, whenever it may be discovered, and from whatever rank he may at the time have attained. *See* 376 (*General*).

Chapter VIII

MEN AND BOYS.—ENTRY, TRAINING AND ADVANCEMENT

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Section I.—Medical Examination and Inspection

379. Medical Examination.—All men and boys on first entry, whether for continuous, non-continuous, or special service, are to be examined medically under the direction of the Captain, as laid down in the "Recruiting Instructions."

All men and boys are similarly to be examined on re-engaging without a break in service or on re-entry from shore.

The certificate of final medical examination (B. 216) is to accompany the entry or re-entry papers of all ratings, for retention at the Admiralty.

1a. Subject to prior Admiralty approval, Naval ratings re-engaging without break in service may be medically examined by an Admiralty surgeon and agent when no Naval medical officer is available locally, and where considerable time and expense in travelling would otherwise be occasioned.

1b. The medical examination of Naval ratings and Royal Marines re-engaging without break in service may be carried out by Army or Royal Air Force medical officers without prior Admiralty approval, if no Naval medical officer is available.

2. Men who apply to re-engage to complete time for pension, but who are refused re-engagement on medical grounds, are to be brought before a Board of Medical Survey with a view to the cause of their discharge being shown as "Invalided." If, however, their unfitness for further service is certified by the Medical officer to be due to unreasonable refusal of medical, dental or other treatment which would have rendered them fit for service, they are not to be brought forward for invaliding, but are to be discharged in the usual way "continuous service expired."

3. Ratings with a history of repeated fresh infections of venereal disease during the last six years of their first period of service are not to be permitted to re-engage to complete time for pension but are to be discharged in the usual way "continuous service expired."

380. Final Examination.—Newly-raised men or boys who have passed before a surgeon and agent, or civil medical practitioner, are not afterwards to be rejected solely on the opinion of the medical officer or the depot or other ship; but in all cases of alleged unfitness they are to be surveyed at the naval hospital, and their cases reported on separately by two of the principal medical officers; great caution is to be observed in regard to defects or diseases that can easily be simulated.

2. In the case of newly-raised men or boys examined by naval medical officers either on board ship or in the recruiting stations on shore, the examination is to be considered final in all respects.

SECTION II.—RAISING AND ENTERING

381. Religion, and Precautions to be observed.—Officers entering or raising men or boys are to admit only such as are fit for the Service, but without any regard whatever to their religious creed; they are also to be careful that—

(*a*) no person under the age of 18 is entered to fill a man's rating;

(*b*) if under 17 years of age, the consent of their parents, or, if orphans, the consent of their guardians, is obtained on form B. 204, notwithstanding that such consent is not essential to the validity of the entry and the engagement;

(*c*) no apprentice is knowingly entered; if an apprentice should be entered the master has no legal right to recover him, but every case of such entry will be dealt with by the Admiralty;

(*d*) the written proofs of age and (in the case of boys) of parents' or guardians' consent which are adduced are not falsified or forged, but the age as stated by the man or boy on entry is conclusive against him, and no alteration is to be made in the books without the sanction of the Admiralty (Article **383**). Should, however, an attempt at deception by falsification of papers be detected, the candidate is to be rejected.

382. Questions on Entry.—Whenever men and boys offer themselves as fresh entries, whether for continuous, non-continuous, or special service, they are to be asked the questions set out in Forms S. 55, S. 56 and S. 56*a*.

2. To safeguard the documents of candidates for entry and facilitate the return to the men and boys concerned of private papers (*e.g.*, references, characters, apprenticeship indentures, etc.) handed in by them on entering or volunteering to enter the Service, the following procedure for the disposal of papers is to be adopted in all His Majesty's ships and establishments in which men and boys are entered from the shore:—

(*a*) *For Ratings finally entered.*—All official documents connected with these ratings, except the Naval Reserve certificates of men entered from the Royal Naval Reserve (*see* clause 4), are to be forwarded to the Admiralty with the entry papers. Documentary evidence of age is also to be forwarded. A record of the questions put, and the answers thereto, in addition to those recorded on the engagement form, S. 55, S. 56, or S. 56*a* as the case may be, must, however, be kept by the Captain or Receiving Officer for future reference, together with the signatures of at least two witnesses to the answers given, in order that evidence may be forthcoming if a man should be proceeded against for making false statements.* All private papers, except documentary evidence of age, are to be handed back on final entry to the men or boys concerned, a list of these, together with the rating's receipt for the same, being attached to the engagement form.

(*b*) *For rejected Candidates.*—All private papers are to be returned to the candidate concerned on rejection, a list of those returned, together with the candidate's receipt for the same, being placed with the provisional entry papers. If the candidate has been detained in any of His Majesty's ships or establishments for more than 24 hours, the provisional entry papers are

*NOTE.—By the 16th section of the Act 16th and 17th Victoria, chapter, 69, every person who, upon entering or offering himself to enter the Navy shall make any false statement, with intent to deceive any officer authorized to enter seamen or others for the Navy, is deemed a rogue and vagabond, and liable to punishment accordingly, under 5 George IV, chapter 83, sec. 4, and the Prevention of Crimes Act, 1871, sec 15. The pay due and effects of a person so convicted are not forfeited to the Crown, but as the committing magistrate may, out of his money or effects, recoup the cost of the expenses of his arrest and maintenance in gaol, the man's effects are to accompany him when taken before the magistrate, who should be asked in each case to make an order to that effect.

Prosecutions for false statements cannot, however, be instituted after six months have elapsed since the date of the offence (*i.e.*, the date of entry in the Service). *See* 11th and 12th Victoria, chapter 43.

to be forwarded to the Admiralty as soon as possible after the candidate's rejection, with a covering document clearly indicating their nature. For other rejected candidates, the provisional entry papers should be retained in His Majesty's ships or establishments for a period of 12 months.

Recruiting officers are to keep a record of all private papers forwarded with candidates for entry.

3. *Deleted.*

4. **Transfer from Naval Reserves**—

(*a*) *From Royal Naval Volunteer Reserve.*—No transfer is to be made without the concurrence of the Officer Commanding the man's division, and the approval of the Admiral Commanding Reserves. The date on which a R.N.V.R. rating is finally entered in the Royal Navy is to be reported to the Officer Commanding the man's division.

(*b*) *From Royal Naval Reserve.*—Whenever a R.N.R. rating is finally entered in the Royal Navy, the rating's R.N.R. Certificate Book (R.V.2), together with a report giving the date of entry, is to be forwarded to the Registrar-General of Shipping and Seamen.

(*c*) *From Royal Fleet Reserve.*—On the final re-entry in the Royal Navy of a R.F.R. rating, the date of re-entry is to be notified to the Registrar of his division.

5. **Fraudulent Entry.**—When a rating who has completed six months' service is found to have made false statements, whether as to fitness or as to previous service in the Forces or Reserves, in the documents signed on engagement, a report is to be forwarded to the Admiralty for decision as to his disposal. *See* **1597** (*Recovery of Clothing Gratuities*); **1617** (*Adjustment of Debts between Services*).

5a. If he has not completed six months' service the Commander-in-Chief is authorized to approve discharge, and in suitable cases to institute civil proceedings at the place where the documents were signed. If he is found to have entered the Royal Navy whilst belonging to the Army, Army Reserve, Air Force, or Air Force Reserve, reference should first be made to the Officer Commanding the unit to which the man belonged, to ascertain whether it is desired to claim him under his original engagement. If he is not claimed, the questions of retention or discharge and of prosecution should then be decided.

Particulars of such discharges, together with the results of any prosecutions undertaken, should be reported half-yearly.

6. **Territorial Army.**—A soldier of the Territorial Army may be entered without the prior consent of the Officer Commanding the unit concerned, but that officer is to be notified on Army Form B. 97 immediately the entry is completed.

7. **Former Service.**—A man who has declared former service in the Army or Royal Air Force, or mobilized war service in a Naval Reserve, is to be called upon to elect, on the engagement form, whether or not he wishes such former service to reckon towards pension, badges and progressive pay, as permitted under the respective rules. Such service must be counted towards all appropriate purposes or none, and the choice made cannot be altered. The effect of either course is to be explained to the man before he makes his choice and the service certificates of those who elect to ignore the service are to be noted to that effect at the top of page 2. (*See also* **1984**, clause 4.)

For detailed instructions as to entry of men and boys, see the "Instructions relative to Recruiting for the Royal Navy and Royal Marines."

See also **1730a** (*Reports of Entries and Re-entries*).

383. Date of Birth.—The date of birth given by a man or boy on entering the Service, whether this be the true date or not, is to be adhered to for all official purposes except in connection with the award of marriage allowances, for which the true date of birth is to be accepted, and as provided in Article **1988.** When it is considered that the wrong date of birth has been recorded on the service certificate of a man or boy through no fault of his own (*e.g.*, through a clerical error), the circumstances may be reported to the Admiralty for special consideration.

2. To ensure that, as far as possible, the actual date of birth of every man or boy is recorded, Recruiting Officers and others authorized to raise recruits will obtain and forward to the final entry establishment the birth certificate, when available, of each man or boy recruited. For Scottish candidates, an extract entry of birth (delivered *gratis* to the parent at the time of registration), and for Irish candidates a baptismal certificate, duly signed by a priest, may be accepted in lieu of a birth certificate.

3. When it is impossible to obtain a certificate, the recruiting or other officer responsible for raising the recruit will apply officially in writing to the Registrar-General, General Register Office, Somerset House, London, W.C. 2; New Register House, Edinburgh; or Charlemont House, Dublin, according to the place of birth of the candidate, when information as to the correct age will be furnished free of charge. Personal applications should not be made.

4. Where the required particulars cannot be obtained (*e.g.*, men born out of the United Kingdom, men of illegitimate parentage, etc.), the candidate's papers are to be referred to the Director of Naval Recruiting for decision as to entry.

5. Recruits, if otherwise eligible, are to be sent to the final entry establishment without waiting for the required particulars as to age, but should not be finally entered until these are available, or until the authority of the Director of Naval Recruiting is obtained for their entry without verification of age.

6. No man or boy received in a final entry establishment is entitled to pay until finally entered. On final entry, pay should be credited from the date on which the man or boy was received in the final entry establishment, or for Royal Marines from the date of attestation.

7. Candidates for entry who are found to be ineligible by age and to have attempted to enter by giving a false age, are to be discharged without any pay for the period spent in the final entry establishment before final rejection.

8. **Re-entries.**—The procedure outlined in this Article is not necessary for re-entries.

384. Name.—No alteration is to be made in the name of a man or boy as recorded on his service certificate, without prior Admiralty authority.

2. A man, entered under an assumed name, who wishes his services to be recorded under his true name, is to be required to produce a certificate of birth, together with documentary evidence from some responsible person that he is the individual named therein, and these documents are to be forwarded to the Admiralty with the application for change of name.

385. Maltese, Foreigners and Men of Colour.—Only men and boys who are the sons of British-born subjects are to be entered or re-entered in any branch of the Naval Service. Persons born out of His Majesty's dominions are only to be entered if proof (attested by documentary evidence to be attached to the candidate's entry papers) is produced that both parents are or were British-born subjects.

2. Men, however, who are themselves British subjects may be entered or re-entered as Officers' Stewards and Cooks (O) under non-continuous service engagements on the Africa, East Indies, and China stations, irrespective of their parents' nationality. (*See* Art. 386 (3).)

3. Entry or re-entry of Maltese ratings is to be confined to the Mediterranean station.

4. No foreigner already in the Service is eligible for a pension.

5. Men of colour, even if British subjects, have no claim to count their time towards pension, but Non-European Native ratings (British subjects) may, subject to certain conditions and restrictions, be awarded gratuities in respect of long service and invaliding for disability not attributable to the Service. (*See* **1930.**)

6. The term "British" is to be used in Service documents to describe the nationality of British-born subjects, of whatever part of His Majesty's Dominions they may be natives. Where further description is necessary, it should be added in brackets, *e.g.*, British (Maltese).

386. Non-continuous Service—Officers' Stewards and Cooks (O).—With the exception of the authorized numbers of Maltese and men of colour, no man is to be entered, re-entered, or re-engaged for non-continuous service as an Officers' Steward or Cook (O) without special and prior Admiralty sanction.

2. **Qualifications.**—Only men with naval, military, air force, or civilian experience as stewards, valets or cooks are to be entered for non-continuous service as Officers' Stewards or Cooks (O), and certificates of service, or other evidence to show that recruits have the necessary professional experience, are to be examined before final entry is effected.

3. **Entry.**—Men entered for non-continuous service as Officers' Stewards or Cooks (O) are to be entered as Assistant Steward or Assistant Cook (O) if they have no previous service. If re-entered after a break in service not exceeding five years, they may, if qualified, be re-entered as Steward or Cook (O), but not above that rating.

4. When authority is received to enter non-continuous service Officers' Stewards or Cooks (O), the depot is responsible for selecting men for re-entry from the register referred to in clause 6.

5. **Training.**—Men entered as non-continuous service Officers' Stewards or Cooks (O) without previous naval experience in their rating may be given up to a maxmium of four weeks' professional training in depot.

6. **Register.**—A register of men (other than Maltese and men of colour) who have served in the Navy as non-continuous service Officers' Stewards, Officers' Cooks or Cooks (O) with good character and efficiency assessments is to be kept at each home port. This register is to contain the names, ages, service, character, efficiency assessment, and addresses of the men, and also a summary of any private recommendations.

When such men are discharged from His Majesty's ships and establishments to the shore without passing through their home port depot, the necessary information is to be communicated to their depot for record in the register with a view to their subsequent re-entry if required.

7. **Bearing as Disposable after Discharge.**—As a convenience to the Service, and in order not to lose touch with men of good character and efficiency assessment, all non-continuous service Officers' Stewards, Officers' Cooks and Cooks (O) (except pensioners, Maltese, and men of colour) who are discharged from His Majesty's ships after having served continuously for not less than six months in such ships (or on return cured from hospital or sick quarters after invaliding from abroad), may, if they desire it and are recommended by their Commanding Officers, be borne on the books of the depot for a limited period as disposable for further service in the Royal Navy.

8. The period of retention on the "disposable list" is in no case to exceed 91 days, and all time during which men are borne as disposable on the books of the depot is to be reckoned as part of the period, whether they have been lent for temporary service elsewhere or not.

9. No man who has been discharged from the books of the depot to any employment (however temporary) before the expiration of this period of 91 days is to be replaced on the books of the depot as disposable until he has again completed six months service in a ship. If he has not completed such service, his name should be placed on the register referred to in clause 6, provided that his character and efficiency assessment are satisfactory.

10. In the case of men who have leave due to them on discharge from their ships, the period in question is to commence from the date of expiration of such leave.

11. Men specially entered for service in manœuvres are not entitled to be borne as disposable under this regulation.

12. Any man retained on the books of a depot under this regulation who declines employment when offered is at once to be discharged to the shore.

13. When men to whom this Article applies are discharged from ships to their depots, the following particulars are to be inserted on their transfer lists:—

(*a*) The number of days' leave to which they are entitled;

(*b*) Whether desirous of being borne as disposable on the books of the depot, and, if so, whether eligible and recommended.

14. **Non-continuous Service Engagement.**—On the expiration of their period of foreign-service leave, or on return cured from hospital or sick quarters, and in every circumstance before being re-entered on the books of a depot to await re-employment, all non-continuous service Officers' Stewards, Officers' Cooks and Cooks (O) are to be required to sign a fresh non-continuous service engagement under Article **392**, and also an undertaking (*a*) that they will accept no private shore engagement outside the Service while so borne, and (*b*) that they will take whatever naval employment is found for them.

15. Officers in receipt of an allowance in lieu of servants who employ a man not in receipt of a naval long service pension, and not serving under a naval engagement, but with previous service as an Officers' Steward, Officers' Cook or Cook (O) in the Royal Navy, are to report to the Director of Navy Accounts the dates of the commencement and cessation of such employment as they occur. The man's full name, his rating, Port Division, and official number, and the name of his last ship are to be quoted, and if discharged for misconduct, the fact is to be stated. (*See* **605**, clause 3, and **1985**.)

16. *Deleted*

17. **Maltese.**—A register is kept in the depôt ship at Malta of suitable men for entry or re-entry as Officers' Stewards and Cooks (O). Ships proceeding to the Mediterranean station are not to make any arrangements for the entry of Maltese as Officers' Stewards and Cooks (O) (including messmen) without the approval of the Rear-Admiral, Malta, being first obtained. (*See* **385**, clause 3).

387. Port Divisions and Official Numbers.—All men entered from the shore and boys on completing their course of instruction, other than the ratings mentioned in clause 3, are to be appropriated to one of the three naval ports, namely Portsmouth, Chatham and Devonport, according to the locality in which they have been recruited, so far as it is consistent with the requirements of the ports. They will belong to that port division during their service, unless for sufficient reasons they be allowed to transfer to another on application (form S. 1208. These transfers will be regulated by the Commodores of the depots.

2. Ratings lent from Dominion Navies, for service with the Royal Navy, will be allocated to Portsmouth port division whilst so serving.

3. Maltese, Chinese and natives will be regarded as belonging to the following naval establishments for record, etc., purposes (*see* **389a**):—

Maltese	H.M.S. St. Angelo, Malta.
Native Stewards and Cooks entered on the East Indies Station	H.M. Naval Office, Colombo.
Other natives and Chinese	As may be directed locally by the Commander-in-Chief.

4. All men who are not eligible for appropriation to a port division are to be included in the numbers authorized for a port division so long as they are borne in a ship attached to that port division.

5. **Official Number.**—Every man and boy, except certain native ratings in regard to whom special arrangements are operative, will be assigned an "Official Number" by the Admiralty. Except as provided in clause 7, this official number shall appertain to him throughout his career, and is to be specified against his name in the books, returns, and documents of all ships in which he may be borne, and in all letters or references concerning him. Whenever the official number of a man or boy is quoted, his port division is also to be noted in the manner laid down in Article **1701**, clause 2. All men and boys are to be instructed that whenever they have occasion to state their official number they should also state their port division.

6. Men and boys on first entry, or on transfer from the Royal Marines, are assigned official numbers according to their class of rating as follows:—

Class	Official Number
Seamen, Continuous Service and Non-Continuous Service.	J.1. or J.X. 125001 et seq.
Stokers, Continuous Service and Non-Continuous Service..	K.1. or K.X. 75001 et seq.
Officers' Stewards, Officers' Cooks (old system), Continuous Service and Non-Continuous Service; Officers' Cooks (new system) Non-Continuous Service, when entered as Asst. Cook (O).....	L.1. or L.X. 20001 et seq.
Miscellaneous (to include E.R.A's and all other ratings)..	M.1. or M.X. 45001 et seq.
Seamen, Special Service.....	S.S.X. 12051 et seq.
Stokers, Special Service.....	S.S.X. 126001 et seq.

The addition of X to the initial class letters denotes ratings who are eligible only for the revised rates of pay introduced in October, 1925.

7. Men permitted to transfer from one to another of the classes mentioned in clause 6 will receive official numbers according to their new class. For this purpose a report of transfer, stating the last day in the old and first day in the new class, together with a note of the authority under which the transfer is made, is to appear upon the current form S. 52 or S. 52A (*see* Article **1729**), upon receipt of which the new official number will be assigned and communicated.

388. Newly-raised Men. Information to be given.—Newly-raised men are to be informed that they are responsible to the officer of their divisions for the condition of their kits. The usages of the lower deck, the customs and routine of the Service, and the pay, pensions, and badges to which Naval ratings are entitled, must be explained to them. They are to be told to apply to the officer of their division and not to the ship's office, in the event of their requiring advice or information.

389. British Seamen from Foreign Ships.—Should any British seaman serving in a foreign vessel arrive on board one of His Majesty's ships, and demand the right to enter His Majesty's Service, and should it be proved that when he entered on board such foreign vessel he stated that he was a British seaman, he is entitled to be received and protected, notwithstanding any contract or agreement he might have entered into with the commander of such foreign vessel; but His Majesty's officers are not authorized to send on board a foreign ship to take from her any British seaman against the will of the foreign commander; nor, in the case of a British seaman having found his way on board one of His Majesty's ships, and having been received into the Service, are they authorized to insist on the payment of wages or delivery of clothes to such seaman against the will of the foreign commander, he (the foreign commander) having full right to take his own view of the forfeiture he deems the seaman to have incurred (according to the law of the nation to which the vessel belongs) by his breach of contract in leaving her. And if the foreign commander act unjustifiably in that respect, he can be sued for reparation on his return to such country; but His Majesty's officers have no right to interfere with him regarding it, nor indeed to go on board the foreign ship against the will of the commander for any such purpose. While affording the authorized protection to any acknowledged British seaman arriving on board His Majesty's ships, anxious to return to his allegiance to his Sovereign, the officers in command of such ships are to be most careful not to molest or interfere with any foreign vessels or authorities, so as to give the slightest ground for offence or complaint on any of the points alluded to. *See also* **592** (*Recovery of Deserters from Foreign Ships*).

389a. Records of whereabouts of men.—The Commodores of the three home naval depots, the Commandants of the three Royal Marine headquarters at Portsmouth, Chatham, Plymouth, and the Superintendent, R.N. School of Music, Deal, are to be responsible for keeping a complete record of the whereabouts of all naval and marine personnel attached to their depots (Article **387**). The Rear-Admiral (S) is similarly to keep a detailed record of the whereabouts of all ratings borne for submarine duties, in submarines, or in depot and parent ships.

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2. Ratings belonging to the R.N. Shore Signal Service or the R.N. Shore Wireless Service, and R.N.V.R. Instructors, will not normally be embarked in His Majesty's ships. Records of their whereabouts are to be kept by the Accountant Officer, Naval Reserves, R.N. Barracks, Chatham.

3. In the same way the Commanding Officer, H.M.S. St. Angelo, the Captain-in-Charge, Ceylon, and the officers detailed by the respective Commanders-in-Chief (988a) are to be responsible for keeping the record of the whereabouts of Maltese, Native stewards and cooks entered on the East Indies Station, and other natives and Chinese respectively.

4. Enquiries as to the whereabouts of ratings are to be addressed to the officer responsible as defined above.

5. On foreign stations, other than the Mediterranean station, the Commander-in-Chief will arrange for all temporary movements or movements for which form S. 165 will be some time in transit, to be recorded locally on the station, in such a way that he can inform the appropriate authority at home of any changes in personnel in the event of the loss of a ship. When necessary, *e.g.*, ships commissioned locally abroad, a manning port is to be assigned to which changes in whereabouts of men are to be reported.

Such movements are to be recorded on the various stations by the following officers:—

America and West Indies		Fleet Distributing Officer, Bermuda.
East Indies		Captain-in-Charge, Ceylon.
Africa		Captain-in-Charge, Simonstown.
China	Yangtse gunboats	Accountant Officer, Yangtse.
	Submarine flotilla	Submarine depôt ship.
	Depôt ship and establishments at Singapore	Commodore, Singapore.
	Other ships and personnel	H.M.S. Tamar.

SECTION III—CONTINUOUS, NON-CONTINUOUS, AND SPECIAL SERVICE

390. Engagement and Re-engagement.—Men or boys entered in any of the ratings marked C.S. in column 1 of Appendix XVII, part 1, must engage on form S. 55 for continuous service as directed in clause 2 of this Article, provided that no person be engaged unless he is in every respect desirable. No man who cannot complete time for pension before attaining the age of 50 years is to be entered or re-entered for, or transferred to, continuous service without Admiralty authority.

2. The first continuous service engagement of a man on first entry, or with previous non-continuous service, shall be for 12 years; that of a boy shall be to serve until he attains the age of 30.

The second continuous service engagement shall be to complete time for pension, provided that the man has completed 10 years' pensionable service, including such periods of former service in the Army or Royal Air Force as are allowed to count towards naval pension (*see* **1984**), or is required to re-engage as provided in Article 427, clause 2, Appendix XVII, Part 1, 10 (B) and Appendix XVII, Part 4, paragraph 17 (*b*). *(See also* **394.**) Otherwise, a further engagement for 12 years should be executed. At the time of re-engagement to complete time for pension, a man's character must not be below "good," and he must be considered by his commanding officer to be in all respects fit to continue in the service.

Before coming to a decision as to the man's fitness for retention for this period of further service, the commanding officer is firstly to take into consideration usefulness to the service, and then be guided more by the man's previous general record of service, character, etc., as shown in his service certificate, history sheet, conduct sheet, form S. 264, and other papers personal to him, rather than by the man's record for the period immediately prior to the date of applying to re-engage.

A man's character, taking his service in general, must be "Very Good" on the whole in order to qualify him for re-engagement.

In order to facilitate this decision, an additional notation "R.R." (=Recommended for re-engagement) is to be made by the Captain on the man's service certificate at the same time as the annual record of character (Article **605**, clause 4), commencing on 31st December following his completion of seven years' man's service, including any former time allowed to count towards naval pension. This notation is to be made in the column used for R.M.G.

For men not recommended for re-engagement, the appropriate space for the notation should be ruled through. A notation "Not R.R." is *not* to be used. It is not the intention that gaps in the sequence or even the absence of "R.R." notations should necessarily preclude a man from re-engagement.

3. Men on loan to the Dominion Naval Forces, who apply for re-engagement in the Royal Navy to complete time for pension before the expiration of their first continuous service engagement in the Royal Navy, may be allowed to re-engage, subject to the conditions laid down in clause 2, and to payment of the usual pension contribution.

Men who delay their application for re-engagement until after the expiration of their Royal Naval engagement are to be treated as having been discharged from the Royal Navy.

Men discharged from the Royal Navy on transfer to the Dominion Naval Forces are to be allowed to re-enter the Royal Navy only in the event of re-entry being open at the time in their respective ratings. Time served in the Dominion Naval Forces by men not serving under a Royal Navy engagement does not reckon for Naval purposes, except as laid down in Article **533.**

4. Re-engagement after completing time for pension will only be allowed in the case of men whose retention is specially desirable, and in all such cases the special sanction of the Admiralty is to be obtained prior to re-engagement. Application for the requisite permission to re-engage is to be made sufficiently early before the expiration of time for pension, to allow of information as to the decision arrived at being received before completion of time.

No man will be allowed to re-engage after completing time for pension unless he is the son of British-born subjects. A declaration of both parents' nationality is to be made on the re-engagement form, and persons born out of His Majesty's dominions will be required to produce proof (attested by documentary evidence to be attached to the re-engagement form) that both parents are, or were, British-born subjects.

5. Except as provided in Article **1588**, continuous service men who are permitted to continue to serve after completing their continuous service engagements must execute re-engagements; those who have not completed time for pension re-engaging as required by clause 2, and those who have completed time for pension re-engaging for five years, or to serve to the limit of age allowed by the Regulations. *See* **1995.** *(Service after completing time for Pension).*

6. The engagements and re-arrangements of men must never be so worded as to appear to commence at a later date than the date of their being signed.

391. Continuous Service.—Each man or boy who enters for continuous service at home and abroad must sign an agreemnnt to that effect (S. 55), which, when completed, is to be sent to the Director of Navy Accounts with the Return on Form S. 52 or Form S. 52*a* (*see* **1729**), who will assign his official number, and every man or boy so entered or borne is to be distinguished in the ledger, in all pay documents and certificates, and on his conduct sheet, by the letters C.S., Port Division, and the official number against his name. The date of commencement of his continuous service engagement is to be noted under the name of each boy in the ledger where he first appears for pay, but it need not be repeated on subsequent ledgers. It is important that the date should be copied into the ledger direct from the boy's service certificate, and not from any other document.

2. The first continuous service engagement of a man with non-continuous service is to commence on the date of his actually volunteering to engage.

3. **Re-entry.**—Time-expired continuous service men discharged on paying off, if they rejoin within the period of their paying-off leave, may re-engage from the date of paying off, and receive their pay and count time from that date. No man is to be re-entered in a higher rating than the one held when discharged from the Service.

392. Non-continuous Service.—Men and Boys entering from the shore for non-continuous service are to be required to answer the questions and sign the declaration set out in Form S. 56, which is to be forwarded to the Director of Navy Accounts with the return on Form S. 52 or S. 52*a*. (*See* **1729.**)

Non-continuous service ratings generally may be required to serve for a period not exceeding five years from the date of engagement or re-engagement. Natives entered as Officers' Stewards, Officers' Cooks or Cooks (O), however, on the Africa and East Indies Stations are to engage or re-engage for three years, provided their services are so long required, the period of engagement being altered as necessary on the back of the Forms S. 56.

Natives on the Africa and East Indies Stations, other than Officers, Stewards and Cooks (O), are to execute the special Natives' Non-continuous service engagements, which are then to be retained on the Station. The period of such engagements is to be three years, if the services of the ratings are so long required, except for Somalis on the East Indies Station, who will be required to engage or re-engage for two years only.

2. **Re-engagement.**—Non-continuous service men will not be allowed to re-engage (or to transfer to continuous service in cases where provision is made for such transfer) unless they are the sons of British-born subjects. A declaration of both parents' nationality is to be made on the re-engagement form, and persons born out of His Majesty's dominions will be required to produce proof (attested by documentary evidence to be attached to the re-engagement form) that both parents are, or were, British-born subjects. Men, however, who are themselves British subjects may be re-engaged for non-continuous service as Officers' Stewards and Cooks (O) on the Africa, East Indies, and China stations, irrespective of their parents' nationality.

3. **Remaining Abroad.**—Non-continuous service men who volunteer to remain abroad on their ships being ordered home, or to continue serving after being paid off or after completing their current engagements, should their services be required, are to be called upon to sign a fresh engagement (S. 56) for a further period of five years, which will date from the day of its execution.

393. Special Service.—Men and Boys entered for special service are required to serve under the conditions stated in Appendix XVII, part 2. They must sign an agreement to that effect (on Form S. 56*a*) which, when completed, is to be sent to the Director of Navy Accounts with the Return on Form S. 52 or Form S. 52*a* (*see* **1729**), who will assign their official numbers. Every man so entered or borne is to be distinguished in the ledger, in all pay documents and certificates, and on his conduct sheet, by the letters SS., Port Division, and the official number against his name.

394. Re-entry.—No rating is to be re-entered after a break in service without the approval of the Commodore of the Depot, who is authorized to approve applications for re-entry with the exceptions mentioned below. Any applications that must be submitted to the Admiralty are to be accompanied by the Commodore's recommendations.

No man is permitted to re-enter unless he can complete time for pension, reckoning former service where permitted, before attaining the age of 50 (*see* **1984**).

Candidates for re-entry are to be informed of the regulations governing the supply of clothing (*see* **1868**), and are to sign a certificate that they are prepared to pay for their kit. This certificate is to be attached to their re-entry papers.

2. **Re-entry after Invaliding.**—Men who have been invalided are not to be re-entered wtihout the sanction of the Admiralty. A full medical report should be forwarded for consideration, and, if the man has been absent from the Service for more than five years, a decision should be asked for whether he may or may not resume his former time towards pension, badges, etc. (*see* **528** and **1984**). Invalided ratings may, however, be re-entered for duty in Reserve Fleet working parties without prior Admiralty approval, provided that they are in all respects fit, have been less than five years out of the Service, and are not in receipt of disability pensions.

Continuous service men whose re-entry after invaliding is approved, and who have made application for re-entry within twelve months from the date of the medical survey at which they were invalided, will resume and complete their original engagements, reckoning from the date they were entered into, and will resume their original rating, substantive and non-substantive.

When the period between the date of medical survey for invaliding and the date of application to re-enter exceeds twelve months invalids re-entered will be treated in the same way as other re-entries (*see* clause 3 below).

3. **Other Re-entries.**—Special Service ratings, men who have been discharged free or on reduced terms on condition of enrolment in the Royal Fleet Reserve, and men discharged with bonus or gratuity under special reduction schemes, may rejoin the Navy only exceptionally, with Admiralty approval. It will be decided in each instance whether ex-Special Service men re-enter as Special or Continuous Service ratings.

Men re-entering after having been absent from the Service for more than five years are not permitted to count their previous service (*see* **526** and **1984**, clause 1), and are to be treated as new entrants. Service for the purpose of calculating the period of absence may be regarded as including service in the Royal Fleet Reserve up to the date on which the last drill therein was performed.

Continuous Service men re-entering within five years will count their previous service, provided it is acknowledged on re-entry, for all purposes, except towards engagement. They are required to sign a fresh engagement on re-entry, which is to be for twelve years' continuous service, unless, having the requisite amount of pensionable service to their credit, they are eligible to sign an engagement "to complete time for pension" (*see* **390**, clause 2).

Men who left the service in the equivalent rating of Ordinary Seaman or below, are to re-enter in the equivalent rating of Ordinary Seaman. Men who left in the equivalent rating of Able Seaman or above, are to re-enter in the equivalent rating of Able Seaman. Men re-entering in a different branch from that in which they previously served, are to re-enter in the lowest grade of that branch in which men are normally entered. (*See* **406**, clause **3**, *for advancement of re-entries and* **430***a for non-substantive ratings of re-entries*).

4. **Re-entry of Pensioners.**—Men in receipt of disability pensions are to be re-entered only in exceptional circumstances, with prior Admiralty approval (*See* **1996**).

The Commanding Officers of all ships and establishments re-entering pensioners for any duty are to cause Form B.220 (Candidate's acknowledgment form) to be completed and forwarded to the Director of Navy Accounts with the men's re-engagement forms. The non-substantive rating (if any) in which a man is re-entered is to be specified on Form B.220.

395. Period of Engagements.—The period for which a naval rating can be compelled to serve is to be reckoned from the date upon which he entered into the engagement under which he is serving, without regard to any break in its continuity that may have been occasioned by desertion, invaliding, imprisonment, or any other cause.

2. **Sending Home Time-expired Men Abroad.**—Special service men are to be sent home from abroad in time to admit of their discharge on completion of their engagements. Other naval ratings serving on foreign stations who have not undertaken

to remain for the ship's commission (Form S.266), and who, upon the expiration of their engagements, decline to re-engage, and men whose time for pension is complete, are to be sent home if they so desire. (*See* **791**, *Royal Marines time-expired abroad*).

3. The Commanders-in-Chief on foreign stations are to receive from the ships under their orders quarterly returns of the men who will complete engagements within the following six months and who decline to re-engage or to sign Form S.266, or whose re-engagement is not considered desirable (*see* **390**), in order that they may be sent home by the most convenient opportunity in one of His Majesty's ships or transports. When there is no likelihood of such an opportunity occurring for a considerable time, ___ Commanders-in-Chief may order passage by contract vessel or otherwise in accordance with Article **847**, in time to ensure the ratings' arrival home before the expiry of their engagements, without allowing for earned leave. Pay and leave allowance are to be granted to cover the full period of foreign service leave to which men are entitled.

3a. Men who, though within 6 months of completion of their engagements, are due for relief in the normal course and should reach their depôt before the expiry of their engagements should be included in the above return, but need not be required to come to a decision as to re-engagement or to sign Form S. 266 unless or until some change in the program for relief makes a decision necessary.

4. **Special Service Men sent Home.**—A notification of the names and ratings of special service men sent home from abroad for transfer to the Royal Fleet Reserve is to be forwarded to the Commodore of the depôt, stating the ship in which passage has been provided. (*See* Appendix XVII, Part 2.)

395a. Re-engagement declined Abroad.—Naval ratings who decline to re-engage, or to sign Form S. 266, in ships abroad will be sent home for discharge or discharged abroad, as they wish. They will not be allowed to re-engage at home, except in special circumstances with prior Admiralty approval. (*See* **790** (7), *Royal Marines declining re-engagement abroad.*)

2. A statement signed by the man that he declines to re-engage, or to remain for the ship's commission, is to be placed with the service certificate of a naval rating serving on his first continuous service engagement before application is made for his relief on account of expiry of engagement. This statement is to be noted in the ledger, and a notation "Declined re-engagement abroad (Article **395a** K.R.)" is to be made on his conduct sheet.

396. Time-expired Men remaining.—Continuous service men serving abroad who may be entitled to claim their discharge in consequence of the expiration of their twelve years' engagements may, if they sign Form S. 266 and their services are required, be allowed to remain, and will continue eligible to re-engage until discharged abroad or at home, as though their engagements extended to that time.

2. Naval ratings who would complete time for pension whilst abroad may, if they volunteer to do so, be allowed to remain in their ship until the end of its commission or, if serving in ships which normally are not re-commissioned, till they can conveniently be sent home or discharged abroad, and are to sign an undertaking on Form S.266 accordingly. *See* **1995** *(Service after completing time for pension).*

3. Men whose service is extended under this Article will retain the usual advantages as regards pay and leave until their discharge.

397. Transfer to another Ship.—No Naval rating, whether entered for continuous, non-continuous, or special service, is to be prejudiced in his rating or emoluments by being discharged to another ship; should there be no equivalent rating open to him in the ship to which he may be sent as part complement, he will be borne as supernumerary, until the directions of the Commander-in-Chief are received; nothing in this Article is to affect the power to disrate for punishment, or to revert for proved unsuitability under Article **418a.**

398. Supernumerary Ratings.—Whenever men or boys are transferred from a supernumerary list to the ship's complement or to another ship, they are to be

taken from the top of the list in the order in which they stand thereon, unless directions to the contrary are received from superior authority.

399. Drafting Regulations.—The Drafting Regulations are to be observed as the authority on all questions connected with the drafting of men and boys.

Section IV.—Training

400. Officer in Charge of Training.—A Lieutenant-Commander or senior lieutenant will be selected by the Captain to co-ordinate all training of men and boys, and supervise generally the training classes. He will co-operate with the divisional officers, both in the selection of men of the classes, and to ensure that, so far as possible, men are given the particular form of instruction which their divisional officers consider they require. (*See also* **1158a**, clause 9).

401. Training afloat of Boys and Ordinary Seamen.—So far as possible, every boy and ordinary seaman is to receive such continuous and systematic instruction in seamanship, gunnery, and torpedo as will prepare him for Able Seaman. Ordinary seamen who have passed professionally for the higher rating, and Able Seamen, are to depend mainly on their own efforts until they specialize.

2. **Progressive Instruction.**—To ensure that instruction is progressive, training afloat should commence where training in the harbour training establishment ceases (*see* Appendix XII, part 21, section I), and reports as to their progress are to accompany boys and ordinary seamen transferred from one ship to another.

3. **Regularity.**—The training of boys and ordinary seamen must receive full consideration when programs are being framed, so that the minimum interference with training may be caused by drills and exercises for which individual commanding officers have not provided. Supervision and co-ordination of training may be delegated to the second senior officer of the squadron at the discretion of the Flag Officer commanding. Commanding officers are to encourage the officers and petty officers of divisions, on whose zeal and capability the efficiency of boys and ordinary seamen depends, to take a keen interest in the training, advancement and welfare of the ratings under their charge. Commanding officers are also to give their personal consideration to the setting apart of a suitable place for school, and are to arrange that as much training as possible is given while ships are in home ports for refit or leave. Duty as Bugler is not to exempt a rating from instruction in seamanship.

4. **Notation (Tr.).**—Ordinary seamen and boys who have passed both professionally and educationally for Able Seamen are to have the notation "Tr.", with date of passing inserted on page 3 of their service certificates.

402. Boys.—On joining a sea-going ship for training, boys are to be formed into separate classes for instruction in seamanship, gunnery and torpedo. If practicable, not more than twenty boys should be in any one class. The classes are to be held concurrently, and are in turn to receive a month's instruction in each of the three subjects of the course, after which the process will be repeated so as to complete at least three separate periods of instruction in each subject in a year of training afloat. Boys are to have physical drill daily, and are to attend school for an average of four hours a week.

2. **Petty Officer Instructors.**—Each of the classes is to be under the direct charge of a petty officer of suitable non-substantive rating, whose duties as instructor are not to be interfered with by any other duty. These petty officers will be responsible, under the supervision of the Lieutenant of the boys' division, for the welfare, messing arrangements, regulating and general supervision of the boys under their care. If possible, they should mess and sleep in the boys' quarters.

3. **Extraneous employment.**—Boys under training are not as a rule to be employed as messengers, mess boys, etc., during working hours. They may be employed in their parts of the ship before 0900 and after 1600, but, except for

general and divisional drills, action stations, coaling, etc., interference with their continuous instruction during working hours is to be reduced to a minimum; and they should be classed up as far as possible according to the Station Bill so that their routine of divisional drill and school instruction may be arranged not to coincide.

4. Ordinary Seamen.—Ordinary seamen are not to attend school in working hours, but those who have not qualified educationally for Able Seaman, or who wish to prepare themselves for higher educational examinations, are to be given every opportunity and assistance to work up for these examinations in their own time.

5. **Practical Instruction of Ordinary Seamen and Boys.**—Divisional officers are to arrange that, subject to the instruction in clause 1 of this Article not being interfered with, ordinary seamen and boys are given opportunities for gaining as wide a practical experience as possible in the various branches of a seaman's duties, including management of boats under oars and sail, and also field training.

6. **Individual treatment.**—Special arrangements are to be made as necessary, however, in individual cases, *e.g.*, backward ratings and those who, having been rated soon after joining their ship at sea, would otherwise be at a disadvantage, are to be kept in the boys' class after being rated; special encouragement and assistance are to be given to promising ratings (*see* Appendix XVII, part 1, Ordinary Seamen (F)).

7. **Failure.**—Ordinary seamen who fail to pass either the educational or technical examination for advancement are to be brought before the Commanding Officer, who is to investigate fully the reasons for failure:—

(*a*) If failure is due to lack of interest, inattention or misconduct, the man is to receive additional instruction in his spare time; if his lack of effort persists, and he is serving in a vessel on the 42 days' annual scale of long leave, the latter may be reduced to 21 days.

(*b*) If no Schoolmaster is borne, and the Commanding Officer is satisfied that failure is not due to idleness or lack of effort, the man may be rated Able Seaman on the result of his technical examination.

(*c*) Men who fail educationally and are not rated under (*b*) are to be re-examined after three months. Second failures are to be reported to the Flag Officer commanding the squadron with a recommendation for—

(i) Waiver of the educational test if the maximum educational capacity of the rating appears to have been reached; or

(ii) Continuance of instruction if failure is attributed to inattention or indifference.

In the latter case, the rating may be transferred by exchange to another vessel if considered desirable.

403. Swimming Instruction.—In all ships instruction in swimming is to be given under proper supervision, either from the ship or from boats, for half-an-hour daily, whenever the state and temperature of the water permit, to all men below leading rate, and boys, who fail to obtain the qualification P.S.T. (good). *See clauses 4 and 5.* Advantage should be taken, when the ship is in a suitable locality, to send parties of non-swimmers away for instruction. Economical arrangements may also be made, if considered necessary, for the use of swimming baths when available. The payments on this account should be shown in the cash account.

1*a*. Swimming instruction need not be given to men of leading rate and above unless they are willing to continue to be taught. (*See* Appendix XVII, part 1, 3, 13, 19 and 37).

2. Swimming instruction should not take place when the temperature of the water is below 58° Fahrenheit, and the men and boys under instruction should not remain in the water more than 10 minutes at any one time unless the temperature is over 60° Fahrenheit.

3. There are two tests of ability to swim, namely:—

Provisional Test.... To be carried out in a swimming bath, shallow water or suitable swimming pool.

Standard Test..... To be carried out in the open sea.

The "Provisional Test" is always to be carried out before the "Standard Test" is attempted.

In each case, in order to pass the test every man or boy is to swim 40 yards in a duck suit, after which he is to be able to keep himself afloat for three minutes.

The tests are to be supervised by an officer, who is to furnish to the Commanding Officer of the ship or establishment concerned a list showing the results and qualifications obtained by each candidate.

4. Qualifications in both tests are to be awarded as follows:—

"Fair" ..... Meaning that the man or boy only just managed to pass, and should be given more instruction.

"Good" ..... An average swimmer.

"Very Good"..... A strong swimmer.

These qualifications are intended to assist officers at sea to recognize backward swimmers.

5. Notations on service certificates are to be as follows:—

"P.P.T." (Passed Provisional Test), followed by qualification and date, *or*

"P.S.T." (Passed Standard Test), followed by qualification and date, *or*

"Cannot swim" and date.

Notations are to be signed (not initialled) by a commissioned officer.

Once a man or boy has passed a swimming test, further notations are not to be made unless they show improvement.

6. Life-saving should be taught to the more proficient, advanced classes being formed for this purpose as opportunity offers.

7. The record of instruction in swimming (S. 406), showing the number of ratings who have passed through a course of instruction since the last inspection, and the number of non-swimmers remaining in the ship, is to be produced at all inspections, and is to be examined and signed by the inspecting officer, who is to satisfy himself that every man below leading rate, and boy, who has not passed the Standard Test is receiving all possible instruction.

8. In a fleet where an officer is borne for physical and recreational training duties, it is part of this officer's duties to encourage the practice of swimming and to supervise generally the swimming instruction of the fleet. For this purpose, the record of instruction in swimming is to be examined by him whenever he visits one of His Majesty's ships in connection with his training duties.

404. School.—In sea-going ships, the afternoon school is to be open to all the boys and to any Naval rating or Royal Marine desirous of attending it.

405. Accommodation for Study.—The school accommodation and additional rooms, if available and suitable, will open for purposes of study after official study hours.

Section V—Advancement

406. Capacity to command subordinates, powers of organization and knowledge of service routine are important considerations in making recommendations for advancement to higher ratings in every branch; capacity to command subordinates is to be regarded as the primary qualification for Seamen, Signal and Stoker petty officers. Technical skill in non-substantive rating is not in itself a reason for advancement in substantive rating.

2. **Ratings in Submarines, etc.**—Ratings serving in submarines and other small vessels should, subject to the exigencies of the Service, be transferred temporarily to parent or other large ships in order that they may have facilities to work up and pass for higher rating.

3. **Re-entries.**—Men who re-enter after a break in service of less than five years will count their former naval service in their present rating for advancement purposes,

provided it is acknowledged on re-entry; but their seniority in rating and, if passed for higher rating before leaving the Service, their date of passing are to be adjusted to the extent of the break in service.

For the purpose of computing the period of continuous "Very Good" conduct required for advancement under Article 409, "V.G." character during their earlier period of service is to be regarded as equivalent to "Very Good" conduct. The latter part of the year in which "V.G.*" is awarded will count as "V.G." time for this purpose.

Men re-entered in the same branch, but in a lower rating than that held on discharge, may count previous service for advancement, and previous service in any higher rating of that branch will count as service in the rating held for the time being. They are to be regarded as eligible by recommendation, service, and qualification (except non-substantive qualification *see* 430a) for re-advancement up to the rating formerly held; but, if the conditions of advancement have been made more stringent since they left the Service, care should be taken that the men satisy them before being readvanced. They are not required to obtain a recommendation on Form S.507 for advancement up to the rating held on discharge, but are to be placed automatically on the advancement roster, their position being adjusted by the length of time spent out of the Service. They are not required again to perform a period of acting service in the ratings to which they are re-advanced, but are to be confirmed in the higher rating on the date of re-advancement provided that they held it on a confirmed basis during their former service.

Men should not in any circumstances be re-advanced until the day following that on which they re-enter.

4. **Recovered Deserters.**—Recovered deserters of the rating, or equivalent rating, of Able Seamen or above, who are not disrated on recovery, may be advanced under the same rules as those laid down for ratings who have not been convicted of desertion, except that they shall not count time prior to re-entry on ships' books towards advancement. The date of re-entry on ships' books will become the amended date of seniority by rating, or date of passing if passed for higher rating before desertion.

For recovered deserters of the rating, or equivalent rating, of Ordinary Seaman, however, special reports on fitness for advancement are to be forwarded to the Admiralty on the date when the rating becomes eligible for advancement under the ordinary rules, after deducting the period actually spent in desertion.

Recovered deserters, if disrated otherwise than by court-martial (*see* Article 560, clause 8), may be re-advanced under the ordinary rules (*see* Article 560, clause 9), but shall not count time prior to re-entry on ships' books towards further advancement.

On removal of "R" (Article 589, clause 4), the usual conditions of advancement and re-advancement applicable to the branch and rating of the man concerned are to be reverted to, and time previous to desertion allowed to count, but the time spent actually in desertion will not be allowed to reckon; the date of seniority in rating, and if passed for higher rating before desertion, the date of passing, should be adjusted accordingly.

Examinations for higher rating already passed before desertion need not be taken again.

5. **Men disrated.**—Ratings disrated for misconduct and re-advanced to the rating held at the time of being disrated will reckon their previous service in the higher rating, subject to the provisions of Article 413 and Appendix XVII, part 1, for purposes of further advancement.

5a. **Imprisonment, etc.**—No account is to be taken of forfeiture of time through imprisonment, detention, cells, conviction by Civil power or orders under the Probation of Offenders Act for the purpose of computing service required for advancement to any higher rating, or of fixing a man's position on the Port Division Advancement Roster.

6. **Acting Ratings.**—Advancements to acting substantive ratings are not to be made in vacancies of a temporary nature, or such as will be filled ultimately by men appointed from the home ports or from their ships. *See* **1591** (*Men doing duty in Higher Rating*).

7. "**Acting**" time is to be regarded as confirmed time for advancement purposes, except—

(*a*) time served as Acting Chief Petty Officer in the temporary appointments of Admiral's Coxswain, Torpedo or Submarine Coxswain, and Flag Officer's Chief Steward or Chief Cook (*see* Appendix XVII, Part 1),

(*b*) acting time in Artificer, Artisan and Mechanician ratings in excess of the maximum allowed to count (*see* Appendix XVII, Part 1),

(*c*) where otherwise specially directed by the Admiralty.

8. The regulations for advancement apply also to men serving in submarines, except that vacancies for Acting Leading Stokers are filled from a special roster kept by the Rear-Admiral (S).

407. Advancement to Leading and Petty Officer ratings in the Seaman, Signal, Telegraphist, Photographer and Stoker Branches and to Sailmaker.—Advancement to these ratings is to be on an "acting" basis for a minimum period of one year's actual service in the acting rating, during which the rating is to be regarded as on probation.

For Acting Petty Officers of the Seaman and Stoker branches, not less than six months of this probationary period should be served in a seagoing ship, the probationary period being automatically extended when drafting limitations may make this necessary. At the end of this probationary period a rating may, at the discretion of the Captain, be confirmed, be required to serve further probationary acting time, or be reverted for unsuitability. Reversion for unsuitability may also be carried out before the completion of the probationary time if considered desirable. No rating is to be confirmed while actually suffering from venereal disease. (*See also* **418a.**)

When confirmation of Acting Petty Officers is delayed solely on account of service reasons and not on account of any fault of the man (such as doubtful suitability), the date of confirmation is to be antedated, at the discretion of the Commanding Officer, to the date on which the rating attained one year's seniority as Acting Petty Officer.

The date on which a man belonging to any one of the above branches is actually advanced to the acting higher rating is to be noted on his conduct sheet.

A notation whether or not a rating is recommended for confirmation in the ordinary course is to be made on the man's conduct sheet after completion of a minimum period of three months' acting time. No rating is to be recommended for confirmation while actually suffering from venereal disease.

2. *Deleted.*

3. Ratings mentioned in clause 1, who are disrated for misconduct or reverted for unsuitability from either the confirmed or acting rate, and subsequently re-advanced, will be subject to the provisions of this Article without regard to their previous service as "Acting" petty officers or leading rates.

408. Except as provided in Articles **417a** and **417b**, no rating is to be advanced to the next higher rating until he has passed the examinations and fulfilled the other conditions laid down in Appendix XVII, part 1. (*See* **414**, clause 4.)

2. Articles **409** to **418** are applicable to S.S. Seamen but not to Royal Marines, Non-C.S. ratings, or Africans, Asiatics, etc.

409. No rating is to be advanced to the next higher rating unless his conduct when he is advanced has been continuously "very good" (Article **527**, clause 2) for the following periods immediately preceding advancement, nor in any circumstances is a rating to be advanced while actually suffering from venereal disease.

Chief Artificer, " Mechanician, " Shipwright	2nd Class to 1st Class, 3 years.	
Artificer, Shipwright	4th Class and above	To "Chief 2nd Class," 3 years. To next higher class other than "Chief 2nd Class," 1 year.
Mechanician	1st class	To Chief 2nd Class, 3 years.
Mechanician	2nd class	To Mechanician 1st Class, 1 year.
Armourer's Crew to Armourer's Mate		1 year.
Armourer's Mate to Armourer		
Joiner, Blacksmith, Plumber, Painter, Cooper	4th, 3rd and 2nd Classes to next higher class.	1 year.
Artificer, Shipwright, Joiner, Blacksmith, Plumber, Painter	5th Class to acting 4th Class, 6 months.	

All other—

Petty Officer ratings	To C.P.O. rating	3 years
Leading ratings	To Petty Officer rating	18 months.
"Able Seamen" ratings	To Leading rating	1 year.

410. The following when fully qualified, and, in the opinion of the Captain, fit for advancement, will be advanced by the Captain to the next higher rating irrespective of vacancies:—

Engine-Room Artificer, Electrical Artificer, Ordnance Artificer, Shipwright	5th, 4th, 3rd, and 2nd Classes and "Chief 2nd Class" to next higher class.
Mechanician	"Chief 2nd Class" to "Chief 1st Class," and 2nd Class to 1st Class.
Armourer.	
Armourer's Mate.	
Armourer's Crew.	
Joiner, Blacksmith, Plumber, Painter	5th, 4th, 3rd, and 2nd Classes to next higher class.
Cooper	4th, 3rd and 2nd Classes to next higher class.
Petty Officer Writer	If entered in Writer branch before 5th October, 1925.

All ratings below the equivalent rating of Able Seaman.

411. *Deleted.*

412. Advancement by Port Division Advancement Rosters.—Except as provided above, advancement to chief petty officer, petty officer and leading rating is regulated by Port Division Advancement Rosters. (For re-advancement after disrating for misconduct, *see* **560,** clauses 9-12.) (For re-advancement after reverting for unsuitability, *see* **418b.**)

2. Special rules for the advancement of Stoker ratings are contained in Appendix XVII, Part 1.

412a. Ratings refusing advancement or reverted at own request.—When a rating requests and is granted permission to refuse advancement or to revert to lower rating, his name is to be removed from the port division advancement

roster. He is not to be re-instated, except by Admiralty approval in special cases, and he is to be warned to this effect. A notation that he has refused advancement, or has reverted at his own request (*see* **606,** clause 9) is to be made on the man's service certificate and in the "Remarks" column of the ship's ledger, the Commodore of his depôt being informed.

When, in exceptional cases, Admiralty approval is given for re-instatement on the port division advancement roster of men who have previously refused advancement or who have reverted to lower rating at their own request, the ratings concerned will be eligible for advancement, after recommendation on Form S. 507 and re-instatement on the roster, in the vacancy occurring next after the expiration of one year from the date of reaching the top of the roster.

413. The Port Division Advancement Rosters are to be formed as shown in the following table:—

Rating.	To be placed on Port Division Advancement Roster according to
Seaman Petty Officers, Yeomen of Signals, Petty Officer Telegraphists, Petty Officer Photographers	Seniority as Petty Officer.
Leading Seamen	Date of passing for Petty Officer (*see* Appendix XII, Part 22A).
Leading Signalmen	Date of passing for V/S 2.
Leading Telegraphists	Date of passing for W/T 2.
Leading Photographers	Seniority as Leading Photographer.
Able Seamen	Date of passing professionally for Leading Seaman (*see* Appendix XII, Part 22A).
Signalmen	Date of passing for V/S 3.
Telegraphists	Date of passing for W/T 3.
Photographers	Date of passing for Photographer.
Sailmakers	Seniority as Sailmaker.
Sailmaker's Mates	Seniority as Sailmaker's Mate.
Stoker Petty Officers	Date of passing for Chief Stoker.
Leading Stokers:—	
(*a*) If passed for Stoker Petty Officer on conclusion of the Leading Stoker Course.	Seniority as Leading Stoker.
(*b*) If failed for Stoker Petty Officer at the Leading Stoker course, whilst a Stoker 1st class, and later passed afloat for Stoker Petty Officer.	Date of passing afloat for Stoker Petty Officer.
(*c*) If failed for Stoker Petty Officer at the Leading Stoker course, whilst an Acting Leading Stoker, and later passed afloat for Stoker Petty Officer.	Seniority as Leading Stoker, retarded by period elapsed between failure at the Leading Stoker course and passing afloat.
Stokers, 1st class	Date of award of Auxiliary Watch-keeping Certificate.

Rating.	To be placed on Port Division Advancement Roster according to
Artificers - Shipwrights Mechanician (for advancement to "Chief 2nd Class.")	The Roster is formed on a "point" system. One point is counted for each month of service after completion of qualifying service for "Chief 2nd Class" and one point in addition for each month of service after the same date, provided in the latter case that no time is to count until the rating has passed for "Chief 2nd Class." For E.R.A.s (Patternmakers and Moulders) the second series of points is to be counted from such date after completion of qualifying service for C.E.R.A. 2nd Class as is recommended by the Commanding Officer under whom they are serving at the time. The Commanding Officer's certificate is to be sent to the Commodore of the Depôt.
Joiners..... Blacksmiths Plumbers Painters..... Coopers (for advancement to "Chief")	Seniority as Artisan 1st Class.
Sick Berth Petty Officers. Leading Sick Berth Attendants. Sick Berth Attendants....	Date of passing for next higher rating.
Petty Officer Writers (If entered in Writer branch after 4th Oct., 1925)	Seniority as Petty Officer Writer.
Leading Writers.....	Seniority as Leading Writer.
Writers.....	Seniority as Writer (excluding time as Writer Probationer).
Supply Petty Officers....	Seniority as Supply Petty Officer.
Leading Supply Assistants	Seniority as Leading Supply Assistant.
Supply Assistants.....	Seniority as Supply Assistant (excluding time as Supply Probationer).
Regulating Petty Officers.	Date of recommendation for examination for Master-at-Arms.
Petty Officer Cooks and Petty Officer Cooks (S).	Seniority as Petty Officer Cook and Petty Officer Cook (S).
Leading Cooks and Leading Cooks (S).	Seniority as Leading Cook and Leading Cook (S).
Cooks and Cooks (S).....	Seniority as Cook and Cook (S).
P.O. Stewards.....	Seniority as P.O. Steward.
Leading Stewards.....	Seniority as Leading Steward.
Stewards.....	Seniority as Steward.
P.O. Cooks (O) or Officers' Cooks, 1st Class.	Seniority as P.O. Cook (O) or Officers' Cook, 1st Class.
Leading Cooks (O) or Officers' Cooks, 2nd Class.	Seniority as Leading Cook (O) or Officers' Cook, 2nd Class.
Cooks (O) or Officers' Cooks, 3rd Class.	Seniority as Cook (O) or Officers' Cook, 3rd Class.

2. If two or more ratings should, under these rules, be entitled to the same position on the roster, their relative position is to be determined as follows:—

Roster based on	*Relative Position fixed by*
Seniority.	Length of service in a man's rating.
Date of passing. Point system.	Seniority in rating.

414. Half-yearly Recommendations for Advancement.—Subject to the regulations being complied with, it is entirely within the Commanding Officer's discretion to make or withhold a recommendation for advancement as he thinks proper. He will not recommend for advancement a rating whose previous record shows him unfit for a higher rating, even though the conditions for "Very Good" conduct (Article 409) are satisfied, nor a rating who is actually suffering from venereal disease. Efficiency in present rating is not the only factor in determining fitness for advancement, and an assessment of "Satisfactory" only is not to be regarded as absolutely disqualifying a man for recommendation, either for advancement in due course or for accelerated advancement (*see* 406, clause 1.)

2. Forms S. 507 (*Half-yearly Return of Ratings recommended for Advancement*) are to be rendered on the 31st May and the 30th November, and on no other dates, by the Commanding Officers of His Majesty's ships in commission as independent commands to the Commodore of the Depôt, together with a duplicate of form S. 509. The original of the latter form is to be forwarded to the Flag or Senior Officers of squadrons, who are to scrutinize them with special reference to the following points:—

(i) The number of qualified ratings who are recommended for advancement; and

(ii) The division of recommendations for accelerated advancement between the various classes and ratings of the ship's company. (*See* 416, clause 8).

Commanding Officers are to state, on a separate manuscript sheet, which should accompany form S. 509, their reasons for any disproportionate recommendations.

2a. Royal Australian Navy ratings serving with the Royal Navy.—Return A.S. 507 is to be completed by Commanding Officers on the last day of March, June, September and December, and forwarded direct to the Naval Representative, Australia House, Strand, W.C. 2.

2b. New Zealand Division ratings serving with the Royal Navy.—Return S. 507 is to be completed at the same times and under the same conditions as for Royal Naval ratings, and forwarded direct to the Official Secretary, New Zealand Government Offices, 415, Strand, W.C.2. Recommendations for accelerated advancement need not however be limited to six per cent of the New Zealand ratings borne, but should be made at the Commanding Officer's discretion where ratings are of outstanding efficiency compared with similar Royal Navy ratings.

3. The names of all naval ratings except re-entries (*see* 406, clause 3), mentioned in the first column of the table in Article 413, who are borne on the ship's books at the date of the return, and are either:—

(1) qualified to be recommended for advancement and recommended for advancement; or

(2) qualified (or in special instances not qualified, *see* 416, clause 3) and recommended for accelerated advancement,

are to be inserted on the front page of this return.

The requirement of V.G. conduct (*see* 409) is a qualification for actual advancement and not for recommendation, and men may be recommended on S. 507 notwithstanding that they are not eligible for immediate advancement owing to conduct.

3a. No rating may be recommended for advancement (or for accelerated advancement) unless the Commanding Officer considers him fit in all respects (except as provided in clauses 3 (21 and 4) for immediate advancement.

3b. The Commanding Officer of a ship from which ratings are discharged for passage in a merchant ship, duty with the Royal Air Force, etc., is to take steps to ensure that such service does not prevent them from being included regularly in the half-yearly returns S. 507.

4. **Professional Examinations.**—The following, if eligible in other respects, will be deemed qualified to be recommended for advancement and to be placed on the Port Division Advancement Rosters, but *see* Appendix XVII, Part 1, as regards actual advancement of Sick Berth ratings:—

Ratings who have only passed on authorized provisional examination, provided they have not subsequently failed in the final examination. All such failures are to be reported to the depôts immediately they occur. Men who fail in a final examination will forfeit all benefit which they would otherwise obtain under this clause from having passed a previous preliminary examination.

5. The names of those who are considered deserving of accelerated advancement, whether or not they are qualified at the time to be recommended for advancement, are to be inserted in form S. 507 in red ink.

6. *Deleted.*

7. Before compiling the return, the Commanding Officer is invariably to consult the heads of the departments and the officers of the divisions to which the men belong.

8. The Commanding Officer, especially in the depôts and other shore establishments, will frequently be guided to a very large extent by the service certificates and by the information noted on the conduct sheets, but it is important that he should not attach undue weight to a decision made at an earlier date by another Commanding Officer.

9. The information on form S. 507 is to be noted in the Port Division Advancement Rosters as soon as received.

10. **Ratings not recommended.**—All ratings who are qualified to be recommended for advancement, but are reported on form S. 507 or otherwise as not recommended for advancement, are to have the fact communicated to them at the time by the head of the department to which they belong or by the divisional officer. The names, ratings and official numbers of all ratings, to whom form S. 507 applies, and who are qualified to be recommended for advancement but are not so recommended, are to be inserted in the appropriate space provided on the back of the form.

415. Port Division Advancement Rosters.—No rating is to be placed on, or remain on, the port division advancement roster unless he was qualified to be recommended and was recommended on the last return S. 507 either for advancement or for accelerated advancement, but ratings removed and subsequently replaced will resume this position on the roster according to their seniority or date of passing (*see* **413**, clause 1, column 2). No rating will be advanced from the roster unless he is at the time qualified for advancement.

2. Ratings will be selected for advancement from the ordinary rosters in the order in which their names appear on the roster.

3. Ratings recommended on Form S. 507 for advancement who were not so recommended on the previous return S. 507, are not to be advanced from the rosters in vacancies arising while the returns for any particular half-year are being received in depot.

416. Accelerated Advancement.—Ratings who are recommended for accelerated advancement on Form S. 507 will be given priority on the port division advancement rosters as follows:—

(*a*) Advancement to Leading and Petty Officer rates.—For each occasion recommended in present rating on Form S. 507 for accelerated advancement, the date of passing or seniority, as the case may be, will be advanced on the roster by two months.

(*b*) Advancement to Chief Petty Officer rate.—For ratings holding the full substantive rate of Petty Officer and who are recommended on Form S. 507 for accelerated advancement to Chief Petty Officer, the date of passing or seniority, as the case may be, will be advanced on the roster in accordance with the following scale:—

First recommendation for accelerated advancement.—The basic date on the roster will be advanced by two months.

Second recommendation for accelerated advancement.—The basic date on the roster, as amended on account of the first recommendation for accelerated advancement, will be advanced by three months.

Third and subsequent recommendations for accelerated advancement.—The basic date on the roster, as amended on account of previous recommendations for accelerated advancement, will be advanced by four months.

(*c*) Ratings whose advancement is governed by the "point" system.—Where rosters are based on the "point" system, ratings will receive four additional points for each occasion they have been recommended in present rating on Form S. 507 for accelerated advancement.

2. When selecting men for recommendation on Form S. 507 for accelerated advancement, it should be borne in mind that aptitude in non-substantive rating is not to be taken into account. The recommendation is intended to mark pre-eminence of a man in his particular grade of his particular branch, and is to be used only in the case of a man who stands out unmistakably amongst his fellows in respect of the qualities required for the higher rating. A junior rating of any branch is thus eligible for this recommendation to exactly the same extent as any other rating, except as provided in clause 6 of this Article.

3. It is not necessary that a rating should be qualified to be recommended for advancement before he is recommended for accelerated advancement, but Commanding Officers are not to recommend unqualified men for accelerated advancement unless there are very strong reasons for so doing.

4. Recommendations of Artisans for accelerated advancement are to be limited to Artisans 1st Class.

5. Subject to clauses 6 and 7 of this Article, the number of recommendations for accelerated advancement from any ship or establishment is not to exceed six per cent, calculated to the nearest whole number, of the total number of naval ratings borne for whom port division advancement rosters are provided (Article **413**), whether qualified for advancement or not, but excluding those forming part of a Flag Officer's retinue or borne for special duty with him. No attempt is to be made to bring the number of recommendations up to the normal maximum authorized if the number of ratings of outstanding merit borne does not warrant it.

6. Recommendations for accelerated advancement of naval ratings forming part of a Flag Officer's retinue, or borne for special duty with him, may be made at the Flag Officer's discretion and are not to be counted in the percentage allowed to the ship.

7. Should there be in any ship or establishment an unusually large proportion of men who are worthy of recommendation for accelerated advancement, the Commanding Officer may apply to the Commander-in-Chief or Senior Officer of the Station or Squadron, who is empowered to authorize the number of these recommendations to be increased up to a maximum of seven instead of six per cent.

8. In allotting recommendations for accelerated advancement, care should be taken that an undue proportion of recommendations is not given to particular branches, nor to higher ratings of a branch to the detriment of lower grades, and the following instructions are issued as a guide to assist Commanding Officers in the equitable division of recommendations for accelerated advancement amongst the ship's company:—

The six per cent is to be divided into two parts, five per cent being divided as shown below and the remaining one per cent allotted without regard to category or rating.

For the purpose of the allocation of the five per cent, the ship's company is to be divided into three categories, as follows:—

(*a*) Seaman and Communication Ratings.
(*b*) Engine Room Ratings.
(*c*) All other Ratings.

Each of these three categories is to be allocated recommendations for accelerated advancement up to five per cent of the total numbers in each category for whom port division advancement rosters are provided, and this five per cent is to be sub-divided as follows:—

(i) Seaman, Communication and Engine Room ratings—not more than a quarter of the five per cent is to be allotted to Petty Officers and above.

(ii) Other Ratings—at the Commanding Officer's discretion (but normally at least two-fifths should be allotted to ratings below Petty Officer).

This division of the five per cent is primarily applicable to cruisers and capital ships of the sea-going fleets, and is not capable of application in every case, especially in small ships and shore establishments, but Commanding Officers are always to bear in mind the principle that junior rates should receive their fair share of recommendations for accelerated advancement.

9. While the Returns S. 507 for any particular half year are being received in depôt, no regard is to be paid, when making advancements, to recommendations for accelerated advancement appertaining to that half year. This rule is not to prevent full use being made of other information received during this period on Form S. 507, or otherwise, *e.g.*, conduct, date of passing, etc.

417. Rating up by Captain.—When a particular rating becomes due for advancement from the roster, the depôt will forward Form B.13 to his Captain, who, after verifying that the rating is qualified for advancement in accordance with the regulations, will, unless he considers that the man is unfitted for the duties of the higher rating, rate him and notify the depôt accordingly.

In the event of authority being received for the advancement by Port Division roster of a rating who is ineligible by conduct (*see* **409**), the Commanding Officer is to return the authority for advancement to the Depot, stating the date on which the man will complete the necessary period of "V.G." conduct, and the man's advancement is to be deferred until he is so eligible. A fresh authority for advancement will then be issued by the Depôt.

If, on receipt of Form B.13 from a depot, the Captain is in doubt whether the rating concerned is in every way suitable for advancement, he may postpone his decision for a period not exceeding four weeks. If he should then decide that the rating is fit for advancement, the postponement of the decision is not to affect the date of advancement, which is invariably to be the date on which Form B.13 is sent from the depôt. This clause is not applicable if the rating concerned is actually suffering from venereal disease when Form B.13 is received. In such a case the man is not to be advanced, and the Form B.13 is to be returned immediately to the depôt.

417a. Advancements by Commanders-in-Chief.—Authority is granted to Commanders-in-Chief to rate up a limited number of outstanding men in sea-going ships whose abilities and fitness for higher ratings are brought to their notice. These advancements are limited in number so as not to interrupt the normal working of the roster system, and the number of advancements and the conditions under which they may be made will be notified by the Admiralty to Commanders-in-Chief. Such advancements are to be distinguished by a special notation on the service certificate (as provided in Article **606**, clause 9).

Advancements so made are to be to the acting higher rating if this procedure would have been applicable had the ratings been advanced in the ordinary course (*see* Article **407**).

If, in very exceptional circumstances, ratings are specially advanced without having passed for the higher substantive rating they are, at the first possible opportunity, to be required to qualify professionally for the rating to which they have been advanced, undergoing any courses that may be necessary for that purpose, so that, if possible, they may become qualified within the one year during which they are on probation in accordance with Article **407.** In no circumstances should a man be confirmed in rating until the necessary qualifications have been obtained.

Ratings of the Signal and Telegraphist branches, who have already passed for the non-substantive rate obligatory to the substantive rating to which they have been specially advanced but have not yet been granted the rate owing to the lack of vacancies, are to be granted the confirmed non-substantive rate with pay on being advanced. If advanced without having passed for the obligatory non-substantive rate, they are to be granted that rate on an acting basis only, with pay.

Advancements made by Commanders-in-Chief in accordance with this Article are to be reported specially to the Admiralty and the Depôt concerned as soon as they are authorized. If, in exceptional circumstances, men unqualified by service are advanced, the reasons for such special advancements are to be stated in the report rendered to the Admiralty.

Ratings of the Artificer, Shipwright and Artisan Branches who have been specially advanced may be permitted to count the period of acceleration for the purpose of subsequent advancement.

417b. Advancements for acts of gallantry or for meritorious service on special occasions.—Recommendations for special advancement on these grounds should be forwarded to the Admiralty through the usual channels.

418. Old System Ratings.—Old system ratings will be placed on the same rosters and will be eligible for advancement to the same extent as corresponding new system ratings, but when their turn comes for advancement they will be advanced to the next old system rating in their branch.

418a. Reverting for Unsuitability.—Any person below the rank of subordinate officer may be reverted for unsuitability, but no rating is to be reduced in his own branch below the limits laid down in column 4 of Appendix XVII, Part 1, nor lower either actually or relatively than the rating in which he first joined (*see* note to Article **560,** clause 1). Reverting for unsuitability is not to be carried out by warrant, nor included in the punishment return as it is not awarded as a punishment. The cause is to be noted in the ledger and in the service certificate (as provided in Article **606,** clause 9). The man may be permitted to volunteer for any other rating for which he is fit, subject to the approval of the Admiralty (*see* Articles **420** and **795,** clause 2 (Royal Marines)).

2. If, after due trial in his rating, a chief petty officer, petty officer or leading rating is found to be unsuitable for his rating, he may be reverted for unsuitability to a lower rating by the Captain if no reduction in confirmed rating is involved, and, if it is, by the Commander-in-Chief or Senior Officer of the squadron. Reversion to lower rating is never to be used as a means of dealing with an offence. But the character of the offence or offences for which a rating has been punished may be such as to show that the individual is professionally unsuitable for the rating he holds, and subsequent reversion for unsuitability would then be at the discretion of the Senior Officer. (For Acting ratings, *see* Article **560,** clause 3.)

3. Vacancies caused by the reverting for unsuitability of higher ratings, whether acting or confirmed, are to be filled from Port Division Advancement Rosters.

4. A chief petty officer (O.S.) or petty officer first or second class (O.S.) of the seaman or signal branch, who may be reverted for unsuitability, cannot be reinstated in an old system rating, but must qualify for a new system rating before he is again advanced.

418b. Re-advancement of men reverted for unsuitability.—Naval ratings, except Non. C.S. men and Africans, Asiatics, etc., who have been reverted for unsuitability are eligible for re-advancement under the regulations contained in Articles **406** to **418** inclusive, subject to this Article and to clauses 10, 11a and 12 of Article **560.**

2. A man reverted by more than one step may be re-advanced by successive steps only through the ratings previously held.

3. Time served in a higher rating is not to count for any purpose connected with re-advancement, except for the periods of continuous "Very Good" conduct required by Article 409.

4. Professional courses and examinations will not be required for re-advancement unless the man is known to have been examined professionally, before being reverted for unsuitability, as to his fitness to retain his rating, and to have been found wanting.

NOTE.—*For re-advancement after disrating, see* 560, clauses 8 to 14.

SECTION VI—TRANSFERS

419. Transfers generally.—Transfer from one branch to another, or from non-continuous to continuous service in the Officers' Steward, Officers' Cook and Cook (O) branches, will be allowed only subject to the approval of the Admiralty, except transfers between Band and other ranks in the Royal Marines, which are to be dealt with by the Adjutant-General. Applications for transfer are not to be submitted unless:—

(*a*) recruiting is open for the rating to which transfer is desired;

(*b*) the applicant is recommended by the Captain of his ship or the Commandant of his Division, and possesses the necessary qualifications for the new rating; and

(*c*) the transfer is otherwise in the interests of the Service.

(*See* Appendix XVII, Part 2, *for transfer of Special Service ratings to Continuous Service*).

1a. All candidates for entry in the Royal Navy or enlistment in the Royal Marines are required to sign an acknowledgment (form B.220 or B.220A) that they have not been induced to enter by the prospect of being transferred to another rating at their own request. No application for transfer will therefore be entertained if made on the ground of such alleged inducement.

2. **To Unskilled Ratings.**—Applications from Naval Ratings or Royal Marines for transfer to unskilled ratings are, subject to the conditions laid down in clause 3 of this Article regarding transfer to Stoker, 2nd class, to be submitted through the proper channels to the Admiralty for decision.

Applications are only to be forwarded when the man concerned is considered to possess particular aptitude for the new rating, or where there are exceptional circumstances known to his Commanding Officer, and in any case the transfer must be recommended as being clearly in the interests of the Service and of the man.

The final decision must depend on the requirements of the Service in the various branches at the time.

3. Applications for transfer to the Stoker branch which satisfy the requirements of clause 2 above should be forwarded to the Admiralty for preliminary authority for the men to undergo a course or trial as mentioned in the succeeding paragraphs; such authority will to a large extent be governed by the prevalent manning situation.

In the event of this authority being given:—

(*a*) Candidates for transfer to Stoker, 2nd class, who are serving in depôt are to undergo a course not exceeding six weeks, at the Depôt Stokers' Training Establishment, the necessary arrangements being made direct between the Drafting Commander and the Engineer Officer (for depôt duties). The Engineer Officer may curtail the course of any man who, in his opinion, is obviously unsuitable for transfer. This course is not to be allowed to interfere with drafting requirements.

(*b*) Candidates serving in seagoing ships at home or abroad are to undergo a suitable trial of at least one month's duration in the engine-room department of their ship.

The transfer will then depend entirely upon the result of the course or trials and further Admiralty approval will not be necessary.

4. To Skilled Ratings.—A roster for each skilled rating is kept at Devonport depôt on which are noted the names of men who are recommended for transfer to a skilled rating, that is to say, to a branch for which certain trade knowledge and experience are necessary qualifications. Applications to be placed on the roster from Naval ratings and Royal Marines serving at home and abroad are to be referred to the Commodore of the depôt or Commandant of the division to which they are attached, for final decision by the Commander-in-Chief or the Adjutant-General, who will, where the decision is favourable, notify the Commodore, R.N. Barracks, Devonport. Men will be placed upon the roster according to the date on which they pass the necessary trade test. Men will be required on passing the test to state whether they wish to accept a vacancy in any port division or only in their own; and this should be noted on the passing certificate. When a vacancy occurs the Commodore, R.N. Barracks, Devonport, having first verified that the man is still recommended by his Commanding Officer, will obtain Admiralty authority for the transfer of the candidate at the top of the roster, provided he has expressed himself willing to accept a vacancy in the port division in which the vacancy arises. (*See* Appendix XVII, part 1, *for transfer to Joiner, Blacksmith, Plumber and Painter ratings, and for transfer of Joiners to Shipwright ratings*).

5. Qualified men serving abroad who are recommended for transfer to a skilled rating may be authorized by the Commander-in-Chief to perform the duties of the new rating should a vacancy exist, and to receive the advantages of pay prescribed by Article 1591, but no acting rating is to be conferred.

6. Royal Marines.—When Royal Marines are transferred under the foregoing rules, the date of ceasing pay as Royal Marines is to be notified to the Adjutant-General in order that the necessary discharge documents may be prepared and transmitted.

420. Unsuitable, Incompetent, or Undesirable Men.—If the Commanding Officer finds that any rating of the ship's company, whether borne for continuous, special or non-continuous service, is unable, either through mental or physical incapacity or through incompetence, to perform the duties of the lowest rating in his branch to which he can be disrated, or if the retention of any rating is considered undesirable on grounds of conduct or character, he is to take the appropriate course among the following:—

(*a*) If the rating volunteers for some other rating, the duties of which he is considered (after trial, if necessary) competent to perform, application for transfer should be made in accordance with Article 419. When ratings, who are serving in a different branch from that in which they were entered, are found unsuitable for the duties of the lowest rating to which they can be reverted in their present branch, application may be made for compulsory reversion to their original branch.

(*b*) Full particulars, accompanied by a copy of the rating's service certificate are to be forwarded to the Commander-in-Chief or Senior Officer, with a recommendation that the rating shall be discharged from His Majesty's Service as "unsuitable."

(*c*) A report, accompanied by a copy of the rating's service certificate and conduct sheet, is to be forwarded to the Commander-in-Chief or Senior Officer, with a recommendation that the man be discharged "services no longer required."

Any rating whose efficiency, physical condition or value to the Service becomes materially impaired by reason of repeated fresh infections of venereal disease may be recommended for discharge under (*b*) above. A copy of the man's medical history sheet should accompany any application for discharge on account of venereal disease.

2. Commanders-in-Chief are to forward to the Admiralty, with their recommendations, any applications under the foregoing headings. Abroad, ratings recommended for discharge may be sent home at the discretion of the Commander-in-Chief by such opportunity as he may direct, but those referred to at (*c*), clause 1, are not to be sent home until Admiralty approval for discharge (which can be telegraphed if the circumstances are exceptional) has been received.

3. The disposal of each man is to be reported to the Admiralty, and, if sentenced to imprisonment or detention, the names of the prison or detention quarters and of the ship in which he is to be borne during sentence are to be stated. The transfer list (*see* **1734**) sent with the man is to be suitably noted when an application for discharge has been made, and, where applicable, a duplicate copy of the application is to accompany his papers. If discharge or transfer to another rating has already been approved, a copy of the authority is to be forwarded.

4. Discharge "Unsuitable" is not to be looked upon as a punishment, nor is it to be recommended for men who can properly be dealt with by medical survey. *See* **606**, clause 9 *(Notation on Service Certificate)*, **1879** *(Disposed of Kit)* and **1331** *(Invaliding Surveys)*.

5. The discharge "unsuitable" of Ordinary Seamen (S.S.), Ordinary Signalmen (S.S.), Ordinary Telegraphists (S.S.), Ordinary Seamen (for training as Photographers), Acting Photographers, Stokers 2nd Class, Sick Berth Attendant Probationers, Assistant Cooks, Assistant Stewards, Air Mechanics 2nd Class, Air Fitters and Boys (other than Artificer, Shipwright or Air Apprentices), who during their period of training in Depôt, Hospital or Training Establishment before being first drafted to sea, are reported to be unsuitable for retention in the Royal Navy for causes other than medical unfitness, may be authorized by the Commander-in-Chief without reference to the Admiralty.

Section VII—Non-substantive Ratings

421. Qualification and Re-qualification.—The regulations for the qualification and re-qualification of non-substantive ratings are laid down in the Drafting Regulations.

2. The selection of men recommended (on form S. 1303, S. 1303a or S. 1303b) to qualify for the several non-substantive ratings and special allowances (*see* Appendix XVII, part 3) will be in the hands of the commanding officers of the various schools, except that Royal Marines will be selected at their headquarters.

422. Courses in Gunnery, Torpedo, Signals and W/T.—The courses of instruction for Officers and men undergoing gunnery courses ashore and for gunnery ratings trained at sea are laid down in the Gunnery Training Manuals.

2. The courses of instruction for men qualifying and re-qualifying in the torpedo schools are laid down in the Torpedo Training Manual.

3. The courses of instruction for men qualifying in the signal and telegraphist non-substantive rates are laid down in the Signal Training Instructions.

423. Gunnery ratings 3rd class, Seaman and Torpedoman and Submarine Detector.—About one-third of the Able Seamen and Leading Seamen who do not hold gunnery, torpedo or submarine detector rates should be recommended to qualify for third class gunnery rates, about one quarter to qualify as seaman torpedoman, and a relatively smaller proportion to qualify as submarine detector. These proportions are to be considered only as a guide.

424. Higher Gunnery, Higher Torpedo, Higher Submarine Detector and Higher Signal and W/T Ratings.—All gunnery ratings above the 3rd class are higher gunnery ratings, all torpedo ratings above seamen torpedoman are higher torpedo ratings, and all submarine detector ratings above submarine detector ⌐¬ └┘ are higher submarine detector ratings.

All signal ratings above visual signalman, 3rd class, are higher signal ratings, and all telegraphist ratings above wireless telegraphist, 3rd class, are higher telegraphist ratings.

425. Petty Officers not holding Higher Gunnery, Torpedo or Submarine Detector Ratings.—Seaman ratings who, on advancement to Petty Officer, do not hold any non-substantive rate will be known as Petty Officers (Other) and will wear the appropriate badge.

2. Seaman ratings who, on advancement to Petty Officer, hold a lower but not a higher non-substantive rate (as defined in Article **424**) will relinquish their non-substantive rate and will similarly be known as Petty Officers (Other). Those who relinquish a third class gunnery rate will wear the badge for Petty Officer (Other); those who relinquish the rate of Seaman Torpedoman will continue to wear the badge of a Seaman Torpedoman; those who relinquish the rate of Submarine Detector or are qualified as Surveying Recorder, 3rd Class, will continue to wear the respective badges of those rates but, on reversion to General Service, will wear the badge of a Petty Officer (Other).

3. Submarine Detectors who relinquish that rate on advancement to Petty Officer are to be given an opportunity of qualifying for Higher Submarine Detector. Those who fail to qualify at the first opportunity will be required to revert to General Service and be no longer available for employment as a Submarine Detector.

426. Training afloat.—As soon as practicable after commissioning with a full crew, sea-going ships are to train a proportion of ratings and Royal Marines to act as spare numbers to fill vacancies which may occur in the more important action stations and for all appropriate gunnery, torpedo and submarine detector rates. Such "spare" torpedo ratings should be additional to those required to fill vacancies in complement as "Trained Seamen for S.T. duty".

No Syllabuses are laid down for the training of spare numbers. Men selected should be given sufficient instruction and practice to enable them to be efficient deputies at the particular station they understudy.

When men are trained as spare numbers the fact is to be recorded on the History Sheet, but acting non-substantive rates can be granted only as laid down in Article **428**.

Reliefs are also to be trained for Gunnery Lieutenant's Writers, Torpedo Lieutenant's Writers and Anti-Submarine Officer's Writers in ships allowed these rates in complement.

2. Ratings to be trained as spare numbers to higher gunnery, torpedo and anti-submarine ratings should, normally, be selected from the non-substantive ratings in the complement next below the ratings they are to understudy.

3. The scale of gunnery spare numbers to be trained and further particulars regarding their selection are contained in the Gunnery Training Manual, Vol. II.

4. Men selected as understudies to submarine detectors should be not more than 25 years of age, be of satisfactory efficiency, possess perfect hearing and be not liable to seasickness. See Appendix XII, Part 23.

427. Ineligible to qualify for other Non-substantive Ratings.—No man who has qualified for a higher rating in one of the three non-substantive branches, gunnery, torpedo or submarine detector, shall be eligible for training for a higher rating in the other two branches. Submarine Coxswains who are ex-gunlayers may, however, be allowed to qualify for Torpedo Coxswain. (*See also* 429.)

2. Before being allowed to commence a qualifying course for a higher gunnery rating, higher torpedo rating or higher signal or higher telegraphist non-substantive rating, or for an artificer diver, diver, photographer, physical and recreational training instructor or submarine detector rating, a man who is within two years of the expiration of his first period of continuous service on the day the particular course is due to start must first re-engage on form S. 55 to complete time for pension. No man is to be permitted to re-engage in such circumstances unless he is likely to be reasonably certain of qualifying for the non-substantive rating. (*See also* 390.)

3. Men within three years of completing time for pension are not eligible to qualify for any of the ratings referred to in clause 2, and no man who has completed his first engagement will be allowed to qualify as physical and recreational training instructor.

428. Acting Gunnery, Torpedo and Detector Ratings.—Vacancies in complement for gunnery, torpedo, submarine detector and telegraphist detector ratings may be filled by the Captain, who may confer the paid acting non-substantive rating, with effect from the date of commencing the duty, on men who have been trained in the duties, provided they are substantively eligible and that the period of continuous performance of the duties exceeds 28 days (*See* Article **430** for conditions of payment).

The acting ratings of gunner's mate, torpedo gunner's mate and gunnery instructor R.M. may, however, be granted only in seagoing ships. (For award of acting non-substantive V/S and W/T ratings *see* Article **1591** clause 5).

2. In the selection of men for acting gunnery, acting torpedo or acting submarine detector ratings, preference should be given to those who have been trained under the provisions of Article **426** and, if practicable, from those who desire to qualify for the confirmed rating when opportunity offers.

3. In ships with reduced crews at home, vacancies for higher gunnery, higher torpedo or higher submarine detector ratings are only to be filled by acting ratings if qualified men are not available to fill them from the port to which the ship is attached for manning.

4. Men filling vacancies in complement as "Trained Seaman for S.T. duty" are to be rated Acting Seaman Torpedoman, and paid as such, as soon as they are considered efficient in the duties for which they have been detailed.

429. Non-substantive Ratings, Cancellation, etc.—If any Naval rating or Royal Marine holding a non-substantive rating, acting or confirmed, shows ignorance of his duties, or unfitness for his position, and the Captain (or, in the case of a Royal Marine serving in barracks, the Commandant of the Division), is satisfied that he is incompetent to hold the non-substantive rating, he may at his discretion reduce the non-substantive rating to a lower grade or cancel it altogether. In order to assist him in his decision, the Captain or Commandant may at his discretion order the man's competence to hold the non-substantive rating to be investigated, as he may think fit, by officers of the ship or barracks.

A Naval rating or Royal Marine (other than a Writer rating holding the non-substantive rating of shorthand-typist), whose non-substantive rating has been reduced or cancelled in accordance with the above, may be recommended for re-instatement in the original rate by the Captain or Commandant, Royal Marines, after two years' service since the reduction or cancellation. He will then be required to requalify and to pass an examination in the subjects included in the approved requalifying courses for that rate, at the appropriate school at the first opportunity, and, subject to the approval of the Captain of the school, will be re-instated as from the date of completing the requalifying course.

A Writer rating whose non-substantive rating of shorthand-typist has been reduced or cancelled in accordance with the above may be re-instated, after requalifying, only in a vacancy in the authorized numbers of shorthand-typists allowed.

The prior permission of the Commodore of the applicant's depôt, or Commandant of the division concerned for Royal Marines, must always be obtained when men wish to relinquish non-substantive ratings, except that applications from Sick Berth ratings to relinquish the non-substantive rating of Masseur are to be referred to the Admiralty for decision. Men will not ordinarily be permitted to relinquish non-substantive ratings at their own request unless at least two years have elapsed since qualification or re-qualification. No difficulty should, however, be placed in the way of relinquishment of the rating of bugler by seamen desirous of qualifying for confirmed non-substantive rating. Such buglers are to be allowed to relinquish the rating, if desired, as soon as they can be relieved after being rated Ordinary Seamen.

A rating may be compelled through medical unfitness to relinquish a non-substantive rating. If he should subsequently be found medically fit to resume the duties of the non-substantive rating, he may be re-instated at the Captain's discretion, subject to the conditions laid down in clause 2, sub-clause 2, of this Article.

The cancellation of a Signal or Telegraphist non-substantive rate, which is obligatory for the substantive rating, will also entail reversion to the next lower substantive rating, except that a Signalman (T.O. (V/S)) or a Telegraphist (T.O. (W/T)), over 4 years' seniority, who is found incompetent to hold the non-substantive rate is to be reported to the Admiralty for decision as to his disposal.

Signal or Telegraphist ratings who decline to undergo a course for non-substantive rating for which they have volunteered and been recommended are, after being warned of the effect on advancement of such refusal, to be excluded from the course for one year.

Commanding Officers may, however, at their discretion, exempt from this penalty men who decline a course for adequate private reasons.

A Signal or Telegraphist rating who has been withdrawn from foreign service for a course which he subsequently declines to undergo, is to be re-drafted abroad immediately and is not to be withdrawn again for this purpose.

Whenever a non-substantive rating is reduced, cancelled or approved to be relinquished, the fact is to be noted on the man's ⌐¬ L_ History Sheet.

2. A Naval rating or Royal Marine, if disrated or reverted for unsuitability and holding any non-substantive rate which is not proper to his new substantive rate, is to cease to hold it and is to assume the highest non-substantive rate for which he is qualified in his own speciality proper to his new substantive rate. If reverted for unsuitability, the man is to be regarded, for the purpose of determining eligibility for non-substantive rate, as then "not passed" for his former substantive rate. Thus a Petty Officer reverted to Leading Seaman will no longer be eligible to hold, for example, a 1st Class gunnery rate, notwithstanding that, in accordance with Article **418b**, Clause 4, he is not normally required to re-qualify professionally for re-advancement to the substantive rate of Petty Officer. On ⌐¬ L_ re-instatement in his substantive rate, however, his former non-substantive rate is also to be restored to him if he is eligible for it and provided that not more than two years have elapsed since the reversion. (*See* Article **560**, clause 5, in regard to the retention or otherwise of the watchkeeping certificate and allowance by an Engine-Room Artificer disrated.)

If more than two years have elapsed, the man is to requalify non-substantively before his non-substantive rate is restored to him.

For this purpose, each section of the gunnery non-substantive rates is to be considered as a separate speciality.

2a. The non-substantive rating of submarine coxswain or torpedo coxswain will be relinquished from the date of award of a punishment necessarily involving an assessment of character below "Very Good."

A submarine coxswain or torpedo coxswain whose non-substantive rate is cancelled because of an inferior character assessment cannot resume either rating.

3. Men who may be reduced to the second class for conduct whilst qualifying or re-qualifying in one of the schools may be allowed to complete their course, but not if qualifying for torpedo coxswain, gunner's mate, torpedo gunner's mate, submarine detector instructor, or physical and recreational training instructor. If the Captain of the school considers that the conduct of the men qualifying or re-qualifying for any non-substantive rating is such that their removal from the establishment is desirable, he is to make application to the Commander-in-Chief accordingly.

4. Men who are discharged from a school as unfit to qualify, or for misconduct during the course, are not to be allowed to rejoin for a second trial for a period of at least two years, during the last year of which they must have been in the first class for conduct.

5. Non-substantive pay, being conditional on the due efficiency and diligence required for the rating, will not be payable, should the Captain or Commandant, Royal Marines, so decide, where such efficiency and diligence are not maintained. Such break in the continuity of non-substantive pay, however, is not to exceed a month at any one time.

This provision is not to apply to cases of actual incompetence, which are to be dealt with under clause 1.

6. Stoppage or reduction of non-substantive pay is not to be recorded as a punishment.

430. Payment.—(*a*) Men holding acting gunnery, torpedo or detector rates are entitled to the appropriate non-substantive pay only so long as they are filling a vacancy for the rate in the non-substantive complement.

(*b*) An acting higher substantive rating, or rating receiving difference of pay as such, holding a confirmed or acting non-substantive rate, shall receive the rate of non-substantive pay appropriate to his acting substantive rating, e.g., a Leading Seaman paid as Acting Petty Officer shall receive 6d. a day non-substantive pay in a 2nd class gunnery rate.

(*c*) Payment of acting non-substantive rates is subject to the rules laid down for category B allowances in Appendix XVII, Part 3.

2. Until the opportunity is given to men who hold confirmed non-substantive ratings for which requalification is necessary, to requalify in one of the appropriate schools, the pay of their non-substantive rating is to be continued, but should they fail to requalify, their pay is to be reduced to the pay of the rating for which they have requalified.

3. The allowances attached to non-substantive rates, Royal Marines, are payable continuously so long as a man remains efficient, but are to lapse should he fail to requalify at the proper time after due opportunity or should he obtain an appointment in the complement of Royal Marine Headquarters or the Depot, R.M., not allowed the non-substantive rate.

4. With the exceptions stated, payment for all non-substantive ratings is to be continuous, commencing from the date on which the rating is given.

430a. Re-entries.—Men who have been absent for more than one year are to requalify before assuming *any* non-substantive rating.

Men re-entered within one year of leaving the Service are to resume any non-substantive rating held on the date of discharge, provided it is proper to their substantive rating. Otherwise they will assume the highest non-substantive rating in their own speciality proper to their new substantive rating.

On re-advancement to their former substantive rating, men re-entered within a year of leaving the Service may resume any higher non-substantive rating previously held on the following conditions:—

(*a*) If re-advanced within one year of discharge, they will resume their higher non-substantive rating without further requalification.

(*b*) If not re-advanced within one year of discharge, they will resume the higher non-substantive rating with pay from the date of re-advancement, but will be required to requalify at the earliest possible opportunity.

Section VIII.—Qualifications for and Service in Royal Naval Shore Signal and Shore Wireless Services

431. A Chief Yeoman of Signals, Yeoman of Signals, Leading Signalman or Signalman is eligible for entry in the Royal Naval Shore Signal Service, subject to the following conditions:—

(*a*) He must be in receipt of a long service pension.
(*b*) He must be under the age of 41.
(*c*) His character must have been assessed as "V.G." for the last 5 years, and he must not previously have been awarded a lower character than "Good."
(*d*) His efficiency must have been assessed as not below "Satisfactory" for the last 5 years.
(*e*) He must have qualified in First Aid.
(*f*) He must be recommended by his Commanding Officer.

Applications for entry are to be made not earlier than six months before completing time for pension, and are to be forwarded, together with the candidate's Service Certificate, History Sheet, S.264 (or copies from ships abroad) and a medical certificate of fitness, to the Admiral Commanding Reserves.

2. There is no restriction as to the number of candidates who may be recommended from any particular ship, but admissions will depend upon the number of vacancies.

432. A Petty Officer Telegraphist, Leading Telegraphist or Telegraphist is eligible for entry in the Royal Naval Shore Wireless Service, subject to the following conditions:—

(*a*) He must be over the age of 24 and under the age of 29.
(*b*) His character must have been assessed as "V.G." for the last 3 years.
(*c*) In the case of a Telegraphist, his efficiency must have been assessed as "Satisfactory" or above during the whole of his service.
(*d*) He must be recommended by his Commanding Officer, and the following information included on the application:
(i) Character to date.
(ii) Efficiency to date.
(iii) Whether married; and, if so, number, sex, and dates of birth of any children.
(iv) Usual place of residence when on shore.
(v) Whether recommended for transfer to the Shore Wireless Service.

Service Certificate, History Sheet and S.264 (or copies from ships abroad) are also to be forwarded to the Admiral Commanding Reserves.

2. There is no restriction as to the number of candidates who may be recommended from any particular ship, but the admissions will depend upon the number of vacancies.

3. The selection of candidates for transfer will be made by the Admiral Commanding Reserves as vacancies occur, taking into consideration age, date of application, and where serving. Candidates who are not immediately available at the time a vacancy occurs will not be considered for that vacancy, but will come forward again for selection when next in a position to effect an immediate transfer.

Candidates who have not been selected for transfer to the Royal Naval Shore Wireless Service before reaching the age limit of 29 will automatically be removed from the roster.

433. Reversion to Active Service.—Men will be liable to revert from the Shore Wireless Service to the Active Service at any time should their services for any reason be no longer required in the Shore Wireless Service. Reversion will be in the active service rating held on transfer to the Shore Wireless Service, or in the active service rating corresponding to that held in the Shore Wireless Service on reversion, whichever is the higher (time served, and examinations passed, in the Shore Wireless Service counting for pay and advancement in the active service), except where a man prior to reversion has been disrated for misconduct, when he will revert in the active service rating corresponding to his rating in the Shore Wireless Service at the time of his reversion. (*See* **560.**)

Section IX—Qualifications for and Service as Chief Petty Officer Instructors to the Royal Naval Volunteer Reserve

433a. A roster for Chief Petty Officer Instructors to the Royal Naval Volunteer Reserve is kept by the Admiral Commanding Reserves. The names of recommended Chief Petty Officers, Petty Officers (P. & R.T.I.), Chief Yeoman of Signals, Chief Petty Officer Telegraphists, Chief and other Ordnance Artificers, and Chief Armourers, of very good character and possessing the qualities laid down in R.N.V.R. Regulations, Article 331, may be forwarded to the Admiral Commanding Reserves for consideration as laid down in paragraph 1 of the Article quoted. Recommendations are to be accompanied by the ratings' Service Certificates and History Sheets.

2. These applications may be made at any time after the applicant is within one year of completing time for pension, but, in normal circumstances, no applicant will actually be appointed until he is pensioned. If not selected within 12 months after being pensioned, the eligibility of the applicant for appointment will normally lapse.

In the event of pensioned ratings not being available on the roster, suitable Active Service ratings who are within 3 years of completing time for pension will be drafted.

3. Chief Petty Officer Instructors will normally be appointed for a period not exceeding 3 years, subject to confirmation after a 3 months' probationary period. In exceptional circumstances, where the Instructor is outstanding and strongly recommended, applications to extend the appointment after the first 3 years will be considered, and, if approved, a man may be retained by annual re-engagements up to the maximum age of 60. He is liable to be discharged, however, at any time when his ability shows signs of deteriorating, or he is considered medically unfit.

4. Comprehensive regulations concerning entry, service and emoluments are contained in the R.N.V.R. Regulations 1937, particularly Articles 215, 325, and 331 to 335.

CHAPTER IX

COURTS-MARTIAL*

PROCEDURE PREPARATORY TO TRIAL

Where a Specific Charge is made

434. Application for Trial—Circumstantial Letter.—An application for the trial by court-martial of any person on any charge shall be made as follows:—There shall be forwarded to the convening authority, through the usual channels, a letter, hereinafter called the circumstantial letter, reporting the circumstances on which the charge or charges are founded in the order of their occurrence, and in sufficient detail to show the real nature and extent of the offence; when words constitute the substance of the offence, they are to be fully and exactly set out. The letter is not to refer in any way to the previous character or conduct of the offender, nor contain any reference to facts prejudicial to him other than such as bear directly on the charges.

434a. Circumstantial Letter.—It is of the utmost importance that the circumstantial letter should state in the clearest possible terms the details of the facts upon which the charge is based, not only because it is intended to afford to the convening authority the information upon which a decision as to the desirability or not of ordering a court-martial must be based, but also because it is the means by which the accused is informed of the facts which are alleged against him. The charge must be specific in order to give notice to the accused of what he is to come prepared to defend.

ii. **Further Explanations.**—If the complaining officer should desire to enter into further explanations as to his reasons for asking for a court-martial, which would necessarily refer to the previous conduct or antecedents of the accused, he should do so verbally or by separate letter to his superior, which must not in any circumstances be laid before the court.

iii. **When Investigation by Captain not Desirable.**—It is undesirable, in cases where the Captain of a ship may be required to sit as a member of a court-martial, that he should himself investigate a complaint, which, on the face of it, may be likely to form the subject of a charge for trial. The investigation in such a case should be undertaken by the Executive Officer, who is to sign the circumstantial letter and the letter enclosing the charges, addressing both to the Captain. The list of witnesses for the prosecution and a summary of the evidence in support of the charges are to be placed by the Executive Officer in a separate sealed envelope and handed to the Captain at the same time. This envelope is not to be opened by the Captain. The Captain shall then forward both letters and the sealed envelope to his superior.

iv. On stations where, on account of the small number of ships available, there is difficulty in obtaining the officers necessary to form a court, officers should be particularly careful in this matter, because an objection on the part of the accused to be tried, based on the fact that one of the members of the court had already investigated his case and expressed an opinion upon it, would be admitted by the court and, no other officer of the necessary rank being available, a court-martial could not be held until another opportunity presented itself.

435. Accompanying Documents.—There shall also be forwarded, at the same time as the circumstantial letter, a further letter, enclosing—

(*a*) The charge or charges drawn in accordance with the prescribed forms in the very words in which the offence is described in the section of the Naval Discipline Act under which it falls.

(*b*) A list of witnesses for the prosecution.

(*c*) A summary of evidence in support of the charges.

* *See* Article 24, clause 2, and Appendix XXVI *(Dominion Naval Forces)*.

And when the offender is below the rank of subordinate officer:—

(*d*) A certified extract of all entries of offences and punishments in conduct sheet prior to the date of the offence charged but subsequent to his joining his present ship, with his character assessed from the previous 31st December to the date of the offence with which he may be charged, but excluding all consideration of it.

(*e*) A certified copy of the offender's certificate of service.

435a. Scrutiny by Senior Officer.—A Senior Officer is not to forward the above documents to the convening authority until he is satisfied that the foregoing regulations have been attended to.

436. Opportunity to prepare Defence.—An accused person, for whose trial by court-martial an application has been made, shall be afforded full opportunity of preparing his defence, and of free communication with his witnesses, or with any adviser whom he may wish to consult.

2. **Friend of the Accused.**—Unless the person charged desires to conduct his own case, he may have a person or persons to assist him during the trial, whether an officer, legal adviser, or any other person. In case an accused person below the rank of officer should not obtain the help of anyone for that purpose, it is to be considered part of the ordinary duty of the officer of his division, or detachment if he is a Royal Marine, to watch the case in his behalf and assist him should he desire it. *See* 449 *(Functions of Friend of the Accused).*

3. In the event of the officer of the division or detachment being a witness for the prosecution, or unavailable, or ineligible for the duty for any other reason, the Captain is to direct another officer to assist the accused.

Where no Specific Charge is made

437. Wreck, Loss, Destruction, or Capture.—The convening authority may, subject to any orders from time to time made by the Admiralty, on his own motion issue a warrant in the prescribed form, in accordance with the provisions of Sections 91 and 92 of the Naval Discipline Act, convening a court-martial to inquire into the cause of the wreck, loss, destruction, or capture of one of His Majesty's ships.

2. No circumstantial letter shall be necessary, but if the convening authority shall have received from the Commanding Officer, or from the senior surviving officer of such ship, a report of the circumstances of the loss, etc., such report shall be sent with the warrant to the president of the court.

3. The convening authority shall appoint a prosecutor and shall send to him a copy of the report, if any, of the loss, etc., of the ship.

4. The prosecutor shall, on receipt of the report, and after having taken a statement of evidence from such of the survivors and other persons as he may consider desirable, or read statements of evidence taken from them, prepare such questions in reference to the loss, etc., and the conduct of the officers and men upon which the opinion of the court is desired. He shall, not less than twenty-four hours before the commencement of the trial, deliver a copy of such questions to the president, to the senior surviving officer or man, and to any other officer or man among the survivors whose conduct in relation to or after the said loss, etc., is specially in question.

5. The prosecutor shall call before the court and examine such witnesses as he may think necessary for the purposes of elucidating the circumstances of the loss, etc., of the ship, but this shall not prevent the court from further examining such witnesses, or from recalling any witness when and so often as it may think desirable, or from calling any other person as a witness whose evidence the court may consider desirable.

6. At the conclusion of the evidence by the prosecutor he may, if he thinks fit, amend the questions submitted to the court or add new questions suggested by the evidence which shall have been given during the trial, and shall deliver

copies of the amended or additional questions to the court and to the persons to whom he has delivered copies of the original questions, and to any other surviving officer or man implicated by such further questions. All such persons shall have the right to recall any witnesses for the purpose of cross-examination by them, to call any other witnesses, and to submit to the court any statement in defence they may desire to make before it is cleared to consider the finding.

7. The finding of the court shall consist of its answers to the questions submitted to it by the prosecutor, together with a narrative of the circumstances attending the loss, etc., in which is to be stated the opinion of the court as to the conduct of the officers and men on the occasion of the loss, etc. If the court shall be of opinion that all or any of the survivors are not to blame, it shall formally acquit them.

8. If the court shall be of opinion that the conduct of any person in relation to, or subsequent to, the loss, etc., deserves censure, the finding shall state in what respect blame is attributable to such person, and whether his conduct amounts to an offence under any, and if so what, section of the Naval Discipline Act. If such person has, in the opinion of the court, committed no offence, he shall be formally acquitted, but if the court shall be of opinion that he has committed an offence, it shall proceed as directed in Articles **468, 469** and **470,** in applying the provisions of which they shall be construed as if the words "any officer or member of the crew of any of His Majesty's ships wrecked, lost, captured or destroyed, to whom blame is attributable" were substituted for the word "accused."

DUTIES OF THE CONVENING AUTHORITY

438. As to sufficiency of Charges and Evidence.—When it is proposed to try a person on any charge, the convening authority shall not order a court-martial to assemble until he shall have satisfied himself that the charges are correct and sufficient, and that they are properly framed and carefully drawn up, and until he has also satisfied himself that the evidence, if uncontradicted or unexplained, will probably suffice to ensure a conviction.

2. **Warrant to President.**—The convening authority shall issue to the officer appointed by him to preside at the court-martial a warrant under his hand in the prescribed form, directing him to assemble a court-martial, and shall, when the court-martial is appointed to try any person on any charge, transmit to the president the circumstantial letter and the charge or charges with the warrant.

438a. Selection of President.—Should the rank of the person to be tried, or the character of the offence charged, be such as require that the court should be composed of officers of standing and experience, the convening authority is to be careful to select as president an officer of such seniority as may ensure the attendance of the officers of the highest rank who may be present with their ships at the place where the court-martial may be ordered to assemble; but should the nature of the offence be such as may be properly dealt with by officers of less experience, he may select any eligible officer to preside whom he may consider most desirable, with reference to the convenience of the Service.

ii. **Spare Members.**—The convening authority or the Senior Officer, as the case may be, must direct that the two officers next in seniority qualified to sit, or such further number as are likely to be required, shall present themselves as spare members when the court assembles.

439. Appointment of Officiating Deputy Judge-Advocate.—In any case the convening authority, if Commander-in-Chief of any fleet or squadron, may, in the absence of the Judge-Advocate of the Fleet or his deputy, and in default of any appointment in that behalf by the Admiralty, by warrant under his hand in the prescribed form, appoint a person to officiate as deputy judge-advocate at the trial, and shall (except when the trial is to be held under Sections 91 and 92 of the Naval Discipline Act) send him a copy of the charge and of the circumstantial letter, and

shall forward to him (or to the president for him) in all cases the documents mentioned in Article **435** (*b*) and (*c*), and in case of the trial of an officer, the list of officers who have been tried by court-martial, or a certified extract therefrom, and in the case of the trial of a person below the rank of subordinate officer, the documents mentioned in Article **435** (*d*) and (*e*).

2. **Appointment of Provost-Marshal.**—The convening authority, or, in his absence, the senior naval officer present, shall, by warrant under his hand in the prescribed form, appoint a provost-marshal to take the accused into his custody and safely keep him until he shall have been delivered in due course of law.

3. **When to appoint a Prosecutor.**—It is the duty of the Captain of the ship to which the accused belongs in ordinary cases to act as prosecutor, but if for any reason it is undesirable or impossible for the Captain or Executive Officer of that ship to conduct the prosecution, the convening authority shall appoint a competent person to undertake the duty.

Constitution and Summoning of the Court

440. Constitution and Notice to be given.—Whenever a court-martial is ordered, such timely notice as may be practicable, and which, as a general rule, should not be less than 24 hours, shall be given in general orders or by signal to the ships present, so that the proper officers may be prepared to attend at the place and hour appointed. The names of the president and of the officers whose presence it is anticipated will be required are at the same time to be made known, and after such notice, no officer junior to the president of a rank eligible to sit as a member is to proceed on leave of absence without the express authority of the officer ordering the court-martial, or of the senior officer present.

2. On the morning of the day appointed for the court-martial to be held, the Commander-in-Chief or Senior Officer present shall send to the president a list of the officers who are eligible and may be required to sit as members, notifying if there be any whose attendance is not attainable by reason of the exigencies of the public service. This list is also to give the names of any officers absent on leave.

3. **Summoning Members.**—The Commander-in-Chief or Senior Officer present shall, by signal, order the president to make a signal, not less than one hour before the time appointed for the court-martial to assemble, summoning the officers junior to himself, present at the place where the court-martial shall be held, to sit thereon, which latter signal shall be deemed to be a compliance with Section 58 (16) of the Naval Discipline Act.

441. Order in which Members shall sit.—Officers whose duty it may be to attend as members of a court-martial shall sit only in the confirmed rank they hold in the Service, notwithstanding they may be borne on the books of the ships to which they may respectively belong in a superior rank, but Commodores when not acting in conjunction with senior Captains shall sit as Commodores, otherwise as Captains only.

2. Any officer who, on promotion, may not be reappointed in the higher rank by the Admiralty, but who may temporarily retain his appointment in the lower rank, shall sit at courts-martial in the rank from which he was promoted, but senior of that rank; if, however, two or more officers promoted to the same rank and similarly circumstanced be present, they shall sit in the order in which they stood on the official list in their lower rank.

3. Officers on the reserved, retired, emergency or supplementary lists of the Royal Navy, if on full pay, shall sit at courts-martial in the order in which they take rank and command; but if holding acting rank, they shall sit in the order in which they would have taken rank and command if they had been granted acting rank.

442. Absence of Member.—A member of a court who may have been absent during any part of the trial of an accused person can take no further part in the trial, but the court will not be affected except as provided by Section 60 of the Naval Discipline Act.

442a. Period of Sitting.—Sittings of six or seven hours will be found, as a rule, quite long enough, and they should not be further protracted without some special reason. Long sittings unduly strain the attention of the members and may operate unfairly to the accused, as at the close of a long sitting he cannot properly make his defence.

Duties of the President

443. When officiating Deputy Judge-Advocate appointed by President.—If the president appoints a person to officiate as deputy judge-advocate, he shall forward to him, with the warrant, a copy of the charge or charges and circumstantial letter.

2. **Responsibility in regard to Accused.**—In every case in which any person is about to be tried on any charge, the president shall satisfy himself that the accused has been furnished, at the earliest possible moment, with a copy of the charge sheet and of the circumstantial letter, a list of witnesses for the prosecution, and a notice that it is competent for him to give evidence on his own behalf.

3. **When less than 24 hours' Notice.**—If, in pressing circumstances, where delay would be very inconvenient to the public service, the above-mentioned documents shall not have been furnished to the accused 24 hours before trial, this fact shall be recorded in the minutes of the proceedings, together with a statement of the pressing circumstances which prevented their being so furnished.

4. **In case of Mutiny.**—Notwithstanding anything herein contained, in the case of mutiny the trial may take place immediately after the commission of the offence.

5. **Appointment of Officer of Court.**—The president shall appoint an officer to be officer of the court, and shall give him such orders as may be necessary for the due transaction of the business of the court.

6. **Responsibility as to Court and Trial.**—The president shall be responsible for the due constitution of the court and for the trial being conducted in accordance with the provisions of the Naval Discipline Act in force for the time being, with the general orders framed thereunder, and with any supplementary orders given by the Admiralty.

7. **Questions to Witnesses.**—In the event of there being no prosecutor, the court and the judge-advocate shall ask such questions of the witnesses as may be necessary to bring the whole case fully before the court.

Duties of the Judge-Advocate

444. Duty to Accused and to Prosecutor.—The judge-advocate shall give notice in writing to the accused of the time and date of the trial, and that it is competent for him to give evidence on his own behalf. He shall also cause the accused to be furnished with a copy of the charges, circumstantial letter, the list of witnesses for the prosecution, and a summary of the evidence in support of the prosecution, and, if the prosecutor should at a later stage desire to call any further witnesses, the judge-advocate shall give the accused immediate notice of his intention to do so, together with a summary of the evidence to be given by such witnesses. He shall also inform the accused that any witnesses whom he may desire to call shall be summoned on his behalf, and shall inform the president that he has performed these duties. The judge-advocate shall inform the prosecutor of the date and time of the court-martial, and request him to forward certified copies (in the case of an officer) of any of the documents mentioned in Article **469** (*a*) (ii), and (in the case of a person below the rank of subordinate officer) the documents mentioned in Article **469** (*b*) (i) and (ii). He shall also forward to the prosecutor a copy of the charges if the charges submitted have been amended by the convening authority.

2. **Attendance of Witnesses.**—The judge-advocate shall take the necessary steps to procure the attendance of the witnesses whom the prosecutor or the accused

may desire to call, and whose attendance can reasonably be procured, serving them with a summons in the prescribed form under Section 66 of the Naval Discipline Act. Should it appear that any witness has been summoned without due cause, the person requiring the attendance of such witness may, at the discretion of the Admiralty at home, or Commander-in-Chief abroad, be required to refund the cost of such attendance.

Expenses of Witnesses.—Without prejudice to this provision, the payment of reasonable expenses of the witnesses not subject to the Naval Discipline Act, who may have been summoned to give evidence at a court-martial, shall be made by the judge-advocate, who shall be repaid, under the direction of the president, by the Accountant Officer of the Flag or Senior Officer's ship at the port where the court-martial may be assembled; and the judge-advocate shall report to the Secretary of the Admiralty the particulars of all such payments when the minutes of the proceedings are forwarded, or as soon after as may be.

3. **Duty to Prosecutor and Accused.**—At all times after the judge-advocate has been appointed, the prosecutor and the accused shall, if they ask for it, be entitled to his opinion on any question of law relating to the charge or trial, subject, should he be in court, to the permission of the court.

Defect in Charge or Constitution.—Whether consulted or not, he shall inform the convening authority and the court of any informality or defect in the charge, or charges, or in the constitution of the court.

4. **Advice to Court.**—The judge-advocate shall, whether his opinion is asked or not, advise the court to the utmost of his knowledge and ability, not only on questions relating to naval law and to the procedure of courts-martial, as they arise, but also on every question of doubt or difficulty with reference to common and statute law, to the law and rules of evidence, and to the rules and regulations of the Service generally.

Any information, advice, or opinion, given to the court on any matter before it, shall be entered in the proceedings, if he, or the court, desire it.

5. **Impartiality and Protection of Accused.**—The judge-advocate shall maintain an entirely impartial position. He shall not act as prosecutor. He shall take care that the accused does not suffer any disadvantage in consequence of his position or of his ignorance, or of his incapacity to examine or cross-examine witnesses, or of any other cause, and for that purpose, with the permission of the court, he may call witnesses and put such questions to any witness as may appear necessary to elicit the truth.

6. **Minutes.**—The judge-advocate shall be responsible for the due recording of the minutes in the prescribed form. He, or the shorthand writer, shall take down in writing and number consecutively the questions put to, and the answers given by, each witness, and shall read the same in the hearing of the witness when required to do so, in order that any mistake may be corrected. No erasures are to be made in the minutes, and all corrections or interlineations are to be verified by his initials.

Procedure at the Trial

445. Admission to Trial.—Courts-martial shall be public, and all persons, except such as may be summoned to give evidence, shall be admitted.

446. Opening Court.—As soon as the court has been assembled, the accused shall be brought in and the prosecutor and audience admitted. The judge-advocate shall read the warrant for assembling the court and the names of the officers whose attendance is stated in the list furnished under Article **440,** clause 2, not to be attainable, together with the reasons for their absence.

2. **Objections by Prosecutor.**—The judge-advocate shall read the names of the officers composing the court, and shall ask the prosecutor whether he objects to any of them.

3. **Objections by Accused.**—If the prosecutor shall have made no objection, or after any objection made by the prosecutor has been disposed of, the judge-advocate shall ask the accused if he objects to any member of the court.

The following provisions shall apply to the case of objections both by the prosecutor and the accused.

4. **No Objection to Judge-Advocate.**—Neither the prosecutor nor the accused can object to the judge-advocate.

5. Any member may be objected to on any ground which affects his competency to act as an impartial judge.

6. **Objections to Members** shall be decided separately, that to the officer lowest in rank being taken first. All the other members, whether objected to or not, shall vote as to the disposal of the objection.

7. **When Allowed.**—On an objection being allowed, the member is at once to retire, and his place is to be filled up before an objection against another officer is considered.

8. **Objection to President.**—Should the president be objected to, and the objection be allowed, the court is to adjourn until a new president has been appointed by the convening authority.

9. **Member summoned as Witness.**—Should a member be objected to on the ground of being summoned as a witness, and should it be found that the objection has been made in good faith, and that the officer is to give evidence as to facts, and not merely as to character, the objection should be allowed, whether made by the prosecutor or by the accused. Should, however, it be found that the officer was summoned to give evidence without a sufficient cause, and merely to disqualify him from sitting, the court is to exercise its discretion in regard to allowing the objection.

447. Objection to Constitution.—The judge-advocate shall then ask the accused whether he has any further objection to make respecting the constitution of the court. Should he raise any objection, it shall then be decided by the court.

2. **Court and Judge-Advocate sworn.**—If the accused should have no further objection to make to the constitution of the court, the members and the judge-advocate shall then take the oaths in the manner prescribed by the Naval Discipline Act.

448. Commencement of Trial.—The trial shall commence by the judge-advocate reading the charge and the circumstantial letter.

449. Friend of the Accused.—A person assisting an accused person may advise him on all points, and may, by permission of the president, but not otherwise, examine him if he desires to give evidence and cross-examine the witnesses for the prosecution and examine those for the defence. He may in every case suggest to the accused questions to be put to witnesses, and may read the accused's defence or statement in mitigation of punishment. Subject to the provisions of Article **464,** he may address the court on behalf of the accused.

450. Procedure on Plea of Guilty.—The accused shall not be called on to plead to the charge or charges, but should he voluntarily plead guilty, his plea is to be recorded on the minutes. If the accused pleads guilty, he shall be deemed to have admitted the accuracy of all the material statements contained in the circumstantial letter. In such a case, before the court proceeds to deliberate on the sentence, the accused may make a statement in mitigation of punishment; if written, it must be signed by himself, and shall be read to the court, and attached to the proceedings. Should this statement, in the opinion of the court, amount to a plea of "Not Guilty," or should the court be satisfied by such statement, or by any other means, that the accused does not understand the effect of a plea of "Guilty", or should the court be of the opinion that the circumstances of the case are such that the proper sentence cannot be awarded unless the facts are investigated, such plea of "Guilty" is not to

be accepted, but the trial is to be proceeded with as if the accused had not pleaded. If, however, the statement is, in the opinion of the court, not inconsistent with a plea of "Guilty," and if the court is satisfied that the accused understands the effect of such a plea, and that no further investigation is required, such plea is to be accepted.

451. Calling of Witnesses.—If the accused does not voluntarily plead guilty, or if his plea of guilty is not accepted, the trial shall proceed, and the witnesses for the prosecution shall be called. No witness whose name was not included in the original list of witnesses shall be called by the prosecutor, unless the judge-advocate has given notice to the accused that he intends to call such witness, and has supplied him with a summary of the evidence of such witness. (*See* **457** (5)—*Additional Witnesses.*)

452. Interpreter.—At any time during the trial, should the court think it necessary, or should either the prosecutor or the accused request it on any reasonable ground, an impartial person shall be employed to act as interpreter, and sworn in due course.

2. **Shorthand writer.**—At any time during the trial, should the court think it desirable, an impartial person or persons may be employed to act as shorthand writer, and duly sworn. (*See* **1629.** *Payment of Shorthand Writers.*)

453. Objection to Interpreter or Shorthand Writer.—Before a person is sworn as interpreter or shorthand writer, the accused should be informed of the person whom it is proposed to employ, and may object to such person as not being impartial; and the court, should it think such objection reasonable, shall not swear that person as interpreter or shorthand writer.

2. **Reading over Notes.**—If a shorthand writer is employed, the evidence given by a witness shall, when required by the court or the witness, be read over to him by the shorthand writer before the witness leaves the court.

3. **Transcript.**—The transcript of the shorthand writer's notes, made and signed by him, and certified as such by the judge-advocate, shall constitute the original proceedings of the court.

453a. Disposal, etc., of Notes and Transcript.—In order to prevent any unauthorized publication of the proceedings, the transcribing of the notes is to be made under the supervision of the judge-advocate, and only one transcript is to be made, unless otherwise ordered by the court, and the notes when transcribed are to be delivered with the transcript to the judge-advocate, and are to accompany the proceedings when sent to the Admiralty.

454. Oath.—No witness shall be examined until he has been duly sworn. Except as hereinafter provided, the oath shall be administered in the following manner:—

The person to be sworn shall hold the New Testament, or if he is a Jew, the Old Testament, in his uplifted hand, and shall say or repeat after the judge-advocate the following:—

If a Witness:

I swear by Almighty God that in the evidence I shall give before the court on the present trial, I will, whether it be favourable or unfavourable to the accused, declare the truth, the whole truth, and nothing but the truth.

If the Accused:

I swear by Almighty God that the evidence I shall give on my own behalf shall be the truth, the whole truth, and nothing but the truth.

If a Shorthand Writer:

I swear by Almighty God that I will truly take down, to the best of my power, the evidence to be given before this court-martial, and such other matters as I may be required, and, when required, will deliver to the court a true transcript of the same.

If an Interpreter:

I swear by Almighty God that I will, to the best of my ability, truly interpret and translate, as I shall be required to do, touching the matter before this court-martial.

2. **Affirmation.**—Any person upon objecting to be sworn on the grounds that he has no religious belief, or that the taking of an oath is contrary to his religious belief, may make his solemn affirmation as follows, slowly and distinctly repeating the words after the judge-advocate:—

I, A.B., do solemnly, sincerely, and truly declare and affirm that

proceeding with the words of the oath prescribed, but not making use of any book.

455. Other forms of Oath.—In all cases where the above forms of oath are not binding on the conscience of the person to be sworn, such person shall be sworn in such form as he may declare to be binding on his conscience.

The Examination of Witnesses

456. Presence of Witnesses in Court.—Witnesses must not be present in court during any part of the proceedings, unless by permission of the court, except when under examination, and except when the court re-opens for reading the finding and the sentence.

2. **Prosecutor or Members of Court as Witnesses.**—The prosecutor is a competent witness. A member of the Court, whether previously objected to or not by either side, is not necessarily disqualified from being examined as a witness should it be found in the course of the proceedings that he can give material evidence, but thereafter he is disqualified from acting as a member of the court, unless his evidence has been given after conviction, and has been directed to the good character of the accused.

457. Examination of Witnesses.—The examination of all witnesses shall be oral, and, except in the case mentioned in Article **458,** shall be taken in the presence of the court. Unless a strong reason to the contrary exists, the evidence of witnesses shall be taken at one examination in regard to all the charges.

2. **Order of Examination etc.**—The examination of all witnesses shall be conducted as follows: First, they shall be examined by the person calling them; after which, they may be cross-examined by the opposite party, should he desire to do so; then re-examined by the person calling them, but only on matter arising out of the cross-examination; and, finally, examined by the court and judge-advocate.

3. **Postponement of Cross-examination.**—On the application of the accused, the court shall allow his cross-examination of a witness to be postponed, unless it should appear that the request had been made for the purpose of obstruction.

4. **Questions by Court and Judge-Advocate.**—In addition to exercising the right of examination above conferred, the court and the judge-advocate may put questions to any witness at any period of his examination for the purpose of elucidating any answers previously given by him.

5. **Recall of Witness and Calling of Additional Witnesses.**—The court, and the judge-advocate with the consent of the court, may at any time during the trial recall a witness; and before the accused gives evidence or is called on for his defence, may also call and examine any other person touching the matter in question, whose evidence the court may deem necessary for the furtherance of the ends of justice. After the close of the case for the defence, they may call and examine any other person, whose evidence the accused may show to the court to be material in his behalf.

6. **Calling Medical Witness.**—After the close of the defence, the court may also call any medical officer whose professional opinion as to the state of health or sanity of the accused might aid the court to arrive at a just conclusion as to the measure of his culpability. Such a medical witness should not be called to give evidence which could be used in reply to the defence, nor should he be permitted to pronounce an opinion as to the guilt or otherwise of the accused.

7. **When Prosecutor must call Witnesses.**—The prosecutor is not bound to call all the witnesses whose names are on the list given to the accused, but he shall call

such of them as the accused may desire to be called, in order that the accused may cross-examine them, if he wishes to do so. So witness or witnesses shall be called before the prosecution is finally closed.

458. Witness unable to appear.—If any material witness should be in hospital, or otherwise unable from sickness to appear before the court, the court shall adjourn, and his evidence shall be taken on oath before a magistrate or consul, in the presence of the judge-advocate, of the accused, of the accused's adviser, should there be one, and of the prosecutor; and full opportunity shall be afforded of cross-examining the witness. The judge-advocate shall take down the evidence, as in the case of other witnesses, and on his return to the court shall lay before it the evidence which has thus been taken, and shall attach it to the minutes.

459. Question objected to.—Should a question proposed be objected to, the opinion of the court shall be taken, and the question shall be admitted or rejected as the majority may decide. The fact of the objection being made, the ground thereof, and the decision of the court shall be recorded in the minutes.

460. Prevarication by Witness.—If at any time it appears to the court that any witness is prevaricating in his evidence or behaving with contempt, the president shall warn the witness that under Section 66 of the Naval Discipline Act he is liable to imprisonment or detention for such prevarication or contempt. The fact that this warning has been given shall be recorded in the minutes of proceedings.

SPECIAL DIRECTIONS AS TO EVIDENCE

461. Copies of Official Documents.—Whenever it is necessary for the purposes of either the prosecution or the defence to prove the contents of any voucher, receipt, account, muster, ship's book, or other document made or kept in pursuance of any Act of Parliament, the King's Regulations and Admiralty Instructions, or of the custom of the Service, a copy of the same, purporting to be signed and certified as a correct copy by the officer for the time being commanding the ship in which the same was made or kept, or by the Secretary of the Admiralty, may be received as *prima facie* evidence of such document and of the matters, transactions, and accounts therein recorded.

2. Courts-Martial under Sections 29 or 92, N.D.A.—If a Court-Martial should be ordered to inquire into the loss, stranding or hazarding of a ship or to try a charge arising therefrom, the following procedure is to be observed:—

(*a*) the Captain is to produce
- (i) the Ship's log book and deck log book;
- (ii) the rough and fair engine-room registers;
- (iii) the chart or charts and sailing directions by which the ship was navigated;
- (iv) the last table of compass deviations;
- (v) the navigational data book and the gyro compass log;
- (vi) the Captain's night order book; and
- (vii) the Navigating Officer's note book and work book.

(*b*) The Court is to ascertain whether the proper chart, sailing directions and all hydrographical notices bearing on the case had been supplied, and, if so, whether they had been used; whether the position of the ship had been fixed as often as necessary in the existing circumstances; if not, when it was last ascertained so correctly as to be reliable; whether the courses steered by gyro compass, if one is fitted, and by standard compass, together with the distance run on each course, were noted in the log book from the time when the position of the ship was last correctly ascertained to the time of the occurrence; and whether the regulations contained in Article **1164** with regard to sounding were carefully observed. The Court shall also examine the Navigating Officer's note book, the navigational data book and the gyro compass log to ascertain the degree of reliance that can be placed on the gyro compass, if one is fitted, and on the standard compass.

(*c*) The court shall direct one or more Navigating or other competent officers of ships present to work up the ship's reckoning from the log and the Navigating Officer's note book and work book (Article **1211**), and the rough and fair engine-room registers, from the time when her position was last accurately ascertained (or from such a time, and with such details, as the court may require) to the time of her taking, or being in danger of taking, the ground; the result is to be delivered to the court in the prescribed form attested by the signature of such officer or officers, and he or they are to be sworn and to be subject to cross-examination as to its accuracy. The president is to endorse the report as approved if the court concurs, and if not, an expression of its dissent is to be added, signed by the president, showing in what respects and for what reasons it dissents. The positions of the ship, so determined, are to be laid off on the chart by which she was navigated, or on a copy or tracing of the chart if the original is not available, and also the determined position when ashore or in danger, as noted in the log book. The rate and direction of the current and of the tidal stream and the state of the tide should also, if possible, be ascertained, stated and verified on oath.

(*d*) These documents, viz., the report in the prescribed form and the prepared chart, as well as an attested copy of the ship's log book and the engine-room register, commencing from at least 48 hours before the ship took the ground or was endangered, if so long from a known anchorage are to accompany the minutes.

3. **Written Statements at Trials under Section 92.**—(*a*) The court may, where no specific charge is made, receive in evidence any written statements from persons whose attendance cannot be secured for any reason deemed adequate by the court, provided that no person shall be found to blame for the wreck, loss, capture or destruction of the ship by reason of the evidence afforded by such reports, unless the persons making such written statements shall at some time during the trial have been sworn, and the person or persons who shall ultimately be found to blame shall have had an opportunity of cross-examining such persons on oath.

(*b*) Where no specific charge is made, any witness who has been duly sworn may, if the court thinks fit, notwithstanding anything herein contained, for the purpose of giving his evidence, read from a written statement previously prepared and signed by him which shall thereafter be attached to the minutes. He may be further examined, cross-examined, and re-examined in accordance with Article **457**, clause 2. (*See* **462.**)

461a. Documents admissible in Evidence.—Sailing directions and similar documents, which are issued officially for the information of the fleet, are admissible in evidence for or against persons whose duties require them to be conversant with their contents.

ii. At courts-martial held under Sections 29 or 92 of the Naval Discipline Act, affidavits or statutory declarations made by officers or others having special local knowledge of navigation, may, by permission of the court, be put in evidence by the person or persons on trial, but not by the prosecutor. It should, however, be borne in mind that such statements have not been tested by cross-examination.

iii. When it is desired to show the position of any vessel, witnesses are to be directed to place models on a sheet of paper, and the officiating deputy judge-advocate is to mark their outline with a pencil. This paper is to be attached to the minutes of the court and forwarded to the Admiralty.

462. Examination and Cross-examination of Navigating Officers.—The examination and cross-examination of the officer or officers who have been directed to perform the duty mentioned in Article **461**, clause 2 (*c*), are to be limited to ascertaining the accuracy or inaccuracy of the document thus laid before the court.

Charges of Drunkenness

462a. Definition of Drunkenness.—In cases of trial on a charge of drunkenness, where conflicting or indecisive evidence is given, it may sometimes be very difficult to arrive at a satisfactory conclusion. The proper meaning to be attributed to the

word "Drunk" in such a charge is this—that through the intoxicating effect of liquor, the accused was unfit to be entrusted with his duty. On the one hand, it is not necessary for the prosecution to prove that the accused was, through liquor, in any extreme condition; nor is the accused necessarily entitled to an acquittal by showing that on the occasion in question he could, or actually did, do some particular duty without manifest failure. If, upon consideration of all the evidence, the court comes to the conclusion that he was, through the intoxicating effect of liquor, unfit to be entrusted with his duty, they should find him guilty of the charge. If, on the other hand, in the opinion of the court, it is not satisfactorily proved that the accused was, through the intoxicating effect of liquor, unfit to be entrusted with his duty, then, notwithstanding they may infer from the evidence that he had drunk more than usual, they ought to acquit. It is not considered there is any offence of the same class as drunkenness involving a less degree of punishment so as to admit of a modified finding by the court under the general power given by Section 48 of the Naval Discipline Act.

When Medical Opinion desirable.—The responsibility for deciding in the first instance in cases of alleged drunkenness whether an officer or man is in a fit state to perform his duties rests with the Commanding Officer; but in a case of this nature, should there be any doubt as to the reason of the accused's condition, it is desirable that the opinion of the Medical Officer should be obtained at once. Otherwise a plea of sickness might be brought forward at the court-martial or other later investigation, and the omission of this precaution may be taken advantage of by the accused, with the result that a guilty person may escape the punishment due to his offence.

Charges of Striking

ii. **Medical Evidence.**—In charges of striking or using violence, the evidence of the Medical Officer must very often be of the most material assistance to the court in determining where the truth lies in a considerable body of absolutely conflicting evidence, and it is undesirable that his being called or not should be left to the chance of the accused asking for his evidence. As a general rule, therefore, in all such cases where the accused or the person struck has been attended by the Medical Officer of the ship, the prosecution should call the latter as a witness.

Inadmissible Evidence

iii. **The "Summary of Evidence"** which is supplied to the judge-advocate is not in any circumstances to be brought by him or the prosecutor to the attention of the court.

iv. **An Admission or Confession** made at the preliminary investigation is admissible in evidence, provided that, when at the preliminary investigation the accused was asked whether he wished to make any statement, he was warned that he was not obliged to say anything unless he wished to do so, and that any statement he might make might be given in evidence at his trial. (*See* **537** (6) *and* (7)).

v. **Statements at Preliminary Investigation.**—Evidence is not to be given by the prosecutor of statements made by the witnesses at the preliminary investigation, unless such statements lead up to a confession or denial on the part of the accused; but this instruction must not be construed so as to prevent witnesses being cross-examined with the object of showing that the evidence given to the court is inconsistent with the statements made at the preliminary investigation.

vi. **Antecedents of the Accused.**—No statement relating to misconduct on the part of the accused, other than that with which he is charged, is to be made to the court before the finding, it being generally contrary to the recognized procedure of courts of justice for the prosecution to urge the previous bad conduct of the accused as an element in determining the question of his guilt; such conduct is only taken into consideration when punishment is being awarded. In cases in which the previous conduct of the accused may be admissible in proof or in disproof of the charges, it is open to the prosecution or to the defence to adduce evidence which may be rebutted or cross-examined upon in the course of the trial.

vii. **Circumstantial Letter.**—No portion of the circumstantial letter shall be accepted as evidence of the facts stated therein, except in case of the accused pleading guilty.

viii. **Board of Inquiry.**—Neither the minutes of a board of inquiry, nor any confession, statement, or answer to a question made or given thereat, shall be admissible as evidence against the accused, unless the charge is one of making false statements before such board.

THE DEFENCE

463. Time for Preparation.—The prosecution being closed, and the witnesses, if any, called by the court, having been examined, the accused shall be called on for his defence, and shall, on his application, be granted a reasonable time for the preparation of the same. The court shall adjourn during that time, and may adjourn again from time to time on the application of the accused if he shall satisfy the court that the time granted him has not been sufficient for the due preparation of his defence.

463a. Latitude allowed.—Subject to the general rule that evidence which is inadmissible must not be tendered or accepted or form the subject of questions, with or without the consent of the parties, whether in examination-in-chief, cross-examination or re-examination, the president must take care that considerable latitude is allowed to the accused in making his defence. He may caution the accused as to the irrelevance of his defence, but should not stop him, unless he should persist in disregarding the caution given to him.

(ii) It is contrary to the administration and practice of the criminal law that counsel for prisoners should state as alleged existing facts matters which they have been told in their instructions on the authority of the prisoner, but which they do not propose to prove in evidence.

The president should not therefore allow the friend of the accused in addressing the court, in cases where the accused declines to give evidence or to call witnesses, to state as a fact anything which has not been proved—or in other cases facts which he does not propose to prove. This, however, does not prevent the accused himself from giving his own version in the written or oral statement of defence, even though he declines to give evidence on oath.

464. Statement in Defence. When to be made.—The accused's statement in defence may be either oral or in writing; if oral, it shall be recorded in the minutes as nearly as possible in the words of the accused or his friend; if in writing, it shall be signed by him, and attached to the minutes. Such statement shall be made or read, if the accused elects to give evidence and is the only witness for the defence, immediately after he gives evidence, or, if the prosecutor sums up the case for the prosecution, immediately after such summing up; in all other cases, after the close of the case for the prosecution, and before he himself gives evidence.

2. **The Criminal Evidence Act, 1898,** is hereby, pursuant to Section 6 (2) (*a*) of the said Act, applied to naval courts-martial.

3. **Witnesses for Defence.**—The accused shall produce his other witnesses for the defence after he has given his own evidence; but should the accused not have applied to be examined as witness, he is to be called on to produce his witnesses after he has made his statement in defence. The witnesses for the defence shall be examined, cross-examined and re-examined as mentioned in Article **457,** clause 2.

4. **Summing up for the Defence.**—After evidence of the witnesses for the defence has been concluded, the accused, or his friend on his behalf, may, if the accused so desires, sum up the case for the defence in a written or oral statement which shall be recorded in the minutes.

5. **Summing up for the Prosecution.**—The prosecutor shall, unless with the concurrence of the court he considers this unnecessary, sum up orally or in writing the case for the prosecution—

(*a*) If the accused proposes to call no witness other than witness as to character—immediately after the close of the case for the prosecution and before the accused's statement or address in defence (if any).

(*b*) If the accused alone gives evidence for the defence—immediately after the close of his evidence and before the accused's statement or address in defence (if any).

(*c*) If any witness other than a witness as to character or the accused himself is called for the defence—immediately after the concluding statement (if any) on behalf of the accused, or, in the absence of such statement, after the conclusion of the evidence for the defence.

6. **Courts-Martial under Section 92 of Naval Discipline Act.**—In applying the above provisions to the case of a court-martial held under Section 92 of the Naval Discipline Act, they shall be construed as if the words "any officer or member of the crew of any of His Majesty's ships wrecked, lost, captured, or destroyed, against whom any allegation has been made" were substituted for the word "accused."

Amendment of the Charge

465. If at any time in the course of a trial after the court has been sworn, but before the finding, the court shall be satisfied—

(*a*) that there is a variance in unessential details between the charge or charges and the evidence adduced in support thereof; or

(*b*) that a charge drawn under Section 28 of the Naval Discipline Act would in the circumstances disclosed by the evidence have been more appropriately drawn under Section 43 of that Act, which latter section empowers the court to pass a less sentence than that prescribed by the former section;

the court may direct the judge-advocate to amend the charge or charges accordingly, provided always—

(*c*) that no evidence which could not have been given in support of the original charge shall be given in support of the substituted charge;

(*d*) that the accused cannot be substantially prejudiced by the making of such amendment in the conduct of his defence; and

(*e*) that the court shall, if so requested by the accused, adjourn for a reasonable time to enable him to meet the charge or charges as so amended.

All such amendments shall be noted in the minutes at the point at which such amendments shall be made, and shall be verified on the original documents by the signature of the president.

Ascertaining Opinion of the Court

466. In taking the opinion of the court upon all questions, the junior member shall vote first, and then the other members, in order of seniority to the president, all voting orally, and the votes of the majority, except for judgment of death (which is specially provided for by Section 53 (2) of the Naval Discipline Act), shall decide the question. Should the members disagree upon any question, and on a division the votes be equal, the construction most favourable to the accused shall prevail. *See* **470** (*Voting on Sentence*).

The Finding

467. When the evidence has been closed, the accused shall be removed, and the prosecutor and bystanders ordered to withdraw. The court shall then consider the matter in evidence before it, and the judge-advocate, if so directed by the court, shall draw up such questions as shall be agreed upon, whereon to form a determination in regard to the innocence or guilt of the accused. The judge-advocate shall then draw up the finding.

2. **Signatures.**—The finding shall be signed by every member of the court by way of attestation, notwithstanding any difference of opinion there may have been among the members, and be countersigned by the judge-advocate.

468. Reading of Finding.—The court shall be re-opened, the accused brought in, and the judge-advocate, by direction of the court, shall read the finding.

469. Evidence of Previous Character—if Guilty.—If the accused is found guilty, the court, before awarding punishment, may call evidence as to the previous character and qualifications of the accused, and in addition to any oral evidence of general character that may be adduced, shall take into consideration the following documents, which shall be read in open court:—

(*a*) *For an officer*—

(i) Any entries against him in the list of officers who have been tried by court-martial.

(ii) Any previous entries against him in the log of the ship to which he may have belonged when the offence or offences for which he is being tried were committed, and also any documents, other than such entries in the log, of the nature of a definite censure by superior authority for a definite offence; which log and documents the prosecution is to produce.

(iii) Any certificates or other documentary evidence of character which the accused may produce.

(*b*) *For a person below the rank of subordinate officer*—

(i) The entries against him in the conduct sheet prior to the date of the offence charged, but subsequent to his joining his present ship, with character assessed from the previous 31st December to the date of the offence for which he may be under trial, but excluding all consideration of it.

(ii) His certificate of service.

(iii) Any entries against him in the list of those who have been tried by court-martial.

2. If the accused is found guilty, he may, before the Court proceeds to deliberate on the sentence, make a statement in mitigation of punishment.

The Sentence

470. Voting.—The court shall then be cleared, and the members shall consider and determine on the punishment proper to be inflicted in conformity with the finding. All the members of the court, whether they have voted for an acquittal or not, shall vote on the question of what punishment is proper to be awarded for the offence of which the accused has been found guilty. In the event of the votes varying so considerably as not to give an actual majority in favour of the award of any given punishment, the president shall call on the members to revise their votes.

2. **Notations of conduct of Witnesses, etc.**—If the court should desire to draw attention to the conduct or manner of giving evidence of any witness, an entry to that effect should be made on the minutes after the sentence, of which latter it is not, however, to form any part, unless sentence is passed on such witness under Section 66 of the Naval Discipline Act.

3. **Other Representations.**—Except as above, all representations which the court may desire to make with reference to matters arising out of the court-martial are to be made the subject of a separate letter signed by the president before the court has been dissolved, and are not to form part of the recorded proceedings of the court.

470a. Courts-martial are recommended—

(*a*) **Corporal Punishment.**—Not to include the award of corporal punishment or birching in any sentence In the event of a court-martial awarding such punishment,* it is not to be carried out without the previous approval of the Admiralty.

(*b*) **Imprisonment.**—Not to award imprisonment when the offender will be retained in the Service, except as provided in sub-clause (*c*).

*Note.—The infliction of corporal punishment is at present suspended.

(*c*) **Detention.**—Not to award detention when several sentences of detention have previously been served without effect, nor in parts of the world where there are neither naval nor military detention establishments in which the offender can be confined.

(*d*) Not to award detention when the offender will not be retained in the Service.

(*e*) **Decorations and Medals.**—Not to remit the forfeiture of decorations and medals when the accused is found guilty of desertion during hostilities; and when the accused is found guilty of desertion, but not during hostilities, to remit the forfeiture of medals and decorations awarded for gallantry, but not to remit the forfeiture of campaign and commemorative medals. The President of the Court should report to the Admiralty and remission or forfeiture which is not in accordance with this recommendation.

(*f*) When the accused has been found guilty of treason, sedition, mutiny, cowardice or disgraceful conduct of an unnatural kind, to include in the sentence a forfeiture of any campaign and commemorative medals granted to him (unless their forfeiture is involved in the conviction or sentence, *i.e.*, conviction for desertion or sentence of dismissal with disgrace.) The President of the Court should report to the Admiralty by separate letter if the Court should omit to act on this recommendation.

ii. **Solitary Confinement.**—Sentences of imprisonment are not to direct that the prisoner shall be kept in solitary confinement.

iii. **Suspension of Sentence.**—Courts-martial may, in suitable cases, forward to the officer who ordered the trial a recommendation for the sentence to be suspended. This recommendation should only be made after the sentence has been read by the judge-advocate, and is not to be communicated to the offender nor recorded in the minutes of proceedings.

iv. **Placing Officers at bottom of List.**—No officer is to be sentenced to be placed permanently or for a specified period at the bottom of the list of his rank, but this regulation is not to prevent an officer being sentenced to be placed at the bottom of the list, allowing him to rise from the date of the court-martial.

v. **Effect of deprivation of Seniority.**—The sentence of a court-martial placing an officer at the bottom of the list of his rank will involve the loss of all previous time of service in that rank; so also, when the sentence of a court-martial may take away any seniority from an officer, it will thereby affect his full and half or retired pay, or pension, or gratuity, if they depend upon seniority; and it will carry with it the loss of the benefit of the service included in the seniority forfeited if the full, half or retired pay, or pension or gratuity, depend upon actual service; but although the time will be forfeited, it will be considered as service in reference to compulsory removal from the active list for non-service.

vi. **Forfeiture of pay.**—A court-martial, or disciplinary court (*see* **484**), may inflict upon a Skipper, R.N.R., the punishment of forfeiture of pay for a period not exceeding 30 days, when such a punishment would be appropriate.

This punishment may accompany a sentence of dismissal from His Majesty's Service or from the ship to which the offender belongs, and may also accompany a reprimand; but where a Skipper is sentenced to be dismissed from the Service, he must not be sentenced to forfeit a greater number of days' pay than is actually due to him.

vii. **Dismissal with Disgrace.**—Whenever an option is left by the Naval Discipline Act, the sentence of dismissal with disgrace from His Majesty's Service should, as far as possible, be reserved, in the case of officers, for the punishment of offences of a disgraceful nature, which render the offenders utterly unfit to serve His Majesty again in any naval, military, air or civil service, or to associate with officers and gentlemen.

Great discrimination should be exercised in awarding this sentence to Naval ratings and Royal Marines, and to non-commissioned officers and aircraftmen of the Royal Air Force, in order to prevent the sentence from losing its effect by

being used as a punishment for offences which are not, according to the custom of the Service, regarded as "disgraceful."

Dismissal and Forfeitures.—A court-martial has always the power to sentence an offender to dismissal from His Majesty's Service, without, however, sentencing him to dismissal from His Majesty's Service "with disgrace" (except in the case of an officer convicted on a charge drawn under section 28 of the Naval Discipline Act of cruelty or of any scandalous or fraudulent conduct, in which case the offender must be dismissed with disgrace from His Majesty's Service). When sentencing an offender to dismissal (without disgrace), unless such punishment is the maximum punishment authorized for the offence, the court also has power, under section 52 (10) of the Naval Discipline Act, to award the whole or any part of the forfeitures which, under section 53 (6) of that Act, automatically accompany dismissal with disgrace.

viii. **Absence without leave. Forfeiture of pay.**—Where absence without leave is proved against a Naval rating, courts-martial are recommended to punish by mulct of pay in accordance with the summary punishment regulations. If the court does not sentence to such forfeit of pay, the man is entitled to it.

ix. **Conviction of certain offences.**—When a person found guilty of treason, sedition, mutiny, cowardice, disgraceful conduct of an unnatural kind, or desertion during hostilities, is in possession of medals awarded for gallantry or of any decoration, the President of the Court should report the fact to the Admiralty by a separate letter. A similar report should be made when a person in possession of a decoration awarded for conspicuous service, long and efficient service or meritorious service is found guilty of desertion not during hostilities, and the forfeiture of the decoration is not remitted.

471. Drawing up, Signature and Pronouncement of Sentence.—The judge-advocate shall draw up the sentence in the prescribed form; it shall be signed by every member of the court by way of attestation, notwithstanding any difference of opinion there may have been among the members, and shall be countersigned by the judge-advocate. The court shall then be re-opened, and the accused brought in, and the judge-advocate shall, by direction of the court, pronounce the sentence. The accused shall be removed and the court dissolved.

2. **Report to Commander-in-Chief.**—As soon as the court has been dissolved, the president is to wait upon the Commander-in-Chief or Senior Officer with a letter reporting the finding and the sentence of the court-martial.

3. **Legality of Sentence.**—The Commander-in-Chief or Senior Officer present, before he takes any step to give effect to the sentence, either by issuing his certificate for the keeping of the accused in penal servitude or warrant for his imprisonment or detention, or otherwise, or before he orders the suspension of the sentence, under section 74a of the Naval Discipline Act, shall satisfy himself, by a careful examination of the minutes of the proceedings, that no fatal error has been committed in the conduct of the court-martial, calculated, in his opinion, to invalidate the finding of the court-martial. If he should doubt the correctness of the finding, in fact or in law, or the legality of the sentence, he shall avoid either putting the sentence into execution or formally suspending it, pending reference to the Admiralty. *See* **472a**, clause viii (*Cases of Doubtful Legality*).

Execution of Sentence

471a. When a sentence of death is to be executed on any criminal, the Commander-in-Chief or the Convening Authority shall give directions as to the time, place and manner in which such sentence is to be carried out.

ii. **Penal Servitude.**—If a court-martial awards a sentence of penal servitude, a certificate for the keeping of the prisoner in penal servitude must be issued either by the Admiralty, the Commander-in-Chief, or the officer ordering the court-martial,

unless the sentence is suspended under Section 74a of the Naval Discipline Act. (*See* **471b.**) The Senior Officer present, unless in command of the station, or unless he ordered the court-martial, has not any authority to sign such certificate. When the necessary certificate has been issued, the prisoner is to be sent to the civil prison nearest the port where he is convicted or disembarked.

iii. **Warrant for Imprisonment or Detention.**—The Admiralty or the Commander-in-Chief or the officer ordering the court-martial shall issue a warrant in the prescribed form for the imprisonment or detention of the person sentenced, unless the sentence is suspended under Section 74a of the Naval Discipline Act. (*See* **471b.**)

Where, by reason of a ship being at sea or off a place at which there is no proper place of confinement, a sentence if imprisonment or detention, as the case may be, cannot be duly executed, such warrant may, by virtue of Section 74 (2) of the Naval Discipline Act, directs that the offender shall be sent to the lawful place of confinement named therein, and that the period of his sentence shall commence on his arrival at the place where such lawful place of confinement is situated, subject to the deduction from his sentence of any time during which he has been kept in confinement in respect of the said sentence. The Senior Officer present, unless in command of the station, or unless he ordered the court-martial, has not any authority to sign such warrant.

Note.—A sentence that is to be carried out in a military detention barrack cannot be postponed and must take effect from the date of award.

iv. Every person upon whom a sentence of penal servitude, imprisonment or detention has been passed shall be kept in Naval custody until the certificate or warrant mentioned above has been issued, or until an order has been issued suspending the sentence under section 74a of the Naval Discipline Act. (*See* **471b.**)

v. **Change of Place of Imprisonment or Detention.**—When the Commander-in-Chief or Senior Naval Officer present considers it desirable that a prisoner or person under detention should be sent to England to complete his sentence, he shall issue his warrant for the transfer of the offender to the prison or naval detention quarters appropriate, according to the instructions in Article **553**, clauses 3 to 5, for men serving in ships in home waters. The warrant must be sent to the Admiralty in time for an attested copy of it to be made as the authority for the Governor or officer in charge of the place of confinement to which the offender is transferred to receive and detail him. The transfer warrant should therefore be made in triplicate, each warrant being signed, one warrant being sent to the place of confinement from which the offender is removed, another accompanying the offender, and the third being sent to the Admiralty.

When it is desirable for a prisoner or person under detention to be sent to England and the sentence is likely to expire before the offender is received in a place of confinement in England, a warrant for the transfer of the offender to a place of confinement in England should not be issued, but the Commander-in-Chief, or, if the offender has been sentenced summarily, the Commander-in-Chief or the Commanding Officer who awarded the sentence, should issue a warrant under clause vi for the discharge of the offender from custody.

vi. **Discharge from Prison or Detention.**—Where it is desired, under the provisions of Section 78 of the Naval Discipline Act, to discharge from custody an offender undergoing a sentence of imprisonment or detention, a warrant shall be issued for that purpose. This warrant can only be issued by the Admiralty or the Commander-in-Chief on a foreign station in the case of an offender undergoing a sentence of imprisonment or detention inflicted by court-martial, but may be issued by the Commanding Officer of the ship in the case of an offender sentenced by him.

vii. **Production of Offender before Court-Martial.**—When it is necessary for an offender undergoing a sentence of imprisonment or detention to be delivered over to naval custody for the purpose of being brought before a court-martial, either as a witness or for trial (*see* Section 78 of the Naval Discipline Act), the necessary warrant may be issued by the Admiralty or by a Commander-in-Chief on a foreign station, or by any officer commanding any of His Majesty's ships.

Suspension of Sentence of Penal Servitude, Imprisonment or Detention

471b. Suspension of Sentence.—A sentence of penal servitude, imprisonment or detention may, by virtue of Section 74a of the Naval Discipline Act, be suspended when a man, previously of excellent character, has committed himself because of some long-continued strain, or in circumstances which may be considered to render him deserving of a chance of retrieving his character by later exemplary conduct, or when the man's services are required for a dangerous or arduous duty which would otherwise be avoided.

ii. If the officer who ordered the court-martial considers, either upon a perusal of the minutes or upon receiving a recommendation from the court, that the sentence should be suspended, he shall, in lieu of issuing the usual committal order, give an order in writing that the sentence is to be suspended until an order of committal is issued.

iii. The offender is then to be informed by the Captain that it has been decided to suspend his sentence, that his case will be reviewed periodically, and that if his subsequent conduct is such as to justify a remission of the sentence, it will be cancelled. He should further be warned that if he is unfavourably reported upon while under probation the sentence will be enforced.

The offender should then be released from custody.

iv. In submitting the court-martial papers to the Commander-in-Chief or the Admiralty, the officer who ordered the suspension should state clearly that he has done so, giving his reasons.

v. **Period of Suspension.**—A suspended sentence remains in a state of suspension until a committal order is issued, or until the sentence is finally remitted. It may remain suspended for twelve months, unless the offender commits himself in the meantime, but in no circumstances is it to remain suspended for a longer period except when, owing to the offender having been absent without leave or having deserted, the issue of a committal order has not been possible.

vi. Suspended sentences are to be reconsidered every three months, unless they have been put into execution in the meantime, and upon these occasions the offender is to be brought before the Captain, who should take the opportunity of reviewing the circumstances and warning him that he is still under probation. A report on the man's conduct should then be forwarded to the Commander-in-Chief (or if there is no Commander-in-Chief, to the officer ordering the court-martial), who, if the man is still serving in a ship under his command, will decide whether the sentence is still to continue suspended or is to be remitted. All other suspended sentences will be dealt with by the Admiralty, to whom a duplicate copy of the report on conduct should invariably be sent, whether or not the man is still on the same station.

vii. If at any time during the probationary period the offender's conduct should fall below "V.G.", or be in any way unsatisfactory, the sentence should not continue suspended, but a committal order should be issued by the Commander-in-Chief, or, if there is no Commander-in-Chief, by the officer ordering the court-martial by which the man was sentenced. If this is impracticable, an immediate report should be made to the Admiralty.

viii. The final decision, either to remit or to enforce the suspended sentence, is always to be reported to the Admiralty.

ix. If, in special circumstances, it is considered that a portion only of the suspended sentence should be enforced and the remainder remitted, the matter is to be submitted to the Admiralty at home, or to the Commander-in-Chief abroad.

x. **Offences during Suspension.**—If an offender whose sentence has been suspended commits a further offence for which he is sentenced by court-martial to penal servitude, imprisonment or detention, the officer who ordered the latter court-martial may direct that the sentences shall run consecutively, but if imprisonment or detention be awarded, the total of the two sentences is not to exceed two years, any period in excess of this limit being deemed to be remitted; and where the second sentence is one of penal servitude, any suspended sentence of imprisonment or detention must also be deemed to be remitted.

xi. **Consequential Penalties.**—If a sentence has been suspended before committal, the officer who authorizes the suspension may at his discretion, in suitable cases, direct that the consequential penalties of disrating, deprivation of badges and medal, and the effect upon character, are to be enforced from the date of conviction. Otherwise any consequential penalties which would have been entailed by the infliction of the suspended punishment are also to be regarded as suspended unless and until the committal order is issued. The fact of conviction will, however, constitute a break in the continuity of "V.G." conduct for badge purposes (*see* **527**).

If a committal order is issued and the sentence is subsequently suspended, or if a sentence is suspended but a committal order is subsequently issued, all the consequential penalties and other consequences, namely:—

(*a*) dismissal with disgrace if sentenced to penal servitude,
(*b*) disrating,
(*c*) deprivation of badges and medal,
(*d*) the effect upon character, and
(*e*) loss of pay and time,

shall be enforced in respect of so much of the sentence as is actually served. If a sentence which has been suspended is subsequently carried out, (*a*), (*b*), (*c*) and (*e*) shall take effect upon the date of committal. When a sentence of imprisonment or detention is suspended after committal, (*b*) and (*c*) shall take effect from the date of the sentence and (*e*) from the date of committal. For all sentences, (*d*) shall take effect from the date of sentence (*see* clause xii).

xii. **Effect on Character.**—If, at the time of an assessment of character, an offender's sentence, or a portion thereof, is under suspension, the only penalties which are to be taken into consideration are the portion of such sentence and the consequential penalties (if any) which have actually been enforced. If the suspended sentence or the suspended portion thereof is subsequently enforced, the character previously awarded is to be altered to that appropriate to the full sentence under Article **605.** Thus, the award of character in respect of suspended sentences will follow the general rule that effect on character follows in the year of sentence. All alterations in character under this clause are to be noted in the "remarks" column of the ledger, and are to be reported to the Director of Navy Accounts as they occur.

Where a suspended sentence, or the suspended portion of a sentence, is carried out in the year following that in which the sentence was awarded, together with a sentence of imprisonment or detention subsequently awarded (*see* clause x), only the latter sentence is to be taken into account in assessing character at the end of the year, whether such sentences run consecutively or concurrently.

xiii. **Report and Notation.**—The fact that a court-martial sentence has been suspended should immediately be reported to the Admiralty, and is also to be noted on the conduct sheet. Notations are to be made as follows in the "Time forfeited" column on page 4 of the service certificate, each notation being authenticated by the Captain's signature, with the date on which the sentence was either suspended, remitted or enforced:—

(*a*) Suspension of sentence before committal.	Rule through the notation of the number of days forfeited and insert notation "Suspended."
(*b*) Suspension of sentence after committal.	Amend the notation of the number of days forfeited so as to show the number of days of the sentence actually served before the residue of the sentence was suspended. Insert notation "Residue suspended."
(*c*) Remission of suspended sentence.	Rule through the notation "Suspended" or "Residue suspended" and insert notation "Remitted" or "Residue remitted."

(*d*) Committal or re-committal following suspension of sentence or of residue of sentence.	Rule through the notation "Suspended" or "Residue Suspended" and insert notation "Committed" or "Re-committed," as requisite.

Care should be taken that the original notation which is ruled through is not obliterated.

xiv. Commanders-in-Chief and Senior Officers are to take steps to ensure that the review of suspended sentences is duly carried out at intervals of not more than three months.

xv. **Royal Marines.**—The procedure to be followed for Royal Marines, whose sentences have been suspended and who are subsequently transferred to or from shore strength, is prescribed in Article **794.**

Disposal of Minutes of Proceedings

472. The judge-advocate is to transmit, with as much expedition as may be, the original proceedings, or a complete and authenticated copy thereof, and the original sentence, to the Commander-in-Chief or Senior Officer, who shall transmit them to the Secretary of the Admiralty, for the time being.

472a. Documents to accompany.—The original minutes of the proceedings are always to be accompanied by the original documents which were taken into consideration of the court, or an attested copy, or extracts from them.

ii. **Mode of Making Up.**—In making up the proceedings, the sheets are to be fastened together securely and numbered consecutively. A list of the witnesses, giving the numbers of the questions put to each, should be attached.

iii. **Order of Documents.**—All documents which accompany the minutes of proceedings of naval courts-martial (such as the warrant for holding the court, the charge sheet, the circumstantial letter, the accused's defence or statement in mitigation of punishment, the copies of the accused's certificates, the extract from the conduct sheet, the orlginal shorthand writer's notes and the transcript thereof, etc., etc.,) are, if possible, to be inserted in their proper places in the minutes, in sequence with the record of what has gone before, so that the whole may be read in the exact order in which everything took place in court.

iv. In order to do this, it will frequently be found necessary to leave part of a page blank, in which case a line should be drawn transversely from left to right across the vacant space.

v. **Sending original Minutes to Admiralty.**—If the Senior Officer present should deem it expedient to send the original minutes of the proceedings direct to the Admiralty, the judge-advocate shall make a transcript of these documents and send it through the Senior Officer to the Commander-in-Chief; but in cases where the Commander-in-Chief may be required to carry the sentence into execution, the original proceedings are to be sent to him in the first instance, for transmission to the Admiralty in due course.

vi. If the sentence, or any portion of it, should have to be carried into effect in England under the authority of the Admiralty, the original minutes should invariably be sent in time to get there before the person under sentence.

vii. **Separate Minutes.**—The minutes of each particular court-martial are to be forwarded separately, except when more than one court may have been necessary for the trial of several persons for participation in one and the same offence.

viii. **Cases of Doubtful Legality.**—The Commander-in-Chief shall in every case point out to the Admiralty any portion of the sentence, or of the proceedings generally, which may appear to him of doubtful legality. *See* **471**, clause 3 *(Legality of Sentence).*

ix. The proceedings of a court-martial are to be forwarded to the Admiralty in a docket sheet, and the details of the charges, finding and sentence should always appear on the outside. Any observations which the Commander-in-Chief may wish to make should be submitted with the proceedings.

x. The Commander-in-Chief or Senior Officer upon receipt of the proceedings is to report briefly to the Admiralty by telegraph in every case of a Court-Martial on an Officer the nature of the charges, the finding, and the sentence, if any.

PAYMENTS TO WITNESSES AND SHORTHAND WRITERS

472b. Civilian Witnesses.—Civilian witnesses summoned to give evidence at a court-martial are to be paid at the rates set out in the succeeding clauses of this Article, but the president of a court-martial has discretionary power to allow special rates of payment when he considers that the circumstances justify exceptional treatment.

ii. **Professional Evidence.**—A practising member of the legal or medical professions attending to give professional evidence in the borough or urban district in which he lives or practices, or within three miles of his residence or the place where he practices, may be granted not more than £1 11s. 6d. a day if he attends to give evidence in one case only, or not more than £3 3s. 0d. a day if he gives evidence on the same day in two or more separate cases. For attending to give professional evidence in one or more cases outside the borough or urban district in which he lives or practices, and at a distance of more than three miles from his residence or the place where he practices, he may be granted not more than £3 3s. 0d. a day.

iii. **Professional Witnesses.**—A gentleman, banker, manager or other professional man attending to give evidence at a distance from the place where his business is may be granted £1 1s. 0d. for each complete day of twenty-four hours or for part of a day exceeding four hours, and 10s. 6d. for part of a day less than four hours. For attending to give evidence in the place where his business is, he may be granted such sum not exceeding 10s. 6d. a day as may be authorized by the president of the court.

iv. **Expert Evidence.**—An expert witness attending to give expert evidence may be granted such an amount as the court may consider reasonable, including, where necessary, an allowance for qualifying to give evidence.

v. **Interpreters.**—Persons employed as interpreters may be granted such an amount as the president of the court may consider reasonable.

vi. **Police Witnesses.**—Police officers are entitled to allowances under the regulations of their force, and the court may accept a certificate by a responsible officer of the force indicating the rates to which they are entitled.

vii. **Prison Warders.**—Prison warders attending as witnesses, or in charge of a prisoner produced to give evidence, are entitled to allowances under the regulations of their service, and the court may accept a certificate by the Governor of the prison indicating the rates to which they are entitled. For a prisoner produced in custody of warders, the court may allow such a sum for subsistence as the warders have been authorized to spend and have actually spent on his behalf.

viii. **Other Witnesses.**—Other witnesses may be granted allowances not exceeding 14s. for a day and 10s. for a night, provided that the day allowance shall not, without special authority, exceed the following rates for:—

	s.	d.
Children	2	0
Paupers and vagrants	2	0
Persons who do not lose wages, earnings, or income by attendance	5	0
Employed persons who have lost wages by attendance:—		
Agricultural labourers, unskilled labourers, and other similarly employed	7	0
Artisans, mechanics, and other similarly employed	10	0
Clerks, shop assistants, and others similarly employed	10	0

Where the amount of wages lost (as certified by the employer) exceeds 14s. a day, the actual sum lost may be refunded. In addition actual reasonable expenses for accommodation within a nightly allowance of 10s. in case of necessary absence for a night may be paid, but no daily allowance.

ix. **Seamen.**—When seamen are detained on shore for the purpose of giving evidence, the amount actually and reasonably incurred for maintenance, during detention, may be allowed in addition to the rate granted under clause viii.

x. The full day allowances, under clauses ii, vi and viii, are payable when the witness is necessarily detained away from his home, place of business or employment for at least four hours. If he be detained less than four hours, half rates only should be paid, unless the full day allowance does not exceed 2s. or the witness necessarily loses a whole day's wages through his attendance.

The night allowance under clauses vi, vii and viii is payable only when the witness, in order to give evidence, is necessarily detained away from home for the night.

xi. **Travelling Allowance.**—(*a*) Travelling expenses may be paid for attending court from a distance of two miles or over as follows:—

(i) To witness travelling by railway or other public conveyance the court may allow the fare actually paid, provided that for railway travelling the fare shall be third class, except for the classes referred to in clauses ii and iii above who are entitled to first class fares exclusive of the cost of sleeping accommodation, which is covered by the allowance in clause iii, and those who are specially allowed otherwise by the court. If return tickets are available, only return rates shall be allowed. For police witnesses, the reduced rate under the Cheap Trains Act, 1883, shall not be exceeded except when the single fare is less than 1s., or for special reasons allowed for by the court.

(ii) where no railway or other public conveyance is available, and one or more witnesses necessarily travel by a hired vehicle, the court may allow the sum actually paid for hire, not exceeding 1s. 6d. per mile each way. Separate mileage for two or more witnesses travelling from the same place shall not be allowed, unless the court is satisfied that it was reasonably necessary to hire more than one vehicle.

(iii) To each witness travelling on foot, or by a private conveyance, where no railway or public conveyance is available, the court may allow a sum not exceeding 3d. per mile each way.

(*b*) Allowances under (*a*) (ii) and (iii) shall be made separately as mileage.

(*c*) For the conveyance of witnesses suffering from serious illness, or for the carriage of heavy exhibits, sums in excess of the above rates may be allowed if the court is satisfied that the expense incurred was reasonably necessary.

(*d*) Warders in charge of prisoners produced to give evidence may be allowed the cost of travelling by such means of conveyance as the Governor of the prison may have directed.

472c. Civilian Shorthand Writers.—Civilian shorthand writers (other than members of the clerical staff of His Majesty's establishments) who attend courts-martial shall be paid a fee of £1 1s. for each day of attendance. When a shorthand writer is necessarily detained away from home for the night, he shall be paid a subsistence allowance of 12s. a night, subject to a reduction after the first five nights to 10s. a night. For transcripts, the rate of payment is 8d. a folio of 72 words, and for carbon copies 2d. a folio.

Chapter X

DISCIPLINARY COURTS

(To be convened in time of war only, for the trial of officers)

473. In these Regulations, unless the context shall otherwise require, the following words and expressions shall have the meanings hereby given to them:—

"Convening Authority" shall mean an officer having power to order courts-matrial.

"Section" shall mean Section of the Naval Discipline Act.

Appointment of Disciplinary Court. (*See* Section 57*a*)

474. A Disciplinary Court shall be appointed by a warrant in the prescribed form under the hand of the convening authority, and shall consist of the Executive or Air Branch officers mentioned therein. The president shall be named in the warrant and must be an officer not below the rank of Commander or Commander (A), while at least one other officer should, unless there are strong reasons to the contrary, or unless there is no such officer available and suitable, be of the same relative rank as the accused. When no officer of the same relative rank as the accused is named as a member of the Court, the reason should be stated on the warrant. The warrant shall also contain the names of not less than two other officers as spare members to take the place of any member unavoidably prevented from attending or to whom an objection held to be valid is made.

Procedure Preparatory to Trial

475. Articles **434, 434a** (i) (ii) and (iii), **435** (*a*), (*b*), and (*c*), **435a, 436** (1), and the first sentence of **436** (2) shall apply to Disciplinary Courts, with the substitution of the words "Disciplinary Court" for the words "Court-Martial" whenever the same occur.

Duty of Convening Authority

476. The convening authority shall forward to the president, with his warrant appointing the Court, the documents mentioned in Article **438** (2), and shall, if for any reason the Captain of the ship cannot act as prosecutor, appoint a prosecutor.

Appointment of Officers of Court

477. The convening authority, if present at the place where the Court is to be held, is to appoint an experienced officer to act as Clerk of the Court. If the convening authority is not present, the appointment is to be made by the Senior Naval Officer. A Provost-Marshal is also to be appointed at the same time by the same officer.

Summoning the Court

478. The Commander-in-Chief or Senior Officer present shall, by general order or signal, give directions for the Court to assemble.

Duties of the President

479. Article **443,** with the exception of clause 4, shall apply to Disciplinary Courts, with the substitution of "Clerk of the Court" for "Person to officiate as Deputy Judge-Advocate."

Duties of the Clerk of the Court

480. Article **444** shall apply to Disciplinary Courts, with the substitution of the expressions "Clerk of the Court" and "Disciplinary Court" for "Judge-Advocate" and "Court-Martial" respectively where those words occur.

2. In addition to the documents mentioned in Article **444**, the Clerk of the Court shall furnish to the accused a list of the officers appointed by the convening authority as members of the Court. The accused shall, not less than 12 hours before the time appointed for the sitting of the Court, give notice to the Clerk of the Court if he intends to object to any officer mentioned in such list. If no such notice is given, any objection made at the trial to any member may be disallowed.

Procedure at the Trial

481. Section 62 shall apply to Disciplinary Courts with the following modifications, viz., that the expression "Disciplinary Court" shall be substituted for "Court-Martial", wherever the same occurs, and that after the words "shall be allowed", the section shall run "the place of the member objected to, if the objection is allowed, shall be filled up by one of the officers selected by the President from those named as spare members in the warrant."

2. Articles **445, 446** and **447** shall apply to Disciplinary Courts, with the omission of all the words in the first clause of Article **446** after the words "assembling the Court", and with the substitution of the expression "Clerk of the Court" for "Judge-Advocate" wherever the same occurs.

3. Sections 63 and 64 shall apply to Disciplinary Courts with the following modifications:—(1) The expression "Clerk of the Court" shall be substituted for the "Judge-Advocate of the Fleet or the person officiating as Deputy Judge-Advocate of the Fleet" wherever the same occur. (2) The word "Court" shall be substituted for the words "Court-Martial" wherever the same occur.

4. Articles **448** to **455** (both inclusive) shall apply to Disciplinary Courts, with the substitution of the expression "Clerk of the Court" for "Judge-Advocate" wherever the same occurs.

Examination of Witnesses, Evidence and Defence

482. Articles **456** to **460** (both inclusive), **461, 462a, 463, 463a,** and **464** (except clause 6) shall apply to Disciplinary Courts, with the substitution of the expression "Clerk of the Court" for "Judge-Advocate" wherever the same occurs.

2. Sections 66, 67, 68, and 69 shall apply to Disciplinary Courts with the following modifications, viz., that the expression "Disciplinary Court" shall be substituted for "Court-Martial", and the expression "Clerk of the Court" for the words "Judge-Advocate" and "Deputy Judge-Advocate or the person appointed to officiate as Deputy Judge-Advocate at the trial", wherever those words or expressions respectively occur.

Amendment of Charge: Ascertaining the Opinion of the Court, and Finding

483. Articles **465, 466** (except so far as it refers to a sentence of death), **467, 468,** and **469** (except so much thereof as refers to persons below the rank of subordinate officer) shall apply to Disciplinary Courts, with the substitution of the expression "Clerk of the Court" for "Judge-Advocate" wherever the same occurs.

Sentence

484. Articles **470** and **471,** with the omission of the words "either by issuing his certificate for the keeping of the accused in penal servitude or warrant for his imprisonment or detention or otherwise," shall apply to Disciplinary Courts, with the substitution of the expressions "Clerk of the Court" for "Judge-Advocate" wherever the same occur, and "Trial" for "Court-Martial" in Article **470**, clause 3, and "Disciplinary Court" for "Court-Martial" in Article **471,** clause 3. Article **470a,** clauses iv, v and vi, shall apply to Disciplinary Courts.

DISPOSAL OF MINUTES

485. Article **472a** shall apply to Disciplinary Courts, with the substitution of the expressions "Clerk of the Court" for "Judge-Advocate", and "Disciplinary Court" for "Naval Court-Martial" or "Court-Martial", wherever the same occur.

PAYMENTS TO WITNESSES, AND SHORTHAND WRITERS

486. Articles **472b** and **472c** shall apply to Disciplinary Courts, with the substitution of the word "Court" for the words "Court-Martial" wherever the same occur.

CHAPTER XI

BOARDS OF INQUIRY AND NAVAL COURTS

487. Duties and Powers.—The duties of a board of inquiry depend on the instructions which the authority ordering the court may think proper to give. The instructions should always be in writing.

488. Use of Board of Inquiry.—A board of inquiry may be used by any officer in command of a fleet or squadron, station, or division of a station, to enable him to arrive at a correct conclusion on any matter upon which he requires to be thoroughly informed, or upon which there may be a question whether it should form the subject of a court-martial.

2. A board of inquiry has no power to award any punishment; it can only recommend. It may, however, be invested with any power, not exceeding that of the convening officer, which may be necessary for the proper conducting of the inquiry, such as calling before it naval witnesses and requiring the production of official papers. It may be re-assembled as often, and with such alterations in its composition, as may be directed.

3. It is not a judicial body; it has no power to compel the attendance of civilians as witnesses, nor to examine on oath.

4. It may be required to examine witnesses and record their evidence, without being required to give any opinion; no one before it charged with any offence is bound to make any statement or answer any questions.

5. Members of a board of inquiry are not disqualified to sit on a court-martial upon the same subject-matter because they have so acted, but they may be objected to, and the objection allowed by the court, and this contingency is to be considered in selecting the members. So far as may be practicable and consistent with a due regard to this contingency, the president and members should be senior to the person whose conduct is under inquiry. It is undesirable that officers whose evidence may be required by the board should be nominated as members, and in accident cases, the board, whenever possible, is not wholly to be composed of officers belonging to the ship in which the accident occurred.

6. A board of inquiry, unless otherwise ordered, shall sit with closed doors.

7. Any person in His Majesty's Service who may be concerned in the result of the inquiry should be present during the whole time that witnesses are being examined, but if he object or refuse to be present, the proceedings are to be carried on in his absence, except when the inquiry is held in pursuance of Article **560**, clause **4** (*f*).

8. With the exception provided for in Article **560**, clause 4 (*f*), no person is to be present in the character of a prosecutor, nor is any friend or professional adviser to be allowed to assist any person concerned in the inquiry.

9. Every person about to make a statement or answer a question likely to incriminate himself should be cautioned by the board that what he is about to state may be made use of against him. All such cautions should be recorded in the minutes.

10. If the inquiry should have reference to the loss or hazarding of a ship, the course directed by Article **461**, with the exception of taking evidence on oath, is to be pursued.

11. **Disposal of Minutes of Proceedings.**—The minutes of the proceedings are to be signed by all the members, and forwarded by the president to the authority ordering the inquiry. The written instructions issued to the board by the convening authority are to be included in the minutes. If there is a difference of opinion among the members on a material point, the grounds of difference are to be stated fully.

The proceedings are in all cases to be sent to the Commander-in-Chief, who, in the absence of special directions, will exercise his discretion as to forwarding them to the Admiralty. Duplicate copies of the findings of all boards of inquiry affecting submarines or submarine personnel are to be sent to the Rear Admiral (S) personally, if and when the proceedings are submitted to the Admiralty.

12. Any sketches or diagrams which may be produced during the proceedings in order to illustrate the evidence of a witness are to be attached to the minutes.

13. To prevent any unauthorized publication of the proceedings, the president is to decide how many copies of the minutes are to be made and as to their disposal. When a shorthand writer has been employed, his shorthand notes are to accompany the copy or copies of the transcript rendered to the authority ordering the inquiry.

488a. Flying Accidents.—A board of inquiry for the investigation of a flying accident (as defined in Article **1130a**, clause 1) is intended primarily for the purpose of arriving at a correct conclusion on the cause and circumstances of the accident, to allocate responsibility where necessary, to ensure that the fullest possible benefit is gained from the experience and, if possible, to guard against recurrence of a similar accident.

2. A naval board of inquiry, consisting of naval and/or air force officers, as may seem most appropriate, is to be convened by the administrative authority if in company, otherwise by the senior naval officer if a flag officer, to investigate the circumstances attending a flying accident if:—

(*a*) an occupant of the aircraft, or other person, has sustained serious or fatal injury;

(*b*) personal injury or damage to an aircraft or other property is involved, unless the cause of the accident is free from doubt or the holding of the inquiry would serve no useful purpose;

(*c*) there is evidence of negligence or default connected with the loss of or damage to an aircraft.

3. In home waters the officer convening the board of inquiry is to notify the date and place of the board to the Air Officer Commanding, Coastal Command, who will arrange for the attendance of a representative of the Accident Investigation Branch, Air Ministry, or of a Royal Air Force officer to assist the court as a technical adviser and to propose questions to be asked to elucidate matters of air technique.

On foreign stations the appropriate air force authority is similarly to be informed and will send or nominate a technical expert to attend the court.

4. The finding of the board should include a statement following, as far as applicable, the form prescribed for the Royal Air Force (R.A.F. form 412—*Court of Inquiry, Proceedings of*).

5. The proceedings are to be forwarded in triplicate to the Commander-in-Chief, who will forward two copies to the Admiralty. If, however, undue delay would be caused owing to the absence of the Commander-in-Chief, one copy is to be forwarded to him, two copies being forwarded direct to the Admiralty. When Royal Air Force personnel is involved, a copy is also to be forwarded to the local Air Officer Commanding.

6. A copy of the proceedings of the board of inquiry will be sent by the Admiralty to the Air Ministry as early as practicable.

488b. Air Force Courts of Inquiry.—When an air force court of inquiry has been held to investigate an accident or other matter arising in a fleet air arm unit which was serving under air force discipline at the time the accident or other matter arose, but has since returned to naval discipline, a copy of the proceedings and findings of the court will be sent in quadruplicate to the commanding officer of His Majesty's ship to which the unit is attached, and will be submitted by him through the usual naval channels to the Admiralty.

489. Civilian Witnesses.—Civilian witnesses attending a board of inquiry are to be paid, so far as may be possible, at the rates prescribed in Article **472b**, but as their attendance is voluntary it may be necessary for the rate of payment, if any, to be arranged beforehand.

2. **Civilian Shorthand Writers.**—Civilian shorthand writers (other than members of the clerical staff of His Majesty's establishments) attending a board of inquiry are to be paid at the rates prescribed in Article **472c.**

490. Caution as to use of Proceedings at Court-Martial.—The proceedings of a board of inquiry should not be produced before a court-martial, though they may be used by the judge-advocate when necessary.

Naval Courts

491. Instructions to Officers.—Officers are to be guided in regard to Naval Courts by the instructions relating thereto issued by the Board of Trade, and approved by the Foreign Office and the Admiralty.

2. **Expenses.**—When there is no British consul at hand, the senior naval officer present will order the expenses of such courts to be paid by the Accountant Officer of a ship-of-war on a certificate, signed by the president of the court, to the effect that the persons named thereon have performed the duties devolving upon them respectively and are entitled to be paid in accordance with the Regulations. The order and certificate, with the receipts attached, are to be transmitted as vouchers to the cash account of the Accountant Officer.

Chapter XII

DISCIPLINE

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Section I.—Chaplain, Divine Service, Etc.

492. Sunday Work.—The ship's company is not to be employed on Sundays in any work or duty other than that which may be strictly necessary for the public service.

493. Respect to Chaplain.—The Captain is to take care that the Chaplain is treated at all times by the officers and men with the respect due to his sacred office, and that he is not required to perform any executive duties in connection therewith, so that nothing may interfere with his being regarded as a friend and adviser by all on board.

494. The Captain is to take care that:—

(*a*) **Divine Service.**—(i) Divine Service is performed every Sunday according to the Liturgy of the Church of England, and a sermon preached, unless otherwise directed by the Senior Officer present, and if the duties of the ship and the state of the weather do not absolutely prevent it. The Captain and all officers and men not on duty are expected to attend this service, unless permission to be absent has been formally obtained on the ground of religious scruples;

(ii) in ships in which a Chaplain is borne, Divine Service is held on Sunday evenings, whenever possible, at such an hour as may be most convenient to officers and men who wish to attend;

(*b*) **Morning Prayers.**—On every week-day after morning quarters or divisions, short prayers from the same Liturgy are read;

(*c*) **When Chaplain absent.**—When no Chaplain is on board, the best arrangements practicable are made to give effect to these instructions as to Divine Service and Morning Prayers.

495. Ships without Chaplains.—When two or more ships are together, the Senior Officer is to make arrangements for the attendance at Divine Service on Sundays of officers and men of the Church of England belonging to ships or transports present which are without Chaplains; for this purpose the whole of the Chaplains present will be at his disposal; he will arrange the hours and the ships in which Divine Service shall be performed in such a manner as to bring the men together in large congregations on board a few ships, rather than that more numerous separate services should be held at less convenient hours.

496. Roman Catholics, Presbyterians, Methodists, and others, who entertain religious scruples in regard to attending the services of the Church of England, are to have full liberty to absent themselves from these services. When no chaplain of their denomination is borne, and no opportunity offers for them to attend their

own services, they are to be allowed to remain in their mess places or in such part of the ship as may be appointed by the Captain, who will take care that the place appointed is so situated as not to give the appearance of their being obliged to form part of the congregation.

497. Landing for Divine Service.—If a Chaplain of their denomination is not borne, the Senior Officer will take care that, whenever the opportunity occurs and the weather permits, every opportunity is given to officers and men who are not members of the Church of England, and who can be spared from their duties on board, to attend Divine Service on Sundays at their respective places of worship on shore.

2. Whenever he ascertains or is informed by a minister of any denomination other than the Church of England what is the place and hour of Divine Service, or whenever he may learn that a particular minister has been appointed to attend the men of his denomination, he is to make it generally known.

3. He will take steps to ensure proper order and decorum being observed by each party attending such services, that officers and petty officers sent in charge of boats and of each ship's party are, when practicable, of the same denomination as the party, and that all men return to their ships unless they have leave to remain ashore.

Form S. 225 is to be rendered by officers in charge of church parties on the occasions mentioned in Article **1575**, clauses 5 and 6.

4. **List of Members of various Denominations.**—A nominal list of Roman Catholics, Presbyterians, Methodists, and other denominations is to be kept on board every ship, and will be open at any time to the inspection of the respective chaplains or officiating ministers.

498. Funerals. Roman Catholics, etc.—If the death of a Roman Catholic, Presbyterian, Methodist or a member of any other denomination should take place, the Chaplain or officiating minister of the denomination to which the deceased may have belonged is to be communicated with, in order that the funeral service may be conducted by him. (*See* **1473** (*Funeral Service, Church of England*) and **1481.**)

499. Visiting the Sick.—The Senior Officer will also arrange for the attendance of Chaplains upon the sick and others requiring spiritual assistance in ships without Chaplains, as well as in hospitals, sick quarters, and prisons, where the ministrations of clergymen are not provided for, and he will endeavour to afford the same benefits to men of other denominations.

500. General Instructions.—Commanders-in-Chief, officers in command of stations, and Captains will, so far as practicable, make arrangements for carrying out the foregoing Regulations at the several ports used by His Majesty's ships when no such arrangements have been made, or, if made, when they are inapplicable to the actual circumstances, the senior officer present is to make fitting and timely arrangements so that the largest possible number from each ship may have the benefit of Divine Service conducted by ordained or authorized ministers.

501. Naval Marriages Act—General Instructions.—Under the Naval Marriages Act, 1908, the duty of publishing the banns of marriage of officers and men borne on the books of His Majesty's ships at sea devolves upon naval Chaplains and officers commanding His Majesty's ships; and commanding officers have to perform certain of the duties of registrars of marriages with regard to the receiving of notices of marriages which are intended to be contracted without the publication of banns, and the duty of giving certificates to enable such marriages to take place.

These duties must be performed strictly in accordance with the law as contained in various statutes, including the Naval Marriages Act, 1908.

The instructions in Articles **501** to **504** are intended to guide them in the performance of these duties.

2. The duties to be performed are, in nearly all cases, of quite a simple character, consisting merely of the publication of banns, or of notices of marriage, and the giving of certificates. Forms S. 570 to S. 574 inclusive are to be used in this connection.

3. In this and the following Articles attention has been drawn to some of the complicated provisions of the statute law, in order that commanding officers may know how to act in the possible event of objections being made to intended marriages —events which are not at all likely to occur in practice.

4. Wales is for the purpose of marriage law part of England, and the forms for England are to be used when the marriage is intended to be solemnized or contracted in Wales.

5. **Shore Establishments and Harbour Ships.**—The procedure under the Naval Marriages Act is not to be used in the case of men serving in shore establishments, or in ships permanently stationed in harbour.

6. **Alternative Procedures:—**

(*a*) **England and Wales.**—(i) A marriage after publication of banns (Article **502**) when it is to be solemnized in England or Wales, may only take place according to the rites of the Established Church.

(ii) When the applicant wishes to be married in England or Wales at any place of worship other than a church of the Church of England, or before a Superintendent Registrar, the procedure laid down in Article **503** must be observed.

(*b*) **Scotland.**—When the marriage is to be solemnized in Scotland, it is immaterial whether the contracting party on board ship resorts to publication of banns or to notice of marriage. It is likewise immaterial in Scotland whether the woman resorts to proclamation of banns in the parish church or obtains publication of notice of marriage, pursuant to the Marriage Notice (Scotland) Act, 1878, either method being equally available, irrespective of that adopted on board ship by the other contracting party to the intended marriage.

Such marriage may be solemnized, or celebrated, by ministers and priests of all churches and of all denominations without exception, or by any other persons entitled to celebrate marriages in Scotland, but a Minister of the Church of Scotland is not obliged to perform the ceremony unless both parties have proceeded by publication of banns.

(*c*) **Ireland.**—(i) A marriage after publication of banns (Article **502**), when it is to be solemnized in Ireland, may only take place according to the rites of the Church of Ireland and between parties both of whom are Protestant Episcopalians, or when the marriage is to be solemnized in a certified Presbyterian place of public worship and between parties both of whom are Presbyterians.

(ii) When the marriage is intended to be contracted or solemnized in Ireland by the licence or certificate of a district registrar of marriages, the publication of banns may not be resorted to and the procedure by way of notice of marriage (Article **503**) must be adopted.

502. Request for publication of Banns.—The officer or man who desires to have his banns published should be required to fill up and sign the form of request for publication of banns (S. 571). It should be pointed out to the person requesting publication that it will be necessary for the banns to be published also in the church of the parish where the woman resides, whether in England, Wales or Scotland, or else, in Scotland, that she should duly publish a notice of marriage pursuant to the Marriage Notice (Scotland) Act, 1878. In Ireland it is necessary that banns should also be published in the church of the parish where the woman resides and where the marriage is to be solemnized, or in the certified Presbyterian place of public worship frequented by the congregation of which the woman is a member and where the marriage is to be solemnized, and the applicant should be asked whether the woman understands and agrees that the marriage is to be after the publication of banns and to be solemnized in the church of the parish where she resides, or in such Presbyterian place of worship as aforesaid, as the case may be.

2. The Chaplain (or, if there is no Chaplain, the officer commanding the ship) must then proceed as follows:—

(i) **Banns of Marriage Book.**—He must enter particulars of the banns in the banns of marriage book (S. 572).

(ii) **Publication of Banns.**—He must publish the banns from the banns book on three successive Sundays at morning service on board ship. This should be done immediately after the second lesson in accordance with the Rubric prefixed to the Office of Matrimony in the Book of Common Prayer.

(iii) **Entry of Dates.**—After the third publication of the banns, he must fill in, in the banns of marriage book, the dates when the banns were published, and must sign the entry in the book.

(iv) **Certificate of Publication.**—He must then (unless the banns have been forbidden) fill in a form of certificate of publication of banns which will be found printed in the banns of marriage book, and perforated so that it can be torn out, and must hand the certificate to the party at whose request the banns were published.

(v) **When Banns forbidden.**—If the banns have been forbidden on any of the grounds on which banns may be forbidden, no certificate should be given. The grounds upon which banns may be lawfully forbidden appear to include the following:—

(*a*) That either of the parties to the intended marriage has a husband or wife living at the time;

(*b*) That the parties to the intended marriage are related within the prohibited degrees of consanguinity or affinity;

(*c*) (i) If the marriage is to be solemnized in England, Wales or Scotland—that either party is under 16 years of age; or

(ii) If to be solemnized in Northern Ireland or the Irish Free State—that the man is under 14 years or the woman under 12 years of age;

(*d*) That either of the parties is an idiot or a lunatic;

(*e*) If either of the parties is under 21 years of age, the banns may be forbidden by the person or persons whose consent would be required if the marriage was intended to be solemnized or contracted at any place of worship other than a church of the Church of England, or before a Superintendent Registrar.

503. Notices of Marriage.—The officer or man who desires to give notice of marriage must do so on one of the forms S. 570-570*b*:—

(i) **Form to be used.**—Form S.570 is to be used when the marriage is to be contracted in England or Wales, form S. 570*a* when it is to be contracted in Scotland, and form S. 570*b* when it is to be contracted in Ireland.

(ii) **On receiving Notice.**—The Commanding Officer should satisfy himself that the party giving the notice has read and understands the declarations which are annexed to the notice, and should see that the particulars required by the form used are given. He should strike out such parts of the form as are inapplicable (as directed by the marginal notes of the form).

(iii) **Divorced Persons.**—If the man or woman has been previously married and the marriage has been dissolved by the Divorce Court, the condition of the party should be described in accordance with the instructions on the back of the relative form.

(iv) **Consents required.**—It will not be necessary for the Commanding Officer to satisfy himself that, where the consent to the marriage is required by law, such consent has been given, but he should see that the person giving notice makes the proper declaration. The persons whose consents to marriage are required in the

case of a person under 21 years of age, not being a widower or widow, are specified on the back of the relative form. If there is no such person authorized to give such consent, no consent is required, and in that case the declarant will declare, as in the form, that there is no person whose consent is by law required.

(v) **Signing Notice.**—The form must be signed by the party giving notice in the presence of the Commanding Officer, who must also sign it as witness.

(vi) **Information to Person giving Notice.**—The Commanding Officer should point out to the person giving notice that it will be necessary for the woman to give notice to the Superintendent Registrar (in England or Wales), or the Registrar (in Scotland) or District Registrar (in Ireland), of the district where she dwells; or at the option of the woman, if the marriage is to take place in Scotland, to have the banns proclaimed in the church of the parish where she resides.

2. **Entry in Marriage Notice Book.**—The Commanding Officer must then enter a copy of the notice in the marriage notice book (S. 574), by filling in the appropriate form according as the marriage is intended to be contracted in England, Scotland, or Ireland.

3. **Marriage Notice Book.**—The marriage notice book is to be open at all reasonable times, without fee, to all persons desirous of inspecting the same. The book should be kept by the Commanding Officer, and application should be made to him by any person desirous of inspecting it.

4. **Filing Notice.**—The Commanding Officer must file the original notice and keep the same with his official papers, and it will be returned to the Admiralty with them in due course.

5. **Form of Public Notice.**—The Commanding Officer must, on the same day on which he enters the notice, affix a public notice of the marriage in some conspicuous place in the ship:—

(i) If the marriage is intended to be celebrated in England or Ireland, the public notice should be an exact copy of the original notice (for which purpose one of the printed forms, S. 570-570*b*, may be used);

(ii) If the marriage is to be in Scotland, public notice must be given on Form S. 570*c*.

6. **Irish Marriage.**—If the marriage is to take place in Ireland, the Commanding Officer must also, as soon as practicable after receiving the notice, do as follows:—

(*a*) If the marriage is to take place in a church, chapel, or place of worship (and the parties are not Quakers or Jews), he must send, in a registered letter, a copy of the notice authenticated by his signature (for which purpose form S. 570*b* may be used) to the minister of the church, chapel, or place of public worship stated in the notice as that in which the marriage is intended to be solemnized, and a similar notice to the minister of the church or place of public worship which the woman usually attends;

(*b*) If the marriage is to be according to Jewish rites or in a meeting-house of the Society of Friends, he must send a copy of the notice by registered post to the registry office of the Society of Friends or Secretary of a Synagogue by whom the marriage is to be registered;

(*c*) If the marriage is intended to be contracted in the office of the Registrar, and there is not any minister of the church, chapel, or place of worship which the woman usually attends, and the parties are not Jews or Quakers, the Commanding Officer must, at the expense of the party who gave the notice, cause a copy of the notice to be published once at least in two consecutive weeks, as soon as practicable after he has received the notice, in some newspaper circulating in the district in which the marriage is intended, or, if there is not any newspaper circulating in such district, in some newspaper circulating in the county in which the district is situate.

7. **Period for which exhibited.**—The public notice must remain affixed for 21 days in the case of a marriage intended to take place in England or Ireland, and for seven days in the case of a marriage intended to take place in Scotland.

8. **Objections.**—At any time before the issue of a certificate, the issue of the certificate may be "forbidden" or "objected to":—

(*a*) **English and Irish Marriages.**—In the case of an English or Irish marriage, any authorized person may forbid the issue of a certificate by writing the word "*Forbidden*" opposite the entry of notice of marriage in the marriage notice book, and signing his or her name and place of abode, and his or her character in respect of either of the parties by reason of which he or she is so authorized.

(*b*) **Scotch Marriage.**—In the case of a marriage which is intended to take place in Scotland, objections can only be made in writing signed by the person taking the objection. The person taking the objection must appear personally to lodge it with the Commanding Officer, and must, in his presence, make and subscribe a declaration in the following form, which the Commanding Officer must endorse on the written statement of objections:—

"I hereby solemnly declare that the facts as stated by me in the written statement of objections to the marriage intended between
and
on which this declaration is endorsed, are true to the best of my knowledge and belief, and I make this declaration knowing that if the declaration is false I expose myself to the penalties of perjury.

"OBJECTOR."

"I certify that this declaration was made before me and subscribed in my presence this day of in my office.

"Commanding Officer of H.M.S. '"

9. **Objections—How dealt with.**—The Commanding Officer must deal with the objections in the following way:—

(*a*) If the objections do not set forth a legal impediment to marriage, but relate to some formality or statutory requirement merely, the Commanding Officer may direct the notice to be amended and a certificate granted thereon without re-publication of the notice if he shall see fit, or to be cancelled if he shall see fit, in which case a fresh notice of marriage may be given.

(*b*) If the objection is that the persons intending to contract marriage are within the forbidden degrees of consanguinity or affinity, or are both or either of them already married, or are both or either of them not of marriageable age, or are from any other legal incapacity disqualified to give such consent as is necessary for marriage, and generally where the objection sets forth any legal impediment to a marriage, the Commanding Officer must suspend the issuing of his certificate until there is produced to him a certified copy of a judgment of a competent court of law to the effect that the parties are not, in respect of the said objection, disqualified from contracting marriage.

10. **Issue of Certificate.**—If the issue of the certificate has not been forbidden or objected to, the Commanding Officer must, after the expiration of the period of 21 days (English or Irish marriage), or seven days (Scotch marriage), issue a certificate in one of the forms prescribed by the Admiralty (S. 573-S. 573b), using the appropriate one according as the marriage is to be in England, Scotland, or Ireland. He will fill up and sign this certificate and hand it to the person who gave the notice of marriage.

504. Penalties.—The various enactments and the Order in Council impose penalties for offences under the Acts. It is not necessary to call attention to these in detail. It is sufficient to point out that the Commanding Officer must be careful to carry out his duties punctiliously, and he should warn officers and men giving notice of marriage that they are liable to the penalties of perjury if they wilfully make any false declarations or sign any false notice of marriage.

505. Marriage with Alien.—It is not necessary to ask for permission to marry with an alien, but any officer or man who marries a woman of alien birth is to report the fact to the Admiralty, for the purpose of record, through the proper channels, giving the woman's nationality prior to her marriage. (*See* **932.**)

Section II—Discipline Generally*

506. Captain—General Instructions.—The Captain will at all times and in all circumstances show an example of respect and obedience to his superiors, of unremitting attention to his duty and of cheerful alacrity in performing it. He will see that all the officers obey the several instructions which are addressed to them, or which, when of a general purport, concern them. He will correct or report to his superiors any reprehensible conduct on the part of those under his command. He will notice their conduct and abilities in order that he may be enabled to give them the testimonials they deserve, or, if called on, to make correct reports of their merits. While upholding the legitimate authority of all the officers under his command, he will check by timely reproofs any tendency he may notice to abuse of power, recommending by his exanple that firm but conciliatory manner of conducting duty, which is the surest way to gain the respect and confidence of the men.

507. Arrest.—If an officer should disobey orders or otherwise misbehave he may be placed in arrest, and a report of the particulars of the offence shall be transmitted by the Captain to his superior authority as soon as possible. But if the Captain should be induced from any circumstances to release him from arrest, and to withdraw or allow to be withdrawn the charge against him, such officer is to return to his duty without prejudice to the future investigation of any complaint which he on his part may make relative to such arrest.

If the Captain or other superior officer should consider the cause for placing an officer in arrest to be of such a nature as to necessitate its being brought before a court-martial, but circumstances of the Service should render it necessary that the officer in arrest should be released without the withdrawal of the charge against him, he may so release him, and the officer shall return to his duty accordingly, without prejudice to his future trial or to the inquiry into the charge on which he was placed in arrest.

2. **Unnecessary Restraint.**—When an officer or man is placed in arrest, the Captain is to take care that no more restraint is put upon his personal liberty than the discipline of the Service requires and the nature of his offence may render expedient. Arrest is not a punishment but is a means adopted to ensure the safe custody of an offender until he can be dealt with adequately. *See* **177** (*Authority of Commanding Officer*), and **518** (*Naval Custody*).

3. **Offenders sent to Hospital.**—Persons waiting trial for a serious offence, by court-martial or otherwise, and offenders waiting transfer to prison, etc., are not to be sent to hospital without the sanction of the Senior Officer.

When so sent, the Medical Officer in Charge of the hospital is to be informed that they are to be considered as under arrest. Such officers or men are not to be brought forward for survey without the special directions of the Commander-in-Chief at home or of the Senior Officer present abroad.

4. When a survey is held under such directions, the result is to be reported specially to the authority ordering the survey, who will, subject to the provisions of clauses 5 and 6, decide as to the disposal of the person concerned.

5. **Sickness of accused persons awaiting trial.**—The Senior Officer shall not in consequence of the report of the surveying officers, authorize any step which will result in an accused person escaping trial unless the surveying officers shall certify that the accused's mental condition at the date of the alleged offence was such that he was not responsible for his actions, or that the accused's physical or mental condition is such that even the fact of being tried, apart from any sentence that

* *See* Article 24, clause 2, and Appendix XXVI (*Dominion Naval Forces.*)

might be awarded, would be likely permanently to impair his health. If the surveying officers certify that a person waiting trial for desertion was not responsible for his actions at the time of the alleged desertion, the Captain is to substitute the notation "Shore" for that of desertion ("R") in accordance with Article **589,** clause 2, but pay is not to be credited for the period of absence. When survey of an accused person is likely to be delayed by hospital treatment, the certificate may be signed by any three medical officers.

Where the physical condition of a person waiting trial for desertion is certified to be such that trial would be likely permanently to impair his health, Admiralty directions are to be sought as to the removal of the notation of desertion and credit of pay. Details of the offence and illness are to be given.

6. **Sickness of offenders after sentence.**—The Senior Officer shall not, in consequence of the report of the surveying officers, authorize any step which will result in a person under sentence of imprisonment or detention escaping the residue of his sentence, unless the surveying officers shall certify that the offender is medically unfit to undergo even a modified prison or detention routine, as the case may be. If such medical certificate is furnished, the offender may, provided that he is not to be dismissed or discharged for misconduct, be invalided from the Service, but care is to be taken that the sentence is duly entered in his certificate and elsewhere as may be necessary. The medical certificate is then to be forwarded to the Admiralty in order that the residue of the sentence may be formally remitted. If the surveying officers certify that the offender's mental condition at the date of his offence must have been such that he was not then responsible for his actions, the Senior Officer will immediately obtain the directions of the Admiralty whether the sentence is to stand or be annulled.

Sickness of Offenders after Investigation but prior to reading of Warrant (*see* **538** (2)).

508. Men placed in the Report.—The leave of petty officers and men is not to be stopped when they are placed in the report, unless they are placed there for any of the offences named in Article **552,** clause 1, (*a*) to (*i*) inclusive.

509. Logging Offences.—If the Captain should consider an offence committed by an officer to be of such a nature as to necessitate its being recorded with a view to future reference under the provisions of Article **469,** clause 1, sub-clause (a) (ii), he is to cause the facts to be entered in the ship's log (S. 321b), and the statement which is logged is to be read by the officer, who is to sign his name to it as evidence of his knowledge of the entry. At the same time a copy of the entry and the signature thereto is to be prepared and certified by the Captain in accordance with Article **461,** clause 1, for production at any court-martial where the same may be required. This copy is to be filed in the Captain's office until the ship pays off, when it should be destroyed.

2. Offences which are logged should not be reported to the Admiralty unless the Commanding Officer consider the matter sufficiently serious to warrant a permanent record against the officer, when the report of the logging should be submitted to the Commander-in-Chief to decide whether it should be communicated to the Admiralty.

510. Misconduct of Officers.—Officers who have been guilty of misconduct or neglect of duty, or have unfitted themselves for active service by irregular and imprudent conduct will be dealt with under the powers of the Admiralty defined in Appendix XIII.

511. Punishment of Subordinate Officers.—The punishments of forfeiture of seniority and forfeiture of time which may be awarded to subordinate officers under Section 57 of the Naval Discipline Act are two distinct and separate punishments. Where forfeiture of seniority is awarded, the forfeiture will be noted in the Navy List by the post dating of the seniority of the officer; where forfeiture of time is awarded the result will be a delay of promotion to the extent specified and no change will appear in the Navy List.

An officer cannot be deprived of more seniority than he possesses at the time of punishment. Forfeiture of seniority under Section 57 is to be reserved for very serious misconduct where the officer has sufficient seniority to enable the punishment to be awarded; the normal punishment under the Section is to be forfeiture of time.

The awards of either of these punishments in the cases of Executive Midshipmen will not necessarily involve a corresponding delay in their examinations in Seamanship for promotion to Acting Sub-Lieutenant. Time and seniority forfeited will be taken into consideration in determining their seniority as Sub-Lieutenant on completion of their shore courses for Lieutenant.

512. *Deleted.*

513. Sleeping on Board.—If the Captain should be absent for the night, or, by reason of sickness or for other cause, has ceased to exercise command, the Executive Officer or any one officer of the Executive Branch who is either senior to the Executive Officer or of Commander's rank (other than Officers appointed additional for staff or special duties) is to sleep on board.

2. This regulation may be relaxed only by special permission of the Senior Officer present. (*See* **639** (2) as to other officers.)

514. Duties and Privileges of Petty Officers.—All petty officers are to be granted every reasonable indulgence. They are to be made to feel that confidence is reposed in them, and are to be treated with the consideration which is due to the positions of trust which they hold.

2. The prefix "Chief Petty Officer" or "Petty Officer," or the corresponding prefix in the case of non-seaman ratings, is to be used by all ranks when addressing or speaking of, men holding those ratings.

3. On all occasions of men falling in, petty officers are to do so separately from lower ratings, and when classes of instruction are formed petty officers are to be classed up by themselves.

4. Petty officers are to be shown in the ledger distinct from lower ratings. The separation is to be made by classes (Seaman, Stoker, etc.) and the petty officers are to be shown on separate sub-divisions of their respective lists.

5. Petty officers are not to be mustered in and out of the ship unless for some special reason, nor are they to undergo personal search by the Regulating staff unless the Executive Officer or the Captain, for a special reason in any particular case, shall order otherwise.

Separate lines are to be appropriated for hanging their clothes and hammocks and their hammocks are to be stowed together in a part of the netting reserved for them.

Petty Officers are exempt from kit muster.

Petty Officers dressed in the established uniform are allowed to pass dockyard and victualling yard gates, and may also pass out parties of men.

6. The discipline of His Majesty's ships and establishments and the comfort of the men is dependent in a great measure on the manner in which petty officers carry out their duties and maintain their position, and it is essential that the importance of their position and of the influence which they should exercise on the discipline, efficiency and morale of the Service as a whole should be realized throughout the Service.

7. Petty officers are not advanced to that rating solely as a result of seniority and on passing certain examinations. They must possess personality and tact, and be ready to accept the responsibilities of their position. They should work at all times for the well-being and efficiency of the Service as a whole. They should set an example of loyalty and discipline; and must obey the orders of their superiors with the same cheerfulness and alacrity with which they expect to be obeyed by their inferiors. Captains and officers look to the petty officers for loyal support in maintaining the efficiency and traditions of the Navy. Junior ratings look to them for direction and assistance.

8. It is the duty of petty officers to preserve order and regularity wherever the crew or any part of it may be employed, and this responsibility rests upon them whenever they are with the men, whether on duty or not. (*See* Chapter XLIII (*Regulating Duties*)). A copy of this clause is to be kept permanently posted on a Notice Board in all Petty Officers' Messes.

See also **155, 552,** clause 1, and **626.**

514a. Duties and Privileges of Leading Ratings.—All leading ratings are to be granted every reasonable indulgence. They are to be made to feel that confidence is reposed in them, and are to be treated with the consideration which is due to the positions of trust which they hold.

2. On all occasions of men falling in, leading ratings are to do so separately from lower ratings, except on ceremonial parades, when leading ratings may be included in the ranks.

3. Leading ratings dressed in the established uniform are allowed to pass dockyard and victualling yard gates, and may also pass out parties of men.

4. It is the duty of leading ratings to preserve order and regularity wherever the crew or any part of it may be employed, and this responsibility rests upon them whenever they are with the men, whether on duty or not.

5. Leading ratings are exempt from personal search unless the Officer of the Watch, Executive Officer or Captain shall order otherwise for a special reason in any particular case.

6. Leading ratings are exempt from kit muster.
See also **552,** clause 2.

515. Articles of War.—The printed sheets containing so much of the Naval Discipline Act as relates to the punishment of offences, namely, the Articles of War, are to be displayed in an accessible part of the ship for the information of the ship's company. This portion of the Act is to be read to all ratings immediately prior to their first draft and also on board all ships at the first opportunity after commissioning.

515. Naval Discipline Act, Jurisdiction on Shore.—The canteens, sailors' homes and places of recreation that have been prescribed by the Admiralty under the provisions of Section 46 of the Naval Discipline Act are specified in Appendix XXVA.

516. Naval Ratings in Military Detention Barracks.—In the event of any naval rating who is undergoing sentence in a military detention barrack committing an offence too serious to be dealt with under the rules for military detention barracks, the matter will be reported to the Commanding Officer of the ship on whose books the man is borne, in order that he may be dealt with under the Naval Discipline Act.

2. In deciding how to deal with the case, the Commanding Officer will bear in mind that before the accused can be tried he must be removed from the detention barrack. (*See Section* 78, *Naval Discipline Act, as to effect of such removal, and Section* 73, *as to effect of any sentence passed by court-martial on a man serving a court-martial sentence.)*

3. An escort should be sent to remove the accused from the detention barrack, and, if his original sentence has not expired, should be furnished with an order in writing, under Section 78, directing—

(*a*) if the offender is to be dealt with summarily, that he be discharged;
(*b*) if the offender is to be tried by court-martial, that he be delivered over to naval custody for trial.

516a. *Deleted.*

517. Discharge from Prison or Detention.—If a prisoner or person under detention should be discharged under the provisions of Section 78 of the Naval Discipline Act, such discharge shall be held to remit all that portion of his sentence that may be unexpired at the date of such discharge, except in the case of his discharge to naval custody for the purposes specified in the latter part of the said Section. This power should, however, be used with great discretion, and should not be exercised except where the services of offenders are required in emergency, or when the ship to which they belong is on the point of sailing from the port, and even in this latter case an offender should not be discharged when it is likely that at the end of his sentence there will be a ship present in which he can be received, and from which there would be a probability of his rejoining his proper ship within a reasonable time. Neither should this power be exercised when the length of an offender's sentence renders it possible to transfer him, either in his own or some other ship, to a place of confinement in England to complete sentence, or to some other place of confinement abroad, from which there would be greater facilities for sending him back to his own ship at the expiration of his sentence. Such cases should be dealt with under Section 75, and in each case of transfer a Transfer Form (S.550) is to accompany the offender.

2. When abroad, if an offender should be discharged to a ship from prison, or from a detention establishment, before the expiration of the term of his sentence, a note is to be made in the "Remarks" column of the ledger, stating under which section of the Naval Discipline Act he has been received on board, *i.e.*, whether as an offender on passage for transfer to another place of confinement under Section 75, or, as specified in clause 1 of this Article, under Section 78.

518. Naval Custody.—The Captain is responsible for the safe-keeping of every person, offender, or prisoner, on board, who is placed in naval custody.

Such custody may be open or close, according to the circumstances of each case and at the discretion of the Captain, it being clearly understood that open custody only involves such restraint as may be necessary for safe-keeping, whereas close custody involves deprivation of all liberty, continuous supervision, and is equivalent to confinement in the sense in which it is used in Article **551,** clause 4.

2. **Prisoners, etc., on Passage.**—Persons under sentence of imprisonment or detention while on passage in His Majesty's ships are not to be called upon to do duty except in cases of emergency. They may be dealt with as prisoners at large, that is, kept in open custody, when the circumstances will permit, but they are to be subject to restraint or confinement whenever their safe custody or any misconduct on their part may render it necessary. *See* **539,** sub-clause (*d*), *(Confinement for noise or violence).*

519. Visits to, and Letters of, Offenders under Sentence.—Offenders who may be in naval custody while undergoing a sentence of penal servitude, imprisonment, or detention, are, so far as possible, to be subjected to the following rules based on those laid down for naval prisons and naval detention quarters:

(*a*) They are not to be allowed to communicate by letter with any person nor to receive any letter or visit without permission from the Admiralty, or the Commander-in-Chief on a foreign station.

(*b*) Any letters written by or to them with such permission are first to be read by the Captain of the ship. Other letters addressed to them should be forwarded to the Governor or other officer in charge of the establishment to which they are committed, for delivery to them on discharge.

(*c*) Any visit allowed to them must take place in the presence of an officer or the Master-at-Arms.

(*d*) Prisoners and persons under detention, who are transferred in naval custody from one place of confinement to another, may be allowed any privileges as regards visits or letters earned by them under the regulations of the establishment from which they have been removed.

2. Such measures are to be taken in His Majesty's ships to enforce these rules as circumstances will permit, and no departure from them should be allowed unless in exceptional cases when the Captain is to act according to his discretion, reporting the fact and the special reasons which influenced him to the Commander-in-Chief.

520. Private Firearms.—Officers are responsible for keeping their private firearms under lock and key when not in use on board His Majesty's ship or in a naval establishment.

2. No person below the rank of officer is to carry private firearms, air pistols or air guns, or to keep such arms in his personal care on board His Majesty's ship, or in any naval establishment.

3. The Commanding Officer may grant permission for any man below the rank of officer to possess private firearms for use in competitions, but such weapons are to be kept in a place of safety, and only issued temporarily under proper safeguards.

520a. Articles found lying about.—Specific directions are to be given in ships' orders for the disposal of all articles found lying about which are not the property of the finder.

521. Trafficking.—No sort of beer, wine or spirituous liquor is to be sold on board by any person, nor is any person belonging to the ship to sell articles of any other description to any person belonging to the ship without the written sanction of the Captain; and all loan, transfer, gift, or barter of spirit or intoxicating drink is prohibited on board.

2. Men are not to be allowed to sell, exchange, nor in any manner to dispose of their clothes or bedding without the permission of the officer of their division except that men drafted afloat, or to a station where overcoats are not required, may, if they wish, sell their overcoats to other ratings at a price to be approved by the purchaser's Divisional Officer. Men dressed as seamen drafted to the East Indies Station or China Station may similarly dispose of their waterproof coats, the waterproof coat being an optional article of kit for such men on these Stations. Articles of clothing that are acquired by one rating from another with the Divisional Officer's permission are to be marked at the time of transfer as indicated in the Uniform Regulations (Ratings) Section 1 (6).

Men may be permitted to sell a portion of their clothes during the last month of their active service engagements only, but in any case they must retain one duck suit and the articles comprising the regulation kit required by men enrolling in the Royal Fleet Reserve.

3. **Tradesmen on board.**—In home waters and on the Mediterranean station tradesmen are not permitted to board His Majesty's ships to sell their goods or obtain orders, and for this reason should not be permitted to take passage in His Majesty's ships to the United Kingdom or to Mediterranean ports. Where the exclusion of a particular tradesman from boarding one of His Majesty's ships would cause real inconvenience to the ship's company, the circumstances should be reported to the Admiralty for consideration. At the discretion of Commanders-in-Chief this prohibition need not extend to the sale of newspapers on board.

4. The distribution in the Fleet of circulars or advertisements for the promotion of raffles is prohibited.

522. Smuggling Spirits on Board—Aiding Desertion, etc.—By the Naval Enlistment Act, 1853, any person who shall, without the previous consent of the Commanding Officer, bring on board any ship any spirituous or fermented liquor, or shall approach or hover about such ship for the purpose of bringing on board, giving or selling spirituous or fermented liquors without the previous sanction of the Commanding Officer, or shall approach or hover about any such ship for the purpose of aiding any officer or man in His Majesty's Service to desert or improperly to

absent himself from his ship, is liable to a penalty not exceeding £10, and any officer, petty officer, or non-commissioned officer, with or without a warrant, may, under the 12th Section of the Act, apprehend any offender or person so acting, and may take him or cause him to be taken before a Justice to be dealt with summarily, care being taken to follow strictly the provisions of the statutes.

2. **Assisting, etc., Deserters.**—Persons not otherwise subject to the Naval Discipline Act are also punishable under Sections 25 and 26 of that Act for assisting or persuading men to desert or improperly absent themselves.

522a. Persons drunk on shore.—A person belonging to the Fleet who is too drunk on shore to return on foot without discredit to the Service or prejudice to good order, may be taken to his ship or establishment by cab or other conveyance, and the fare recovered from his pay.

523. Women on Board or on Passage.—Neither the wife of any officer nor of any man, nor any other woman, is to be allowed to reside on board, nor to take passage in a ship, except with the express permission of the Admiralty, or, abroad, when time and circumstances do not admit of a reference home, by permission of the Commander-in-Chief.

2. This authority may only be exercised by a Commander-in-Chief abroad when the ship is about to make a direct passage from one port to another, but on no account is it to be exercised when ships are cruising for practice, or for evolutionary purposes, and every case is to be reported specially to the Admiralty.

3. Whenever a Senior Officer, on the formal requisition of an ambassador, minister, chargé d'affaires, or consul, or the Governor or Lieutenant-Governor of a colony, may receive or order to be received any woman for passage, he will report the circumstances to his Commander-in-Chief for the information of the Admiralty.

524. Landing Rations, etc.—Provisions or stores are not to be issued on shore or taken out of the ship for any other purpose than for victualling portions of the crew when absent on duty or on other public service, and are not to be considered as having become private property, except as provided in Article **1822.**

2. Whenever it may be necessary for officers or others to take their provisions on shore when proceeding on duty, the Captain will furnish a pass showing the names of the persons in whose favour it is issued, and the exact quantity of provisions allowed for their consumption.

3. When provisions or clothing are sent out of the ship, they must invariably be accompanied by written passes (S. 263), signed by the Accountant Officer or his deputy, and approved by the Commanding Officer, showing the quantities and the date.

4. Passes will be valid for the quantities and date for which issued, and must be produced when required for the information of any police officer or constable, or any person acting under the Customs or Revenue Laws.

525. Passengers, Offences by.—The following Regulations are to be observed with reference to the 89th Section of the Naval Discipline Act:—

(*a*) Any person, although not belonging to His Majesty's naval or military or air services, who, while on board one of His Majesty's ships as a passenger, shall commit any offence against the good order and discipline of the Navy, may be placed under such restraint, by the officer in command of the ship in which he has embarked, as the offence or offences committed by him may appear to justify or render necessary, and the officer who has occasion to place any such passenger in arrest shall take the earliest opportunity that presents itself of reporting the circumstances to the first Senior Officer he may fall in with, in order that it may be determined after due investigation, whether the alleged offender shall be released from arrest, or continue in arrest until termination of the voyage for which he is embarked, or whether he shall be transferred to some other ship; but passengers who shall be guilty of the offences specified in the 6th

and 13th Sections of the Naval Discipline Act shall be tried by naval court-martial, and punished according to the provisions of the said Act.

(*b*) If any passenger while on board one of His Majesty's ships shall commit any criminal offence punishable by the laws of the United Kingdom, he may also be kept under such restraint as is necessary until an opportunity shall offer of delivering him over to a civil tribunal competent to try him for the same.

Officers, petty officers and others who, upon being invalided or discharged, may be ordered or permitted to take passage in any of His Majesty's ships, and persons sentenced under the Naval Discipline Act, so long as they are borne on the books of the ship in which they are embarked as passengers, shall be deemed to be persons in and belonging to His Majesty's Navy, and shall be subject in every respect, according to their several ranks and ratings, to the Naval Discipline Act in force in so far as that Act relates to the trial and punishment of offenders.

Section III.—Good Conduct Badges

526. Introductory.—Badges for good conduct, not exceeding three in number, are to be conferred on men who qualify under the provisions in this Section.

2. Good Conduct Badges and the Long Service and Good Conduct Medal (*see* Section IV following) represent the highest standard of conduct in the Service, and it is important that badges should not be awarded or restored, nor recommendations for the award of the medal made, as a matter of course and merely as a consequence of the avoidance of serious punishments.

3. The award of a badge is to be considered when it becomes due whether the man applies for the award or not. The Captain's decision is to be recorded on the Service Certificate, if the badge is granted, and in any case on the Conduct Sheet and on Form S. 1130 (**1705,** clause 3); Form R. 189 will be used for Royal Marines employed on shore.

527. Qualifications for Award.—To qualify a man for award of badges:—

(*a*) he must have completed the following periods of service—

For one badge	3 years
For two badges	8 "
For three badges	13 "

(*see* clause 6)

(*b*) his conduct during the two years of reckonable service immediately preceding the award must have been, in the opinion of the Captain, uninterruptedly "Very Good" (for the meaning of this term see the following clause).

Note.—A man who has received one or more minor punishments during the preceding two years may nevertheless be deemed worthy of a badge if his general conduct and bearing are of the requisite standard. Conversely, a man who has not been punished may, in certain circumstances, be regarded as below the standard indicated at Clause 2 (*a*).

2. **Conduct Qualification.**—The standard required is not the same as that required for the award of "V.G." *character* on the Service Certificate (**605**) but is to be regarded as a higher and more exacting one. To qualify for the award of a badge, a man:—

(*a*) must have conducted himself with sobriety, activity and attention;

(*b*) must not have been punished by warrant or reduced to the second class for leave;

(*c*) must not have had the continuity of his "Very Good" conduct broken either as provided in clause 4 or in consequence of conviction by the Civil Power, or an order under the Probation of Offenders Act (**598,** clause 4).

If, when considering the award of a badge, the Captain decides that the man has failed to reach the necessary standard of conduct, he may direct the man to

appear before him again after a period of not less than three nor more than six months, without breaking the continuity of "Very Good" conduct. A note is to be made on the Conduct Sheet, and no man is to be advanced in rating while undergoing the further qualifying period. Should the Captain decide at the end of the period of deferment that the man's conduct during the two years preceding that date may be considered to have reached the qualifying standard, the badge is to be awarded from the date of such final decision. On the other hand, should the Captain consider that the man's conduct is still below the required standard, the continuity of "Very Good" time is to be regarded as broken, the effective date being the commencement of the period of probation.

When the award of a badge is delayed, either under the foregoing rule or because of a break in the continuity of "Very Good" conduct under Clause 4, the notation on the Service Certificate is to be underlined in order to indicate that the award has been advisedly delayed.

3. A second or third badge is not to be awarded unless the man has, in addition to the qualification in clause 1 (*b*), been in continuous possession of the preceding badge during the two years' qualifying period. Two or more badges, however, may be awarded together or at less intervals than two years on the removal of R. or R.Q., under Article **528.**

4. **Method of Reckoning.**—The two years of continuous "Very Good" conduct required by clause 2 is to be reckoned without reference to the character assessed on the Service Certificate, except that "Indifferent" time cannot count. For example, the latter part of a year for which an assessment of "V.G.*" "Good" or "Fair" is given may be counted. It is, however, within the discretion of the Captain at any time to regard any reprehensible act (e.g. a repeated contraction of venereal disease) or particular offence as breaking the continuity of "Very Good" conduct, even though a character assessment below "V.G." is not involved. When this is done, the new date of commencement of "Very Good" conduct is to be noted on the Conduct Sheet in red ink.

5. Where a man joins from another ship, "Very Good" time for badge purposes is to be reckoned from the date entered on his Conduct Sheet. This, however, does not preclude the application of the arrangements for delay in award of badge set forth in the latter part of clause 2 above if the man's conduct does not continue to be of the requisite standard in his new ship.

6. **Service Qualification.**—The whole of a man's service in the Royal Navy or Royal Marines may be counted as qualifying service, with the following exceptions:—

(*a*) Time served in the rating of Boy or Apprentice of any class, or before attaining the age of 18 years.

(*b*) Time in the second class for conduct.

(*c*) Time for which "Indifferent" is the highest character admissible or actually awarded under Article **605.**

(*d*) Time prior to desertion unless the R. or R.Q. is removed. (*See* **589** (4), and **588** (2 and 3).

(*e*) Time prior to absence from the Service for five years or more except as provided by Article **394** (2) for men re-entered after invaliding, by Article **394** (3) for men re-entered after service in the Royal Fleet Reserve, and by Article **1584** (1) for remission of forfeiture of previous service in a particular case.

(*f*) Time for which pay is not allowed; for example, time lost through imprisonment, detention, field punishment, cells or civil custody, waiting trial for desertion, stoppages of pay for absence over leave under Royal Air Force regulations, or during which a man has been out of the service for any cause.

Officers' Stewards, Officers' Cooks (O) serving under continuous service engagements who at any time between previous periods of non-continuous service in the Royal Navy were employed as civilians by officers in receipt of an allowance in lieu of servants in the circumstances detailed in Article **386,** clause 15, may reckon such time towards good conduct badges as if it had been service in the Royal Navy. (*See* **605** (3).)

NOTE.—In reckoning service towards badges, care is to be taken that the same period of time forfeited is not deducted more than once; for example, under "Cells" and second class for conduct, or second class for conduct and "Indifferent" character.

7. The possession of Good Conduct badges will entitle men to the good conduct pay laid down in Appendix XVII, part 3.

8. Re-entrants may resume, with pay, any badges previously held, provided they have not been absent from the Service for five years or more.

528. Deserters and others.—Recovered deserters, unless the R. or R.Q. is removed, men who rejoin after an absence of five years, and men allowed to re-enter after dismissal as warrant officers, are to be considered in respect of the award of badges as fresh entries from the date of their return to the Service. *See* **394** (*Re-entry after Invaliding*); **589** (6) and (6a) (*Remission of forfeiture of badges previously worn by deserters*), *and* **1584** (1) (*Remission of forfeiture of previous service in a particular case*).

2. **On removal of R. or R.Q.**—On the R. or R.Q. being removed from the record of a recovered deserter (Articles **588** (2 and 3) and **589** (4)), or when service which has been forfeited for any cause is restored, any badge or badges forfeited in consequence of desertion or forfeiture of service, and any further badges for which the man may be eligible under ordinary rules, may be granted from the date of the order for removal or for restoration of forfeited service.

529. Pensioners when called out are to resume their position as regards badges and receive pay for the latter, up to a maximum of three, without reference to the time which may have elapsed since they last served.

2. The same applies to pensioners allowed to serve in peace time, except that re-entry must be within five years of their previous service.

3. Should any such pensioner not have been in possession of three good conduct badges when pensioned, his previous service, as well as service as a pensioner, will be allowed to reckon towards further badges, in accordance with the foregoing Articles.

530. Former Service in Commissioned or Warrant Ranks.—Time served in the Royal Navy, Royal Marines, Army or Royal Air Force as a commissioned officer or warrant officer (including mobilised service as a reserve officer) which is allowed under Admiralty authority to reckon for naval pension (*see* Article **1984**) may, on entry or re-entry as a Naval rating or Royal Marine, be allowed to count towards the acquisition of Naval good conduct badges, subject to the production of certificates of good conduct in the Royal Navy or Royal Marines (*see* Article **601**) or of documentary evidence of good conduct in the Army or Royal Air Force.

531. Former Royal Naval or Royal Marine Service below Warrant Rank.—Men who re-enter within five years of their discharge from the Royal Navy or Royal Marines and acknowledge their former service on re-entry, are to resume the good conduct badges (not exceeding three) held on discharge, and will reckon their former service, as necessary, towards the acquisition of further badges. Time served over the age of 18 under training by members of the Royal Naval Reserve, Royal Naval Volunteer Reserve, and Royal Naval Auxiliary Sick Berth Reserve may similarly be reckoned towards good conduct badges, if acknowledged on entry; such service will, except for Royal Marines, be verified by the Director of Navy Accounts who will notify without application how much of the time can count.

2. Mobilized war service in a Naval Reserve, over the age of 18, if acknowledged on entry and provided that a break of 5 years did not take place between the date of demobilization and entry, may also be allowed to reckon by those men who elect to reckon such service for all purposes under the provisions of Article **382,** clause 7. The service will, except for Royal Marines, be verified by the Director of Navy Accounts, who will notify without application whether the service can count.

532. Army and Royal Air Force Service. (*See* **382,** clause 7.)—Men, whether pensioners or not, who join the Navy or Royal Marines within five years of their discharge from the Army or Royal Air Force, and acknowledge their former service,

will be allowed to reckon towards the acquisition of naval badges any "Very Good" time, not exceeding four years, which may have been served in the Army and/or Royal Air Force.

2. Men invalided from the Army or Royal Air Force who are allowed to enter the Navy or Royal Marines may reckon their "Very Good" Army and/or Royal Air Force service without limitation as to its length, or as to the break between the date of discharge from Army or Royal Air Force and entry into the Navy or Royal Marines.

3. Where it is certified by the Officer in Charge of Records that a character of "Good" has been awarded to a man solely on account of short service in the Army, such service may be regarded as "Very Good" for the purposes of this Article.

4. Time served in the Army and/or Royal Air Force whilst under the age of 18 will not be allowed to count, and, where a break of five years or more has occurred between periods of Army and/or Royal Air Force service, the time prior to such break will not be allowed to reckon.

5. Army and Royal Air Force Service, which is acknowledged by men on entry, and which they elect to count under Article **382,** clause **7,** will, except for Royal Marines, be verified by the Director of Navy Accounts, who will notify without application whether the service can count.

6. Men transferred from the Army for continuation of service in the Royal Marines, or trained musicians discharged with good character from the Army who enlist within one year of discharge to fill a vacancy in a Royal Marine divisional or depôt band, shall reckon such of their former service towards the acquisition of badges as would be admitted if the service had been rendered in the Royal Marines instead of in the Army.

7. *Deleted.*

N.B.—The two years' "Very Good" conduct which must precede the award of a badge (**527** clause 1 (*b*)) may, for the purpose of the foregoing clauses, be service in the Army or Royal Air Force. Consequently a man entitled to count previous Army or Air Force service may be granted a badge forthwith, if, on entry into the Navy, he has three years' prior service to count, or otherwise, as soon as he completes 3 years' combined service, subject to his conduct having been continuously very good during the two years immediately preceding the award and to his being in other respects eligible under Royal Naval rules.

533. Time served in Dominion or Colonial Navies.—A man who has served other than as an officer in Dominion or Colonial Navies before entering the Royal Navy or Royal Marines will be allowed to count any such time towards badges up to, but not exceeding, two years, provided that his conduct from first entry in the Royal Navy or Royal Marines to the date of receiving his first badge has been "Very Good."

2. Such service before the man attained the age of 18 will not be counted towards badges, and should he have been awarded a character inferior to "Very Good" during his service, the time prior to such award will not be reckoned.

3. If, owing to misconduct in the Royal Navy or Royal Marines, a man shall have obtained no advantage from former service of the above description in regard to the date of the award of his first badge, he will not be allowed to derive any subsequent benefit from such service.

4. Service in Dominion or Colonial Navies after discharge from the Royal Navy or Royal Marines will reckon on re-entry in the Royal Navy or Royal Marines under conditions similar to those applicable to such service on first entry.

Section IV.—Good Conduct Medal and Gratuity

534. Recommendation for Award.—Men holding any of the ratings specified as eligible for the good conduct medal in Appendix XVII, part 1, (including Royal Marine ranks), may be recommended for the award under the following rules:—

2. **Qualification for Medal.**—To entitle a man to a medal:—

(*a*) He must have served for 15 years with continuous "Very Good" character, and with previous character not inferior to "Good" in service reckoning for pension.

Note.—Where character during pensionable service has been assessed as "Good" on the 31st December in any year, time reckoning for medal will not commence until the 1st January following.

(*b*) He must be in possession of the full number of badges which he could have earned during his period of service.

(*c*) He must have been recommended for the award by the Captain of his ship, or by the Commandant of his division, on his service certificate for the three consecutive years immediately preceding award. (*See* clauses 3 and 19).

(*d*) He must be provisionally recommended by the Captain of the ship, or Commandant of the division, in which he is serving at the time of the application as in every respect deserving of the award.

3. **Notation of Recommendations.**—After a man, eligible for a good conduct medal under clause 1, has been awarded 12 years' continuous "Very Good" character, which under these Regulations will count towards the medal, and if his character should continue to be "Very Good," the Captain of his ship, or the Commandant of his division, if he considers him to be deserving thereof, is to enter on his conduct sheet or service certificate the notations of the recommendations provided for under Articles **603,** clause 2, and **606,** clause 4.

4. **Disqualifications.**—Desertion will render a man ineligible for the award of a good conduct medal under the ordinary regulations. Reduction to the second class for conduct will similarly disqualify him.

5. **Special Exceptions.**—The Admiralty will nevertheless consider any recommendation on the ground of display of heroism or gallantry in action, or the rendering of some special service in time of emergency, which may be made on behalf of a man who can show a minimum of 15 years' service with continuous "Very Good" character, although he may be disqualified for the award of a medal under the ordinary regulations. The recommendation should be made by letter submitted through the Commander-in-Chief or Senior Officer, or the Commandant and Adjutant-General, Royal Marines, stating fully the circumstances in which the application is made.

A recommendation for a man who has a record of 18 years' service with continuous "Very Good" character will also be considered. Provisional recommendations for these men should be made on form S. 218 in accordance with the procedure laid down in clause 19.

For men recommended under this clause the R.M.G. notations on service certificates (*see* clauses 2 (*c*) and 3) are not required.

6. **Misconduct pending Presentation.**—If a man's conduct should not have been satisfactory in the interval between the date on which he is provisionally recommended for the medal and the date on which the award would normally be due (*see* clause 19) the Admiralty is to be informed by telegraph and the medal will not be awarded, and, if received in the ship, is to be returned with the authority for payment of the gratuity to the Admiralty, and the circumstances explained.

If the presentation of the medal is for any reason delayed beyond the date on which the award is due, and misconduct occurs in the interval, the medal is to be withheld and particulars reported to the Admiralty for decision. Similarly, the authority for payment of the gratuity which accompanies the medal (*see* clause 7) is not to be acted upon, unless the decision arrived at by the Admiralty is to the effect that the medal is to be regarded as awarded and deprived, in which case payment of the gratuity may then be made.

7. **Gratuities, Amount and when to be paid.—Continuous service ratings and Royal Marines.**—The award of a good conduct medal will carry with it, irrespective of rating, a gratuity of £20, payment of which will be authorized by the Director

of Navy Accounts. Men receiving this gratuity will also be eligible to earn an additional allowance, which will be payable in a lump sum with the first payment of pension on discharge, at the rate of £1 for each year of qualifying service with "Very Good" character rendered subsequent to the award or restoration of the medal.

Non-continuous service.—Ratings serving under non-continuous service engagements will not be eligible for a long service and good conduct gratuity, except that certain Officers' Stewards, Officers' Cooks and Cooks (O), whose pensionable service commenced prior to 1st July, 1934, may become eligible for the gratuity and the additional allowances under the conditions laid down in Appendix XVII, Part 1; qualifying service for the additional allowance will be reckoned from the date of award of the gratuity or of the restoration of the medal, whichever is the later.

8. **Promotion to Warrant or Higher Rank.**—Officers of warrant or higher rank who have been promoted thereto after the award of medal and gratuity will be allowed, on confirmation in rank, to receive payment of any additional allowance that may have been earned up to the date of their promotion. They may also keep and wear the medal. (*See* **800** (1) *Sergeant-Major, Royal Marines.*)

9. **"Good" Character after grant of Medal.**—If a man is awarded the character of "Good," instead of "Very Good," after the grant of a medal, the period of service during which the character of "Good" is awarded will not count as qualifying service for the additional allowance, notwithstanding that he may not have been deprived of the medal.

10. **Effect of deprivation of Medal.**—If a man is deprived of his medal, he will forfeit the additional allowance already accrued. In the event of the medal being restored before he is pensioned, the amount earned subsequently to the date of restoration only will be awarded.

11. **Gratuities of Invalids.**—If a man is invalided after having been awarded the medal and gratuity, and before completion of the full time for pension, he will be granted any additional allowance that may have been earned up to the date of his discharge.

12. **Gratuities of Dead Men.**—If a man should die after the award of his medal, any gratuity or additional allowance to which he may be entitled will be paid to his widow, or next-of-kin if dependent upon him.

13. **Voluntary discharge.**—Any man voluntarily quitting the Service after the award of medal and gratuity, and before becoming entitled to a pension, will forfeit all claim to any additional allowance that may have been earned.

14. **Men who re-engage.**—In cases where men, who have been discharged to pension, are permitted to re-engage for a further period of service subject to relinquishment of pension, such further service will be allowed to count for purposes of the additional allowance under the usual regulations, provided they are qualified in all respects for this allowance.

15. **Recommendations withheld.**—If the Captain of the ship, or the Commandant of the division, in which the man is serving, should see fit to withhold the required recommendation for medal, or for medal and gratuity, he will record fully on the conduct sheet, or on form R. 154, his reason for so doing, and draw a line across the "R.M.G." column of the man's service certificate, or the corresponding column of his conduct sheet. (*See* **800** (4) *Royal Marines.*)

16. **Service to reckon.**—With the exception specified below, no service can reckon for medal, or medal and gratuity, which does not reckon for pension, but Officers' Stewards, Officers' Cooks and Cooks (O) (Non-C.S.), who have not performed the necessary service in sea-going ships to qualify for pension under Article **1981,** will not be debarred from an award of the medal and gratuity, if otherwise eligible. (*See* clause 7).

Native ratings, other than Europeans, who are precluded from counting time for pension purposes by Article **385** may, nevertheless, be recommended for an

award of the good conduct medal, without gratuity, as a mark of appreciation of long and faithful service, if their records of service and character conform to the requirements for an award under ordinary rules.

17. *Deleted.*

18. **Breaks in Service.**—A break in service not due to desertion, dismissal, sentence of imprisonment or detention, or other misconduct on the man's part, will not be considered as breaking the continuity of his "Very Good" character, or of recommendations for medal, or medal and gratuity, provided that he rejoin within five years, or, if invalided, so soon as the state of his health permits.

19. **Recommendations to Admiralty.**—Names of men provisionally recommended for medals, or medal and gratuities, are to be transmitted to the Director of Navy Accounts on form S. 218, accompanied by their service certificates, or certified copies thereof, by Commanding Officers at home and abroad for all seamen ratings and Royal Marine ranks serving afloat, and by the Commandants of Royal Marine divisions through the Adjutant-General for Royal Marine ranks on shore. The provisional recommendation for the medal should normally be made before the qualifying period of service has been completed, and in sufficient time to enable approval to be received and for the presentation to be made, on the date when the award is due. Allowance should be made for the time required at the Admiralty for verification of entitlement and for the preparation of the medal which, in normal circumstances, will be one calendar month. When the approval of the Admiralty has been received, the medals are, if possible, to be presented before the ship's company by the respective Commanding Officers, or, for Royal Marines on shore, by the Commandant of the division on parade, but in no circumstances is the medal to be presented or the gratuity to be paid before the date on which the award is due.

Section V—Summary Punishments*

Punishments Generally

535. Power to Award.—The Captain is authorized to award, under the prescribed conditions, the several punishments given in Table II, Article **540,** subject in the case of No. 1, "Dismissal with Disgrace," or No. **5,** "Dismissal from His Majesty's Service," to the approval of the Admiralty at home or of the Commander-in-Chief abroad; he is responsible for all punishments inflicted in the ship; that none are awarded or inflicted other than those authorized by Article **540,** which are established by the Admiralty under the powers conferred by the Naval Discipline Act; and that no officer or other person shall order any punishment, except the officers specified in Article **536,** to whom the Captain may have seen fit to delegate authority to punish within the prescribed limits.

2. Punishments requiring warrants are not to be inflicted by officers in command below the rank of Commander without the approval, on page 4 of the warrant, of an officer of or above that rank, except in cases of extreme urgency in time of war or of ships abroad on detached service for long periods. The Commander-in-Chief or Senior Officer will give such directions as may be necessary to carry this into effect.

3. **Tenders, Boats or Men detached.**—When a tender is absent from the ship to which she is attached, or ship's boats are away on detached service, summary punishments, whether by warrant or otherwise, may be awarded by the officer in command of such tender, or the officer in command of ship's boats, without previous reference to the Captain. Similarly, when two or more tenders are absent from the ship in company or acting together, summary punishments may be awarded by the officer in immediate command of such tenders. The order of such Commanding Officer on Form S. 245 shall be a sufficient authority for sending an offender to a place of imprisonment or detention, there to undergo his sentence and, until he reaches such place of imprisonment or detention, for keeping him in naval custody, or, where a person is sentenced to imprisonment, in any civil prison or place of confinement. In like manner, the power of awarding summary punishments may be exercised by the officer in immediate command

* *See* Article **24,** clause 2, and Appendix XXVI (*Dominion Naval Forces*).

of Naval ratings and Royal Marines and airmen on detached service on shore or otherwise without previous reference to the Captain, provided, when dealing with Royal Marines, that they have not been made subject to military law by an order under the Army Act, and in the case of airmen that they have not been made subject to Air Force Law by an order under the Air Force Act. All punishments awarded under this clause are to be reported to the Captain and duly recorded in the books and returns of the ships to which the men belong.

4. Should the Captain of a ship or establishment, to which tenders are attached and are in company, be away for such length of time as to cause an undesirable delay in investigating complaints, he may delegate to the officer next in seniority to him, whether borne part complement or additional, the power of dealing with offenders in the vessels under his orders.

535a. Warrant Officers, Second Class, Royal Air Force.—Warrant Officers, Second Class, of the Royal Air Force are not to be tried or punished summarily for offences committed when they are subject to the Naval Discipline Act.

536. Delegated Authority to punish.—The Captain may, by written authority, delegate to the under-mentioned officers, when and so long as he may see fit, authority to award the following punishments specified in Table II, Article **540**:—

(*a*) *The Executive Officer, if a Commander—*
No. 11 for the whole period.
No. 12, for 24 days.
No. 15, for 14 days.
No. 16, to the full extent.

(*b*) *The Executive Officer, if a Lieutenant-Commander or a Lieutenant—*
No. 11, for 7 days.
No. 12, for 14 days, but not to apply to petty or non-commissioned officers.
No. 16, to the full extent.

(*c*) *The senior commissioned officer of Royal Marines*—to Royal Marines for military offences connected with guards and clothing, and in the case of Royal Marine Band ranks, offences connected with band duties, instruments and clothing, but not with reference to the general duties of the ship:—
No. 11, for 7 days.
No. 12, for 14 days, but not to apply to non-commissioned officers.
No. 16, to the full extent.
No. 18, to the full extent.

These punishments, when awarded, are always to be reported to the Captain and to the Executive Officer.

(*d*) *The Officer of the Watch, or Day, if a Lieutenant-Commander or a Lieutenant, and Divisional Officers of the Executive Branch—*
No. 16, for 1 day.

(*e*) *The Senior Engineer, or the Engineer Officer if only one is borne, provided, in either case, that he is not below the rank of Lieutenant (E)*—to Stokers for offences connected with work in their department, but not with reference to the general duties of the ship—
No. 16, for 1 day.

(*f*) *The Commanding Officer of a tender (other than a drifter, launch or small craft), in company with the parent ship:—*
If of the rank of Captain—
All punishments shown in Table II, Article **540.**
If of the rank of Commander or Lieutenant-Commander—
No. 11, for the whole period.
No. 12, for 24 days.
No. 15, for 14 days.
No. 16, to the full extent.
No. 17.

If of the rank of Lieutenant—
No. 11, for 7 days.
No. 12, for 14 days, but not to apply to petty or non-commissioned officers.
No. 16, to the full extent.
No. 17.

(*g*) *The Executive Officer of a tender (other than a drifter, launch or small craft), in company with the parent ship:—*
If of or above the rank of Lieutenant—
The same punishments as may be delegated to the Executive Officer if a Lieutenant-Commander or a Lieutenant (*see* sub-clause (*b*)).

(*h*) *The Officer doing duty as Commander (Flying)*—to personnel of the Fleet Air Arm for offences connected with the work of their department, but not with reference to the duties of the ship:—
If a Commander or Commander (A)—
No. 11, for the whole period.
No. 12, for 24 days.
No. 16, to the full extent.
If a Lieutenant-Commander, Lieutenant-Commander (A), Lieutenant or Lieutenant (A)—
No. 11, for 7 days.
No. 12, for 14 days, but not to apply to petty or non-commissioned officers.
No. 16, to the full extent.

(*i*) *The Senior Air Force Commissioned Officer*—to airmen for offences connected with the work of their department, but not with reference to the duties of the ship:—
If of or above the rank of Flight Lieutenant—
No. 16, for 1 day.

2. The Captain may also delegate in writing to the Executive Officer, if a Commander, or to the Commanding Officer of a tender as defined in sub-clause (*f*) of clause 1, provided he is a Lieutenant-Commander or of higher rank, authority to deal with leave-breaking offences up to 36 hours under Article **578,** clause 1. and first offences of returning from leave drunk (*i.e.*, leave-breaking, etc., punished only with mulcts of pay within the established scale).

Offences requiring to be treated as aggravated should be dealt with by the Captain.

The Commodore of the Royal Naval Barracks at Portsmouth, Chatham and Devonport may delegate in writing to the First-Lieutenant, if a Lieutenant-Commander, authority to deal, in the absence of the Executive Officer, with first and unaggravated leave-breaking offences up to 36 hours. They may also delegate to the First Lieutenant of the Training Division and to the Commander or, in his absence, the First Lieutenant of the Gunnery School, authority to award No. 16 punishment up to 5 days for offences in connection with drill and instruction.

2a. The officer in command of a detached tender or tenders may delegate in writing to the officer in command of any tender or tenders similarly absent from the parent ship and temporarily under his orders, the powers specified in sub-clause (*f*) of clause 1 and in clause 2, and to the Executive Officer of his own vessel or of such other tenders as are under his orders, the powers specified in sub-clause (*g*) of clause 1, subject in each case to the officer to whom powers are to be delegated being of the rank specified in clause 1 (*f*) and (*g*) and in clause 2.

3. The punishments under (*a*), (*b*), (*c*), (*f*), (*g*) and (*h*) of clause 1 and under clauses 2 and 2a are duly to be entered in the Daily Record and Punishment Returns. Those under (*d*), (*e*) and (*i*) of clause 1 are to be entered in a special book signed by the officer awarding them, the book being examined and initialled by the Executive Officer daily and signed by the Captain weekly. This book is to be produced at all inspections. The records of all punishments under sub-clauses (*f*) and (*g*) of clause 1 and under clauses 2 and 2a are to be examined weekly by the Captain of the depôt ship.

4. **Officer Commanding Troops or Body of Air Force.**—The Captain may also delegate, in writing, to the officer commanding any troops or body of air force borne for passage the power of inflicting certain summary punishments, as laid down in Article **804,** clause 7.

5. **The Royal Naval Engineering College, Keyham,** is to be regarded as part of the Royal Naval Barracks, Devonport, and the Officer in Command of the Barracks is empowered to delegate, by written authority, to the Engineer Captain in Command of the Royal Naval Engineering College, Keyham, authority to award to the ratings borne for duty at the College summary punishments not requiring warrants (other than dismissal with disgrace, or dismissal). The Engineer Officer acting as Executive Officer at the College may be given authority to award punishments as prescribed in clause 1 (*a*) or 1 (*b*) of this Article according to his rank.

6. When the Medical Officer in Charge of a Royal Naval Hospital, or of a Naval Hospital Ship, or of the Royal Naval Sick Quarters at Wei-hai-wei, is of or above the rank of Surgeon Captain, authority may be delegated to him in writing to award summary punishments not requiring warrants (other than dismissal with disgrace, or dismissal) to sick berth ratings borne for duty at the establishment or in the hospital ship. Where this authority is delegated to the Medical Officer in Charge, authority may also be delegated in writing to the Medical Officer in Charge of a ward to award No. 16 punishment for one day to sick berth ratings.

537. Investigations into Complaints.—Hasty complaints are invariably to be discouraged. Punishments for mutiny may, however, take place at any time when immediate example is necessary. The formal investigation of other offences is, when the Service and circumstances admit, to be deferred until the day following that of the committal of the offence, but no avoidable delay should take place in the investigation of the complaint or in the signing and reading of the warrant. The punishment must be carried out immediately after the warrant is read (Article **538** (3)), except as provided by Article **551,** clause 4, in regard to the sentences of imprisonment or detention. Should an unusual interval elapse between the date of the offence and the reading of the warrant, the cause is to be stated on the punishment warrant, and in the daily record of offences. *See* **508** (*Stoppage of Leave of Men placed in the Report*) *and* **591,** clause 8 (*Deserters, etc., Summary investigation in writing*).

2. With the exception of alleged offences which may be investigated and dealt with by the senior commissioned officer of Royal Marines under Article **536,** clause 1 (*c*), the Senior Air Force Commissioned Officer under Article **536,** clause 1, (*h*), or by the Senior Engineer or the Engineer Officer under Article **536,** clause 1 (*e*), all accusations are to be brought before the Officer of the Watch, who, unless they are minor charges with which he can deal (Article **536,** clause 1 (*d*)), will forward them to his superior.

All complaints are to be investigated fully on the quarter-deck or other suitable place, in the presence of the accuser and the accused, who, as well as their witnesses, are to be heard fully and with impartiality.

Should the accused be on the sick list or in a military detention barrack, the investigation may, at the discretion of the Captain, be postponed until the man is fit for duty or discharged from the detention barrack. (*See* **516,** *offences committed in Military Detention Barracks*).

3. Should an offender be in such a state of health as to be unable to undergo all, or any part, of the summary punishment to which he may have rendered himself liable, and should it appear probable that he will be invalided out of the Service, or remain a considerable time unfit for punishment, the punishment due to his offence is nevertheless to be awarded, and, should it require a warrant, the warrant is to be completed and duly signed and read, in order that by the non-infliction of the punishment he may not escape the consequences (such as loss of pay, badges, etc.) which accompany the award of certain punishments. *See* **507,** clauses 3-6 (*Offenders sent to hospital, invalided, etc.*).

3a. An officer is not to deal summarily with a case in which he is personally concerned. If a man is charged with an offence against the Captain and the case is not serious enough for a Court Martial, the accused is to be transferred to another ship at the first opportunity and dealt with by his new Commanding Officer, his former Captain attending as a witness.

4. **Inconsiderate Punishments.**—Inconsiderate punishments, as well as needlessly protracted punishments, should be avoided, and only so much severity resorted to as may be necessary for the prevention of crime or offences, and for the maintenance of proper order and discipline. The magnitude of the punishment should be in proportion to the gravity of the offence and the previous character of the offender, but regard should also be had to any consequences which may arise indirectly as a result of the offence or of the award, particularly in regard to the charges against the offender's pay under Articles **594** and **595** for offences of absence or desertion, or under Article **1528** for damage to or loss of stores, etc. In cases of repeated offences, the effect of gradually increasing a minor punishment until the maximum is reached should be tried before resorting to one higher in the scale.

5. **Excited or Drunken Men.**—All altercations with excited or drunken men are to be avoided; no man under the influence of temper or drink is to be placed in a situation likely to excite him further, and thereby lead him to acts of violence or insubordination.

6. **Warning to Accused.**—In serious cases likely to form the subject of a court-martial, the officer conducting the investigation should bear in mind that a confession made before him by the accused will not be admissible in evidence at a court-martial, unless the accused has first been warned that he is not obliged to say anything unless he wishes to do so and that any statement he may make may be given in evidence at his trial.

The warning to the accused is to be in the following form:—

"Do you wish to say anything in answer to the charge? You are not obliged "to say anything unless you wish to do so; but whatever you say will be taken "down in writing and may be given in evidence."

Care should be taken to avoid any suggestion that the accused's answers can only be used in evidence against him, as this may prevent an innocent person making a statement which might assist to clear him of the charge.

7. **Statement by Accused.**—When there is a probability that evidence of a confession or denial by the accused made at the preliminary investigation will be required at a subsequent court-martial, the accused's statement is to be taken down carefully in his own words, read over to him, signed by him and countersigned by the Captain or investigating officer; the written statement can then be put in evidence at his trial. (*See* **462a** (iv).)

8. **Liability to further Trial for same Offence.**—When at, or as the result of, a formal summary investigation of an offence, the officer authorized to award punishment indicates by word or act that he has come to a definite conclusion as to the guilt or innocence of the accused, *e.g.*, by forwarding a punishment warrant for the approval of a Senior Officer, or by dismissing the case, the accused cannot be tried again for the same offence, even though further facts tending to show his guilt may be discovered. But if the Executive Officer refers the case to the Commanding Officer as requiring a more severe punishment than he is authorized to award, or if a Commanding Officer applies for the offender to be tried by court-martial, neither of these facts is of itself a bar to a subsequent trial, provided the precautions mentioned are observed.

538. Warrants.—The Captain, or the officer to whom authority is delegated under the provisions of Article **535,** clause 2, when ordering punishments by warrant, is to be very careful that the warrants are correctly drawn up, and that they bear the signature of the complaining officer in attestation of the complaint having been made by him. The charge as shown under the heading "Particulars of offence" on page 1 should follow as closely as possible the wording of the appropriate section of the Naval Discipline Act and the example given in the Admiralty Memorandum on Naval Court-Martial Procedure, further particulars necessary to indicate the full extent and circumstances of the offence being then added. A minor exception to the rule stated above is the description of leave-breaking offences, which should follow the wording laid down in Article **577,** clause 5.

1a. Every summary punishment awarded and every punishment which must accompany that awarded, is to be set out in the appropriate column on page 1 of the warrant, except that the stoppages of pay, leave and grog necessarily involved

in a sentence of cell punishment, detention or imprisonment are not to be shown. When mulcts are remitted under Article **578,** only the number of days mulct actually charged against the offender is to be entered in the appropriate column on the warrant.

2. **Approval and Formal Reading.**—After the warrant has been signed, the approval of any superior authority, if such is required by the Regulations, should be obtained on page 4, and the warrant should be forthwith dated and formally read to the accused by the Commanding Officer. As a general rule the formal reading is to be carried out on the quarter-deck, and should be preceded by the Article of War under which the offence falls. Where an offender whose case has been investigated has been sent to hospital under the provisions of Article **507,** clause 3, the warrant should formally be read to him in hospital, unless the medical officer shall certify that the accused is medically unfit to have the warrant read to him, in which case the formal reading may be carried out on the quarter-deck in the absence of the accused, and such formal reading of the warrant shall have the same effect as if it had been read to the offender. Unless the Captain should think it necessary for the sake of example, the previous offences entered in the warrant are not to be read.

The fact of a warrant having formally been read in the absence of the offender should be stated on the warrant, and should be notified to him as soon as he is in a fit state to receive such notification.

3. **Duration, and Date of Award.**—The duration of every punishment, except in the circumstances stated in Article **551,** clause 4, in respect to imprisonment and detention, is to be reckoned from the date of its award, and such punishments as require a warrant for their execution are not to be considered as awarded until the warrant has formally been read.

In order that there should be no doubt as to the date from which punishments (other than imprisonment or detention postponed under Article **551,** clause 4) take effect, a certificate is to be inserted on the warrant showing the date on which it is formally read. *See* **537.** (*Delay to be avoided*).

4. **Modification of Sentence.**—Officers, at any time before the warrant is formally read, though it may have been signed, are free to modify or even withdraw any sentence if, on further consideration, it should appear to them desirable to do so, obtaining the concurrence of the superior authority who may have approved the proposed punishment.

5. **Previous Offences.**—In the first warrant made out for a man, in any quarter, all his offences during the preceding six months in the ship are to be entered, but for his previous time in the ship, only punishments by warrant, unless it is proposed to award corporal punishment,* when every offence committed in the ship must be stated. Should a man be punished by warrant more than once during a quarter, only the offences committed since the date of the last warrant are to be entered, with a reference to the date of such previous warrant.

539. Special Directions.—In regard to all summary punishments, the following further directions are to be observed:—

(*a*) **Suspension on Sunday.**—Summary punishments which are carried out on board, except—

confinement in cells or under a canvas screen;
stoppage of leave; and
stoppage of grog,

are to be suspended on Sunday, but that day is to count as part of the period for which any sentence is awarded.

(*b*) **Night's rest.**—Men are not to be deprived of their night's rest at sea as a punishment.

(*c*) **Irons and Handcuffs.**—The use of irons or handcuffs is to be avoided as much as possible; the only recourse to them should be for the purpose of ensuring the safe custody of a prisoner, or for mutinous conduct.

* NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 6 of the Naval Discipline Act is suspended until further orders.

(*d*) **Gags** are not to be used. Men who are noisy or violent are to be confined in a cell for such time as may be necessary.

(*e*) **Stoppage of Pay.**—Pay is not to be forfeited nor are any stoppages of pay and allowances to be made for misconduct, except in cases expressly authorized by statute, or by the regulations of the Service.

(*f*) **Applicable Punishment.**—Every punishment inflicted must be applicable to the offence, and to the offender at the time he committed the offence of which he stands convicted.

Tables of Punishments

540. Suggested Maximum Punishments.—The Captain, and all officers and others to whom they refer, are to observe the directions contained in the following Tables I and II:—

TABLE I.—INDEX of OFFENCES suggesting the NORMAL MAXIMUM SUMMARY PUNISHMENT that may be awarded for each

NOTES:—(i) This table is not exhaustive as to offences, and is intended to be merely suggestive. It is only to be exceeded in aggravated cases, or those of continual misbehaviour, when the reasons for doing so are to be stated in the Warrant and Daily Record of Offences.

(ii) No offences can be dealt with summarily, if they take place in such circumstances as to make them capital under the Naval Discipline Act.

Offence.	Normal Maximum Summary Punishment.
§a. ABSENCE, BREAKING OUT OF SHIP, &c., OR DESERTION.	
I. Desertion	4
II. Breaking out of ship or boat or away from working or other party, &c., without leave, but not with intent to desert	4
III. Absence over leave	4
§b. DECEPTION.	
I. Maliciously making false charges of a nature which, if true, would have rendered the accused liable to No. 1 punishment	1
II. Making false charges	4
III. Giving false evidence, or prevaricating at investigations, or lying	4
IV. Answering call for another man with intent to deceive	7
V. Obtaining leave under false pretences	7
§c. DIRTINESS AND UNTIDINESS.	
I. Being habitually slovenly and dirty	11
II. Committing a nuisance	7
III. Not being in proper dress, or being dirty or slovenly in person or dress	11
§d. *deleted.*	
§e. DRUNKENNESS.	
I. Drunkenness at sea, or on duty	4
II. Habitual drunkenness	4
III. Drunkenness	6
IV. Drunk or disorderly in streets	6

*NOTE.—Non-compliance with ship's orders should not be regarded as coming under this section, but should be dealt with under §g or other strictly relative heading.

TABLE I.—Index of Offences—*continued*

Offence.	Normal Maximum Summary Punishment.
§f. DUTY, NEGLECT OR AVOIDANCE OF.	
I. Deserting post	4
II. Skulking from, or neglect or improper performance of important duty	4
III. Skulking from, slack or improper performance, or neglect of common duty	7
IV. Not answering muster	11
V. Wilfully producing, concealing, aggravating, or feigning any disease or infirmity, to the prejudice of the Service	4
VI. Wilfully omitting to detect and report all offenders against the Naval Discipline Act; or wilfully neglecting to assist others in the detection and apprehension of such offenders	4
VII. Inattention at drills or exercises	11
§g. GOOD ORDER, OFFENCES AGAINST.	
I. Smuggling liquor on board, or into a boat	4
II. Trafficking in, receiving, giving away, playing for, or selling any wine, spirit, or beer	6
III. Gambling	6
IV. Lending money at interest	6
V. *Deleted.*	
VI. Misbehaving at, or neglecting to attend, Divine Service	11
VII. Making a noise, or talking at quarters or in the ranks	11
VIII. Spitting about the decks	11
IX. Sleeping in the tops, or boats, or other improper places	11
X. Getting in, or out, the ports	11
XI. Throwing things overboard from improper places	11
§h. HAMMOCKS, CLOTHES, OR BEDDING.	
I. Selling or making away with medals or clasps	4
II. Selling or improperly disposing of clothes or bedding without permission	4
III. Examining another man's bag or locker	7
IV. Using another man's clothes, hammock, or bedding	7
V. Sleeping in another man's hammock	7
VI. General neglect with regard to hammocks, bags, or clothes	11
§i. IMMORALITY.	
I. Indecent assaults, or indecent acts of a grossly immoral character	1
II. Cursing, swearing or making use of obscene language	6
§j. INSUBORDINATION AND DISRESPECT, QUARRELLING, FIGHTING, OR ASSAULT.	
I. Mutiny	1
II. Wilful disobedience	4
III. Riotous conduct	4
IV. Insolence or contempt to superiors	4
V. Disrespect towards superiors	6
VI. Impeding the regulating staff of the ship in the performance of their duties	4
VII.* Inattention to, or neglecting to carry out orders	11
VIII. Violent Assault	3
IX. Fighting, quarrelling, or assaulting	7
X. Using provoking language tending to create bad feeling or disturbance	4

*NOTE.—Non-compliance with ship's orders should not be regarded as coming under this section, but should be dealt with under §g or other strictly relative heading.

TABLE I.—Index of Offences—*continued.*

Offence.	Normal Maximum Summary Punishment.
§k. MISCELLANEOUS.	
I. Wilfully breaking, wasting, or injuring public stores, or wilfully destroying or injuring the clothes or effects of persons in the Royal Navy or others	4
II. Injuring or wasting public stores through carelessness	6
Note.—In either of these cases the amount charged, if any, against the offender's pay under Article 1528, is to be taken into consideration and duly recorded as provided for in that Article.	
III. Culminating offence of a series of small offences	7
IV. Maliciously throwing anything from aloft, down hatchways, into engine-room, &c	4
V. Negligently hoisting, lowering, throwing or dropping anything from aloft	11
VI. Carelessness with respect to arms	11
§l. DELETED.	
§m. SENTRY.	
I. Striking or forcibly interrupting a sentry	4
II. Interrupting or not obeying the lawful orders of a sentry, or using abusive language to a sentry	7
§n. SMOKING AND FIRE.	
I. Negligently using fire or lights	4
II. Smoking out of hours or in improper places	11
III. Having lights after hours	11
IV. Persons under 18 years of age smoking (*See* 1081 (9))	11
§o. THEFT.	
I. Theft	1
II. Receiving stolen goods or money, knowing them to have been stolen.	1
III. Fraud or cheating	3
IV. Misappropriating public stores or money	1
V. Pilfering	7

TABLE II.—DESCRIPTION OF SUMMARY PUNISHMENTS allowed by the ADMIRALTY to be awarded to PERSONS subject to the Naval Discipline Act, of and below the grade of Chief Petty Officer or Non-commissioned Officer.

(NOTE.—*These punishments, in their application to Boys and Youths under training, are subject to the modifications set forth in the Training Service Regulations*).

Punishment Number. A.	Authorized Summary Punishments. B.	Maximum Punishment. C.	Whether applicable to: Chief Petty, and Non-commissioned Officers. D.	Leading Ratings. E.	Men below Leading Ratings. F.	Boys. G.	Whether Warrants required. H.	Superior Authority required, if any. I.	Punishments by which it may be accompanied, if applicable at the time to the Offence and the Offender. J.	Explanatory Articles. K.
1	Dismissal with disgrace....	—	Yes	Yes	Yes	Yes	No	C.-in-C. abroad. Admiralty at home.	Either **2**, **3**, or **10**.	**541**, **542**, **789**.
2	Corporal punishment.....	25 lashes	For mutiny only.	For mutiny only.	For mutiny only, except in case of men in 2nd Class for Conduct (*See* **543**).	No (*See* **585**).	Yes	Senior Officer	**5**, **6**, **7**, **8**.....	**543** to **549**.

NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

3 4	Imprisonment..... Detention.....	3 calendar months (*See* Note *a*).	Yes (*See* Note *b*).	Yes (*See* **552**, clause 2).	Yes, but *see* **552**, clause 2, as to men wearing Good Conduct Badges.	Yes	Yes	Senior Officer	**5**, **6**, **7**, **8**, **12**, **13**, **14**, **21**.	**550** to **558**, **577**.
5	Dismissal from H.M. Service.	—	Yes	Yes	Yes	Yes	No	C.-in-C. abroad: Admiralty at home, *but see* **541** (5).	**6**, **7**, **8**, **10**.....	**541**, **542**, **789**.

NOTES.—

(*a*) By Section 23 of the Naval Discipline Act, imprisonment or detention for absence without leave is limited to ten weeks: but *see* **577**. *See also* **551** and footnote thereto.

(*b*) Chief petty officers, petty officers, or non-commissioned officers of Royal Marines may be awarded imprisonment or detention for desertion only, but those who cannot be disrated may be awarded either punishment for the offences enumerated in Article **552**. clause 1.

6	Disrating or reduction to the ranks.	—	Yes	Yes	—	—	Yes	Flag Officer	**7**, **8**, **12**, **13**, **14**, **15**, **16**, **21**.	**560**, **795**.
7	Deprivation of good conduct badges, and of good conduct medal.	—	Yes	Yes	Yes	—	Yes	Flag Officer for Medal.	**8**, **10**, **11**, **12**, **13**, **14**, **15**, **16**.	**563**, **564**.
8	Reduction to 2nd class for conduct.	6 months	Yes *See* **565**.	Yes *See* **565**.	Yes *See* **565**.	—	Yes	—	**10**, **11**, **12**, **13**, **14**, **15**, **16**, **21**.	**565** to **567**; **798**.
9	*Deleted*.									
10	Solitary confinement in a cell or under a canvas screen on board.	14 days	No	Yes (*See* Note).	Yes	Yes	Yes	—	**12**, **13**, **14**, **15**, **16**, **21**.	**569**.

NOTE.—Only in the case of those leading ratings who cannot be disrated, and then only for the offences enumerated in Article 552, clause 1.

11	Extra work and drill.....	14 days	No	No	Yes	Yes	No	—	**12**, **13**, **14**, **15**, **21**..	**570**.
12	Stoppage of leave.....	3 months	Yes	Yes	Yes	Yes	No	—	**13**, **14**, **15**, **17**, **21**...	**578** to **581**.
13	Reduction to 2nd class for leave.	—	Yes but *see* **573** (1) as to Badgemen			No	No	—	**14**, **15**, **17**.....	**571** to **574**; **578**.
14	Deductions from pay for improper absence and for unfitness for duty through drink.	—	Yes	Yes	Yes	Yes	No	—	**15**, **17**.....	**577**, **578**, **580**.
15	Stoppage of grog.....	30 days (except as provided in **581**).	Yes	Yes	Yes	No	No	—	**17**.....	**581**.
16	Extra work or drill not exceeding two hours a day.	7 days	No	No	Yes	Yes	No	—	—	**582**.
17	Reprimand by the Captain.	—	Yes	Yes	No	No	No	—	—	**583**.
18	For Marines. Extra guard...	7 days	—	—	Yes	—	No	—	—	**584**.
19	For Boys only:— Birching on the bare breech.	24 cuts	—	—	—	Yes	Yes	*See* **585**	**12**, **14**.....	**585**.

NOTE.—The power of Commanding Officers to award birching for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

TABLE II.—Description of Summary Punishments—*continued.*

Punishment Number. A.	Authorized Summary Punishments. B.	Maximum Punishment. C.	Whether applicable to				Whether Warrants required. H.	Superior Authority required, if any. I.	Punishments by which it may be accompanied, if applicable at the time to the Offence and the Offender. J.	Explanatory Articles. K.
			Chief Petty, Petty, and Non-commissioned Officers. D.	Leading Ratings. E.	Men below Leading Ratings. F.	Boys. G.				
20	For all Boy ratings (including Buglers and Band Boys, R.M., under the age of 18):—Caning on the breech with clothes on.	12 cuts	—	—	—	Yes	No	—	12, 14.....	585.
21	For Lascars and other Coloured Ratings only:—Deductions from pay...	5 days	Yes	Yes	Yes	—	No	—	—	586.

DISMISSAL FROM HIS MAJESTY'S SERVICE WITH OR WITHOUT DISGRACE

541. Dismissal with Disgrace.—This punishment, which is the highest in the summary code, is, as a rule, only to be awarded for offences of a disgracefully immoral character, or for a continued course of misconduct, culminating in some gross act of insubordination, which proves the offender to be a person of such bad disposition or habits as to be unworthy of again serving His Majesty in any capacity. It entails the forfeiture of all pay, head money, bounty, salvage, prize-money and allowances that have been earned by, and of all annuities, pensions, gratuities, medals and decorations that may have been granted to, the offender. Such forfeiture of pay, allowances, annuities or pensions does not apply to monies which should have been paid on the last regular pay day prior to conviction.

The medals and decorations so forfeited are to be forwarded to the Director of Navy Accounts.

2. **Dismissal without Disgrace.**—If an offender is considered unworthy of retention in His Majesty's Service, but is not deemed deserving of so severe a punishment as dismissal with disgrace, or the offence is not liable to that punishment under the Naval Discipline Act, he may be dismissed from His Majesty's Service.

3. Unless in exceptional cases, no person is to be dismissed with or without disgrace until the various punishments to which he has rendered himself liable have been inflicted on him and found to have no effect in reforming him, nor is anyone to be so dismissed if the Commander-in-Chief should consider it likely that the offender would recover his character if transferred to another ship.

4. **Investigation.**—When either punishment is deserved and is applicable under the Naval Discipline Act, the Captain shall, with the assistance of the Executive Officer and the officer of the offender's division, inquire carefully into the case and report the case fully on form S. 246 to the Commander-in-Chief.

5. **Authority.**—The order for the dismissal of a person from His Majesty's Service, with or without disgrace, whether accompanied by other punishments or not, must proceed from the Admiralty at home or the Commander-in-Chief abroad, and is to take effect from the date of sentence. An order for dismissal from His Majesty's Service without disgrace whether accompanied by other punishments or not, may be issued by a Commander-in-Chief at home, if circumstances require that the punishment of dismissal be made effective immediately and it would be prejudicial to the Service to await Admiralty approval. Any such dismissal without disgrace ordered by a Commander-in-Chief at home is to be reported by telegraph to the Admiralty. No punishment accompanying a punishment of dismissal with or without disgrace is to be awarded until the dismissal is approved by the Admiralty or Commander-in-Chief. In each instance the report of inquiry on form S. 246 is to be forwarded to the Admiralty. *See* **1753** (*Disposal of Pay Documents*), **606** (13) (*Cutting off Corner of Service Certificate*) and **1879** (*Disposal of Kit*).

6. **Information to men Dismissed with Disgrace.**—Every person dismissed with disgrace is to be informed of his incapacity to serve His Majesty again in any naval, military, air or civil service, and that, should he re-enter the Navy or Royal Marines, he will be summarily discharged forthwith when detected, and further, that any pay that may be due to him, as well as any benefits which may have accrued to him for his services subsequent to such re-entry, will become forfeited. This regulation is applicable to men who have been dismissed with ignominy from the Army, Air Force or Royal Marines.

7. **Dismissal abroad, or passage home.**—If a person dismissed, with or without disgrace, should desire it, and there is no objection on the part of the local authorities to his landing, he may be dismissed abroad; but should he wish to return home, he may be sent by the first opportunity of a ship-of-war or transport. If sent in a ship-of-war, the Captain is to be informed of his offences, and is not on any account to order him to work except in emergency; he is to be victualled

in accordance with Article **1817,** clause 2 (*h*). On arrival in England he is immediately to be discharged to the shore. *See* **1664** (*Travelling Expenses*), and **789** (*Dismissal of Royal Marines*). *For Officers see* **838** (*b*) and **1557,** clause 2 (iv) and (v).

542. *Deleted.*

Corporal Punishment

(*See footnote**)

543. Conditions under which Inflicted.—It being requisite for the maintenance of the efficiency, discipline, and even safety of His Majesty's ships-of-war, that the power of inflicting corporal punishment* when absolutely necessary should be continued, such punishment, under the following conditions, may be inflicted under the responsibility and authority of the Captain, who is, however, to exercise the power vested in him with the greatest discretion and forbearance, compatible with the discipline of the Service:—

(*a*) Corporal punishment is never to exceed 25 lashes.

(*b*) Except in a case of open mutiny, no corporal punishment is to be inflicted without a warrant in the established form, which must be fully completed 12 hours before the punishment shall take place. *See* **544,** clause 2 (*Warrant*).

(*c*) No petty or non-commissioned officer, and no Naval rating or Royal Marine in the first class for conduct, belonging to a ship, shall be liable to summary corporal punishment except for mutiny, as hereinafter explained.

(*d*) No Naval rating or Royal Marine in the second class for conduct, belonging to a ship, shall be liable to summary corporal punishment in time of peace, unless he shall be guilty of—

(i) Mutiny; or

(ii) Using or offering violence to a superior officer.

(*e*) Corporal punishment is not to be awarded for using or offering violence to a superior officer, should the offence be in its circumstances one that can sufficiently be met by summary imprisonment, and if the offender can, within seven days from the date of the offence, be sent to a prison in which such imprisonment can properly be carried out; or if, the offence being aggravated in its circumstances, the offender can within a reasonable time be tried by court-martial.

(*f*) In time of peace, summary corporal punishment is not to be awarded in the presence of a Flag Officer or Commodore for any offence, without his approval.

544. Inquiry before Award.—When the Captain shall receive a complaint against, or observe any misconduct on the part of, any man, for which such man is amenable to corporal punishment,* and he is of opinion that no other punishment which it is in his power to award would be applicable or expedient in the circumstances, then, except in open mutiny, he is to appoint one or more officers to inquire into the particulars of the offence with which the prisoner may stand charged, and having received the report of such officer or officers as to the guilt or innocence of the accused, and after subsequent and full investigation on his own part, he is to act as according to his judgment may seem right.

2. **Warrant.**—If he should determine upon ordering the prisoner to be corporally punished, he is to make out a warrant on form S. 271, in which all the information required is clearly and explicitly to be set forth. (*See footnote.*)

* Note.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

545. In Case of Open Mutiny.—Exceptional power is hereby given to the Captain, or to the Commanding Officer, in the case of open mutiny. When an immediate example is necessary to deter others from joining, any person under the grade of subordinate officer, who shall be guilty of open mutiny, may be summarily punished corporally*; in such urgent cases neither warrant nor preliminary inquiry by other officers is necessary, but the officer so acting is forthwith to forward, for the information of the Admiralty, a detailed statement of the circumstances which called for such deviation from the general rules in this respect, the degree of punishment inflicted, and all other particulars required by the usual warrant, and a duplicate statement is to accompany the quarterly returns.

546. Definition.—By corporal punishment* is to be understood the usual punishment at the gangway; it is to be carried out according to the custom of the Service, and in the presence of the Captain, the officers and the ship's company, or so many as can be spared from other duties. Every other description of corporal punishment by rope, stick, or any other instrument, is hereby forbidden, with the exception of the authorized caning and birching of boys.

547. Accompanying Punishments.—Corporal punishment* is to carry with it in all cases—

(*a*) disrating to a grade below that of leading seaman or non-commissioned officer;

(*b*) deprivation of good conduct medal and badges, and reduction to the second class for conduct.

548. Absence of Captain.—In the casual absence of the Captain, the Commanding Officer is not to order corporal punishment to be inflicted, unless the Captain shall be absent on Admiralty leave; or, if abroad, on leave granted by a Commander-in-Chief for a lengthened period. (*See footnote*—p. 234).

549. Power of Courts-Martial.—Nothing contained in the foregoing Articles can be deemed to extend to the nullification or abatement of such powers as are vested in naval courts-martial by the Naval Discipline Act, to award corporal punishment to persons under the rank of officer.

Imprisonment and Detention

550. When to be Awarded.—Detention is considered to be a more suitable punishment for Naval offenders than imprisonment, and should be awarded in preference to the latter when the offender will be retained in the Service, unless he has already undergone several sentences of detention without effect. Detention should not, however, be awarded in places where there is no detention accommodation available within a reasonable distance, and when imprisonment is in such circumstances awarded in lieu of detention, a note to that effect is to be made on the punishment warrant and conduct sheet.

551. Limits.—Every person below the rank of subordinate officer, with the exceptions specified in Article **552,** who shall be guilty of an offence, triable under the Naval Discipline Act, and punishable by imprisonment or detention, may, provided the offence is not made capital by the Act, be summarily tried and sentenced by the Captain on the punishment warrant (S.271) to a term of imprisonment (with or without hard labour) or of detention, not exceeding three calendar months†, and, in compliance with the Act, shall be committed to a proper place of confinement by the Captain's order (S.245). Detention should not be awarded for a period of less than 10 days. The maximum period of imprisonment or detention for absence without leave by statute is limited to 10 weeks, except in time of war.

* *See* footnote, page 234.

† The Captain should bear in mind that when a sentence of three calendar months is awarded in a month containing only 28 days, three calendar months is equivalent to 89 days only, and a sentence of 90 days cannot legally be awarded.

2. **Hard Labour.**—Hard labour for the whole or any portion of the period of imprisonment may be awarded, but commanding officers, in awarding sentences of imprisonment, are not to direct that the prisoner shall be kept in solitary confinement during any portion of his imprisonment.

3. **Solitary Confinement.**—Although not awarded sentences involving solitary confinement, offenders will, nevertheless, be liable to be kept in separate confinement, by direction of the Governor of the prison wherein they may be confined, if such action is sanctioned by the rules of the prison.

4. **Postponement.**—If, by reason of a ship being at sea or at a place at which there is no proper place of confinement, a sentence of imprisonment or detention cannot be duly executed, the officer awarding the sentence may direct in writing on the punishment warrant (S.271) that the sentence shall not begin to take effect until the arrival of the offender at some place where there is such a proper place of confinement, when he shall undergo his sentence as if the date of such arrival were the day on which the sentence was awarded, notwithstanding that in the meantime he may have become entitled to his discharge from His Majesty's Service. An offender in such a case is to be conveyed with all reasonable speed to a proper place of confinement and during passage may be kept in open custody, but he is to be subject to restraint or confinement whenever his safe-keeping or any misbehaviour on his part may render it necessary, provided that in accordance with Section 74, clause 2, of the Naval Discipline Act, any time during which he has been in confinement shall be deducted from the term of his sentence. *(See* **518,** *Naval Custody.)*

NOTE.—A sentence that is to be carried out in a military detention barrack cannot be postponed and must take effect from the date of award.

552. Chief Petty Officers, Petty Officers, etc.—Chief petty officers, petty officers, and non-commissioned officers, Royal Marines, are not to be sentenced summarily to imprisonment or detention, except for desertion; but those who cannot be disrated, as shown in Appendix XVII, part 1, may be sentenced summarily to imprisonment or detention for the following offences only:—

(*a*) Mutiny or highly insubordinate conduct;
(*b*) Desertion, or deserting post;
(*c*) Indecent acts of an immoral character;
(*d*) Theft or fraud;
(*e*) Smuggling liquor into ship;
(*f*) Quitting ship, boat, or working party, without leave;
(*g*) Drunkenness on duty;
(*h*) Violent assault;
(*i*) Aggravated cases of leave-breaking.
(*j*) Flagrant contravention of the censorship regulations.

2. **Leading Ratings.**—Leading ratings, as shown in Appendix XVII, part 1, and men wearing good conduct badges are not to be sentenced summarily to imprisonment or detention, except for the offences enumerated in clause 1.

553. Uniformity in Awards.—In order to secure as much uniformity as possible in the award of sentences of imprisonment or detention by officers in command of His Majesty's ships, such officers, when in the presence of a Commander-in-Chief or Senior Officer, are to obtain his approval, on the form on page 4 of the warrant, to the proposed award before the warrant is dated and formally read to the offender. *(See* **538,** clause 2, *as to circumstances in which the warrant may formally be read in the offender's absence).*

2. **Selection of Place of Confinement.**—The space provided on the warrant (S.271) for the insertion of the name of the gaol or detention establishment to which the prisoner is to be sent, is to be left blank when in the presence of a Commander-in-Chief or Senior Officer, so that the latter may fill in the blank space at his discretion, according to the accommodation available.

3. Men in ships in home waters, and men transferred in England from prisons abroad, who have been sentenced to imprisonment for disciplinary offences, are

to be sent to the Military Prison and Detention Barracks at Aldershot or Shepton Mallet. In Scotland the Military Prison and Detention Barrack at Barlinnie, Glasgow, should be used.

Men sentenced to imprisonment for other than disciplinary offences are to be sent to a civil prison in England or Scotland; those from Chatham to Wormwood Scrubs Prison; those from Portsmouth to Winchester Prison; and those from Devonport to Exeter Prison. These civil prisons should also be used by ships within a convenient distance, except that men from ships at Portland should be sent to Dorchester Prison. In Scotland—Aberdeen, Edinburgh, Inverness and Greenock civil prisons should be used. Men who have been sentenced abroad for other than disciplinary offences, and are transferred to England to complete their sentences, should be dealt with as follows:—If the ship in which they return to England arrives at Portsmouth, they should be sent to Winchester Prison. If they arrive at Chatham, they should be sent to Wormwood Scrubs Prison, and if at Devonport, to Exeter Prison. On arrival at the home port, they should be discharged to the Royal Naval Barracks to await conveyance to the prison.

4. Men sentenced to imprisonment abroad should be sent to a detention establishment if possible. Should accommodation be insufficient, recourse must be had to civil prisons, but, so far as practicable, these should only be used for men convicted of offences against the ordinary law. Men sentenced to imprisonment or detention for more than nine months should, if practicable, be sent to England to complete their sentences.

5. Men in ships in home waters sentenced to detention are to be committed to the Naval Detention Quarters at Portsmouth. They are to wear their uniform and take their bags and hammocks with them, and are to be sent under escort to the Royal Naval Barracks. In Scotland the Military Prison and Detention Barrack at Barlinnie, Glasgow, should be used.

554. Gaols Abroad.—The amount of physical punishment involved in imprisonment depends in a great measure on the discipline and dietary observed in the gaols to which the prisoners are committed, and on the climate; it is advisable, therefore, that officers in command should consider these points, especially when they commit offenders to prisons situated out of the United Kingdom.

2. **Visiting Gaols.**—Commanders-in-Chief or Senior Officers are to obtain information as to the state of the gaols by directing a Captain to visit them from time to time, with the permission of the civil authorities, and report on them.

3. **At Unhealthy Places.**—Europeans are not to be imprisoned on shore on the West Coast of Africa, nor in other notoriously unhealthy places, when it can possibly be avoided.

555. Medical Examination.—A medical officer is to examine the offender before his commitment to a prison or detention establishment, as the case may be, to ascertain whether he is physically capable of undergoing his sentence, and again on his return to the ship. When a man sentenced to imprisonment is found or suspected to be suffering from a mental or physical infirmity which is not considered to render him unfit to undergo his sentence, a report by a medical officer to that effect is to accompany him to the prison.

556. Committal Order.—The order for imprisonment or detention, being the authority for the Governor or Keeper of a gaol or for the officer in command of the detention establishment to receive and detain an offender, and to release him at the expiration of his sentence, is to be made out with every technical accuracy.

2. **Escorts.**—A sufficient escort is to accompany each offender sent to confinement, and the Commanding Officer of the ship on whose books the man is borne at the date of release is to take care that arrangements are made for some proper person or persons to be at the place of confinement at the exact time when he may be entitled to his release, to receive and conduct the offender on board; when the sentence expires on a Sunday, the offender is entitled to be released on the Saturday preceding.

557. Accompanying Penalties.—Except in connection with advancement (**406,** clause 5a), a sentence of imprisonment, detention, field punishment or cells, whether awarded summarily or by court-martial, carries with it stoppages of pay and loss of time during the period of imprisonment, detention or cells (*see* **Article 1986, clause 1**), and stoppages of pay during the period in custody while under sentence of field punishment; it shall always carry with it, where applicable, deprivation of good conduct medal and badges; and further, for a chief petty officer, petty officer, or leading rating, disrating to a grade below that of a leading rating (except as provided for in Article **560,** clause 1), and for a non-commissioned officer, Royal Marines, when embarked, reduction to the ranks. *See* **538,** clause 1*a* (*Punishments to be shown on Warrants*), **795** (*Reduction of non-commissioned officers*), and **1995,** clause 3 (*Consequential effect on men in receipt of pensions*).

2. **Subsistence of Prisoners.**—The cost of the subsistence of men in gaol, and the expenses attending their removal to and from the prison, will be borne by the Admiralty; and where no local arrangements for meeting such costs and expenses exist, similar to those that prevail at the principal home ports, the Accountant Officer of the ship to which a prisoner belongs, under the authority of the Captain, and on proper vouchers, is to defray the expenses incurred in the removal of the prisoner, and to pay to the Governor or Keeper of the gaol, if at home, the amount claimed, provided it does not exceed 1s. a day for each prisoner's subsistence. If abroad, and in the absence of local arrangements, the Captain will order the amount claimed to be paid should he consider it fair and reasonable. In every case the full particulars are to be given in the vouchers.

558. Persons Sentenced, how borne.—Persons sentenced summarily or by court-martial to detention are to continue to be borne on ship's books, being transferred for this purpose to the books of—

(*a*) the depôt ship, if there is one in the vicinity of the place of confinement; or if there is no depôt ship,

(*b*) some other convenient ship in the vicinity; or if there is no such ship,

(*c*) the flag-ship.

Persons sentenced summarily or by court-martial to imprisonment are similarly to be borne upon ship's books unless they will be discharged direct from the prison to civil life, when they are to be discharged from ship's books from the time of arrival at the prison or from the time the order for discharge from the service is received.

2. **Civil Custody.**—Men convicted by the civil power at home or abroad whether sentenced to imprisonment or not, and men whose cases have been dealt with by an order under the Probation of Offenders Act, are to continue to be borne on the books of the ship to which they belong unless they will not return to that ship, when they are to be dealt with as directed in clause 1. (*See* **1720,** clause 2.)

3. **Men from Ships about to Sail.**—Men undergoing imprisonment or detention awarded summarily may, at the discretion of the Senior Officer, be removed from confinement for the purpose of rejoining their ships before sailing if a very few days of the sentence remain unexpired, or at any time if the completion of the sentence will involve any serious inconvenience to the Service. If the Commanding Officer should consider it advisable that men should be so released, he is to report the matter at least three days beforehand to the Senior Officer present and, with his approval, may issue an order in writing for the release of the offenders in accordance with Section 78 of the Naval Discipline Act (*see* **517**).

4. **Dismissal after Confinement.**—When a man has been dismissed or discharged from the Service, notice thereof is to be given by the Captain to the authorities at the place of confinement to which he is sent, in order that he may be set at liberty at the expiration of his sentence. *See* **1664** (*Travelling Warrants and Subsistence*); and **1753** (*Pay and Documents*).

5. **Release from Military Prison, Aldershot.**—Before the expiration of a sentence served in the Royal Military Prison, Aldershot, by a prisoner who will return to the Service, the Commodore of the Depôt of the prisoner's port division will receive from the Commandant of the Royal Military Prison and Detention Barracks, Aldershot, an application for an escort, and will be responsible for the return of the prisoner to his ship if he has been absent from his ship for sixty days or less, or if he has been absent from his ship for more than sixty days, for his removal to the Royal Naval Barracks.

For a prisoner belonging to Devonport port division who will return to the Service, the Commandant of the Royal Military Prison and Detention Barracks at Aldershot will first apply for an escort to the Commodore of the Royal Naval Barracks at Portsmouth, in case there may be a Service opportunity for the removal of the prisoner to his ship or depôt, and if there be no such opportunity will then apply for an escort to the Commodore of the Royal Naval Barracks at Devonport.

559. Suspension of Sentences.—Sentences awarded summarily may be suspended in the circumstances set out in Article **471b,** clause 1, but a sentence should never be suspended when it is intended that the offender shall not return to the Service. Officers concerned are recommended to use freely the power conferred by Section 74a of the Naval Discipline Act whenever, in their opinion, this can be done without detriment to discipline and the offender is likely, by his conduct, to justify the concession.

2. With the concurrence of the Senior Officer, if any, who approves a punishment warrant for imprisonment or detention, the Commanding Officer may, instead of issuing the usual committal order, give an order in writing that the sentence is to be suspended until an order of committal is issued. If there is no Senior Officer present to approve the punishment warrant, the Commanding Officer will use his own discretion.

3. At any time after a committal order has been issued, the officer who signed the committal order or, in special circumstances, the officer commanding the fleet or station to which the offender belonged, may order the residue of the sentence to be suspended.

4. When a sentence has been suspended, either before or after an order of committal has been issued, the offender is to be released from custody and informed by his Commanding Officer that his case will be reviewed periodically, and that the enforcement or remission of the remaining portion of the sentence will depend on his conduct remaining "V.G."

5. **Period of Suspension.**—A sentence which has been suspended, either before or after a committal order has been issued, remains suspended until such order has been issued or re-issued, or the sentence has been finally remitted. The officer commanding the ship or establishment to which the offender for the time being belongs, is, at intervals of not more than three months from the date the sentence was suspended until the sentence is put into execution or finally remitted, to reconsider the case, and decide whether the residue of the sentence shall be finally remitted or shall continue suspended, and he is on each occasion to inform the offender of his decision. Except where, owing to the offender having been absent without leave or having deserted, the issue of a committal order has not been possible, an order for committal shall not be issued after the expiration of twelve months from the date of the suspension, when, unless an order for committal shall have previously been issued, the sentence or the unexpired portion thereof shall finally be remitted.

6. If at any time during the probationary period the offender's conduct shall fall below "V.G.," the sentence should not continue suspended, but a committal order is to be issued by the officer commanding the ship or establishment in which the offender is serving. *See* **794** (*Royal Marines transferred to or from shore strength*).

7. If an offender whose sentence has been suspended commits a further offence for which he is sentenced summarily to imprisonment or detention, the officer who is empowered to issue an order of committal for the further offence may

issue an order of committal in respect of the sentence which was suspended, and may direct that the sentences shall run concurrently or consecutively; but, if the sentences are to imprisonment or detention, the total of the two sentences is not to exceed two years, any period in excess of this limit being deemed to be remitted.

8. **Accompanying Punishments.**—If a sentence is suspended before a committal order is issued, the officer who authorizes the suspension may at his discretion, in suitable cases, direct that the consequential penalties of disrating, deprivation of badges and medal, and the effect upon character, are to be enforced from the date of conviction. Otherwise any penalties which must accompany the infliction of the suspended punishment (*see* **557,** clause 1) are also to be suspended, unless and until a committal order is issued. Any other punishments which may have been awarded at the same time, namely, reduction to 2nd class for conduct, mulcts of pay, stoppage of leave and reduction to the 2nd class for leave, cannot be suspended. The fact of conviction will, however, constitute a break in the continuity of "V.G." conduct for badge purposes (*see* **527**).

If a committal order is issued and the sentence subsequently suspended, or if a sentence is suspended and a committal order is subsequently issued, all the punishments which must accompany imprisonment or detention and other consequences, namely:—

(*a*) disrating;
(*b*) deprivation of badges and medal;
(*c*) effect upon character;
(*d*) loss of pay and time;

shall be enforced in respect of so much of the sentence as is actually served. If a sentence which has been suspended is subsequently carried out, (*a*), (*b*) and (*d*) shall take effect from the date of committal. When a sentence is suspended after committal, (*a*) and (*b*) shall take effect from the date of sentence and (*d*) from the date of committal. For all sentences, (*c*) shall take effect from the date of sentence. (*See* clause 9).

If an offender subsequently deserts and is not recovered, or is not claimed for further service, character is to be assessed as if the sentence had been carried out.

9. **Effect on Character.**—When a sentence of imprisonment or detention awarded summarily is suspended, or subsequently remitted or enforced, the effect on character is to be as prescribed in Article **471b**, clause xii.

10. **Notations.**—The suspension of a sentence in whole or in part is to be recorded with full particulars of the offence and sentence on the conduct sheet and in the "Remarks" column of the ledger. The entries on the service certificate are to be as prescribed in Article **471b**, clause xiii.

When an offender whose sentence has been suspended is drafted to another ship or establishment, the fact that a sentence is in suspense is to be notified immediately by letter to his Commanding Officer.

11. When the Commanding Officer suspends a sentence or remits or enforces a suspended sentence, the facts are specially to be reported at the time to the Commander-in-Chief or Senior Officer, and are also to be reported when forwarding the quarterly punishment return. Commanders-in-Chief and Senior Officers are to take steps to ensure that the review of suspended sentences is duly carried out at intervals of not more than three months.

12. The procedure to be followed for Royal Marines whose sentences have been suspended, and who are subsequently transferred to or from shore strength, is prescribed in Article **794**.

Disrating.

560. Summary Disrating.—Disrating of any person below the rank of subordinate officer may be inflicted summarily by warrant (S. 271), but no rating is to be disrated below the limits laid down in Appendix XVII, part 1, nor lower, either actually or relatively, than the rating in which he first entered or re-entered, if service in the latter event was not continuous and re-entry was under a fresh engagement.

2. When summarily disrated for misconduct or disrated under Article **598**, clause 5, a note in writing of the offence is to be attached to the man's service certificate, and is to remain until he is reinstated in his former rating (*see* **407**).

3. **Acting ratings.**—A person holding an acting rating may be disrated by warrant as a punishment, when the ordinary procedure should be followed and the disrating will have the usual effect on assessment of character, good conduct medal, etc. If he commits an offence which, though indicating an unfitness for the higher rating, is not considered sufficiently serious to merit disrating by warrant, and if his general conduct is otherwise unsatisfactory, he may be reverted by his Commanding Officer for unsuitability (*see* Article **418a**). When ordered to revert for unsuitability, the penalties which follow disrating by warrant will not be applicable.

4. **Chief Petty Officers, Petty Officers, and Non-commissioned Officers.**—If a chief petty officer or petty officer, or non-commissioned officer of the Royal Marines or Royal Air Force, is charged with an offence which, if proved, would justify his being summarily disrated or reduced in rank, the following procedure is to be adopted:—

(*a*) A formal and public investigation is to be held by the Captain, a careful summary of the evidence of the witnesses for and against being made at the time in such a way that it can, if necessary, be incorporated in form S. 270 in due course.

(*b*) The accused is to have the assistance of an officer belonging to the ship to act as his friend and help him in stating his case, in the same manner as if he were being tried by court-martial, the necessary facilities being afforded. This duty should usually be undertaken by the officer of his division, but there is no objection to another officer belonging to the ship being entrusted with the duty if specially desired by the accused.

(*c*) Either before or at the conclusion of the investigation, the Captain, if he thinks that the offence, if found to be proved, would deserve summary disrating, should inform the accused that he can, if he desires it, be tried by court-martial, and is to give him not less than 24 hours for the purpose of reflection, informing him at the same time that a rating taken away by sentence of court-martial cannot be regained without first submitting it to the Admiralty for approval, but that the usual authority, *i.e.*, the Commodore of the depôt or the Commanding Officer (or the Commandant or Superintendent, Royal Naval School of Music, for Royal Marines), would have the power to restore if the disrating is effected by warrant.

(*d*) If the accused, after the specified period, indicates that he does not wish to be tried by court-martial, and the Captain decides that disrating is the appropriate punishment, the necessary steps are to be taken to obtain the approval, on the form on page 4 of the warrant† (S. 271), of the Flag Officer whose flag is flying to whom reference can most conveniently be made, the warrant being accompanied by form S. 270, on which each of the witnesses is to sign the summary of the evidence he has given. The warrant is to be signed but neither dated nor read until the necessary approval has been obtained, but if such approval cannot be obtained within a reasonable period, the Captain may formulate the sentence himself, reporting the circumstances without delay to the Commander-in-Chief or Senior Officer of the squadron.

(*e*) Should the accused elect to be tried by court-martial, the necessary steps for that purpose are to be taken.

(*f*) Should the exigencies of the Service, such as a single ship being on detached service, not permit a court-martial to be assembled within a reasonable period, the Senior Officer present may, if he considers it necessary, direct the Captain to deal with the case summarily. If in these circumstances the Captain disrates a chief petty officer or petty officer or non-commissioned officer of the Royal Marines, the Commander-in-Chief or Senior Officer of the

† Forwarding a warrant indicates that a Captain has come to a definite judicial decision as to guilt of accused; and if this has been done, the accused cannot be retried on the same set of facts. (*See* 537 (8) ***Liability to further trial for same offence.***)

squadron is to order a board of inquiry to assemble at the earliest possible date, and if their report indicates that a lighter punishment would have been sufficient, he is authorized to restore the rating from a date to be fixed by him. The accuser and the accused, together with the latter's friend, are to be present during the whole of the time that witnesses are being examined before the board of inquiry. A report, including the minutes of the inquiry, copy of the warrant, and form S. 270, is to be forwarded to the Admiralty.

5. **E.R.A's, Electrical Artificers and Ordnance Artificers.**—A Chief Engine-Room Artificer, 1st Class, may be disrated to the lower class in that rating, or to Engine-Room Artificer of any class for which he is qualified by time under Appendix XVII, Part I; he may not, however, be disrated to Engine-Room Artificer of a class lower than that in which he entered the Service. The same rule applies to Electrical Artificer and Ordnance Artificer ratings. Should he think fit, a Commanding Officer may disrate an Engine-Room Artificer, 3rd Class (or above), to Engine-Room Artificer, 4th Class, whilst at the same time permitting him to retain his chief petty officer status, together with his watchkeeping certificate and allowance; in other cases where more severe punishment is deemed necessary, the man must be disrated to Engine-Room Artificer, 4th Class, with reduction to petty officer status, involving automatic suspension of the watchkeeping certificate and allowance. An Engine-Room Artificer, 4th Class, holding chief petty officer status, who is disrated must necessarily be reduced to petty officer status, with automatic suspension of the watchkeeping certificate and allowance. The procedure laid down in Clause 4 is to be observed. Chief petty officers thus reduced in class for misconduct are subject to all the penalties which may follow disrating under Punishment No. 6 in Table II of Article **540.**

6. **Vacancies caused.**—If a chief petty officer is disrated to petty officer, the total number of chief and other petty officers allowed in the branch is not to be exceeded, but in the returns, if necessary, a petty officer is to be shown in lieu of a chief petty officer. No disrated petty officer is to continue to do duty of the rating from which he has been degraded.

7. **Leading Ratings.**—It is not necessary to submit to the Commander-in-Chief or Senior Officer a warrant for disrating summarily a leading rating.

8. **Re-advancement.**—A rating disrated by court-martial for misconduct is not to be re-advanced without the special authority of the Admiralty.

9. **Re-advancement of men disrated summarily for misconduct.**—Naval ratings disrated summarily for misconduct or disrated under Article **593,** clause 5, are not to be replaced on port division advancement rosters, but may be re-advanced irrespective of "vacancies" in complement and of port division numbers, at the discretion of their Captains for the time being, provided that they have passed the required examinations (*see* clause 13), that at the date of re-advancement their conduct for the undermentioned periods immediately preceding re-advancement has been continuously "Very Good" (*see* **527 (4)**), and that they are not actually suffering from venereal disease.

Chief Artificer Chief Mechanician Chief Shipwright	2nd Class to 1st Class	2 years.
*Artificer Shipwright Mechanician	4th Class or above	To "Chief 2nd Class," 2 years. To the next higher class other than "Chief 2nd Class," 1 year.
Joiner Blacksmith Plumber Painter Artificer Shipwright	5th Class to confirmed 4th Class	1 year.

* NOTE.—Under these rules an Engine-Room Artificer who has been disrated to 4th class with petty officer status, will be required to serve 1 year with continuous "Very Good" conduct in that grade before he can be re-advanced to Engine-Room Artificer, 4th Class (Chief Petty Officer) (*see* also Clause 11).

Joiner Blacksmith Plumber Painter Cooper	4th, 3rd and 2nd Classes to next higher Class	1 year.

All other:—

"Able Seaman" ratings	—To Leading Ratings	1 year.
Leading Ratings	—To Petty Officer ratings	18 months.
Petty Officer ratings	—To Chief Petty Officer ratings	2 years.

Such re-advancements are never to be antedated and are to be notified at once to the depôts.

(For recovered deserters, *see also* **406,** clause 4.)

10. The periods mentioned in the preceding clause are the minimum periods of "Very Good" conduct required to qualify for re-advancement, and the Captain is not to re-advance a rating disrated for misconduct unless he considers that the man is in all respects worthy of the higher rating or grade.

11. A man who was disrated by more than one step will be eligible under these rules for re-advancement by successive steps through the ratings previously held, but he must serve in each grade the prescribed period with continuous "Very Good" conduct before re-advancement to the next grade.

11a. A man after regaining the rate from which he was disrated will be advanced in accordance with the ordinary rules of advancement laid down, but at least one day must be served in the rating to which he is restored.

12. Re-advancement to Leading and Petty Officer ratings in the Seaman, Signal, Telegraphist and Stoker Branches, and to Sailmaker, will be through the acting rating (Article **407,** clause 3); in other grades and branches it will normally be to the confirmed rating direct if the confirmed rating were previously attained.

13. Before a man can be re-advanced to a higher rating, he must qualify in all examinations not already passed which are required for advancement to the confirmed higher rating. Where, owing to Service exigencies, no opportunity has occurred since the date of the disrating of completing such examination, the man, if otherwise eligible, may be re-advanced to the acting rating, but the examinations are to be taken at the first opportunity, when, if he passes, he is to be confirmed forthwith, except as provided in Article **407,** and if he fails, he is to revert to the lower rating but will remain eligible for re-advancement under the provisions of this Article.

14. Regulating ratings, other than ex-Royal Marines, summarily disrated for misconduct to leading rating or below in their previous branch, are eligible for re-advancement to petty officer rating in their previous branch in accordance with this Article, but are not to be restored to a Regulating rating without Admiralty approval.

(NOTE:—*See* Article **418a**—*Reverting for unsuitability.*)

561.
562. *Deleted.*

FORFEITURE OF MEDALS

562a. Forfeiture for certain offences.—The punishment awarded for treason, sedition, mutiny, cowardice or disgraceful conduct of an unnatural kind, is to include the forfeiture of any campaign or commemorative medals, unless the forfeiture is already involved in the conviction or sentence, i.e., conviction for desertion or sentence of dismissal with disgrace. (*See* **589,** clauses 6 and 6a, *as regards forfeiture on desertion.*) If the offender is in possession of medals awarded for gallantry, or of any decoration, the tribunal should not expressly include the forfeiture of these in the sentence, but a report of the conviction should be made to the Admiralty.

DEPRIVATION OF GOOD CONDUCT MEDAL OR BADGES

563. Deprivation of Medal.—Any person to whom a good conduct medal has been awarded may be deprived of it summarily by warrant for misconduct, and the

deprivation is to take place publicly, and will carry with it the forfeiture of any claim to the additional allowance that may have been earned (Article **534** (10)). The medal is to be returned to the Director of Navy Accounts.

2. No person is to be deprived of his good conduct medal, nor is any punishment entailing the forfeiture of a good conduct medal to be awarded, without the previous approval of the Commander-in-Chief, or Flag Officer whose flag is flying, to whom reference can most conveniently be made (or, in the case of Royal Marines on shore, of the Adjutant-General), except where such approval may properly be dispensed with (Articles **553** (1) and **560** (4. (*d*)).

3. **Forfeiture is obligatory.**—Desertion, imprisonment (*see* Article **598** as to imprisonment by the civil power), detention, disrating (or reduction in the rank of a Royal Marine) for misconduct, reduction to the second class for conduct, or the assessment of a character inferior to "Very Good" after a medal has been awarded, carries with it the forfeiture of the medal, except as provided for in clauses 3a and 4. The medal is also forfeited if the holder is deprived of two or more good conduct badges, or should again lose a badge, or if a badge is not regained within 12 months from the date of deprivation. If pensioned within 12 months of deprivation of medal and before regaining it, the man will be considered in regard to pension as in possession of the medal.

3a. When deprivation of seniority for misconduct has necessitated the award of "Good" to a Royal Marine at the annual assessment of character (*see* Article **605** (8) (*a*) and Note), the Commander-in-Chief, or Flag Officer whose flag is flying, to whom reference can most conveniently be made (or for Royal Marines on shore, the Adjutant-General, Royal Marines), will decide whether the Good Conduct Medal is to be forfeited or not.

4. **Forfeiture either of Medal or Badge.**—A man may be deprived of his medal without being deprived of any good conduct badge; and it is left to the discretion of the Commanding Officer to take away one badge without depriving a man of his medal, if his conduct has been in all other respects satisfactory, and notwithstanding that the deprivation of a badge has necessitated the award of "Good" at the annual assessment of character. In the case of men serving in non-badge ratings, the award of a character inferior to "Very Good" will necessitate the forfeiture of the medal.

5. If a badge should be taken away without loss of medal, the medal is not to be worn until the badge is regained.

6. [redacted]

7. **Restoration.**—The good conduct medal of a Naval rating or Royal Marine which has been forfeited for misconduct may, with the sanction of the Admiralty, be restored on completion of his time for pension, provided that his character during the last five years of his service has been "Very Good." The medal may also, with the sanction of the Admiralty, be restored at any time if he has rendered some special service.

564. Deprivation of Badges.—A warrant is required for the deprivation of a good conduct badge or badges, except for Royal Marines serving under the Army Act, or as provided in Article **598.**

NOTE.—A Royal Marine, while serving under the Army Act, may be ordered by his Commanding Officer (as defined in Army Rule of Procedure 129) to be deprived of a good conduct badge or badges, but shall have the right to elect to be tried by a District Court-Martial instead of submitting to such deprivation.

2. The Admiralty, on ordering a non-commissioned officer serving under the Army Act to be reduced to a lower grade, or to the ranks, will at the same time give directions as to whether forfeiture of a badge or badges shall accompany such reduction.

3. **Restoration.**—One badge so lost may be regained by six months' "Very Good" conduct, and additional badges by further periods of six months, reckoned, in each case, from the date of the preceding restoration.

If, however, a man has been sentenced to deprivation a second time within three years of actual service, the qualification is twelve months for the first restoration, and six months for each subsequent restoration.

It is within the discretion of Captains to delay the restoration of a badge, in consequence of failure to reach the requisite standard of conduct, in accordance with the procedure laid down in Article **527,** clause 2.

4. Time which does not count for purposes of award under Article **527** should not be reckoned towards restoration of badges.

5. Restorations are to be made when they become due whether the man prefers his claim or not. They should be supported by form S. 1130; in the case of Royal Marines on shore, by form R. 189.

REDUCTION TO SECOND CLASS FOR CONDUCT

565. Classification for Conduct.—All men on first entering or re-entering the Navy are to be in the first class for conduct, except when entered or re-entered in ratings which are not classed for conduct. Men received from other ships are to be placed in the class for conduct last noted on their service certificate.

2. **Not classed.**—Leading ratings and above, men in possession of a good conduct badge, and boys are not to be classed for conduct.

3. **Reduction of C.P.O.s, P.O.s, etc.**—Chief petty officers, petty officers, leading ratings, and non-commissioned officers of the Royal Marines, can only be reduced to the second class for conduct on being disrated below a leading rating (or reduced to the ranks) and deprived of all good conduct badges. Other men may be reduced to the second class for conduct if deprived of all good conduct badges, or if not in possession of any.

566. Offences for which Awarded.—Reduction to the second class for conduct may be awarded for gross insubordination, dishonesty, smuggling, or gross misconduct on shore when not dealt with by the civil power, and also to men for whose continual slackness or misconduct the repeated award of minor punishments has proved ineffective.

This punishment, with its consequent reduction in the daily rate of pay (*see* clause 4), is unsuited to deserters or absentees whose offence frequently brings them into debt to the Crown. It is never to be awarded automatically as a necessary accompaniment to a sentence of imprisonment or detention; but may accompany such sentence when the circumstances render such heavy additional punishment necessary.

2. It is to be awarded by warrant as a specific punishment, except:—

(i) to Royal Marines serving on shore under the Army Act. (*See* **798**, clause 3).

(ii) when ordered by the Admiralty on conviction by the civil power. (*See* **598**).

3. **Penalties.**—Men in the second class for conduct should not be employed on special or isolated duties. They may be ordered to fall in for inspection at such times as the Captain may appoint, and may be given such extra drill in the dog-watches, not exceeding one hour a day, as the Captain may consider necessary for their improvement. They are also liable to be dealt with exceptionally if they misconduct themselves. Men in the second class for conduct are to be placed in the second class for leave, and remain in that class until restored to the first class for conduct (*see* **572**, clause 2). They cannot be advanced to ratings that are not classed for conduct.

4. The total daily pay of men in the second class for conduct is to be less by one-sixth than their pay when not in that class. In order to avoid the use of fractions in the daily rates of pay, credit is to be given at the full rate of pay and a charge of one-sixth shown in the ledger in the column for "Other charges."

Immediately on being reduced to the second class for conduct, and until they are restored to the first class, the words "2nd class for conduct" are clearly to be noted in red ink after their names in the ledgers, transfer lists, etc., of the ships on whose books the men are borne, whether for pay, victuals or discipline only.

Credits for extra pay, submarine pay, provision, lodging and kindred allowances are not to be subjected to the above deduction.

567. Restoration.—Should the Commanding Officer be satisfied with the behaviour of a man in the second class for conduct, and have reason to believe that he wishes to reform, he may restore the man to the first class at any time after three months. If the man leaves the ship while in the second class for conduct, the Captain is to note, on the conduct sheet, the date on which he proposed to restore the man to the first class.

2. **Period in the Second Class.**—Notwithstanding any sentence of imprisonment, detention, or cell punishment, or time lost in desertion, restoration to the first class is not to be deferred beyond six calendar months from the date of reduction. Should the period expire before the date of the recovery of a deserter who has been reduced, the man is to be regarded as in the first class from that date. Time in desertion is not to count towards the minimum period of three months referred to in clause 1. Subject to the maximum period of six months in the second class not being exceeded, time for which pay is not allowed is not to be counted towards restoration, except periods under sentence of imprisonment, detention, or confinement in cells, which may be allowed to count when a man conducts himself well and is considered deserving of such consideration. A man in prison or under detention must be recommended for this privilege by the officer in charge of the establishment, the necessary report being obtained by the Captain upon each man received from prison.

3. Restorations are to be made when they become due, whether the man prefers his claim or not.

4. **Exceptional Restoration.**—If, however, on account of any particular act of gallantry, or other exceptionally meritorious behaviour, the Captain, or Commandant for a Royal Marine serving on shore, should consider a man to be deserving of restoration to the first class before he has been three months in the second class, the Commander-in-Chief (or Adjutant-General for a Royal Marine serving on shore) may approve of such restoration, reporting the particulars to the Admiralty.

5. The class for conduct is to be noted on the conduct sheet and on the service certificate, as provided for in Articles **603** and **606**.

Improper Motor Driving—Deductions from Pay

568. *Deleted.*

Cells

569. Cell Punishment.—Solitary confinement in a cell is limited to 14 days. A warrant is required in all cases.

2. **Size, etc., of Cells.**—Confinement in any other closed place than the established cells or under a canvas screen is forbidden. Cells are to be not less than 6½ feet in length, 3 feet in breadth, and the full height between decks, and they are to be ventilated properly. Cells are not to be made or altered without the authority of the Admiralty at home or the Commander-in-Chief abroad.

3. **Accompanying Punishments.**—Confinement in a cell carries with it deprivation of badges and forfeiture of time and pay for the period of the confinement.

4. **Diet.**—A man sentenced to cells is to be checked for victualling in the ledger for the period during which he is actually undergoing his sentence, and is to be victualled as provided for in Appendix XIX. Low diet is limited to the first three days, and is obligatory for leave-breaking offences; when awarded, it is to be set out in the warrant.

5. **In Hot Climates** no man is to be confined in a cell in which the temperature exceeds 80°, except where there is direct ventilation through the ship's side from the outer air.

6. **Picking Oakum.**—The offender is daily, Sundays excepted, to pick either two pounds of tarred hemp or six pounds of tarred sisal, which is to be weighed when given to him and again when received from him.

7. **Bedding.**—He is not to be allowed the use of his bed or bedding for the first four nights, but in cold weather he may have a blanket if considered necessary and if specially ordered. After the first four nights he is to be allowed his bedding every alternate night.

8. **Deprivations, etc.**—He is to keep himself and his cell clean. He is to be allowed a Bible and the use of religious books, and, if a member of the Church of England, is to attend Divine Service on Sundays. He is to be deprived of tobacco, knives, razors, writing material, and all secular books and papers, except one book of instruction.

9. **Exercise.**—After the third day's confinement, he is to be brought on deck under the sentry's charge for two hours a day, one hour a.m. and one hour p.m.

10. **Visits.**—An offender in a cell is to be visited night and morning in hot climates by a medical officer; elsewhere one visit a day will be sufficient. He is to be visited in his cell once in each watch by the Master-at-Arms. With the exception of the chaplain, medical officer and regulating ratings, an offender is not to be permitted to hold communication with any persons, except when authorized by the Captain.

11. **Relaxation of Rules.**—The Captain may find it necessary or advisable to relax some of these rules, especially when the Medical Officer, whose advice on the point is always to be attended to, is of opinion that by strictly adhering to them the health of an offender would permanently suffer.

12. A man sentenced to confinement in a cell may undergo his punishment on board a ship other than his own, at the discretion of the Senior Officer present, or on shore in cells approved by the Admiralty.

Extra Work and Drill

570. Punishment No. 11.—Men awarded this punishment are to be subject to the following routine:—

Grog to be stopped.
To turn out half an hour before the hands.
To do extra work during non-working hours from half an hour before the hands turn to until 2100, one hour of which, during the dog-watches, to be, if possible, drill or boat pulling.
To be mustered constantly.
To have full time for meals, except dinner, for which half an hour will be allowed; to be employed for remainder of dinner hour at drill or work.

2. Extra work when possible is to be done in the department to which the offender belongs.

3. If a man has to keep night watch either in harbour or at sea, this punishment is to cease at 2000, and he is not to be turned out before the usual time.

Classification for Short Leave

571. Class for Leave.—Naval ratings (except Boys) and Royal Marines (except Band Boys, Boy Buglers and Boy Musicians) are to be divided into two classes for leave:—

First Class.
Second Class.

2. Boys are not to be classed for leave.

3. All Naval ratings, except Boys, on first entry and on re-entry into the Navy are to be placed in the first class. Ratings and Royal Marines received from other ships or from headquarters are to be placed in the class for leave last noted on their conduct sheets.

4. **Scale of Short Leave.**—The leave which should be granted to men of the various classes is shown in Articles **650** and **653.**

First Class

572. The First Class shall consist of all Naval ratings and Royal Marines, except those in the second class for conduct and those who have broken their leave frequently or for long periods or in aggravated circumstances, or who have continuously or grossly misconducted themselves whilst on leave.

2. **Men in Second Class for Conduct.**—When a man belonging to the first class for leave is reduced to the second class for conduct, he is to be placed in the second class for leave; but on restoration to the first class for conduct he is to revert to the first class for leave, unless leave-breaking offences or misconduct whilst on leave have rendered him ineligible for restoration to that class for leave.

3. Should a man in the first class for leave continually break his leave, or continuously or grossly misconduct himself whilst on leave, he is to be placed in the second class for leave, and if a man wilfully overstays his leave after having been warned that the ship is under sailing orders, he may also be placed in the second class for leave at the Captain's discretion.

Second Class

573. The Second Class for Leave is to consist of men in the second class for conduct and those who, by breaking their leave frequently or for long periods or in aggravated circumstances, or who, by reason of gross or continued misconduct on leave, are unfit to be allowed the same privilege as the rest of the ship's company. The first simple case of leave-breaking, even for a long period, should not be so punished.

A man in possession of a good conduct badge or badges is not to be reduced to the second class for leave, unless his offences are so serious as to merit this punishment in addition to the deprivation of his badge or badges. (*See* **527,** clause 4, *as to effect on Good Conduct Badge.*)

2. **Restoration to First Class.**—Men in the second class are to be restored to the first class when they have returned to their leave punctually and fit for duty during three months continuously, unless misconduct whilst on leave has rendered them ineligible for restoration, or unless they are in the second class for conduct.

3. The time necessary for all restorations is to count from the date on which the man was reduced, omitting all time forfeited by imprisonment, detention or cells.

574. Notations.—Every man's class for leave, and the date from which he would be entitled to restoration to a higher class, are to be noted on his conduct sheet.

575. Men who have never broken Leave.—In every sea-going ship a list is to be kept of ratings who have not broken their leave since they joined the ship. This list should only be made use of on very special occasions, and the utmost care is to be taken that it is not used unnecessarily. It is not to be considered a class for leave in the ordinary sense, being only intended for use on occasions when any cases of leave-breaking would cause great inconvenience.

576. Absentees on Ship Sailing.—Men who miss their passage, owing to improper absence from their ships on leaving port, are, after undergoing such punishment as may be awarded for the offence, to be sent to their own ships, should an opportunity be likely to occur within a reasonable period.

PUNISHMENTS FOR LEAVE-BREAKING AND IMPROPER ABSENCE FROM PLACE OF DUTY

577. Limits of Punishment.—The maximum summary punishment for leave-breaking that can as a rule be awarded is detention (*but see* Articles **540,** table I, *Note* (i), *and* **551**), but, except for an aggravated offence, the award is not to exceed **30** days. An offence requiring more severe punishment is specially to be reported to the Commander-in-Chief or Senior Officer present.

2. Offences committed while on leave or during leave-breaking must be dealt with as the circumstances may demand.

3. A mulct of pay is obligatory in all cases, except as provided in Article **578.** clause 5.

4. It is to be borne in mind that the act of not returning to duty at the time ordered constitutes the main offence against discipline, and that the time which a man remains absent is an aggravation of the offence, and is to be dealt with on its merits in each case.

5. Leave-breaking offences are invariably to be described on the punishment warrant or in the daily record of offences as follows:—

"Did remain absent over leave.....hours.....minutes, namely, from.....to....."

578. Mulcts.—Every leave-breaker is to be mulcted of one day's pay for each three hours or part of three hours for the first 36 hours of improper absence, and for the remainder of such absence is to be fined one day's pay for each six hours or part of six hours. No leave is to be allowed for the period during which the offender's pays is forfeited.

2. **Up to 36 hours.**—For leave-breaking for periods up to 36 hours of improper absence (except aggravated or repeated offences) the punishment is to consist of mulcts of pay and stoppage of leave on the above scale only, but the Captain may, at his discretion, reduce the mulcts by such an amount as he may consider reasonable when, in his opinion, there are any special mitigating circumstances; the stoppage of leave should be reduced to a corresponding extent. This clause applies also to leave-breaking up to 36 hours dealt with in conjunction with other offences.

2a. **Boys.**—Boys serving in ships and establishments at home, other than Boys' Training Establishments, may, in addition, be awarded No. 11 or No. 16 punishment. Mulcts inflicted under the preceding clause are to be recovered from these boys, at a rate not exceeding 2*s.* 6*d.* a fortnight, by deduction from the fortnightly advances of pay (*see* **1748**, clause 6a) until the charge is liquidated.

3. **Over 36 hours.**—For leave-breaking for periods of over 36 hours of improper absence, or for aggravated or repeated leave-breaking offences for shorter periods, other punishments permitted by the regulations may be awarded, according to the degree of the offence, in addition to the mulcts of pay and stoppage of leave on the above scale.

A man in possession of a good conduct badge or badges is not to be reduced to the second class for leave unless his offences are so serious as to merit this punishment in addition to the deprivation of his badge or badges.

If there are mitigating circumstances justifying exceptional treatment, the Commander-in-Chief may reduce the mulcts, at his discretion, provided that the actual mulcts (i.e. excluding detention, etc.) be not reduced to less than one day's pay for each day's absence. The stoppage of leave may be correspondingly reduced.

4. Stoppage of leave for periods in excess of the scale is not to be awarded as a punishment for leave-breaking, except in aggravated or repeated cases, and men are not to be reduced to the second class for conduct for leave-breaking offences unless they are already in the second class for leave.

5. **Remission of Mulcts over 60 days.**—If the number of days mulcts in accordance with clause 1, or if the period of confinement to which a leave-breaker is sentenced, plus the number of days mulcts, would amount to a total of more than 60 days, any excess mulcts are to be remitted, provided that in no case shall the actual mulcts (*i.e.*, excluding detention, etc.) be reduced to less than one day's pay for each day's absence. The full stoppage of leave up to the maximum laid down in Article **540,** Table II, is to be enforced. This compulsory remission of mulcts applies also when imprisonment is awarded owing to lack of detention accommodation. It does not apply when, on other grounds, imprisonment is awarded in preference to detention, or when, on the same occasion, the offender is also convicted of some offence other than leave-breaking, but if involving exceptional hardship the circumstances should be submitted to the Commander-in-Chief for consideration. *See* clauses 2 and 3 (Discretionary remission in other cases).

6. A day's pay for the purpose of this Article is to include all full pay and allowances, including submarine pay, for which credit is given in the ledger, not

extra pay, provision, lodging and kindred allowances, nor the proportion retained from the pay of a South African Native (Cape Boy) as deferred pay.

7. **Deserters.**—The scale of mulcts does not apply to men who desert and who are consequently marked "Run" on the books.

8. Mulcts of pay for leave-breaking and for drunkenness on leave are to be debited against the offender's account in one sum, calculated at the rate of pay in force on the date of sentence, as modified by such sentence in cases of disrating, deprivation of badges or reduction to the second class for conduct. The sum thus debited is to be regarded as a definite fine for the offence, and is not subsequently to be altered, *e.g.*, when an increase of pay is granted with retrospective effect, an offender may be credited with the balance of the increased emoluments for days upon which he would otherwise have been mulcted in full. This clause does not apply to forfeiture of pay during confinement in cells.

579. Breaking out of Ship, etc.—The provisions of Articles **577** and **578** apply to breaking out of ship, breaking away from a landing party, etc. (*i.e.*, improper absences other than leave-breaking and desertion), except that any punishment applicable to the offence under Article **540** may be awarded in addition to mulcts of pay and stoppage of leave, and detention for offences of this description in ordinary cases need not be limited to 30 days. Reduction to the second class for leave is not applicable to breaking out of ship or breaking away from a landing party, and Articles **577** and **578** are not applicable to men who are only absent from a particular part of their ship.

PUNISHMENTS FOR DRUNKENNESS

580. A mulct of one day's pay is to be inflicted for all offences of drunkenness on board His Majesty's ships or in Naval establishments, or while absent on duty, or on returning from the shore, whether such return is voluntary or otherwise. A similar mulct is to be inflicted upon men who are drunk when received into naval or other custody, whether from leave or not, and if from leave, whether their leave has expired or not, unless the offender has already been dealt with by the civil power (*see* **598**, clause 3).

2. For the offence of drunkenness on board His Majesty's ships or in naval establishments, or while absent on duty, additional punishments may be awarded, at the Captain's discretion, within the maximum authorized by Article **540**, table I, section (e). Reduction to the second class for leave should not be awarded for such offences, though that punishment may be awarded for repeated offences of returning from leave drunk, as being continuous misconduct whilst on leave (*see* **572**, clause 3).

3. For a first offence of returning from leave drunk, men below leading ratings, provided they do not otherwise misconduct themselves, are not to receive any punishment other than the mulct of pay, but their grog may be stopped under Article **581**, and if also leave-breakers, they may be dealt with at the same time under Articles **577** and **578**. Should the offence be repeated, or the men otherwise misbehave, they may be dealt with under section (e) of table I, Article **540**, in addition.

4. Chief petty officers, petty officers, and leading ratings may be dealt with under section (e) of table I, Article **540**, even for a first offence of returning from leave drunk if the Captain considers it necessary, in addition to being mulcted of one day's pay.

5. In awarding punishment for drunkenness on leave, the Captain is to take into consideration the circumstances of the case as regards the disgrace or discredit brought on the uniform, the Service, or the position the offender holds.

6. Boys, in addition to being mulcted of one day's pay, may be awarded No. **20** punishment.

STOPPAGE OF GROG

581. Stoppage of Grog, when used apart from No. 11, is to be confined to offences comprised under the head of drunkenness, and may not be awarded for more than

30 days except for habitual or repeated drunkenness, when the Captain may continue the stoppage for such time as he may consider necessary with reference to the habits and disposition of the offender. When the penalty extends beyond 30 days, grog money is to be paid to the man under stoppage for the rest of the period.

2. This punishment does not necessarily involve stoppage of leave, but the two punishments may be awarded simultaneously in a proper case.

EXTRA WORK OR DRILL FOR TWO HOURS A DAY

582. Extra Work or Drill for not more than two hours a day may be awarded for any period not exceeding seven days.

2. This punishment may also be awarded for one day by the officers specified in sub-clauses (*d*), (*e*) and (*i*) of Article **536**, clause 1, if authority to do so has been delegated to them by the Captain (*see* **536**, clause 3, *as to entry in special book when so awarded*).

REPRIMAND BY THE CAPTAIN

583. To whom Awarded.—Reprimand by the Captain is not to be awarded as a punishment to any rating of lower rank than that of leading seaman or one of corresponding grade. It rests with the Captain whether a reprimand shall or shall not be recorded.

EXTRA GUARD

584. When to be Awarded.—Extra guard is only to be awarded for the offences of Marines while on guard or in the ranks.

BIRCHING AND CANING BOYS

(*See footnote* *)

585. Birching.—The punishment of birching is to be confined to boys rated as such, and to Boy Buglers and Band Boys when embarked, and is to be inflicted with the birch as supplied from the dockyard; the birching is to be given over the bare breech, and is never to exceed 24 cuts or blows; it is to be inflicted by the ship's police in the presence of the Executive Officer, a medical officer, two or more petty officers, and all the boys.

The punishment is to be awarded by warrant, and in ships carrying a flag or broad pendant, the approval of the Flag Officer or Commodore is necessary.

2. **Caning** on the breech, duck trousers with pants being worn, is limited to boys rated as such and to Boy Buglers and Band Boys when embarked and is to be inflicted with a light and ordinary cane. The number of cuts or blows is not to exceed 12, and the punishment is not to be carried out in public. Unless he attempts to break away, the boy to be caned should not be secured but should stand and bend down to grasp a chair or other firm object. Caning is intended for the serious offences of theft, immorality, drunkenness, desertion (in special cases as an act of leniency), insubordination, or gross and continued disobedience of orders. In the absence of the Captain, the Commanding Officer is not to order caning to be inflicted, unless the Captain shall be absent from duty by permission of superior authority for more than 48 hours.

DEDUCTIONS FROM PAY

586. Coloured Ratings.—This punishment, when not authorized under Articles **578** and **580**, is to be confined to Lascars and other coloured ratings. Deductions under this Article are not to exceed five days' pay (or, as a rule, two days' pay in the case of offences for which No. 11 is the maximum punishment prescribed by Article **540**, table I) in respect of any one or more offences punished at any one time, and are not to exceed 10 days' pay in all within the space of any one calendar month. The punishment is only to be awarded by the Captain.

2. A day's pay for the purpose of this Article is to include full pay and allowances.

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*NOTE.—The power of Commanding Officers to award birching for any offence tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

3. Deductions from the pay of a man reduced to a lower rating are to be charged against him on the scale of pay of such lower rating.

SECTION VI—DESERTERS AND ABSENTEES, AND REWARDS FOR APPREHENSION*

587. Definition of Desertion.—By Section 19 of the Naval Discipline Act the offence of desertion is defined as the doing of any act by a person subject to the Act, which shows an intention on the part of such person not to return to his ship or place of duty.

2. **Absentees.**—Naval ratings and Royal Marines who may have quitted their ships without leave, or have overstayed their leave, or have improperly absented themselves when detached on duty, and who may be apprehended before the expiration of seven days, beyond the precincts of a dockyard or other government establishment in which they may have been employed, are to be treated either as absentees or as deserters, according to circumstances, which are to be judged by their respective Captains.

3. **Arrest by Civil Power.**—If an absentee without leave is arrested by the civil power on another charge and is subsequently handed over to the naval authorities, his absence without leave is to be regarded as ceasing from the time of his arrest by the civil power.

588. R.Q.—When any person, below the rank of officer, belonging to a ship under sailing orders remains absent without leave, the Captain is to place the notation R.Q. against his name on the ship's books, and is to furnish the Senior Officer. on Form S. 219, in accordance with the instructions thereon, with a list of any such absentees.

2. **Removal of R.Q.**—If any such absentee should return, or be apprehended and brought back after the ship has sailed, the Captain of the ship to which he may return or be brought back is, under the authority of the Senior Officer, to investigate the case, taking into consideration whether the fact of the ship being under sailing orders was generally known, and if it should appear that the absentee had no intention of deserting, he is to be dealt with summarily on board the ship. The Senior Officer is then to inform the Captain of the ship from which the man absented himself of his having been dealt with, when the latter officer is to cause the R.Q. to be removed for pay and time. The Senior Officer is also to report the case to the Admiralty for information, and is to refer for Admiralty decision all cases in which the information available is insufficient to enable the Captain dealing with the case to arrive at a just conclusion.

3. If the R.Q. should have been placed against the name of a man or boy absent under the conditions provided for in Article **657**, and if the Senior Officer should obtain satisfactory proof of the truth of the statement, he is to inform the man's Captain of the fact, who is to cause the R.Q. to be removed for time and pay, the Senior Officer also acquainting the Admiralty of each case so dealt with.

4. **R. substituted for R.Q.**—Should there be clear proof that any such absentee had intended to desert, he is to be dealt with summarily for desertion, procedure similar to that indicated in clause 2 of this Article being followed, and the notation R. being substituted for R.Q. against his name.

5. **Disposal of Effects.**—The clothes and effects of such absentees are, as a rule, to be sent to the depot before the ship sails; but when this is not possible, the Senior Officer of the port at which the case of an absentee is dealt with, after his ship has sailed, is to cause information of the fact to be furnished at once to the Captain of such ship, so that the sale of the man's effects may be prevented.

Captains of ships should also ascertain from the depot whether any of their absentees on sailing have been recovered, before application is made for permission to sell their effects. (*See* **779**, clause 17—*Royal Marine deserters' effects.*)

6. **Disposal of Medals.**—Forfeited medals and decorations are to be forwarded to the Director of Navy Accounts for custody.

*See Article 24, clause 2, and Appendix XXVI (*Dominion Naval Forces*).

589. When Absentees to be marked "RUN".—If any person belonging to a ship should absent himself from his duty without leave, and if he should, in the judgment of his Captain, fail to give a good and sufficient reason for his absence, he is to be checked accordingly on the ship's books, on the day of his absence, if his absence began before noon; and on the day following his absence, if his absence began after noon; and should he not have returned at the expiration of seven days, he is, irrespective of the 12 o'clock rule for checking, to be marked "RUN" and the letter R is to be placed against his name on the ship's books on the day on which his absence began, his pay terminating on and including that date. He is not, however, to be discharged from ship's books until authority for his discharge shall be given by the Captain of the ship (*see* clause 1a). While so marked "RUN", he shall not be entitled to receive the pay which has accrued to the date of his discharge, unless the tribunal by which he is tried, or the Admiralty, shall otherwise direct (*see* clause 6).

1a. When a person has been absent from his duty without leave for more than three months, the Captain may authorize his discharge from ship's books, but no such authority for discharge from ship's books is to be given if there is reason to suspect that he may be required to answer other charges than desertion. If it is possible that he may be required to answer other charges, the circumstances will be reported to the Admiralty and the absentee will remain on ship's books until Admiralty approval shall be given for his discharge therefrom. (*See* **1720a** *for Accountant procedure.*)

2. **Removal of R. by Captain.**—If the Captain should subsequently be satisfied that there was no intention to desert, he is to remove the R, provided the person has not been convicted summarily as a deserter, and to cause payment to be made of the pay accrued, the case being reported to the Admiralty for information (but see Article **507**, clause 5).

3. Whenever persons are treated summarily as deserters, the R is to be placed against their names on the ship's books. (*See* **588**, clause 4.)

4. **Removal of R. by Admiralty.**—A man who has completed either—

(*a*) 3 years' service with continuous "V.G." character within 5 years of service after recovery, or

(*b*) 4 years' service with continuous "V.G." character within 9 years of service after recovery, or

(*c*) 6 years' service with continuous "V.G." character within any time,

may apply to his Captain for the R. to be removed (*see* **1158a**, clause 8, *Duties of Divisional Officer*).

If the Captain considers the man's general behaviour to have been satisfactory and is able to recommend him as deserving the concession, he is to forward the application for the consideration of the Admiralty.

The periods of 3, 4 or 6 years are to be complete calendar years from 1st January, and the periods of 5 and 9 years are to be reckoned as beginning on 1st January following the date of conviction of desertion.

Men who have deserted more than once.—Application under (*a*), (*b*) or (*c*) above may be made for the removal of the last R. If this is approved, a man may begin to qualify for the removal of a previous R under the same rules, the period of 5 or 9 years being reckoned from the date of qualification for the removal of the last R, and similarly with any further notation of R.

5. **Desertion after Re-engagement.**—Whenever any person, who has previously deserted, is again convicted of desertion after he has re-engaged to complete time for pension, the question of his retention in the Service is to be referred for Admiralty decision as soon as he has been dealt with.

6. **Forfeiture consequent upon Desertion.**—All pay, head money, bounty, salvage, prize money, and allowances which have been earned by a deserter, and all annuities, pensions, gratuities, medals and decorations (including good conduct badges) which may have been granted to him, are forfeit to the Crown, unless the tribunal by which he is tried, or the Admiralty, shall otherwise direct. The for-

feiture of the above, except medals and decorations (*for which see* clause 6a), should be remitted only in exceptional circumstances and the reason for the remission is to be reported to the Admiralty. The forfeitures of pay, allowances, annuities, pensions or gratuities do not apply to monies which should have been paid on the last regular pay day prior to desertion but for some accidental reason were not paid.

6a. **Forfeiture of Medals on Desertion.**—When a man is dealt with summarily on a charge of desertion and is found guilty, a definite decision is to be recorded as to the retention or forfeiture of medals and decorations, including those which are issuable but are not yet in the man's possession. (*See* **562a.**).

When a man is convicted of desertion by Court-martial, no mention need be made of medals in the sentence unless the Court remits the forfeiture of any of them.

When the offence is desertion during hostilities, the tribunal should not remit the forfeiture of decorations and medals, but should report to the Admiralty the forfeiture of any medal awarded for gallantry, or of any decoration. The Long Service and Good Conduct Medal is automatically forfeited. (*See* **563**, clause 3.)

When the offence of desertion has not been committed during hostilities, the tribunal should remit the forfeiture of any decoration or medal awarded for gallantry, but should not remit the forfeiture of campaign or commemorative medals. Forfeiture of medals and decorations awarded for conspicuous service, long and efficient service or meritorious service may be remitted at the discretion of the tribunal, but if the forfeiture is not so remitted a special report is to be made to the Admiralty. The Long Service and Good Conduct Medal is automatically forfeited. (*See* **563**, clause 3.) In respect of other medals, the decision as to forfeiture or retention is at the discretion of the tribunal: when the offence is tried summarily, forfeiture is subject to the approval of a Flag Officer.

Any remission or forfeiture which is not in accordance with these recommendations is to be specially reported to the Admiralty.

A deserter who is not reclaimed is disqualified for the grant of a medal or decoration not already awarded for service prior to desertion, but not for a medal or decoration awarded for gallantry unless the desertion is during hostilities.

Forfeiture of badges, medals and decorations is to be indicated on the service certificate in the following manner:—

Badges—The notation "Badge (or badges) forfeited" is to be made after the last badge entry.

Medals and Decorations—The relative entries are to be ruled through and the notation "Forfeited," with the date of conviction, is to be inserted below.

Remission of forfeitures is to be indicated in the appropriate columns as follows: "Forfeiture remitted."

The notations are to be attested by the Captain.

7. **Restoration of Effects.**—The clothes and effects of a recovered deserter may be restored to him by order of the court-martial by which he is tried or of the Captain by whom he is dealt with, unless they have been forfeited or sold in pursuance of an order under Section 24 of the Naval Discipline Act, in which case the Admiralty alone has power to remit the forfeiture.

8. **Restoration of Medals forfeited.**—Medals (other than Long Service Medals) which have become forfeited in consequence of desertion may be restored in the following circumstances:—

(i) On completion of a period of three years' service with "V.G." character.

(ii) On promotion to Petty Officer or Sergeant, if re-entered below that grade.

(iii) On mobilization from the reserve.

(iv) On re-engagement for pension after completion of first period of service.

(v) At the discretion of the Admiralty in recognition of meritorious service, or when otherwise specially recommended.

(vi) Time-expired men who are discharged before completing the qualifying period of service as provided above, may be granted restoration if they can show continuous "V.G." character from date of re-entry to the time of their discharge.

Application should be made to the Director of Navy Accounts for re-issue, which will be made:—

(*a*) Free of charge when the original medals have been returned to the Admiralty on being forfeited.

(*b*) On repayment as duplicate issues when the original medals were not recovered, provided that a satisfactory explanation of the circumstances of their loss is forthcoming. A report on this point should be forwarded as directed in Article **1698.**

Such restoration of medals will be noted on the men's service certificates.

590. Penalties for inducing Desertion.—The penalties for inducing men to desert or improperly to absent themselves, or for employing or concealing deserters or absentees, are set forth in the Naval Discipline Act. *See* **522** (*Aiding Desertion*).

591. Apprehension of Deserters, etc.—Every possible effort is to be made to check desertion and absence without leave, and by lawful means to detect and apprehend deserters or absentees. Descriptions on form S. 243 are to be distributed as may be directed by the Commanders-in-Chief, but at home one copy is invariably to be sent by the Captain to the Chief Constable of the deserter's or absentee's usual place of residence, when it is known, and also to any other place or places where he may be likely to have gone.

2. **Procedure on Arrest.**—The procedure to be followed in respect of the arrest and subsequent disposal of deserters and absentees is governed by the provisions of Section 9 of the Naval Deserters Act, 1847, and by Section 50 of the Naval Discipline Act.

3. **When charged before a Magistrate.**—Under the first of those Statutes, any person arrested on suspicion of being a deserter or absentee from His Majesty's Navy shall be taken and charged before a magistrate, and by him either—

(*a*) conveyed to prison pending inquiry of the naval authorities as to his identity, and afterwards, should such identity be proved, handed over to naval custody; or

(*b*) committed direct to naval custody on board any one of His Majesty's ships.

In either of the above cases, after the deserter or absentee has been delivered into naval custody, he may be dealt with under the Naval Discipline Act.

4. **When arrested by Naval Warrant.**—If arrested on naval warrant under Section 50 of the Naval Discipline Act, the deserter or absentee may be received direct into naval custody, and dealt with under the Naval Discipline Act; but no deserter or absentee who has not been arrested under such warrant shall be received from the police or from any other person, unless such deserter or absentee has first been charged before a magistrate.

5. **Voluntary Surrender.**—A deserter or absentee who voluntarily surrenders himself to naval authority may be dealt with under the Naval Discipline Act, though no warrant for his arrest may have been issued, and without charging him before a magistrate.

6. **Recovery Abroad or after Two Years.**—When deserters are apprehended or surrender in the United Kingdom after more than two year's absence from the Service, they are not to be removed from their place of confinement until the Admiralty has been communicated with. Abroad, Commanders-in-Chief and officers in command of stations are to make such special regulations as may be suitable.

6a. **Recovery in Canada.**—A deserter or absentee from one of His Majesty's ships, who surrenders or is apprehended in Canada at a time when no ship of the Royal Navy is available, is, until further orders, to serve in a ship or establishment of the Royal Canadian Navy, if so directed by an order given by the Commander-in-Chief, specifically naming him and the ship or establishment of the Royal Canadian Navy in which he is to serve.

7. **False Confession.**—Under the provisions of Section 10 of the Naval Deserters Act, 1847, any person who voluntarily confesses to being a deserter or an absentee without leave from His Majesty's Navy, unless he surrender himself into naval custody, may either—

(*a*) be taken before a magistrate, and by him delivered into naval custody; or

(*b*) be arrested on a warrant under Section 50 of the Naval Discipline Act, and delivered direct into naval custody.

In either case, however, the question whether he be or be not a deserter or absentee, must duly be investigated by naval authority, and for that purpose he may be detained for a reasonable time, when, if his confession of desertion or absence without leave shall be found not to be true, then he cannot be punished at all under the Naval Discipline Act, but he may either—

(*c*) be detained and received into His Majesty's Navy; or

(*d*) if not received into His Majesty's Navy, and on conviction of false confession of desertion before two Justices of the Peace, he may be adjudged to be punished, if in England, as a rogue and a vagabond, and if in Scotland or Northern Ireland, by commitment to prison, there to be kept to hard labour for any time not exceeding three months.

8. **Summary Investigation in Writing.**—When any deserter, or absentee without leave, whether delivered into naval custody by order of a magistrate, or by a warrant issued under Section 50 of the Naval Discipline Act, or by voluntary surrender, shall be brought before the Captain of any one of His Majesty's ships to which he does not belong to be dealt with summarily, a thorough investigation is to be made with a view to establishing identity, and a note taken in writing of the proceedings; the offender is at the same time to be asked formally if he has any statement to make, and such statement, if made, is to be signed by the offender and duly witnessed; and the accuracy of any such statement is to be tested carefully before the investigation is closed.

The written note of the investigation and the offender's statement are to be retained as enclosures to the punishment warrant.

9. **Notice of Recoveries.**—Whenever a deserter whose description has been circulated in the "Police Gazette" is recovered, the fact of his recovery is at once to be communicated to the editor of the "Police Gazette" by the Captain of the ship in which the man is received for trial, in order that notice of the same may be inserted in the "Gazette."

592. Recovery of Deserters from Foreign Ships.—The Captains of His Majesty's ships are to be cautious in receiving men from foreign vessels, who may represent themselves, or are reported, to be deserters from His Majesty's Navy. *See also* **389** (*British Seamen from Foreign Ships*).

2. **Searching Foreign Ships.**—No officer of His Majesty shall in any case search any foreign ship for any naval deserter or deserters. This prohibition applies whether such vessel be in foreign waters or elsewhere, and whether the officer be or be not armed with the warrant mentioned in Section 50 of the Naval Discipline Act.

593. Rewards for Apprehension.—Exceptional zeal or intelligence in affecting the arrest of a deserter or absentee, or in causing him to surrender, may be recognized by the payment of a reward, of which the amount is to be determined by the energy and intelligence which has been shown, and is not to exceed £1 for the arrest of a man who has overstayed his leave, or £2 for the arrest within two years of a deserter or of a man who has—

(*a*) broken out of his ship; or

(*b*) when on service away from his ship, quitted his place of duty and continued to be absent after the time at which he should have returned to the ship; or

(*c*) when his ship was under sailing orders, continued to be absent without leave after the ship had sailed, provided that the fact of the ship being under sailing orders was generally known.

A reward should not be offered beforehand, except in rare cases where the recovery of the deserter or absentee is of especial importance for other reasons.

2. **Rewards not Payable.**—No reward is to be paid for the apprehension of any officer, or to any Naval rating, or to any member of a police force employed at a naval establishment.

3. **Appeal against Award.**—If the constable, or other person, bringing a deserter or absentee on board, should object to the Captain's award, the question is to be submitted to the Commander-in-Chief, who, if unable to settle it, will forward it for the decision of the Admiralty. If abroad, the decision of the Commander-in-Chief, or officer in command of the station, is to be final.

594. Expenses of Apprehension.—For deserters or absentees escorted by the police in Great Britain, the only payments which may be sanctioned are as follows :—

(*a*) To the magistrate's clerk (either directly or through the police) :—

In England and Wales a fee of 2*s.*; in Scotland, 2*s.* 4*d.*

(*b*) To the police :—The reward, if any, payable in accordance with Article **593**.

Claims for fees in excess of the amounts at (*a*) above are to be referred to the Admiralty.

Except as provided in clause 2, the Accountant Officer of the ship to which the deserter or absentee is brought is to pay, on form S. 25, such amounts as may be due, charging to Navy Votes those amounts which are not recoverable from the deserter or absentee. (*See* **595**).

If the police claim the railway fares of the escort of the deserter or absentee, reference is to be made to the Director of Navy Accounts for decision as to the amount payable. Normally the police will issue travelling warrants, payment for which will be arranged by the Admiralty.

2. **Apprehensions by Metropolitan Police.**—The foregoing method of payment does not apply to the deserters or absentees apprehended by the London Metropolitan Police. For these the following course is to be observed :—

No payment is to be made by the Accountant Officer in respect of the expenses incurred by the constable, or of any reward which may be due to him.

The constable will produce a form prepared for the purpose, and will hand it to the Accountant Officer of the ship, who will, with the approval of the Captain, forthwith charge the deserter or absentee with the amount of any reward, if due, and note in the space provided on the form the fact of the charge having been made. The form is then to be returned to the constable.

The payment of the reward, when due, will be arranged between the Admiralty and the Commissioner of Police for the Metropolis, and any amount chargeable against the deserter or absentee in respect of railway warrants issued by the police for the deserter or absentees own conveyance will be communicated by the Director of Navy Accounts (*see* **595**).

3. **Apprehension by Police of Northern Ireland.**—For a deserter or absentee escorted by the Royal Ulster Constabulary, the constable or other person bringing him on board may be paid, in addition to any reward payable under Article **593**, incidental travelling and subsistence expenses in accordance with the following regulations, namely :—

(*a*) Sums, other than railway fares, expended on the actual conveyance of the deserter or absentee, such as hire of cabs, boats, etc.

(*b*) Subsistence of deserter or absentee—not exceeding 1s. 6d. a day while under detention; or 3s. 9d. a day when travelling.

(*c*) Subsistence of escort. (At the rate payable under the Regulations of the Royal Ulster Constabulary according to the time necessarily occupied in conveying the deserter or absentee to his destination, and returning).

(*d*) Except in special cases, the only other payments which may be sanctioned are the statutory fees of 2s. to the magistrate's clerk, and 2s. 6d. to any medical practitioner by whom the deserter or absentee may have been examined.

595. Charges against Deserter.—The amount of the reward and the cost of the deserter's or absentee's own fare by land or sea transport are the only charges to be made for his desertion expenses against his pay by the ship to which he is brought, whether the escort be naval, military, air force or police. These items should be shown separately in the appropriate column of the ledger, except when especially remitted. Commanders-in-Chief and officers in command of stations abroad may, at their discretion, limit the charges to such a sum as could be liquidated in three months if dealt with as a debt under **1748**, clause 8, care being taken that advances of pay and allotments are restricted as laid down in sub-clause (ii) thereof. At home, the question of remitting any portion of the charges will be decided by the Admiralty. The amounts chargeable for railway warrants issued by the police, whether in Great Britain or Northern Ireland, for the deserter's or absentee's own conveyance will be communicated to the man's ship by the Director of Navy Accounts.

The amount charged against the offender's pay (or if this cannot definitely be ascertained, the approximate sum) is to be noted for information (but not as punishment) on the punishment warrant, and in the daily record of offences.

The cost of telegrams sent concerning deserters or absentees is not to be charged against them.

596. Extra Pay to Regulating Ratings.—Whenever Regulating ratings, or other persons in the fleet, are sent on shore for the express purpose of collecting deserters or absentees, they are to be paid the amount of extra pay specified in Article **1633**, provided the Captain is satisfied that the duties have properly and expeditiously been performed.

Section VII.—Civil Power*

597. Captain to Assist.—The Captain will afford every facility to the civil power in detecting and apprehending persons serving on board whose arrest is required on any criminal charge, but he will require any constable or other civil officer coming on board to search for or apprehend such persons, to produce his warrant or to show satisfactory evidence of the character in which he acts.

No officer or man in lawful custody on board can be claimed by the civil authorities for trial in a civil court, except on a writ of *habeas corpus* or on an order by the Secretary of State. He may, however, be surrendered voluntarily to answer a criminal charge, if such charge is in respect of a civil offence of a graver or more serious nature than the naval offence for which he is held in custody on board. Prior Admiralty authority should, however, where possible, be sought before such a course is taken.

2. When a man has been arrested by the civil power and afterwards admitted to bail, and the ship to which he belongs leaves the port before he is dealt with, he is, if possible, to be lent to a ship remaining at the port. If no naval accommodation is available, he is to be handed over to the civil authorities before the ship leaves.

In home waters, a man who is left behind by his ship because of proceedings against him in a civil court, whether he is subsequently acquitted or convicted, is, in the absence of an early Government opportunity, liable for the whole cost of rejoining his ship, but special cases in which, owing to the movement of the ship, it is considered that this liability should not be enforced, may be represented to the Admiralty. Where conviction has resulted, the travelling expenses incurred by the man as well as the penalty enforced by the court should be taken into account by the Captain in considering the imposition of naval penalties (Article **598**). In similar circumstances abroad, the matter should be reported to the Admiralty for decision whether the man should bear the whole or any part of the expense of rejoining his ship.

3. The Captain will permit writs and other legal processes to be served on board, provided that no serious inconvenience is thereby caused to His Majesty's Service.

*See Article 24, clause 2, and Appendix XXVI (*Dominion Naval Forces*).

3a. When a subpœna or witness summons requiring attendance at any Court of Justice is served upon a member of the ship's company, the Captain will grant such leave as may be necessary, provided that the efficiency of His Majesty's Service is not impaired thereby. If in the opinion of the Captain such leave cannot be granted without so impairing the efficiency of His Majesty's Service, he will, if the ship is in home waters, immediately report the circumstances, attaching all relevant documents, through the Senior Naval Officer to the Admiralty for directions, and at the same time inform the officer of the Court that he is so doing.

3b. Nothing in clause 3a shall affect the procedure in cases under the Naval Discipline Act, Section 98a, laid down in Appendix III, Part III.

598. Arrests to be Reported.—Every civil or criminal arrest of an officer or man is to be reported by the Captain to the Commander-in-Chief, who will inform the Admiralty in all cases in which the arrest is in respect of a prosecution under the Public Stores Act, 1875 (Article **1938**), and in other cases only when an officer is concerned.

It is the duty of any officer who may be arrested by the civil power to report the fact forthwith to his Commanding Officer, or, if he is on unemployed full pay, full pay sick leave, or foreign service leave, to the Commodore of his Depot.

This procedure is to be followed where the civil authorities hand over the naval offender to be dealt with under the Naval Discipline Act, as well as where they institute proceedings in the civil courts.

2. **Attendance at Trial.**—Whenever any person belonging to the Fleet shall be on trial by the civil power for an offence within His Majesty's dominions in the neighbourhood of his ship, the Senior Officer, if practicable, will take steps to ensure the presence of an officer from the ship to which the accused belongs or upon the books of which he is borne, to watch the trial, and, if called upon by the Court, to testify to his character and antecedents. An officer who attends in Court for this purpose will not give information of minor offences against the discipline of the Service unless specially required by the Court to do so, since the nature of these offences is liable to be misunderstood to the prejudice of the accused. For the same reason he will not take a man's conduct sheets with him to Court. If the accused be committed for trial, the officer watching the case is, if practicable, to mention to the accused the desirability of asking the Court whether he is not entitled to bail or, if not entitled, whether he may not have bail.

3. **Naval Penalties.**—Except in connection with advancement (**406**, clause 5a), conviction by the civil power (whether followed by imprisonment or not), or an order under the Probation of Offenders Act, entails the stoppage of one day's pay and time for every 24 hours or portion of 24 hours during which the offender is absent. The Commander-in-Chief, or other Flag Officer whose flag is flying, to whom reference can most conveniently be made, should remit these penalties whenever the offence is venial and brings no discredit on the Service, and may remit them in other cases where there are special grounds for remission. Should a man have been on leave when arrested by the civil power, his time and pay are not to be stopped for that portion of his absence during which he was on leave. Forfeiture of pay for absence of Royal Marines on shore will be governed by Sections 138 and 140 of the Army Act, and, with the approval of the Adjutant-General, may be remitted in specially deserving cases.

4. Should the offence be one that has brought disgrace or discredit on the uniform, the Service, or the position which the offender holds, he may also be deprived of his good conduct medal, of one or more good conduct badges, be reduced to a lower class for leave or have his leave stopped for a period not exceeding 30 days, be awarded an inferior character at the end of the year, or the offence may be regarded as breaking the continuity of " Very Good " conduct for badge purposes, if recommended by the Commanding Officer and approved by the officer mentioned in clause 3. If the latter penalty is enforced, the date of conviction is to be noted in column 4 of the conduct sheet as the " Date of commencement of ' Very Good ' Conduct."

5. When the offences are specially serious or repeated, the man may be disrated, reduced to the second class for conduct, or discharged, but these penalities can be authorized only by the Admiralty. If such penalties are proposed, an additional copy of the report is to be prepared and should be forwarded to the Admiralty, accompanied by a copy of the offender's certificate of service.

6. A decision is to be obtained on form S. 273 as possible after the man's conviction. Forfeitures of pay and time enforced under clause 3 are to take effect from the commencement of each separate period of absence, *i.e.*, from date of arrest unless on leave at the time, from the date of expiration of leave if arrested during leave and still in custody when leave expires, and from date of conviction if allowed to return to ship before trial.

If any of the penalties specified in clauses 4 and 5 are enforced, they are to take effect from the date of conviction or order under the Probation of Offenders Act. Similarly, where a man appeals, and the appeal is quashed, the original date of conviction is to stand for the purpose of applying any Naval penalties awarded. The decision is to be noted, with all necessary particulars, in the ledger and on the conduct sheet, the form being finally enclosed in the quarterly return of punishments (S. 181). A warrant is not required. *See* **606**, clause 11 (*Service Certificates*).

7. **Restriction of pay while waiting trial.**—If a man remains under arrest by the civil power whilst waiting trial, he may be advanced during the first month, if required, 50 per cent of the pay and allowances remaining after payment of any allotment in force to wife and/or dependants; after one month, advances of pay are to be restricted to one-seventh of pay and allowances, and the allotment of pay to wife and/or dependants is to be limited to five-fourteenths thereof. No other allotments are to be permitted during the period he is under arrest. If subsequently acquitted, the balance withheld is to be paid, but if convicted, the advances paid are to be recovered as far as possible.

8. **Notice of Appeal.**—When notice of appeal to a higher civil court is given, the imposition of naval penalties should be suspended pending the result of the appeal.

If the accused returns to duty pending the hearing of the appeal, he should be unaffected by the decision in the first court, but the balance of pay accrued under clause 7 while waiting trial is to be withheld until the result of the appeal is known. If he remains in custody, his pay and allotment are to be on the scale laid down in clause 7.

599. Debt Cases.—The Captain will be justified, under Sections 97 and 98 of the Naval Discipline Act, in not allowing any Naval rating or Royal Marine belonging to the ship to be taken under any warrant, process, or writ of execution whatever, which may be issued in any part of His Majesty's dominions, for any debt or alleged debt, unless such debt shall have been contracted by the debtor at a time when he did not belong to His Majesty's Service.

2. **Persons in Arrest on Board.**—He will be justified in not allowing any officer or man, who may be in arrest on board, to be taken out of the ship under a civil process for debt.

3. *Deleted.*

4. **Persons in Arrest sent to Hospital.**—If any person should, while in arrest, necessarily be sent to hospital, the Captain will inform the medical officer in charge of the establishment of the fact in order that he may not be surrendered under any civil process.

5. **Seizure of Uniform.**—He will not permit the seizure by civil process on board the ship within His Majesty's dominions of any articles of uniform or clothing, which may reasonably be necessary to enable the officer or man to whom they belong to perform the duties then or likely at any time to be required of him.

6. **Report of Refusals to Surrender.**—Every case of refusal to surrender an officer or man to a warrant, summons, or other process, is at once to be reported fully to the Commander-in-Chief or Senior Officer present, with the grounds of such refusal, and the offences, if any, with which the officer or man is charged on shore and those for which he is in arrest or undergoing imprisonment on board.

Chapter XIII

CERTIFICATES*

600. Care in filling up.—When filling up certificates, the Flag Officer or Captain will always bear in mind that their value to the individual and to the Service depends on the care and deliberation with which this important duty is performed, and that the future career of the officer or the man may much depend on the character and ability or efficiency awarded, and that a certificate often is a man's passport through life; he will also bear in mind that a lower character than "Fair" entails the loss, in respect to pension, of the whole of the time so recorded.

601. Officers' Certificates.—The Flag officer, for those appointed for duty on his Staff, and the Captain, for others, is to give every officer serving under him, whether as part complement or supernumerary, on his discharge or on other prescribed occasions, a certificate of conduct on form S. 450; the bottom certificate is to be given to the officer, and the book with the counterparts of all the certificates given, which are to be exact transcripts of the originals, is to be sent to the Admiralty when the ship is paid off, except that stationary ships, shore establishments, etc., at home and abroad, are to send the book to the Admiralty at the expiration of three years from the date of commencement, whether completed or not. Flag Officers who use separate books for officers on their staffs should send the books to the Admiralty on hauling down their flags.

If an officer is serving under such circumstances that the rendering of a certificate on his conduct on form S. 450 is not practicable, the officer concerned may apply to the Secretary of the Admiralty for a certificate of time for the period in question.

When a Commodore of the Royal Naval Barracks at any of the home ports is superseded, he need issue certificates of service only for the heads of departments and other officers who have come under his immediate supervision, or under his notice for misconduct or inefficient performance of their duties; the certificates for the remaining officers concerned, which are initialled by the responsible heads of departments, being forwarded when the head of the department, or the officer, leaves the depôt.

2. **Forfeiture of Time.**—The Captain is not indirectly to deprive a subordinate officer of any period of his time by withholding from him the certificate required by clause 1; but if the conduct of a subordinate officer should oblige the Captain to exercise his power of depriving him of time under the Naval Discipline Act, he is to record his having done so in the log, noting in the ledger the time so forfeited and reporting the circumstances to his superior authority for the information of the Admiralty; he will note the forfeiture on any other certificate he may be required to furnish.

3. **Officers borne for time in Depôts.**—Certificates of service are not to be issued to officers borne for unemployed time only in a depôt.

When an officer is borne for time in a depôt, but does duty under any Captain other than that of the depôt, his certificate is to be initialled by the officer in command of the depôt for time only, and is to be filled in and signed for conduct, etc., by the Captain under whom he is employed.

4. **On Passage in Contract Ship.**—When an officer takes passage in a contract ship, the Captain of the ship to which the officer is discharged is to furnish a certificate for time on passage.

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*See Article 24, clause 2, and Appendix XXVI (*Dominion Naval Forces*).

5. **Medical and Dental Officers** serving in naval hospitals or sick quarters are to be granted certificates (S. 450) under the general conditions laid down in the foregoing clauses. The certificates are to be issued by the medical officer in charge of the hospital or sick quarters.

6. **R.N.R. and R.N.V.R. Officers.**—When officers of the Royal Naval Reserve or Royal Naval Volunteer Reserve are appointed to His Majesty's ships, the following certificates are applicable:—

R.N.R. Officers:—

(*a*) Probationary Midshipmen.—Immediately on completing 2 months' training, a special report on S. 206R to the Admiral Commanding Reserves, as to the officer's ability, zeal and conduct, and the probability of his becoming an efficient officer of the R.N.R.

On completing 4 months' training, form S. 206R to the Admiral Commanding Reserves.

NOTE.—If the officer is then considered unfit for retention, a special report in manuscript, giving reasons for arriving at this conclusion, is to accompany S. 206R.

(*b*) All other officers:—

(i) Form S. 206R is to be forwarded to the Admiral Commanding Reserves immediately after the discharge of an Officer, by each ship in which he has served.

(ii) Executive Officers.—On conclusion of courses in Naval schools or establishments, form G. 5 to the Admiral Commanding Reserves.

(iii) Accountant Officers, R.N.R.—On conclusion of all training, form S. 450 to be given.

NOTE.—This form is not to be granted to Executive and Engineer officers, but a note is to be made on their training certificate books, R.V. 02, in lieu, whenever they perform training in one of His Majesty's ships or establishments.

(*c*) Chief Skippers and Skippers.—On conclusion of first training, form R.V. 58B is to be completed for each Skipper and forwarded to the Registrar General, accompanied by the Skipper's certificate book. In respect of subsequent training, form R.V. 58A should be completed and furnished, but the certificate book need not be forwarded unless the officer is adversely reported on.

During periods of service in the Fleet, form S. 206R is to be forwarded to the Admiral Commanding Reserves immediately after discharge of an officer, by each ship in which he has served.

R.N.V.R. Officers.—

On all occasions of training or appointment for service in His Majesty's ships or establishments, form S. 206R to the Admiral Commanding Reserves and the usual certificate of service (S. 450) to each officer.

On Mobilization.—

R.N.R. and R.N.V.R. officers when called out for service in the Fleet are to be granted the same certificates as officers R.N. on all occasions.

General.—

Form S. 206R is to be forwarded direct to the Admiral Commanding Reserves immediately on discharge of an officer, by each ship in which he has served, irrespective of the period for which he has been borne, except as stated in paragraphs (*b*) (ii) and (*c*) above.

7. **Forwarding Certificates**—In cases where the officer has left the ship before the certificate can be handed to him, it is to be placed under separate cover and sent to him direct.

8. **Officers of Dominion Naval Forces.**—Officers of the Dominion Naval Forces serving in His Majesty's ships are to be given the usual service certificate, a copy of which is to be forwarded by the Commanding Officer direct to the Naval authorities of the Dominion to which the officers belong, namely, for R.A.N. Officers

to the Official Secretary, Commonwealth of Australia, Australia House, Strand, W.C.2; for R.C.N. Officers, to the Chief of the Naval Staff, Department of National Defence, Ottawa, Canada.

A notation that this has been done is to be made on the counterpart, and the date of transmission should also be recorded.

601a. Addresses, etc., of Officers' nearest relative or friend.—When an officer joins a ship or naval establishment, he is to give particulars, on form S. 537a, of the nearest relative or friend to whom it is desired that information concerning his death or illness should be communicated. This return is to be retained in the ship or establishment concerned for use, if necessary, in making the reports required under Article **1135.**

2. For all officers other than Royal Marine officers (*see* clause 6) and Royal Air Force officers, a duplicate form S. 537a is to be prepared and forwarded to the Admiralty forthwith, tenders or ships not keeping accounts forwarding a triplicate form S. 537a to their parent ships. The prompt despatch of these returns to the Admiralty and, where necessary, to the parent ship is to be checked by a notation in the Officers Victualling and Check Book (form S. 261).

3. The particulars so rendered are to be verified annually on the occasions laid down for the verification of details of the nearest relative or friend of ratings (*see* Article **867**). Any alterations then found necessary are to be entered on the ship's form S. 537a, and a duplicate and triplicate amended form sent forthwith as directed above.

4. Officers themselves are responsible for notifying any alterations that may occur in the interim periods. Officers on half-pay, unemployed pay, or leave are to report such changes direct to the Admiralty (Article **926a**).

5. The above arrangements do not apply to officers borne on the books of H.M.S. "President", particulars of whose next-of-kin should be kept in the department to which they are attached, or to officers borne on the books of a depôt for balance of home-service leave, foreign-service leave, sick leave, or unemployed pay.

6. **R.M. Officers.**—The above instructions are applicable to Royal Marine officers, except that form S. 537a need not be sent to the Admiralty unless the officer notifies a change in the particulars of his nearest relative or friend.

7. **R.A.F. Officers and Naval and Marine Officers holding R.A.F. Commissions.**—The Air Ministry keep particulars of the nearest relative or friend of officers of the Royal Air Force and Naval and Marine officers holding R.A.F. commissions, and Commanding Officers are to report particulars of these in accordance with such instructions as the Air Council may direct from time to time.

602. Assessing Characters of Men.—In assessing the character of a man, the Captain should take into consultation the Executive Officer and the officer of the man's division or (for a Royal Marine) the Royal Marine Officer, as well as any other officer who may have special knowledge of the man's character and abilities; he is fully to consider all the entries against him on his conduct sheet, also his general character and efficiency, so that this duty, so important both to the man and to the Service, may be performed justly and with proper deliberation.

603. Conduct Sheet.—A complete record of a naval rating's offences is to be kept on a conduct sheet (S. 239a).

The conduct sheets are to be kept either with the service certificates or in loose-leaf files and are always to be in charge of an officer, who is to be responsible to the Captain for all notations thereon and for the safe custody of the documents. (*See* **797** *for procedure regarding Royal Marines*).

For inspections under Article **608** (5), the conduct sheets are to be placed in the service certificate covers.

2. **Use of Conduct Sheet.**—A conduct sheet is to be prepared for each naval rating in the ship, irrespective of whether offences are committed, and is to form a continuous record regarding badges, class for conduct, class for leave, offences,

punishments, etc., so as to afford the data upon which the record of his character is founded, and to guide the Captain in awarding punishments. Whenever it is necessary for a man's service certificate to be brought up for inspection, or to accompany him, his conduct sheet should be attached to the certificate. On a man's transfer to another ship the entries relating to his service up to that date are to be signed and dated by the Commanding Officer.

Where a man is marked "RUN" under Article **589**, clause 1, his character and efficiency are to be assessed on his conduct sheet up to and inclusive of the date on which his absence began.

With a view to facilitating the assessment of foreign service leave, where men serving abroad are discharged from His Majesty's ships for passage home, the date of leaving the United Kingdom is to be noted in red ink on the conduct sheet in the following form "Left U.K....." The dates of any leave taken abroad in excess of six days in any one year are also to be noted thereon (*see* **650** clause 3, (ix)). These notations are to be transferred to form S. 543 on men being discharged to the home depôt. *See* **797**, clause 1 (*Royal Marines*).

3. **Disposal.**—It is not desired that all petty offences committed by any man should remain on permanent record against him, and for this reason, when he joins a ship with a conduct sheet on which there is a record of any offences in previous ships, a new conduct sheet is to be made out, but the old one is also to be retained until the next assessment of character on the certificate of service, after which it is to be destroyed, unless the assessment was made at the time of desertion.

In order to save clerical labour in depôts, however, the conduct sheets of men joining shore or harbour establishments need not be so destroyed, but may be kept in use and accompany ratings to their next sea-going ship, and this procedure must invariably be followed for Leading Seamen, Able Seamen, Leading Signalmen and Signalmen.

4. The conduct sheet of a man discharged from the Service is to be destroyed, except as provided in the following sub-clauses.

The conduct sheet of a non-continuous Service Officers' Steward or Officers' Cook discharged to the shore is to be duly completed and forwarded to his port division, where it is to be retained for a period of five years unless the man is re-entered in the meantime, when it should be sent to his ship.

The conduct sheet of a man not recommended for the Royal Fleet Reserve (*see* Article **606**, clause 10) is to be forwarded to the Registrar, Royal Fleet Reserve at his port division, who is to retain it for a period of five years.

5. **Ratings on Passage.**—It is not necessary to make any notation on this form, for a man borne for passage unless a change for the worse takes place in his conduct or in his rating.

6. **Transfer of Notations.**—When it is necessary to make a new conduct sheet, the record as to badges, conduct, class for leave, assessment for efficiency, recommendations for advancement and for confirmation, notation of advancement to acting higher rating under Art. **407**, etc., are to be transferred from the former sheet. The new sheet is to be initialled by the Accountant Officer, who will be responsible for its correctness.

7. At the expiration of the year, after the character of each man has been assessed, a line in red ink is to be drawn across the sheet below the record of offences committed by him.

604. Daily Record.—The entries in the daily record of offences and punishments (S. 240) are to be initialled at the end of each week by the Captain; punishments awarded by the Executive and the Royal Marine Officer having previously been initialled by those officers.

2. In abstracting the punishments from the daily record of offences, according to the various sections of Article **540**, for the quarterly return of punishments, the Captain is to be particular in filling up the columns and careful to determine the class in which each punishment and offence should be placed, so as to exhibit a fair and impartial classification.

Deductions from pay under Article **594** are not to be included in the return.

3. **Disposal of Daily Record.**—The records are to be closed on the last day of each quarter and forwarded with the punishment return (S. 181) to the Commander-in-Chief, who after due examination will transmit them to the Director of Navy Accounts, new daily records being opened for the ensuing quarter.

605. Service Certificate.—A service certificate (S.459), together with cover (S. 459a), is to be prepared for every man and boy on first entry. When any person offers himself for entry, special inquiry is to be made whether he has ever been in the Service; if so, and he fails to produce his certificate, a new certificate is not, on any account, to be prepared for him until the necessary particulars have been received from the Director of Navy Accounts, to whom application should be made. (*See* **799** *regarding Royal Marines.*)

2. **New Certificates.**—If a man's service certificate is defaced, a new certificate, showing the whole of his service, may be issued to him when necessary, the damaged certificate being impounded and forwarded to the Director of Navy Accounts for Naval ratings; to the Commandant of the man's division for Royal Marines; and to the Superintendent, R.N. School of Music, Deal, for Royal Marine band-ranks.

Should it become necessary through the length of a man's service to issue to him a second certificate, a note is to be placed in the service columns of the old certificate "Continued on new certificate", and on the new one "Continued from the original certificate."

3. **Notations of Service.**—The service of every man, except as provided for in the following paragraph, is to be shown on his service certificate, and for this purpose the name of every ship in which he is borne for pay, whether as part complement or otherwise, or borne while awaiting trial for desertion or undergoing imprisonment or detention is to be noted thereon, together with the dates of his entry and his discharge from each ship. If a man is serving in a tender, a notation showing the name of the tender is to be inserted after the name of the depôt ship in which he is borne, and any change in tender, etc., is to be noted as it occurs.

Notations on the service certificate of an Officers' Steward, Officers' Cook or Cook (O) in respect of his employment under the conditions specified in Article **386**, clause 15, are to be made only on the man's re-entry for general service, when the necessary notations will be made at the Admiralty.

4. **Record of Character.**—The character of every Naval rating and Royal Marine borne on the books of a ship is to be recorded upon his certificate by the Captain, who is to insert the entry in his own handwriting and write his signature on the same line as the character awarded, as follows:—

(*a*) On 31st December in each year, except where men are waiting trial for desertion, and ratings and Royal Marines under 18 (*see* clause 4a).

(*b*) On being marked "RUN". (Not to be recorded until final discharge from ship's books. *See* **606**, clause 1).

(*c*) On discharge from the Service, except where a man sentenced to imprisonment is to be discharged direct from the prison to civil life. In such circumstances, his character is to be assessed on the date he is discharged from ship's books in accordance with Article **558**, clause 1.

(*d*) On application for pension (*see* Article **1989**, I (*a*)), notwithstanding that the man is not being discharged from the Service.

If a man dealt with under (*b*) or (*c*) rejoins the Service within the year, the assessed character awarded on 31st December is to cover the whole year, the intermediate character awarded on desertion or discharge being ruled out. This does not apply to recovered deserters awaiting trial at the end of the year, or to ratings and Royal Marines under the age of 18; their characters are not to be assessed on 31st December.

(Note.—*See* Articles **390** (2) and **606** (4)—*Re-engagements and Medal Recommendations;* and **607** (1)—*Efficiency assessments*).

4a. **Ratings and Royal Marines under 18.**—The characters of all Naval ratings and Royal Marines under 18 years of age are to be assessed on their service certificates on the day before attaining the age of 18. When they have attained that age, their

characters are only to be assessed as directed in clause 4, except in the following circumstances:—

(i) If a rating or Royal Marine attains the age of 18 whilst awaiting trial for a major offence, the assessment of character normally made on the day before reaching that age is to be deferred until the punishment is awarded, when the assessment is to be antedated and the punishment taken into account.

(ii) If a rating or Royal Marine attains his 18th birthday whilst in desertion and is subsequently recovered and punished, the facts are to be reported to the Admiralty for decision as to character assessment.

The characters of boys are also to be assessed upon final discharge from training to the general service, unless they are over the age of 18 at the time.

Assessments of the characters of ratings and Royal Marines under 18 should normally cover the whole of the period of service since first entry, or since discharge from training to the general service, as the case may be.

5. **Terms for Character.**—Characters are to be recorded as follows:—

Very Good	to be written		V.G.
Good	"	"	Good.
Fair	"	"	Fair.
Indifferent	"	"	Indifferent.
Bad	"	"	Bad.

6. **Men Absent.**—Any person who may be on passage, in prison, under detention, imprisoned by the civil power, or in hospital, on 31st December in any year, is to have his character to that date assessed from his conduct sheet on his arrival on board the ship to which he is sent or to which he may return, the assessment being made by the Captain of such ship.

Invalids.—A man invalided out of the service at a home port is to have his character assessed to date from the entries on his conduct sheet by the Captain of the ship upon whose books the man is borne, except that a Royal Marine's character is to be assessed and his discharge noted on his service certificate at headquarters.

7. **Men recently joined Ship.**—In the case of men who have been transferred from other ships, and of Royal Marines who have embarked from headquarters, since the 31st of the preceding December, the Captain is to take into consideration the notations on the conduct sheets which they brought with them on transfer or on embarkation.

8. **General Character Rules.**—The following general rules are to be observed in the assessment of character, but it is clearly to be understood that the Captain is always to exercise his own discretion within the following prescribed limits, namely:—

(*a*) **"Good".**—A higher character than "Good" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways:—

(i) Disrated or reduced for misconduct.

(ii) Deprived of seniority for misconduct (Non-Commissioned Officers, Royal Marines, when serving under the Army Act), or deprived of one or more badges or of medal (*see* Note).

(iii) Sentenced to cells, field punishment, detention, or imprisonment (*see* Note).

(iv) A higher character than "Good" is not ordinarily to be awarded to any man who is discharged from His Majesty's Service "services no longer required" under Article **420.**

(*b*) **"Fair."**—A higher character than "Fair" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways:—

(i) Reduced to second class for conduct.

(ii) Sentenced to cells, field punishment, detention, or imprisonment, or any two or more of these punishments, for 22 days in the aggregate.

(*c*) **"Indifferent."**—A higher character than "Indifferent" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways:—

(i) Two reductions to the second class for conduct.

(ii) Sentenced to cells, field punishment, detention or imprisonment, or any two or more of these punishments, for 61 days in the aggregate.

The Captain in assessing a man's character on his service certificate below the maximum allowable, *e.g.*, in awarding "Good" when "V.G." or "V.G.*" is permissible, or "Fair" when "Good" is permissible, is to underline the assessment, in order that there may be no question but that the assessment has been made advisedly (*see* **1705** *and* **1730b**).

NOTE.—The Captain may assess a man's character as "V.G.*" once during his career after attaining the age of 18, notwithstanding that an assessment of "V.G." has been precluded by one of the following punishments:—

(*a*) In the first three years of man's time: cells (or, if serving under the Army or Air Force Acts, detention or Field Punishment) for a period not exceeding 5 days.

(*b*) At any time:

(1) deprivation of one badge.

(2) deprivation of seniority for misconduct.

This privilege is granted in order that a man may not by one slip forfeit the rewards due to an otherwise unblemished record. It is, therefore, not to be allowed unless the Captain is entirely satisfied with the behaviour, conduct and work of the man for the year, apart from the offence in question.

Men who have previously received a character below "V.G." in man's time are not eligible for the concession, nor are men who have had an inferior assessment specially altered by the Admiralty to "V.G.", unless the alteration followed automatically upon the cancellation of a punishment, and then only with Admiralty approval.

"V.G.*" will be regarded as equivalent to "V.G." for all purposes which entail consideration of character (*for "V.G." Conduct see* **527**, clause 2) the asterisk being placed against the award in order to ensure that no man receives such special consideration more than once during his service.

9. If a sentence be annulled, the sentence originally awarded will not affect the maximum character assessment for which the rating is otherwise eligible; if a sentence be reduced, the rating will be eligible for the maximum character assessment applicable to the reduced sentence; if a sentence be suspended, the assessment of character is governed by the provisions of clause xii of Art. **471b** or clause 9 of Art. **559.** With these exceptions, the maximum character assessment is to be in accordance with the sentence as awarded and will not be affected by remission earned by the offender or granted by the Admiralty, or by the discharge of an offender from prison or detention under Section 78 of the Naval Discipline Act.

10. **Imprisonment by the Civil Power is not** to be taken into consideration in the assessment of character, unless ordered under the provisions of Article **598.**

11. **Reading of Characters.**—After each annual assessment, the characters recorded are to be read to the men at general muster, and at the same time each man is to be afforded the opportunity of seeing his certificate. The characters, etc., of petty officers are to be read on a different occasion from those of the rest of the ship's company.

12. **Verification of Address of nearest relative or friend.**—The name and address of each man's nearest relative or friend are to be verified as laid down in Article **867**, and the particulars from form S. 537 are to be noted on the service certificate.

606. Other Notations.—The other portions of the service certificate are to be filled up carefully from time to time, and all notations respecting medals (including the Albert Medal, Board of Trade Medal and Royal Humane Society Medal, etc.), swimming qualifications (*see* **403** (5)), badges, class for conduct, time forfeited, etc., and other information for which columns are provided are, with the exception detailed below, to be made at the time of the award or occurrence. Only services

which have received Admiralty recognition, but for which no medal is awarded and awards of the Royal Humane Society, etc., other than medals, are to be noted as "Meritorious Service" in the space provided at the foot of page 2 of the certificate; the number and date of the Admiralty letter or order is to be indicated as the authority for each such notation.

In view of the high qualifications demanded of the recipients, the awards of the Diploma and Award of Merit of the Royal Life Saving Society may be noted on service certificates, provided that it is made clear that the award noted is not for saving life. An insertion is only to be made if the individual concerned gained the award after entry into the Royal Navy.

The date of desertion and other necessary entries to close the certificate of a deserter are not to be made until discharge from ship's books (*see* **589**) is effected, or recovery, if earlier.

Notations are only to be made in the columns provided and in accordance with the headings; blue-black record ink only is to be used, and all entries are to be in manuscript in accordance with the authorized abbreviations.

2. **War Services.**—Notations of war services on service certificates, in the space provided for the purpose, are to be limited to notations which fall under the following heads, and care is to be taken that such notations are made:—

(i) Wounds received in action.

(ii) Prize or other grants.

(iii) Awards, published in "The London Gazette," of "Mentions" or commendations by the Admiralty for good services, or "Mentions" by the War Office.

(iv) Such other notations as may be authorized by direct Admiralty order.

3. **Dates** are always to be filled in thus:

1 Jan. '25: not 1/1/25.

and the months are to be entered as follows:—

Jan.	Apl.	July	Oct.
Feb.	May	Aug.	Nov.
Mch.	June	Sep.	Dec.

4. **R.M.G. or R.M.**—Whenever a man has completed the required service and is recommended for the good conduct medal or gratuity in accordance with Article **534**, clause 2, his certificate is to be noted according to the following abbreviations:—

If a continuous service man:—

Recommended for medal and gratuity..... R.M.G.

If a non-continuous service man:—

Recommended for medal..... R.M.

5. **Religion.**—The religious denomination of every man or boy is to be noted on his service certificate on first entry; in the event of any man satisfying his commanding officer that he has become a member of a religious denomination other than that under which he has been entered, and is desirous of having the record altered accordingly, the Captain may permit the change to be made.

The religious denomination is to be stated thus:—

Church of England.
Church of Scotland.
United Free Church of Scotland (continuing).
Free Church of Scotland.
Presbyterian Church in Ireland.
Presbyterian Church of England.
Methodist.
Baptist.
Congregationalist.
Roman Catholic.
Salvation Army.
Plymouth Brother.
Unitarian.
Quaker.
Jew.

Any other denomination must be definitely ascertained and specified. Those belonging to Churches in communion with the Church of England may have their religious denomination recorded as "Church of Ireland," "Scottish Episcopal Church," etc., in preference to "Church of England," if they so desire.

The terms "Protestant", "Nonconformist" and "Dissenter" should not be used. Care should be taken to insert the precise denomination of all non conformists.

No entry of a candidate's religious denomination is to be made on his service certificate until the question has been asked of him in the presence of the final entry officer.

6. **Port Division.**—On first entry into the Service the name of the port division to which a man is appropriated is to be noted on his service certificate in the space provided. For boy ratings, the notation should be made on completion of their course of instruction. (*See* **387**).

7. **Plain Clothes Gratuity.**—*See* Article **1602,** clause 7.

8. *Deleted.*

9. **"Cause of Discharge" Column.**—The column for "Cause of Discharge" is to be filled in under the heads given below. The notation is to be made in full, except where abbreviations are definitely authorized in this list.

(*a*) From the Service

Death	D.D.
Desertion	R. (*See* **587**).
Invaliding ..... (*See* **1349**).	(1) If the disability would not appreciably handicap the man in ordinary civil employment, "Below Naval Physical standard."
	(2) If earning capacity is appreciably impaired by disability or disease, "Physically unfit for Naval Service."
Unsuitable ..... (*See* **420**).	Unsuitable for the rating of .... (the actual rating held at the date of discharge being stated).
Pensioned	Pensioned.
Expiration of engagement:—	
(C.S.)	C.S. expired.
(Non-C.S.)	Shore.
(S.S.)	Shore for R.F.R.; or Shore, released from R.F.R. engagement (as applicable).
Free discharge.....	Free discharge.
By purchase.....	By purchase.
Fraudulent entry...	Fraudulent entry.
Services no longer required	Services no longer required.
Dismissal	Dismissed H.M. Service (add "with disgrace" where applicable).

(*b*) To prison, naval detention quarters, or military detention barracks, by sentence of court-martial..... C.M.

(*c*) To prison, naval detention quarters, or military detention barracks, by sentence of Commanding Officer, if such sentence is to be followed by discharge from the Service..... F.

No entry in the column is required for transfers from one ship to another without break of time or pay; or for changes in rating except—

When disrated by sentence of court martial	C.M.
When reverted for unsuitability. (*See* **560**, clause 3, **418a** and **795**)	Reverted.
When reverted at own request (*see* **412a**)	Reverted at own request.
When specially advanced by Commander-in-Chief. (*See* **417a**)	Specially rated by C-in-C.
When a boy is advanced to Ordinary Seaman, Ordinary Signalman or Ordinary Telegraphist before the age of 18. (*See* Appendix XVII, part 1, Nos. 5 (**F**), 15 and 21)	Specially rated.

For Officers' Steward, Officers' Cook and Cook (**O**) ratings (non-continuous service), the cause of discharge is not to be inserted on the service certificate unless the man is discharged with Admiralty approval for misconduct or "unsuitable", or is discharged on paying off, at his own request, on account of sickness, death or desertion, or as provided in sub-clauses (*b*) and (*c*) above. With these exceptions, the notation made in the "Cause of Discharge" column is to be "Shore" only.

10. **Recommendations for R.F.R.**—The service certificates of all men (including those about to be invalided with insufficient service to qualify for a life pension—*see* **1982**) of those ratings which are eligible for enrolment in Class "B" of the Royal Fleet Reserve (*see* "Regulations for the Government and Payment of the Royal Fleet Reserve") are to be endorsed with the words "Recommended for the Royal Fleet Reserve," subject "to medical fitness," if they are considered to be generally (as distinct from medically) fit and fulfil the conditions laid down in the following sub-clause. The service certificates of those men who are not candidates are to be noted to that effect, such notations being additional to the notation of recommendation. These endorsements should be made in the "Special Recommendations" column (page **2**), similar notes being made at the same time in the "Remarks" column of the ship's ledger. If men are not recommended for the Royal Fleet Reserve, a notation to that effect, with the reason, is to be made on the Conduct Sheet and in the "Remarks" column of the ship's ledger, but not on the service certificate. Recommendations for the Royal Fleet Reserve are to be made irrespective of the men's medical fitness at the time, but must not be regarded as guaranteeing their eventual enrolment. The findings of the examining Medical Officers as to fitness or unfitness of men for enrolment in the Royal Fleet Reserve are not to be noted on the service certificate. *See* **1412** (*Medical Documents*) and **1433** (*Dental Record*).

Men are not to be recommended for enrolment

(1) If their efficiency in *confirmed* substantive rating has been assessed below "Satisfactory", and so recorded on their service certificates, on any occasion during their last three years of active service unless they have held the rating for less than two years, in which case their efficiency for the time they have held the rating must not have been assessed below "Moderate"; and

(2) if they are unlikely to fulfil one of the following conditions when discharged:—

(*a*) Be in possession of one or more good conduct badges; or

(*b*) Have borne a satisfactory character generally throughout their active service, with "V.G." for two of the last three years and at least "Good" for the remaining year.

The notation is to be made by Commanding Officers during the last year of the men's service, irrespective of whether or not they are desirous of joining the Royal Fleet Reserve. If discharged to other ships subsequently to the notation

being made, except for passage or to await enrolment, the entry is to be confirmed by the signature of the new Commanding Officer. The Commodore of the Depôt is to make or confirm the notation for men serving in a home depôt at the time of discharge.

For Royal Marines the notation is to be made at the divisional headquarters.

Any difference of opinion between Commanding Officers as to the fitness of any man for enrolment is to be referred to the Commander-in-Chief of the man's port division for decision, or, if a Royal Marine, to the Adjutant-General, Royal Marines.

11. **Time Forfeited.**—Loss of time caused by waiting trial for desertion; by imprisonment, detention, or confinement in cells; by stoppages of pay for absence over leave under Royal Air Force regulations; by conviction by the civil power, or by cases being dealt with by an order under the Probation of Offenders Act, is to be shown on the certificate by notations in the division for "Time Forfeited," using the authorized abbreviations as follows:—

Detention. (*See* Note) Imprisonment for disciplinary offences only, or imprisonment considered by the Captain to have been awarded in lieu of detention on stations where a detention establishment is not available. (*See* Note)	D.
Imprisonment under the Naval Discipline Act for other than disciplinary offences, except as provided above. (*See* Note)	P.
Confinement in cells	C.
Conviction by civil power, or cases dealt with by an order under Probation of Offenders Act	C.P.
Waiting trial for desertion	W.T.
Stoppages of pay for absence over leave under Royal Air Force regulations	A.

NOTE.—When a sentence of imprisonment or detention is postponed under Article **551**, clause 4, a note "Wt. dated....." is to be made against the record of the punishment on the offender's service certificate.

12. **Remission or Suspension of Sentence.**—When a portion of an offender's sentence has been remitted or suspended, care is to be taken to amend the notation under the head of "Time forfeited" made on the certificate at the date of sentence. (*See* **471b**, clause xiii).

13. **Corner cut off.**—The corner of the service certificate of a Naval rating or Royal Marine is to be cut off when he is discharged with a "bad" character, with disgrace, or in the case of a Royal Marine, with ignominy, and when specially directed by the Admiralty.

14. **Death or Desertion.**—On the death of a rating, or discharge from ship's books of a deserter under Article **589**, clause 1a, the certificate, after notation thereon of the date of death or desertion as the case may be, is to be transmitted into Office with the monthly return (S. 51) (*See* **1720a** and **1733**).

15. **Injuries.**—When a hurt certificate is granted for an injury received in an act of duty, notation "Hurt Certificate granted," with date, is to be made on the service certificate. Particulars of the injury are not to be added.

16. *Deleted.*

17. **Results of Examinations.**—Final examinations passed are to be noted under the proper heading on the service certificate when no history sheet exists applicable to the subject, the date of passing being that on which the examination ends, except as otherwise provided for the professional examinations for advancement to Petty Officer and Leading Seaman. (*See* Appendix XII, part 22A). Passing certificates need not be retained except of examinations for warrant rank, but all educational certificates are to be kept with the service certificate and handed to the rating on discharge from the Service. Failure at examinations is not to be noted on service certificates. When failure cannot be noted on a history sheet, the correspondence relating to it, or a notation on a sheet of paper, is to be attached to the service certificate.

The passing of a provisional examination is not to be entered on the service certificate until it is confirmed by the passing of a final examination. Both results are then to be entered on the service certificate under their respective dates, the entry of the provisional examination being supported by the signature of the officer who certifies the entry of the final examination.

Pending the final examination, the provisional passing certificate (or a signed duplicate if the original has to be forwarded elsewhere) is to be kept with the candidate's service certificate and is not to be handed to the candidate. It is to be produced at the final examination and attached to the final passing certificate if the candidate is successful, or destroyed by the examining authority if he fails.

18. Notations are to be made (in the abbreviated form where furnished) as follows:—

(*a*) **Engine-Room Artificers:—**

(i) Their trade.

(ii) When they have been granted a certificate that they are capable of taking charge of a watch in the Boiler Room. (Boiler Room Watch Certificate).

(iii) When they have been granted a certificate that they are capable of taking charge of the watch in the engine-room, and are in all respects deserving of advancement to Chief Petty Officer. (E.R. Watch Certificate).

(iv) When they have been granted a certificate that they are in all respects capable of taking charge of the engines of a small ship. (Charge Certificate).

(v) When granted exemption from the educational test and professional examination for Warrant Engineer under Appendix XII, part 7, section III, paragraph 16, or when qualified for Warrant Engineer under Article **313** (QWE).

(*b*) **Mechanicians:—**

(i) When a Mechanician 1st Class or Mechanician (O.S.) has been granted a certificate that he is in all respects capable of taking charge of the engines of a small ship. (Charge Certificate).

(ii) When granted exemption from the educational test and professional examination for Warrant Mechanician under Appendix XII, part 7, section III, paragraph 16, or when qualified for Warrant Mechanician under Article **313**. (QWM).

(*c*) **Electrical Artificers, all Classes:—**

When they have passed the final examination in the Torpedo School for the rating of Chief Electrical Artificer, 2nd Class. (Q. Ch. Elec. Art.).

(*d*) **Electrical Artificers, 4th Class:—**

When an Electrical Artificer, 4th Class, is competent to perform the duties of Electrical Artificer, 3rd Class. (Q. 3rd Cl. Elec. Art.).

(*e*) **Acting Electrical Artificers, 4th Class:—**

When an Acting Electrical Artificer, 4th Class, is a good workman and deserving of confirmation. (Q. Confirm.).

(*f*) **Ordnance Artificers, all Classes:—**

When they have passed the final examination in the Gunnery School for the rating of Chief Ordnance Artificer, 2nd Class. (Q. Ch. Ord. Art.).

(*g*) **Ordnance Artificers, 4th Class:—**

When an Ordnance Artificer, 4th Class, is competent to perform the duties of an Ordnance Artificer, 3rd Class. (Q. 3rd Cl. Ord. Art.).

(*h*) **Acting Ordnance Artificers, 4th Class:—**

When an Acting Ordnance Artificer, 4th Class, is a good workman and deserving of confirmation. (Q. Confirm.).

(*i*) **Submarine Course:—**

When ratings have completed a course of instruction in submarines, "S/M. Co." with the date. (*See* Appendix XVII, part 4 (23)).

(*j*) **Boom Defence Course:—**

The percentage of marks obtained at the examination held at the end of the course at the Boom Defence Training School, Rosyth, is to be noted on the service certificates of ratings as follows:—

Less than 60 per cent marks.....Boom Course (Inferior)
60 to 69 per cent marks.....Boom Course (Mod.)
70 to 84 " " .....Boom Course (Sat.)
85 to 100 " " .....Boom Course (Supr.)

(*k*) **Leading Stoker Course:—**

The assessment of ratings qualified for Stoker Petty Officer (or Leading Stoker) after 3 months' M.T.E. course is to be noted on Service Certificates as follows:—
(Date).....Qualified for Stoker Petty Officer (or Leading Stoker). Percentage of marks obtained.....
Candidates who fail in eyesight test only
(Date).....Granted Educational Certificate, S.P.O.

19. **Anti-Gas Course.**—The service certificates of Naval ratings successful in the examination on completion of an anti-gas course carried out in an anti-gas school, or elsewhere with Admiralty approval, are to be noted "Q.A/G 2 days," if only the 2 days' course is taken, or "Q.A/G" with the percentage of marks obtained in the written examination, if the 5 days' course is taken. No written examination will be given in the two days' course. For Royal Marines the notation is to be made on the drill history sheet (drill and musical history sheet of band ranks).

Respirator Repair Course.—Men who have completed a respirator repair course in an anti-gas school are to have the fact noted on their service certificates ("Q. Respirator Repair").

20. **Fleet Air Arm.**—The notation "F.A.A. (date) to (date)" is to be made on page 3 of the Naval service certificate, and on page 4 of the Royal Marine service certificate, of men who are employed in the Fleet Air Arm on duties which are definitely air duties as distinct from the general duties of ship's complement.

21. **Petty Officers' Course.**—The notation "Petty Officers' Course" with the date is to be made on the service certificate of each man who completes the course satisfactorily.

22. **Davis Submerged Escape Apparatus Course.**—Men who have completed a course of instruction in the use of the Davis Submerged Escape Apparatus are to have the notation "D.S.E.A. Co." placed on their service certificates.

23. **Minesweeping.**—The following notations are to be made:—

"Trained in M/S" for ratings who are considered by the Commanding Officer to be proficient after attending classes, lectures and practices in minesweeping. This notation is also to be made for ratings who, by reason of their special work in connection with mining in H.M.S. "Vernon" or other establishment, may be regarded as qualified in minesweeping although they have not been through a course of training in actual minesweeping operations.

"Trained M/S Winch Operator" for ratings who are considered by the Commanding Officer to be proficient in the operation of a minesweeping winch or a two-speed destroyer sweep winch.

24. **E.A. Plant Course.**—Men who have completed a course of instruction in the use and upkeep of E.A. Plant are to have the notation "Trained in E.A." placed on their service certificates.

This notation is also to be made on the service certificates of any ratings serving in ships fitted with E.A. Plant, who have been trained in the use of this plant to the satisfaction of the Engineer Officer.

See **401** (4) (*Notation "Tr." and* **1149a** (2) (*Notation* "Q. Met. duty.").

607. Efficiency in Rating.—Except as stated in clause 1a, the efficiency in his substantive rating or rank of every Naval rating and Royal Marine is to be carefully assessed and noted on his service certificate by the Captain in his own handwriting on the occasions laid down by Article **605**, clauses 4 and 4a, for the award of character. The Captain's signature is to be written on the same line as the assessment awarded.

Before making the assessment, the Captain is invariably to consult the head of the department to which the man belongs.

1a. Efficiency is not to be assessed for men who, by reason of being still under preliminary training, are not yet eligible for draft. This rule includes new entries, men re-entered after one year and men transferred to new ratings it they undergo preliminary training.

2. **Terms used.**—The terms to be employed in assessing efficiency are the following:—

Superior	to be written		Supr.
Satisfactory	"	"	Sat.
Moderate	"	"	Mod.
Inferior	"	"	Inferior.

The substantive rating held by the man at the time is to be noted in brackets after each assessment thus: Supr. (A.B.). When the advancement of a rating is antedated to a date earlier than that of the assessment of efficiency, the substantive rating in which the assessment was made is to remain unaltered.

3. **Definition of Terms.**—As a guide to Commanding Officers when making their award, the following definitions are given of the terms to be used::—

Superior.....A man who performs his duties with more than average efficiency.
Satisfactory.....A man who performs his duties with average efficiency.
Moderate.....A man who performs his duties with less than average efficiency.
Inferior.....A man who performs his duties in an inefficient manner.

Note.—In these definitions "duties" means the general duties of the substantive rating held, and "average efficiency" means the average efficiency of all men in the Service holding the same substantive rating.

4. **General Rules for Assessment.**—Commanding Officers should bear constantly in mind that the efficiency of a man is to be assessed, not only by the manner in which he performs the duties of the substantive rating which he holds, but also by comparison between the man himself and the general average of other men in the Service who hold the same rating. The mere fact of a man holding a higher rating does not in itself in any way necessitate the assessment of his efficiency in that rating as highly as it was assessed before he attained a position of such higher responsibility.

5. **"Supr." and "Sat."**—The awards "Superior" and "Satisfactory" are intended to be given to none but efficient men. Men so assessed must not, as a rule, expect to receive the same assessment shortly after advancement to higher rating, since their assessment will depend on the degree of efficiency with which they perform the duties of the higher rating as compared with men of average efficiency and experience in that rating throughout the Service. These considerations naturally apply with less force where advancement involves a less increase in responsibility, *e.g.*, advancement in grade in the Artificer and Artisan Branches.

6.
7.
8. } *Deleted.*
9.
10.

11. **Men in Shore Establishments.**—When men are serving in depôts or other shore establishments, the efficiency brought by a man from his last sea-going ship is to be awarded, except when the Commanding Officer has some special reason for making a change.

608. Authority of Service Certificate.—In all questions relative to a man's character, or those which depend upon it, the notations made upon his service certificate are to be considered as conclusive, unless the certificate should appear to have been tampered with, in which case, the Captain, on noticing it, is immediately

to report the particulars to the Admiralty, in order that reference may be made to the records in Office to clear up the matter; and on the result being communicated, the Captain is to note it upon the certificate, and attest it with his signature.

2. **Irregularities.**—The Captain is to report by letter to the Commander-in-Chief any irregularities he may observe in the certificates of men joining his ship. The attention of Commodores of depots and Captains of gunnery schools is especially drawn to this point.

3. **Erasures or Alterations.**—In no circumstances is any erasure to be made on the certificate, but if an error is committed, and detected at the time, it is at once to be corrected, without erasure, under the authority of the Captain, and attested by his signature.

Except as provided by clause 5 of this Article, no alteration relative to the past is to be made on the certificate without the sanction of he Admiralty.

4. **Custody of Certificates.**—Certificates are to be kept in the office of the ship in which the men may be borne or serving, in the special drawers provided for that purpose, or where no such drawers are provided, in such receptacles as the Captain may consider suitable.

When men are finally discharged from the Service, their certificates are to be handed to them, and their several history sheets disposed of in accordance with Article **609.**

Provided that the Captain satisfies himself that there is good reason for it, a man may be furnished with a copy of his service certificate on the established form (S. 1243) on making application. Care is to be taken, however, that this document is returned by the man when finished with, but in no case may it be retained by him on discharge from the Service.

5. **Annual Inspection.**—The Commander-in-Chief is to take such steps as he may consider best to ensure that the certificates, history sheets, conduct sheets and forms S. 264 (Divisional Officer's Report) of all men serving on board His Majesty's ships under his command are carefully inspected once in each year, in order that any irregularities may be detected and corrected, and to ensure that the conduct sheets are dealt with as directed in clause 3 of Article **603.** The fact that such an inspection has been held, and the date, is to be noted in the report of inspection of each ship.

He is to cause all certificates and history sheets passing through his office to be examined, and in the event of their being found incomplete or incorrect, they are to be returned for correction to the ship from which they were forwarded. When this course is not practicable, as, for instance, when the error arose in a previous ship, certificates are to be forwarded to the Admiralty for any necessary corrections and additions.

6. **G.C.B. and Conduct Awards.**—Awards and restorations of good conduct badges and restorations to the first class for conduct already made by commanding officers of His Majesty's ships are to be accepted as final, and are not subject to revision under clauses 2 and 5 of this Article.

609. History Sheets and Records of Non-Substantive Qualifications—Seaman Ratings.

(*a*) On being rated Able Seaman each man completes Form S. 583 which records his choice of non-substantive branch in which he desires to qualify—whether Gunnery, Torpedo or Submarine Detector. Drafting requirements decide for which branch a man is selected, but his choice and recommendations are taken into accounts whenever possible.

(*b*) Prior to the issue to the rating of the appropriate history sheet, form S. 583 is also used to record:—

(i) action stations at sea.
(ii) recommendation to qualify for non-substantive rate.
(iii) results of musketry courses.

The back of the form is printed for this purpose.

(*c*) A history sheet is issued when a man is first granted a non-substantive rate, either "acting" or "confirmed." The records of action stations, recommendations and musketry courses, are transferred from form S. 583, which should then be destroyed. The history sheet is to be kept with the service certificate.

(*d*) **Notations on.**—The history sheet is to be a complete record of a man's non-substantive qualifications including his action stations at sea and the ability with which he fills them. All acting ratings are to be recorded, together with the date and reason for his ceasing to hold them. Recommendations and qualifications for advancement in non-substantive rate are also to be recorded.

(*e*) **Use of.**—History sheets are important, as they afford some guidance to the officers who may be called upon to select men for non-substantive advancement, whether at sea or in the schools of instruction.

(*f*) **Notation of change of Non-Substantive Rate.**—Any change of non-substantive rate together with the date of the change, besides being noted on the history sheet is to be recorded in the ledger.

1a. **Royal Marines.**—A gunnery history sheet is issued to a Royal Marine when he first qualifies for an acting gunnery rate at sea, or when he is recommended to qualify at a gunnery school or at R.M. Headquarters for a gunnery rate, whichever is the earlier.

2. **Signal History Sheet.**—A signal history sheet (S.1246) is to be provided for each Signal rating when he first passes out of a signal school as a Signal Boy. It is to show the opinion formed of the man's capabilities, both in the schools of instruction and in sea-going ships, and is to be the chief guide to officers in selecting a man for advancement or for training.

Acting Rating.—Whenever a man is given an acting Signal rating, the fact is to be noted on his signal history sheet; if the acting rating should cease before the man leaves his ship, this also is to be noted. (*See* clause 3—*Requalification*).

3. **W/T History Sheet.**—A W/T history sheet (S.1246h) is to be provided for each Telegraphist rating when he passes out of the Harbour Training Service as Boy Telegraphist, and is to be noted generally in the same manner as the signal history sheet.

The date on which Signal and Telegraphist ratings requalify in the Signal School is to be noted on the signal or W/T history sheet.

Efficiency in the specialized work of Telegraphist Air Gunner is to be recorded on the W/T history sheets of those ratings on each occasion of their returning to general service from the Fleet Air Arm. Remarks, governed generally by Article **607**, are to be included under the following headings when applicable:—

Air W/T Operator; Air Gunner; Bomb Aimer.

4. *Deleted.*

5. **Stoker's History Sheet.**—A stoker's history sheet (S.1246a) is to be provided for each man on entry at a depot and is to be kept during his service by the Engineer Officer. The stoker's history sheet is to show the man's previous departmental qualifications (including experience in running internal combustion engines and stoking of small water-tube boilers) and the opinion formed of his capabilities, and is to be a guide to officers who have to allocate men to their particular duties or recommend them for advancement.

Recommendations for the rating of Yeoman of Stores are also to be noted on the history sheet.

A notation "Auxiliary Watch Certificate", with date of award, is to be made on the history sheet, and a certificate issued on form S. 443 for Stoker ratings who have undergone to the satisfaction of the Engineer Officer a course of instruction in auxiliary machinery and the engines and boilers of a vessel or picket boat with small-tube boilers.

The result of the examination on successful completion of the 3 months' M.T.E. course and the percentage of marks obtained are to be noted on the history sheet.

A notation "H.P.E. (A)" for Stokers who have passed the High Power Electricity training class, and "H.P.E. (A) Recommended" for those who show special ability, is to be made on the history sheet.

A notation "H.P.E. (B)" for all Stoker ratings who have passed through the H.P.E. (B) Course at a Torpedo School or the Mechanical Training Establishment, Chatham, is also to be noted on the history sheet.

6. *Deleted.*

7. **Sick Berth Ratings' History Sheet.**—A Sick Berth ratings' history sheet (S. 12461) is to be prepared in depot for each sick berth rating on entry. It is to be a complete record of a man's professional qualifications and ability therein, and is to contain particulars of examination for higher rating and in special subjects, and of any special qualifications and recommendations. It is to be filled up as requisite during the man's service (*vide* instructions on form). In assessing the efficiency of sick berth ratings detailed for duty in the dental department, the Medical Officer is to consult the Dental Officer.

The history sheet is to accompany a man whenever he is examined for advancement.

7a. **Physical and Recreational Training Instructor's History Sheet.**—A Physical and Recreational Training Instructor's history sheet (S. 1246n) is to be prepared in the P. & R. T. School for every rating qualifying as a Physical and Recreational Training Instructor. It is to be filled up as requisite during the man's service, and is to contain a complete record of the courses he has taken and of his efficiency in his non-substantive rating. It is to accompany him whenever he is examined for advancement.

8. **Custody and Disposal on Discharge.**—All history sheets are to be kept with the service certificates of the men to whom they relate (unless otherwise specified above), and are to be handed to them, together with their service certificates, on discharge to the shore. Those relating to men discharged "dead" or "run" are to be kept with the service certificates for disposal.

See Article **390** (2)—(*Re-engagement recommendations*).

610. Trade and Vocational Training Certificate.—When a man of any of the undermentioned ratings either (*a*) completes a course of Vocational Training (other than a correspondence course) or (*b*) is discharged to shore, or sent to depôt from any ship or establishment as a preliminary to final discharge to shore, for any reason other than misconduct, the ship or establishment concerned is to prepare a Trade and Vocational Training Certificate (if not already done) on the form stated below. Similar action is to be taken in the case of men invalided from a foreign station.

This form is in any case to be made out before the man is discharged to shore or depôt. The Trade and Vocational Training Certificate is to be attached to his papers, completed as may be necessary from time to time, and handed to him on final discharge, the Vocational Training portion being left blank if no course has been taken. Should a man require his Trade and Vocational Training Certificate before discharge to send to possible employers, a copy may be supplied under the conditions laid down for service certificates in Article **608**, clause **4**.

Seaman Class (Gunnery Ratings)—S. 1245 (Gunnery History Sheet—*See* Clause 2).
" " (Torpedo Ratings)—S. 1233a.
" " (Torpedo or S/M Coxswains)—S. 1233b.
" " (Torpedo Gunner's Mate)—S. 1233c.
" " (P. & R. T. Instructors)—S. 1246n. (P. & R. T. Instructor's History Sheet—*See* Clause 2).
" " (other Ratings)—S. 1233t.
Sailmakers—S. 1233s.
Signal Ratings—S. 1246 (Signal History Sheet—*See* Clause 2).
Telegraphist Ratings—S. 1246h. (Wireless History Sheet—*See* Clause 2).
Engine Room Artificers—S. 1233g.
Mechanicians—S. 455a (Certificate of Capability of Mechanicians—*See* Clause 2)

Stoker Ratings—S. 1246a (Stoker History Sheet—*See* Clause 2).
Electrical Artificers—S. 1233h.
Ordnance Artificers—S. 1233f.
Shipwrights—S. 1233r.
Joiners—S. 1233q.
Blacksmiths—S. 1233p.
Painters—S. 1233m.
Plumbers—S. 1233n.
Coopers—S. 1233i.
Writers—S. 1246d. (Writer Rating's History Sheet—*See* Clause 2).
Supply Ratings—S. 1246f. (Supply Rating's History Sheet—*See* Clause 2).
Sick Berth Ratings—S. 1246l. (Sick Berth Rating's History Sheet—*See* Clause 2).
Cook Ratings—S. 1246k. (Cook Rating's History Sheet—*See* Clause 2).
Regulating Branch—S. 1233l.
Diver Ratings—S. 1246m. (History Sheet and Trade Certificate for Royal Naval Diver—*See* Clause 2).
Officers' Steward Ratings—S. 1246e. (Officers' Steward's History Sheet—*See* Clause 2).
Royal Marines—S. 1233v.

2. In branches where space for Trade and Vocational Training Certificates is provided on a form also used for another purpose (*e.g.*, a History Sheet), the form is to be prepared as soon as necessary for that purpose and the entries on the Trade and Vocational Training Certificate completed later, as laid down in clause 1.

3. All character assessments recorded on the service certificate are to be shewn for the respective years in the space provided on the Trade Certificate, *e.g.*, 1910 "V.G.", 1911 "Good", 1912-1915 "V.G.", 1916 "Fair", 1917-1920 and on discharge "V.G.".

4. For the purpose of making general efficiency or ability assessments, the awards on the service certificate (except for seamen holding non-substantive ratings referred to in clause 1) are to be regarded as possessing numerical values, viz.:—

Superior (including assessments of "Exceptional" under old system)	4
Satisfactory	3
Moderate	2
Inferior	1

The general efficiency assessment is to be that corresponding to the average, after applying the numerical values to the *last three* annual assessments of efficiency or ability recorded on the service certificate, or, if the man has been advanced within the three years covered by those assessments, the annual assessments of efficiency or ability awarded during tenure of his present rating. When the average number contains a fraction greater than one half, the higher award is to be given, but an exact half or smaller fraction is to be neglected.

5. The procedure laid down in clause 4 does not apply to seamen holding non-substantive ratings referred to in clause 1. Their efficiency is to be assessed on their Trade Certificate at the discretion of the officer making the assessment, and is to be determined by the manner in which they have performed the duties of their actual non-substantive ratings. The same notations are to be used for them as for other men.

6. Where there is doubt as to the efficiency to be assessed, reference should be made to the Director of Navy Accounts.

7. The efficiency on discharge, if different from the general assessment, is to be separately stated in the space provided on the certificate. If such efficiency is the same as the general assessment, the words "His efficiency on discharge was assessed as" should be struck out.

610a. Service Certificates: Warning as to Tampering with.—Prior to final discharge from the Service, all Naval ratings and Royal Marines, on being handed their service certificates and accompanying (if any) enclosures, are to be warned by Commanding Officers of His Majesty's ships and establishments, or Com-

mandants, Royal Marines, as the case may be, that service certificates are official documents and that any tampering with them, *i.e.*, any alteration, whether by addition, erasure, insertion, obliteration, removal, or otherwise, without proper authority, renders offenders liable to prosecution.

2. **Penalties.**—At the same time attention is to be called to the serious nature of the penalties which may be incurred, viz., fine or imprisonment under the Seamen's and Soldiers' False Characters Act, 1906, impounding of the service certificate, and if members of the Royal Fleet Reserve, forfeiture of retainer and/or discharge from the Royal Fleet Reserve with the consequent loss of Royal Fleet Reserve gratuity or pension.

Chapter XIV

MESSING, CABINS, AND CANTEENS

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Section I.—Messing—Officers

611. Designation of Messes.—Messes shall be designated as ward-room, gun-room, and warrant officers' messes respectively.

2. **Ward-Room Officers.**—The following are ward-room officers, except as otherwise provided for in Article **1681**:—

Commanders when not in command, or when in command of a patrol boat, gunboat or submarine, or of a destroyer or minesweeper, in which space and furniture do not permit of a separate mess for the commanding officer.
Lieutenant-Commanders.
Lieutenants.
Sub-Lieutenants (not Cadet entry).
Medical and Dental Officers.
Engineer Captains.
Engineer Commanders. Commanders (E).
Engineer Lieutenant-Commanders. Lieutenant-Commanders (E).
Lieutenants (E).
Sub-Lieutenants (E) (not Cadet Entry).
Chaplains.
Instructor Officers.
Royal Marine Officers of or above the rank of Lieutenant.
Paymaster Captains.
Paymaster Commanders.
Paymaster Lieutenant-Commanders.
Paymaster Lieutenants.
Secretaries not otherwise provided for.
Officers from warrant rank of the rank or relative rank of Lieutenant, Lieutenant-Commander or Commander not in command.

3. With the exception of Flag Captains, Captains are to keep a separate table.

Commanders in command of destroyers or mine-swepers in which space and furniture permit may, if desired, mess in their own apartments.

Except as provided above, Commanders in command of ships other than patrol boats, gunboats and submarines are to keep a separate table, unless special Admiralty authority is given for them to mess with the officers.

612. President of the Mess and Mess Committee.—Each mess is to be regulated by a mess committee of three or four members, of which the senior Executive officer borne for ship's duties shall be the president. The president of the mess committee shall also be president of the mess. Other members of the committee shall be elected. If the mess should fail to elect a committee, the senior Executive officer borne for ship's duties, and the senior officers of the non-Executive departments shall be the committee, and shall be responsible for the proper management of the mess.

2. **Duties.**—The internal economy of each mess is to be conducted by the committee; but all irregularities are to be checked by the senior Executive officer present, and if necessary are to be reported to the Executive Officer of the ship, or to the Captain. If there are no Executive officers belonging to a mess, the Captain will give such directions as may be necessary for the conduct of the mess.

613. Officers to join Mess.—All officers belonging to and doing duty in the ship are to join the mess to which by their rank they belong, and to take their meals at the public table, unless prevented from doing so by illness.

2. **Supernumeraries.**—Supernumerary officers living on board who are doing duty, or waiting or taking passage, are to join their proper mess.

3. **Army and Royal Air Force Officers.**—Army officers, Royal Air Force officers of the Fleet Air Arm and other officers of the Royal Air Force embarked, otherwise than for passage, are to mess according to their corresponding rank in the Royal Navy (*see* **617**, clause 4 and **1818**, clause 3b). When such officers are embarked for passage *see* Article **1696.**

Flying Officers and Pilot Officers of the Royal Air Force, if over twenty-one years of age, are to mess in the ward-room; if under twenty-one years of age, they are to mess in the ward-room or gun-room at the discretion of the Captain.

Group Captains of the Royal Air Force on the staff of Flag Officers or Commodores of the First Class are to mess in the ward-room, unless the Flag Officer or Commodore desires that they should mess at his table as provided for in Article **1541.**

4. **Assistant Constructors and Assistant Electrical Officers.**—Assistant Constructors of the Royal Corps of Naval Constructors and Assistant Electrical Officers serving temporarily at sea are to join the ward-room mess, and for purposes of Article **624**, clause 6, are to count as ward-room officers of the rank of Lieutenant.

614. Mess Traps for the use of Flag Officers, Commanding Officers and ward-room, gun-room and warrant officers' messes, will be supplied to His Majesty's ships from the victualling yards, under the regulations laid down in the Manual of Victualling.

615. Advance to Messes.—Upon the first formation of a ward-room and gun-room mess of a sea-going ship, the Accountant Officer, with the Captain's approval, will make an advance from the public money in his charge to every such mess, not exceeding £3 10s. for each member. In the case of supernumeraries, the advance is not to exceed the proportion due for the time they will probably remain in the ship.

2. These advances are to be considered as loans to assist the messes in laying in their first supplies, and the Accountant Officer, under the Captain's directions, is to recover them within six months by equal monthly instalments from the respective messes, but not from the individual officers.

616. Gun-room Messes are not to be maintained in ships where no Midshipmen are borne. Cases in which an exception to this rule is considered desirable are to be referred to the Admiralty for decision.

When a gun-room mess is closed in accordance with this Article, the mess traps are to be returned into store.

617. Royal Marine Officers.—Lieutenants with less than four years commissioned time (other than those in receipt of pay on the scale prescribed for Lieutenants, ex-Warrant Officer) when messed at divisional headquarters or when embarked, and Probationary Second Lieutenants messed at divisional headquarters, will be paid the allowance laid down in clause 3 for gun-room officers required to mess in the ward-room. The mess of Probationary Second Lieutenants embarked for the seamanship course is to be maintained as a gun-room mess.

2. **Sub-Lieutenants and Sub-Lieutenants (E), (not Cadet entry),** will be paid the allowance laid down in clause 3 for gun-room officers required to mess in the ward-room.

3. **Officers obliged to join other messes.**—Gun-room officers in vessels with no gun-room mess are required to mess in the ward-room, and to pay their proper share of mess money as if they were ward-room officers; but to meet the increased expense they will be allowed the difference between 37*s.* 6*d.* for each complete calendar month, and the amount contributed monthly by the officers of the mess, which amount, however, is never to exceed the prescribed limit of £3 for each complete calendar month.

Sub-Lieutenants in command are also to be paid this allowance.

The maximum amount payable under this regulation is not to exceed 22*s.* 6*d.* for each complete calendar month. For broken periods, payment is to be made at a rate not exceeding 9*d.* a day.

4. **Army and Royal Air Force Officers** messed under the provisions of Article **613,** clause 3, are not entitled to difference of mess subscription.

5. **Commissioned Officers from Warrant Rank and Warrant Officers,** where there is no Warrant officers' mess, are required to join the mess which includes the other officers, and will be allowed 1*s.* 10*d.* a day to meet their increased expense.

6. The allowances referred to in this Article are only to be paid for the period during which mess contributions are actually and properly paid, and not during the whole period of an officer's leave, but they may be continued when the absence does not extend beyond seven days, provided mess contribution is paid.

7. All the allowances referred to in this Article are to be credited in the ledger.

618. Officers detached from their own Ships.—Allowances not exceeding the amounts shown in the Table on page 278 are payable in respect of the messing of officers detached on duty from their own ships and temporarily accommodated for broken periods of any one day in other ships or depôts.

2. As far as practicable, meals within the foregoing limits only are to be served. Any charge in excess must be borne by the visiting officer concerned.

3. In making payments of the above allowances, the following procedure is to be adopted:—

(*a*) Officers are to be victualled as shown in columns 3 and 4 of the Table, and payment for odd meals is to be made by the officer concerned to the mess in the manner shown.

(*b*) On arriving on board their own ships, receipted mess bills under (*a*) are to be forwarded to the Accountant Officer, who will credit the necessary refunds in the ledger.

(*c*) When officers are allowed rebates for meals not taken in their own mess as a result of absence on duty in another ship or depôt, payment of allowances within the limits shown above is to be subject to the deduction of the amount of such rebates.

(*d*) When gun-room and warrant officers are accommodated in superior messes to which mess subscription is payable under the Table referred to, the difference between the rates of mess subscriptions as shown in Article **617** (3) and (5), will also be allowed to the mess of the ship visited, *e.g.*, when a gun-room officer has breakfast and luncheon in the ward-room of a visited ship (no gun-room mess being available) the visited ship would receive victualling allowance, mess subscription from the officer, and the difference between the rate of mess subscriptions payable to the ward-room and gun-room messes.

(*e*) All credits made under this Article are to be shown separately in the ledger.

619. Gangway Wine Book.—All wine, spirits, beer and tobacco (including cigars and cigarettes), of whatever description they may be, and for whatever mess or person, are to be entered in the gangway wine book (S. 251) when received on board and also if disembarked. This book is to be kept by the Master-at-Arms, signed by him weekly, and inspected and initialled by the Captain with the other weekly returns, and is to be produced, on request, to the officers of Customs. The

ARTICLE **618** *(Table)*

Meals taken out of own ship.	Mess Subscription by Officer.	Amount received by Mess in own ship (*see clause* 2).	Amount received by Mess in visited ship (*see clause* 2).	Amount paid by Crown.
All meals	In visited ship	Nil	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	Victualling Allowance.
Breakfast	In own ship	Mess subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	1*s.* from Officer (for Breakfast)	Victualling Allowance plus a sum not exceeding 1*s.* to reimburse Officer.
Breakfast and Luncheon.	In visited ship	1*s.* 6*d.* from Officer (for Dinner)	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	Victualling allowance plus a sum not exceeding 1*s.* 6*d.* to reimburse Officer.
Luncheon	In own ship	2*s.* 6*d.* from Officer (for Breakfast and Dinner) (includes Mess Subscription).	Victualling Allowance from Crown. (Officer victualled).	Victualling Allowance plus reimbursement to Officer of the excess over Mess Subscription paid by him for Breakfast and Dinner.
Luncheon and Dinner.	In visited ship	1*s.* from Officer (for Breakfast)	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	Victualling Allowance plus a sum not exceeding 1*s.* to reimburse Officer.
Dinner	In own ship	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	1*s.* 6*d.* from Officer (for Dinner)	Victualling Allowance plus a sum not exceeding 1*s.* 6*d.* to reimburse Officer.
Dinner and Breakfast.	In visited ship	Victualling Allowance from Crown. (Officer victualled).	2*s.* 6*d.* from Officer (for Dinner and Breakfast) (includes Mess Subscription).	Victualling Allowance plus reimbursement to Officer of the excess over Mess Subscription paid by him for Dinner and Breakfast.

date of return of shipping bills is also to be noted in the gangway wine book in red ink against the entry of the stores in question, and the Captain is to be informed of any shipping bills outstanding when the book is initialled by him. (*See* **916** (3)).

2. **Stocks of Wine, etc.**—The stock of wine, spirits and beer allowed on board is to be limited strictly to the requirements of each mess. Before any of these articles are ordered by the gun-room mess, or obtained by them from other messes, a list of what is required, signed by the wine caterer, is to be taken, together with the wine book, showing what has already been received or ordered by the mess, to the Captain for his approval and signature, and these permits are afterwards to be pasted into the wine book.

3. **Sale or Exchange.**—No wine, spirits or beer is to be sold, exchanged or given away (except to guests in the mess room) to any individual in the ship not belonging to the mess for which it has been obtained, unless with the special sanction of the Captain.

Issue of Spirits.—Spirits are not to be issued in bottle to any officer or other person on board.

4. **Supplies of Wine, etc.**—The Captain may sanction supplies of wines, etc., being received for messes at the risk of the wine merchant, provided it is to be paid for, as consumed, by at least quarterly instalments.

5. **Gun Room Officers' Wine Bills.**—The wine bills of gun-room officers of all branches, including the mess share and cost of wines, etc., supplied to their own guests, are never to exceed the following amounts for each complete calendar month, namely:—

Sub-Lieutenants	£2.
Acting Sub-Lieutenants and Midshipmen over 21	£1 5s.
Acting Sub-Lieutenants and Midshipmen over 18 but under 21	15s.
Midshipmen under 18	10s.

These rates apply to supernumeraries as well as to officers of the ship.

No subordinate officer under the age of 20 is to be allowed spirits, either for his own consumption or for his guests; in special cases, subject to the prior consent of the Captain or the Executive Officer, this prohibition may be waived as regards guests.

6. **Warrant Officers.**—The Captain is not to allow commissioned officers from warrant rank or warrant officers to receive on board wine, spirits or beer; but he may, if he thinks fit, allow them to draw wine, spirits and beer from the ward-room mess in bulk, not exceeding the requirements for a week. When wine, spirits and beer are drawn in bulk, the requirements are to be written in ink on the chits and counterfoils in the wine chit book (S. 254) and signed by the wine caterer. The supplies so drawn are to be entered in the warrant officers' wine books on the day on which they are received, and are to be balanced weekly with the openings to show the stock remaining. This privilege may be withdrawn by the Captain at his discretion.

If the privilege is not granted or is at any time withdrawn, he may give permission for them to draw wines, spirits and beer from the ward-room mess for the immediate requirements of individual officers. Whenever wines, spirits or beer are drawn in this manner, requirements are to be written in ink on the chit and the counterfoil in the wine chit book (S. 254) and signed by the officer concerned. Collective demands are not to be made.

In the Royal Naval Barracks at Portsmouth, Chatham and Devonport, in H.M.S. "Excellent," "Vernon," "Ganges," "St. Vincent," "Dolphin," and "Caledonia," and in H.M. Anti-Submarine School, commissioned officers from warrant rank and warrant officers may, at the discretion of the Commanding Officer, be allowed to draw wine and spirits from the ward-room mess in bulk not exceeding a month's requirements. At the discretion of the Commanding Officer, they may be permitted also to obtain supplies of beer direct from the shore instead of from the ward-room mess.

Commissioned officers from warrant rank and warrant officers allowed to draw wines and spirits are to be considered as coming in all respects under the rules and regulations laid down for gun-room messes, the books, statements, accounts, etc., being kept and inspected accordingly. The counterfoils in the wine chit books are to be compared with the ward-room and warrant officers' wine books monthly.

The wine bills of commissioned officers from warrant rank and warrant officers are never to exceed the amount of £2. and in messes where duty is payable, £3. for each complete calendar month.

Commissioned officers from warrant rank	£2, and in messes where duty is payable, £3.
Warrant officers	30s., and in messes where duty is payable, 45s.

Warrant Officers' messes in seagoing ships entitled to duty free mess and canteen stores may ship tobacco and cigarettes duty free directly from the merchant, subject to the same conditions which apply to such shipments for other messes.

(*See* **623**—*Limit to Subscriptions*).

7. **Day and Wine Books.**—Day and wine books (S.252 and S.253) are to be kept, and, with the warrant officers wine chit books (S. 254), and the quarterly mess statement (S. 256), are to be produced whenever called for by competent authority.

8. **Inspection of Wine Books.**—The Captain is to inspect the wine books of the ward-room mess before the 10th of each month with the mess statement, and is to make a weekly inspection of the wine books of the gun-room mess and of the warrant officers' wine books and wine chit books; but all officers' wine books and wine chit books are to be examined by him as often as he thinks fit. After each inspection of the books, the Captain is to initial them to show that he has examined them. *See* **1138** (*Power of Captain to limit or stop wine bills*).

When a ship is inspected, a statement of the condition of the wine fund is to be produced, with the wine, day and gangway books, to enable the inspecting officer to ascertain that the regulations relating to the wine accounts have been complied with.

620. Quarterly Accounts and Audit.—The instructions in Article **635a** are to be complied with, in addition to the directions given in this Article.

2. The statements to be prepared by the mess committee are to be:—

(*a*) for wine accounts, on the forms provided in the wine book (S. 253), copies of the quarterly statement being also made on form S. 256 in duplicate.

(*b*) for the mess accounts (which accounts are to include all the mess funds for which the members of the mess as a body are liable) on forms S. 256 in duplicate. (The cash account books of the various funds, including the cash account in the wine book (S. 253), are also to be signed by the auditing officers.

3. The auditing officers are to be three officers selected by the Captain, and, subject to the proviso that no officer should be selected to audit his own accounts, should include, when available, one Executive Officer not below the rank of Lieutenant, and one Accountant Officer or Instructor Officer.

4. They should examine the account signed by the wine caterer showing the stock remaining in hand at the last stocktaking; and they are to certify that, to the best of their belief after full inquiry, all instructions on the subject of the wine accounts have been duly observed during the period under examination. The gangway wine book (S. 251) is to be produced at this audit, in order that the quantities credited to the messes in the wine books may be compared with those in the gangway book. The warrant officers' wine chit books are also to be produced, and the quantities shown on the counterfoils compared with those entered in the wine book.

5. **Change of Wine Caterer.**—Whenever a change takes place in the wine-catership of a mess, an audit is to take place, the usual statement on form S. 256 being made out and signed by the auditing officers.

Stock is to be taken jointly by the old and new wine caterers, the result, showing the stocks remaining in hand on transfer of caterership, being recorded in the wine accounts and signed by both caterers, before being produced to the auditing officers.

6. Auditing officers are always to comply strictly with clauses 4 and 5 of Article **635a**, and are to report to the Captain any breaches of clauses 1 and 5 of Article **621** which come to their notice while carrying out the audit.

621. Mess and Wine Debts.—Before leaving a port, all debts for goods not at the risk of the merchant should be discharged, if practicable. The Captain may approve of a reasonable amount of debt being left outstanding on receiving from the mess an undertaking to pay it off at the first reasonable opportunity, which undertaking the Captain is to see carried out.

In such cases it must be understood that the Admiralty, whatever the circumstances, will not be responsible for, nor contribute to satisfy, any claim which may be made for losses which may occur; and officers, for the protection of their interests, should make their own arrangements with the tradesmen. The Admiralty will not be liable in any case for the loss of mess stock which has been taken on board by messmen.

2. **Settlement of Debts.**—The Captain is to see that all mess and wine debts are settled monthly by each member, as laid down in Article **1746.**

Payments must be paid in cash, with the exception that in ward-room messes where a mess fund banking account is kept, ward-room officers only may pay by cheque. Apart from such payments by cheque, private bills or cheques are not to be received by, or cashed from, the mess, wine or other funds (Article **635a**, clause 1)

3. **Subordinate Officers.**—In the case of subordinate officers, a monthly list giving the total of the mess, wine and extra accounts incurred by each officer during the previous month, is to be sent by the caterer of the mess to the Accountant Officer each month, in time to enable him to abate from each officer's advance or private allowance the total of these accounts. These sums the Accountant Officer is to pay over to the caterer responsible for each account.

4. **Debts on Paying Off.**—The president of the mess is to report to the Captain if an officer should be in debt to the mess on paying off or on discharge, and the Captain is to order the Accountant Officer to pay the amount, or so much of it as does not exceed the balance of pay and allowances due, and charge it in the ledger. *See* **1138** (*Duties of Captain with regard to Messes*); *also* **1745**, clause 2.

The balance of pay due to a deserter is never to be used to reduce mess debts. Such balance of pay becomes the property of the Crown and cannot be appropriated for the liquidation of mess debts. If, in exceptional circumstances, it should be considered desirable to recover a mess debt from the proceeds of the sale of a deserter's effects, prior Admiralty sanction must be obtained.

5. **Monthly Remittances to Creditors.**—To avoid large accumulations of cash in messes, the committees are to take advantage of the facilities afforded by Article **1787** to make remittances monthly, either to their creditors direct, or to their creditors' home correspondents, when debts may be due abroad and there are no immediate facilities for paying them direct.

The payment of mess and wine debts is to be made by remittance through the Accountant Officer of the ship, or by cheque if a wardroom mess fund banking account is kept, and not by means of private cheques or bills of exchange, unless such a course is specially sanctioned by the Captain. All such remittances and payments are to be verified by the auditing officers.

6. **Balances.**—If a surplus over the amount of balance which is necessary for the efficient working of the wine fund has accumulated, this may be divided amongst the members in proportion to the amount of their individual interests. Distribution of this surplus may be made on such occasions as are approved by the mess committee, but normally payments to a member on this account will not be made until he leaves the ship.

622. Tenders.—In the case of tenders commanded by officers below the rank of Lieutenant-Commander, the Captain of the parent ship is responsible for ensuring that the foregoing instructions are duly carried out, subject to such special modifications in regard to details as may be approved by superior authority on account of the small number of officers in any particular mess.

623. Limit to Subscriptions.—In the ward-room the mess subscriptions for each complete calendar month is not to exceed £3.

2. In the gun-room the mess subscription for each complete calendar month is not to exceed £1 17s. 6d., but in addition to this sum 5s. may be charged for replacing mess traps and other necessary expenses, and the following sums for each complete calendar month may also be allowed for extras:—

For commissioned officers.....	£3 10s. 0d.	And, in addition, the difference between their wine bills and the maximum prescribed by Article **619**, clause 5.
For other members.....	£3 0s. 0d.	

These sums are to cover laundry expenses and other small necessaries, and no member of the mess is to incur indebtedness to the messman beyond these limits in any one calendar month.

3. In the warrant officers' mess the subscription for each complete calendar month is not to exceed 30s.

Section II—Cabins

624. Proper Cabins.—The Captain is to allow every officer to occupy the proper cabin allotted to his rank in the ship.

2. **Special cabins** are appropriated for the Executive Officer, the Navigating Officer, the Engineer Officer, the Medical Officer, the Accountant Officer and the Chaplain, the particular duties of the Officer guiding the selection.

Cabins are also appropriated for the Second Engineer Officer, in a position as near the engine-room as is convenient and practicable, and the Royal Marine Officer, but if the Royal Marine Officer is of lower rank than Captain R.M., the cabin appropriated for the Royal Marine Officer is to be treated as a numbered cabin. The position of these appropriated cabins will be settled at the Admiralty, and shown on the building drawings. At the final inspection of the ship before commissioning, steps will be taken to ascertain whether the Admiralty appropriation has been adhered to.

In ships fitted as flagships, special cabins will be appropriated for the Secretary and the Flag Lieutenant, and in capital ship flagships, for the Fleet (or Squadron) Signal and Wireless Officers also. The position of these cabins will be settled at the Admiralty.

3. A certain number of cabins will be appropriated by name for "Warrant Officers." Cabins so marked will be occupied by commissioned officers from warrant rank and warrant officers according to the seniority of such officers. The prior claim will be given to the Gunner in charge of stores, Gunner (T) in charge of stores, Shipwright Officer and Schoolmaster.

4. In later ships, cabins will be appropriated by name in flag-ships for the Admiral's Steward and Cook, and in large ships for the ward-room Messman also. Where such accommodation is not already appropriated in existing ships, no change is to be made.

5. **Numbered Cabins.**—The remaining cabins will be numbered in accordance with directions given on the drawings of the ship, and such numbers are not to be displaced.

6. **Occupation and choice of numbered Cabins.**—When a ship is commissioned, numbered cabins will be allocated to all ward-room officers as defined in Article **611**, clause 2, other than those who have "named" cabins under clause 2 of this Article.

Officers will be allowed to choose their particular cabins in the order of their relative rank and seniority.

7. The numbered cabins which remain over when all ward room officers have been accommodated are to be allotted in the following order of priority:—

(i) Gunner in charge of stores, Gunner (T) in charge of stores, Shipwright Officer and Schoolmaster, in order of seniority, if not already provided for.

(ii) Gun-room commissioned officers (watchkeeping) in order of seniority.

(iii) Other Gun-room commissioned officers in order of seniority.

(iv) Other commissioned officers from warrant rank and warrant officers in order of seniority.

8. The foregoing rules are to be subject to the following provisos:—

(*a*) Should the number of cabins be insufficient to accommodate all commissioned officers from warrant rank and warrant officers, those of these ranks who are regularly employed on watchkeeping are to be regarded as having a prior claim to a cabin over other officers in classes (iii) and (iv).

(*b*) An officer on the complement (which term includes officers borne on the staff of a Flag Officer or Commodore, or for fleet, squadron or flotilla duties, or appointed as permanent supernumeraries) is always to have precedence in cabin accommodation over an officer, of whatever rank, who is appointed supernumerary or additional.

(*c*) Any officer borne in lieu of one of a higher or lower rank is to be considered for cabin accommodation in respect of his actual rank.

(*d*) The Captain is at liberty to retain one cabin for the use of officers without cabins who may be sick.

9. **Royal Air Force Officers of the Fleet Air Arm.**—In aircraft carriers, a special cabin is to be appropriated for the use of the Senior Air Force Officer, and labelled accordingly (*see* clause 2).

NOTE.—The term "Senior Air Force Officer" in this connection includes officers of the Royal Navy attached to the Royal Air Force for service in the Fleet Air Arm.

In general, officers and warrant officers of the Royal Air Force are to be provided with cabin accommodation in accordance with their position in the table of relative rank, but they are not to have the priority given to watch-keeping officers of the Royal Navy.

Flying Officers and Pilot Officers of the Royal Air Force, although they may mess in the wardroom (Article **613**, clause 3), are to be regarded as gun-room officers for the purpose of the allocation of cabins.

10. **Changes in Cabins.**—On cabins subsequently becoming vacant, no changes are to be made except such as may be optional on the part of officers, such option being taken by seniority on the complement being completed. No officer in occupation of a cabin to which he has been entitled is to be compelled to change it against his will on a senior officer joining.

11. Cabins are not to be appropriated as offices without Admiralty sanction.

625. Ships fitted as Flag-Ships.—In all ships fitted as flag-ships, whether flying a flag or not, the cabins intended for the Flag Officer and his staff will be supplied with furniture in the usual way.

2. **When Flag Officer not borne.**—With regard to the occupation of these cabins when a Flag Officer is not borne, the Captain will occupy the Admiral's accommodation, the Executive Officer the Flag Captain's cabins except his watch cabin, and the cabins of the Executive Officer, Secretary, and Flag Lieutenant may then be occupied by officers to whom other special cabins are appropriated, or by officers who are entitled to numbered cabins, if they desire to do so, the choice being given strictly according to seniority. The labels on the cabins are not to be altered, and in the event of a Flag Officer embarking with this staff all the cabins appropriated for their use are to be vacated.

3. It is to be understood, however, that when a ship is commissioned by a Captain to proceed to a foreign station for the purpose of receiving a Flag Officer, none of the cabins intended for his use and that of his retinue are to be occupied by the officers of the ship.

SECTION III.—MESSING.—SHIP'S COMPANY, INCLUDING FLEET AIR ARM PERSONNEL

626. In this Section the expression "enclosed mess space" means a compartment of the ship, or a space which is separated from surrounding spaces by dwarf bulkheads with curtains.

2. All Chief Petty Officers, not otherwise provided for, will mess together in one or more enclosed mess spaces, according to the accommodation available: similar arrangements will be made for all Petty Officers not otherwise provided for.

In Chief Petty Officers' and Petty Officers' messes the senior rating of the military branch is to be President of the Mess.

3. Each of the following categories of ratings will mess together in an enclosed mess space:—

(i) The Master-at-Arms (who will be President of the Mess) and Warrant Officers, R.A.F. Warrant Officers, R.A.F., should, however, if they so elect, be allowed the option of messing with the Flight Sergeants.

(ii) All Engine Room Artificers.

(iii) Mechanicians and Chief Stokers.

(iv) Colour Sergeants and Sergeants, R.M., Bandmasters 1st and 2nd Class, R.M.B., and Boy Buglers, R.M. When a band is borne, Boy Buglers are to mess with the band.

(v) Regulating Petty Officers.

(vi) Stoker Petty Officers.

(vii) All Officers' Stewards, Officers' Cooks and Cooks (O).

4. Electrical and Ordnance Artificers will mess together in an enclosed mess space, if space admits. If not, they will join the Chief Petty Officers' and Petty Officers' messes according to the ratings held, those of the 5th class joining the Petty Officers' mess.

Artificers 5th class are to be granted the amenities associated with membership of the messes in which they are accommodated.

5. Leading ratings and below of the Writer, Supply and Cook (S) branches will together form one or more broadside messes, but where practicable, and numbers admit, Leading Cooks (S) and Cooks (S) will be formed into a separate broadside mess.

Where a separate Sick Berth mess is not provided, Leading ratings and below of the Sick Berth branch will join the same mess at Writer and Supply ratings.

6. Leading ratings of the Shipwright and Artisan branches will join the Petty Officers' mess.

7. Boys of the Seaman, Signal and Telegraphist branches will mess together in a separate part of the ship.

8. Royal Marines and Band ranks, below the rank of Sergeant, will mess together.

9. **Fleet Air Arm Personnel.**—The arrangements for the messing of Fleet Air Arm personnel borne for duty in aircraft carriers will be as follows:—

(*a*) For Warrant Officers, R.A.F., *see* clause 3, sub-clause (i).

(*b*) Flight Sergeants, Sergeants, R.A.F., and Naval Fleet Air Arm ratings of equivalent rank will mess together in an enclosed mess space.

(*c*) Personnel below the equivalent rate of Petty Officer or rank of Sergeant, R.A.F., will mess together by squadrons in broadside mess spaces.

(*d*) Royal Marine ranks and Cooks attached to the Fleet Air Arm will mess with their detachment and branch respectively.

(*e*) Naval Fleet Air Arm Ratings, below the rating of Petty Officer, may mess together in broadside mess spaces or in accordance with (*c*) above, according to the Captain's discretion.

Where only a few Fleet Arm personnel are borne, *e.g.*, in ships other than aircraft carriers, the Captain will make suitable arrangements at his discretion, but personnel below the rating of Petty Officer or rank of Sergeant (excluding Cook ratings and Royal Marines) should form a separate mess together whenever this can be arranged conveniently.

10. **Cooks of Messes.**—A sufficient number of Seaman ratings (or, for Engine Room Department messes, Stoker ratings) are to be attached as Cooks of messes to all Chief Petty Officers' and Petty Officers' messes and to the messes referred to in clause 5 above.

11. **Hammock-men.**—While it is to be clearly understood that all Chief Petty Officers are responsible for their own hammocks, they may have the option of employing hammock-men, paying them the remuneration laid down in Article **1139.**

12. In ships and shore establishments where the strict application of the above regulations is not found to be practicable the rules contained in this Article should be applied so far as the accommodation provided admits. In trooping cruisers, Commanding Officers should use their discretion in re-arranging and grouping messes according to the numbers of each class requiring passage.

627. Meal Hours.—The recognized meal hours are to be five in number, and the aggregate time allowed for them 3 hours 35 minutes, divided as follows:—

Lash up and stow hammocks. Issue cocoa.....	25 minutes
Breakfast. "Clean".....	55 "
Dinner	1 hr. 15 "
Tea. Shift Clothing.....	30 "
Supper	30 "

2. At sea, in ships where the ration of cocoa is issued, the issue is to be made to the morning watch after mustering, and to the remainder of the ship's company after hammocks have been stowed.

3. The Captain is to arrange that a Commissioned Officer goes round the mess decks periodically when the dinners are served to see whether there are any complaints.

628. Arrangements are to be included in the routine of each ship to enable the watchkeepers to obtain adequate meal hours of the same length as those of the ship's company, and for hot meals to be served to them.

2. Subject to the internal organization of the ship, the middle watch at sea and first and middle watchkeepers in harbour may be permitted to lie in until such time as will ensure hammocks being lashed up and stowed before the commencement of the normal breakfast hour of the ship's company. In ships where entirely separate messing accommodation is possible and the internal organization permits, this time limit need not be adhered to.

Section IV—Canteens

629. Establishment of Canteens.—As a general rule a dry canteen is to be established in each of His Majesty's ships and naval establishments, and accommodation is to be set apart for this purpose. Should the Captain for any reason consider it inadviasble to establish a canteen, he is to make a full report of the circumstances to the Commander-in-Chief, or officer commanding the squadron, who is to transmit it to the Admiralty with an expression of his opinion thereon.

This regulation does not apply to small vessels in which suitable space for a canteen is not available. Special arrangements are made by the Navy, Army and Air Force Institutes for their supplies.

Wet canteens are established in certain naval establishments under Admiralty approval.

2. **System.**—Canteens in His Majesty's ships and naval establishments at home and abroad are to be conducted by the Navy, Army and Air Force Institutes, except in ships on the China station when the Tenant System is in force, and in certain ships and establishments where for special reasons it may be considered desirable and the Admiralty approve that the canteen shall be conducted on the "Service" or "Tenant" systems.

630. Administration of Canteens.—The Captain shall cause proper rules to be drawn up for the conduct and administration of the canteen.

2. **Committee.**—The affairs of the canteen are to be administered by a committee composed of:—

The Executive Officer of the ship, as *ex-officio* president;

A Lieutenant-Commander or senior Lieutenant as vice-president;

The Accountant Officer of the ship (or such other Commissioned Officer of his Department as he may detail, with the Captain's approval, to act for him) as honorary treasurer;

A Commissioned Officer as honorary secretary;

together with such representatives of the ship's company as may be detailed or arranged for quarterly by the Captain for this duty, care being taken that messes consisting of ratings other than chief petty officers, petty officers and non-commissioned officers are adequately represented. The connection of the Executive Officer with the administration of the canteen as *ex-officio* president of the committee is always to be maintained, any assistance that he requires on account of his executive duties being given to him by the vice-president of the committee.

The appointment of the Accountant Officer as honorary treasurer to the canteen committee is intended solely to afford facilities for the efficient administration of the canteen, and in no way implies any financial liability on the part of the Crown.

3. **Duties of Committee.**—The duties of this committee will be to decide upon the administration of the ship's fund and to investigate any questions and complaints that may arise in regard to prices and quality of canteen goods, weights and measures, and the general working of the canteen.

4. **Ship's Fund.**—The ship's fund, which is formed by payment of rebate received from the Navy, Army and Air Force Institutes, or of rent from the canteen tenant in ships in which the canteen is conducted on the Tenant System, is primarily intended to meet the cost of recreation for the ship's company, also for benevolent purposes connected with the ship; and the Captain is to satisfy himself that a sufficient allowance is made for these objects, due regard being had to the proportion of the ship's company who are able to take part in any particular form of recreation. In all other respects the committee is to have full discretion as regards expenditure, subject only to the right of veto on the part of the Captain of any proposed expenditure which appears to him subversive of discipline or otherwise improper. The circumstances in which such veto is exercised are to be reported by the Captain to the Commander-in-Chief or Senior Officer. The accumulation of a large surplus is not to be permitted, and any balance remaining after making allowance for probable current expenses should be returned to the messes periodically in proportion to their canteen bills, or it may be disposed of as donations to charitable funds or institutions.

Loans from the ship's fund should only be permitted in very exceptional circumstances. Any such loans should ordinarily be repaid while the borrower is serving in the ship in which the loan was made. If the loan is repayable by instalments, the borrower may declare a monthly allotment in favour of the honorary treasurer of the ship's fund.

5. **Prices.**—In canteens conducted by the Navy, Army and Air Force Institutes, the prices charged, except for fresh produce, etc., purchased locally, are to be those shown in the Institute's official price lists. Prices will be revised from time to time as necessary, and copies of the price lists will be forwarded to the Commanding Officer

of His Majesty's ships and naval establishments. When price lists are not received on or before the day on which they should come into operation, the revised prices are to come into force on the date on which the new list is received on board. The prices of fresh produce at home ports will, as a rule, be included in a special price list issued either daily or weekly by the Navy, Army and Air Force Institutes (*see* clause 6).

In canteens conducted on the Tenant System, the prices charged by the Tenant are to be approved by the Commanding Officer.

6. **Special Articles and Local Produce.**—The Captain will approve the price for all articles sold in the canteen which are not included in the official price lists of the Navy, Army and Air Force Institutes, such as fresh fish and fruit and vegetables, at ports not covered by the weekly list. These articles are to be sold at fair market prices, the proposed prices being checked as necessary by the canteen committee to ensure that they do not exceed, in normal circumstances, the retail prices ruling at the time in the particular port for articles of a similar quality. The price list of such fresh and local produce is to be approved by the Captain weekly.

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

8. **Canteen Bills.**—A statement on form S.74 is to be forwarded monthly direct to the headquarters of Navy, Army and Air Force Institutes, or the canteen tenant, as the case may be, showing the total amount of the canteen bills for each mess and the amounts, if any, owing to the canteen after payment of balance of messing allowances, etc., under the procedure laid down in Article **1833**, clause 4. General mess bills (if any) are to be included in form S.74, but shown separately from those of the ship's company. The form is not to be handed to the canteen manager for transmission.

The Captain is to see that any amounts remaining due to the canteen are paid by the messes as soon as possible after the end of each month.

The balance of pay due to a deserter is never to be used to reduce mess debts. Such balance of pay becomes the property of the Crown and cannot be appropriated for the liquidation of any outstanding private canteen account.

9. **Credit.**—Credit is not to be given to individuals, and private bills, when included in the mess bills, are not to be recognized officially as such, but the mess is to be held responsible for all debts contracted in its name.

10. **Accommodation for Canteen Stores.**—In His Majesty's ships not victualled on the General Mess system, space is to be allotted to canteen storage, including serving room, at the rate of 100 cubic feet per ton to a maximum limit of three tons of canteen stores per 100 men of the complement.

The Captain may, however, at his discretion, grant a further reasonable amount of accommodation if available.

In ships victualled on the General Mess system, space is to be allotted for canteen requirements as necessary.

Sleeping accommodation and suitable facilities for account keeping, etc., are to be provided for the canteen manager and staff.

11. **Custody of Money.**—The canteen manager is to be allowed, at the risk of the Navy, Army, and Air Force Institutes or Tenant, as the case may be, to deposit (at convenient times) with the Accountant Officer for remittance or safe custody sums of money which he has received in payment for goods sold in the canteen.

12. **Certain Articles Forbidden.**—In order to avoid duplication of stores on board ship, articles forming part of the ship's official supply of stores, and available for purchase by the officers and men under Articles **1834** and **1870**, are not to be stocked or sold in the canteen.

12a. **Transfer of Canteen Goods.**—No canteen manager may transfer stores from any ship without written instructions from a naval canteen inspector or superintendent, or other senior official of the Institutes. When ships are at a port at which no senior official of the Corporation is present, the manager is required to furnish the president of the canteen committee with satisfactory reasons for such transfer. The authority for transfer is always to be shown to the Officer of the Watch.

13. **Canteen Staff.**—(i) *Medical examination and treatment.* All the canteen staffs employed by the Navy, Army and Air Force Institutes are medically examined before entry. Canteen employees serving on board His Majesty's ships are to be subject to the same medical inspection and supervision as members of the ship's company, and when transferred from one ship or depôt to another, they are to be medically examined in the same manner as other ratings.

Employees of the Navy, Army and Air Force Institutes may be treated when afloat by the Medical Officers of His Majesty's ships free of charge, and when serving ashore abroad, may receive medical treatment at the hands of naval medical officers under the conditions laid down for civilian employees of the Admiralty.

They are not, however, entitled as a right to free medical attendance or medicines, nor may they be attended by a civil practitioner or surgeon and agent at the public expense. If admitted to a Naval Hospital or Hospital Ship, full charges for their maintenance and treatment are to be made as directed in the Hospital Instructions.

They may also, while actually serving afloat, be accorded the privilege of emergency dental treatment without charge, provided such treatment can be given by Naval Dental Officers serving in His Majesty's ships afloat.

They are not eligible to receive dental treatment at Naval dental centres ashore, either at home or abroad, but they may be permitted to participate in any local Admiralty contract with a civilian dental surgeon on repayment by the individual concerned of the full cost of treatment, etc., afforded, and provided such individual deposits the estimated cost before the treatment is undertaken. In the event of failure to recover the full cost of treatment, a report stating the fact should be made to the Admiralty.

(ii) *Victualling.* The Manager and canteen staff are to be victualled by, or at the expense of, the Navy, Army and Air Force Institutes or the Tenant.

The Manager may take up reasonable quantities of service provisions for the use of himself and his staff on board from the Accountant Officer on repayment at the issuing prices in force for naval ratings.

In General Mess ships, the Manager may arrange with the Accountant Officer for himself and his staff to be messed in the General Mess, and when this is done the Accountant Officer is to recover the cost and debit the amount in his cash account. The amount to be recovered is to be calculated on the zonal rate of victualling allowance and not on the General Mess rate.

(iii) *Clothing.*—Subject to the arrangements referred to below for wearing of uniform in time of war, the Canteen Staff on board ship are to be dressed neatly and suitably as civilians, and in conformity with any instructions on the subject laid down by the Commander-in-Chief, or Officer Commanding the Squadron. The staff may be allowed to take up articles of clothing other than uniform articles, but including peak caps (see below), from the Accountant Officer on repayment at the issuing prices in force for naval ratings, but care is to be taken that the quantities drawn are not in excess of the immediate personal needs of the men concerned.

Male members of canteen staffs employed by the Navy, Army and Air Force Institutes in His Majesty's ships (whether sea-going or not) and in shore establishments, are to wear peak caps of Service pattern. The Navy, Army and Air Force Institutes may, however, exempt certain senior canteen managers from this requirement subject to the concurrence of the Commanding Officer of the ship or establishment concerned. The peak caps may be taken up from the Accountant Officer on repayment at the issuing price in force for naval ratings. Badges for the caps are supplied by the Institutes.

In time of war, canteen staffs employed for service in seagoing ships and, when considered desirable at the discretion of the Senior Naval Officer, those employed for service in harbour ships and shore establishments, will be permitted to wear uniform as shown below, and the uniform articles required under this authority may then be taken up from the Accountant Officer at the issuing prices in force for naval ratings:—

(*a*) Employees of the Navy, Army and Air Force Institutes:—

Canteen Managers in Cruisers and larger ships.	Naval Class I uniform with naval pattern gilt buttons. Naval C.P.O's cap badge (Pattern 48). N.A.A.F.I. badge on both lapels of coat.
Canteen Managers in smaller ships.	Naval Class III uniform with naval pattern gilt buttons. Naval P.O's cap badge (Pattern 49). N.A.A.F.I. badge on right sleeve of coat.
Canteen Assistants.	Naval Class III uniform with naval pattern black or white horn buttons for blue or white suits respectively. Naval Class III cap badge (Pattern 52). N.A.A.F.I. badge on right sleeve of coat.

(*b*) Canteen Staffs provided under Canteen Tenancy Agreements:—

Naval Class III uniform with naval pattern black or white horn buttons for blue or white suits respectively.

Naval badges other than as authorized in clause (*a*) above are not to be worn by any members of Canteen Staffs.

(iv) *Entry on ship's ledgers.—See* Art. **1700,** Clause 11.

(v) *Discipline.*—The Canteen Staff are not subject to the Naval Discipline Act except in so far as that Act applies to passengers (*see* Art. **525,** *Offences by Passengers*).

(vi) *Railway Warrants.*—Members of Canteen staffs are not entitled to free railway warrants when travelling on duty.

14. **Canteen Notice Boards and Posters.**—Admiralty Fleet Orders and notices relating to canteen matters are to be posted up on special notice boards reserved for the purpose, form S.112, containing the above regulations for the administration of canteens, being conspicuously displayed in order that the duties and powers of the canteen committee may be known to the members of the ship's company.

631. Tenant System.—Where the canteen is conducted on the Tenant System, subject to Admiralty approval provided for in Article **629,** clause 2, a contract will be entered into between the Tenant and the Commanding Officer on the approved forms drawn up for that purpose (C.P. 227 and 228).

On the China station the tenant will be selected by the Commander-in-Chief.

2. The various clauses of the contract are strictly to be adhered to, especially those in regard to money-lending and the non-payment by the Tenant, either to individuals, messes, or the general ship's fund, of any moneys or discounts beyond the authorized capitation grant, which is intended to be the Tenant's only pecuniary liability in respect of his tenancy.

3. The administration of the canteen is to be assimilated, as closely as possible, to that laid down for canteens conducted by the Navy, Army and Air Force Institutes.

632. Service System.—Where for any special reason the canteen is not conducted by the Navy, Army and Air Force Institutes, or on the Tenant System, a canteen is to be established, subject to Admiralty approval provided for in Article **629,** clause 2, on the Service system, under which goods are obtained by direct purchase, and the general administration of the canteen is undertaken by a committee. The Captain is

to direct the Accountant Officer to act as business manager, and is to hold him responsible for all purchases, sale prices, custody of cash, and cash transactions in connection with the canteen.

2. When such action is desirable, the circumstances which have led the Captain to consider the establishment of a canteen under the Navy, Army and Air Force Institutes, or on the Tenant System, impossible or inadvisable are to be reported fully to the Commander-in-Chief or officer commanding the squadron, who is to transmit the report to the Admiralty with an expression of his opinion.

3. To enable a Service canteen to be started, the Commanding Officer may authorize an advance of public money for the initial purchases of the necessary commodities on the following conditions:—

(*a*) The advance to be at the rate of £2 a head, as a maximum, calculated on numbers borne, excluding commissioned officers.

(*b*) The amount advanced in each case to be restricted to actual minimum requirements, the maximum of £2 not being drawn unless really necessary.

(*c*) Repayment of the loan to be made as follows:—

No repayment need be made for the first year; after that the money advanced to be repaid by equal monthly instalments extending over a period of six months, so that repayment will be completed within 18 months from the date of the loan.

(*d*) The canteen stock to be insured by the canteen committee.

The Commanding Officer is to exercise careful supervision over the working of the canteen, and is to satisfy himself that it is being conducted on business lines, which will ensure a working capital being accumulated at the end of twelve months and the canteen being in a position to make regular repayments of the advance during the following six months.

4. In all other respects the administration of the canteen is to be assimilated as closely as possible to that laid down for canteens conducted by the Navy, Army and Air Force Institutes. In particular, a discount on the canteen mess bills is not to be permitted. Reports on the working of the canteen are to be forwarded to the Director of Victualling half-yearly on 1st April and 1st October.

5. Stock is to be taken quarterly by the officers detailed by the Captain to conduct the quarterly audit of accounts (Article **635a**), and the result of the stocktaking is to be included in the statement of accounts.

633. Medical Inspection of Contractors' Premises.—In all establishments possessing a canteen, or in which the General Mess obtains supplies from local sources other than the canteen or Admiralty contractors, the Naval Health Officer, or the Medical Officer where no Naval Health Officer is borne, is to maintain an effective supervision of the premises of all firms from which supplies of food are directly or indirectly obtained.

634. Rebate.—The rate of rebate to be paid by the Navy, Army and Air Force Institutes on the turnover of canteens in His Majesty's ships and naval establishments will be determined by the Admiralty and the Navy, Army and Air Force Institutes as occasion arises. All instructions relating to payment of rebate, and to details connected with the internal working of canteens, will be notified as necessary in Admiralty Fleet Orders.

Section V—Subsidiary and Non-public Funds—General Arrangements

635. Subsidiary and Non-Public Funds.—No subsidiary or non-public fund, other than officers' mess and wine funds, is to be opened without the written approval of the Captain; such approval is to comprise instructions for:—

(i) the supervision of the fund,
(ii) keeping the accounts,
(iii) custody of cash,
(iv) auditing accounts, and
(v) fixing prices, where sales take place,

indicating who are responsible in each case.

A list of all the funds so authorized by the Captain is to be drawn up and exhibited publicly in a position appropriate to the nature of the fund.

2. The officer supervising the fund is responsible that the cash in hand and stock, if held, never exceed actual requirements.

3. Where goods are purchased for re-sale, a record is to be kept of
(i) all goods received and cost prices.
(ii) all articles sold and selling prices.
(iii) all cash transactions in connection with purchases and sales.

The list of authorized sale prices is to be exhibited publicly.

635a. Quarterly Accounts and Audit.—At the end of each quarter, statements are to be prepared by the mess or canteen committee, or, if other non-public funds, by the officer responsible for the accounts of the fund in question, showing the whole of the assets and liabilities of the funds for which they are responsible. The assets should show the money in hand to meet the liabilities, the amounts, if any, owing by members or subscribers, and the value of the stock in hand. Where stocks are held, a stocktaking by two officers of the committee of the fund is to take place immediately preceding the preparation of the statements of accounts, and a signed statement of stocks held, certified by these two officers, is to be handed to the auditing officers.

2. The statements of the mess and wine accounts (Article **620**), of the accounts in connection with canteen funds, including all subsidiary funds (*e.g.*, cricket clubs, rifle clubs, etc.) in connection with the general ship's fund (Article **630,** clause 4), and of the local Service sports clubs and associations, are to be signed by all the members of the respective committees. The statements of other non-public funds (Article **635**) are to be signed by the persons responsible for keeping the accounts.

3. The accounts are to be audited not later than the 15th of the first month of each quarter, and whenever the accounts are transferred from one officer to another, by officers nominated by the Captain on the principle laid down in Article **620,** clause 3.

4. The auditing officers should examine all the accounts, whether paid or not, within the period over which the audit extends, together with all outstanding orders for which the mess or other fund may be liable, although accounts may not have been received. The attention of the Captain is to be called, in the auditors' report, to any discrepancies or irregularities which may come to light.

5. Where the officer keeping the particular account under audit is other than the Accountant Officer of the ship, the cash balance and accounts of all public and other funds in the charge of the officer are to be produced and examined at the same audit. A note is to be made by the Auditing Officers (on form S. 256 for mess funds) to show that this has been done.

6. The audited accounts and statements are to be examined and initialled by the Captain, who will retain a duplicate copy of each statement. The accounts are then to be returned to the mess or canteen committee, or to the officer supervising the fund, who is to see that the audited statements are exhibited publicly for the information of members or subscribers.

7. In ships in reserve, the auditing officers will be appointed by the Senior Officer of the squadron or flotilla, who will receive copies of the statements of the various accounts and cause them to be exhibited publicly in the ships concerned.

8. At inspections the Commanding Officer is to submit for the scrutiny of the inspecting officer:—

(*a*) A list, signed by the Commanding Officer, of all Service funds (*e.g.*, Gunnery and other Improvement funds), and of all non-public funds authorized by him under Article **635.**

(*b*) The accounts of all the above funds, and of all officers' mess and wine funds, together with the duplicates of the last quarterly audit statement of each account.

9. **Loss, etc., of Stores.**—The State is not liable for any loss or damage to officers' mess or canteen stores, owing to fire, shipwreck, deterioration, or any other cause.

10. **Inspection of Balance.**—When the balance of money is inspected, in accordance with Article **1105,** a statement on form S. 452a is to be produced by the Accountant Officer showing the amount of ship's fund and any other funds which should be in his possession, and in a ship with a Service canteen, the amount of canteen money which should also be in his possession, as well as the amount of any public money advanced under Article **632,** clause 3, and not repaid. This statement, which is to be signed by the president or vice-president of the canteen committee, is to be forwarded into Office with the summary of the cash account (S. 452).

Chapter XV

LEAVE OF ABSENCE

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Section I—General

636. When to be Granted.—Leave of absence to officers and men is to be granted or withheld, as the circumstances of the Service may render expedient.

636a. Smallpox. Leave Restriction.—Officers and men are not to be allowed to proceed on leave to any town or district in which an outbreak of smallpox has been notified, unless they have been successfully vaccinated within the last five years, or unless they are considered by the Medical Officer of the ship or establishment to be sufficiently protected against risk of infection in consequence of vaccination.

2. All officers and men returning from leave from the town or district in question are to be disinfected, and kept under daily medical observation for fourteen days.

3. These restrictions are to be enforced whenever notification of an outbreak of smallpox is received in His Majesty's ships or establishments.

4. Towns and districts on which leave restrictions have been imposed for this reason will be notified in Admiralty Fleet Orders.

Section Ia—Officers

637. Flag Officer or Commodore on Home Service.—No Flag Officer or Commodore on home service under the direct orders of the Admiralty shall proceed on leave of absence without the permission of the Admiralty, and no Flag Officer or Commodore on home service holding a subordinate command shall proceed on leave of absence without the permission of his superior officer, or for more than 48 hours without the permission of the Admiralty also.

2. Whenever a Flag Officer or Commodore on home service proceeds on leave for more than 48 hours, his flag or broad pendant is immediately to be struck. *See* **206** *and* **1038** (*Position of Officer on whom command devolves in absence of a Commander-in-Chief at home*): *also* **1535** (*Table Money*).

638. On Home Stations.—Officers on home service are not to be allowed to be absent on leave for more than 42 days in the course of the current leave year (as defined in Article **1556**, clause 3) without the special sanction of the Admiralty.

2. Every opportunity consistent with the requirements of the Service is to be given to officers to take the leave allowable during their appointment. Officers who vacate appointments on home stations before being able to take the proportion of leave earned by them during their current leave year, shall be eligible to take the unexpended balance of such leave on full pay after vacating their appointments as prescribed in Articles **1556** (*Naval Officers*) and **760** (*Royal Marine Officers*).

3. **Vacation Leave.**—Officers appointed to study at any Naval or Military College or similar institution will be regarded as on leave inside their appointments during the intervals between the terms or sessions, provided they subsequently resume their studies.

4. **Training Establishments.**—The limitation mentioned in clause 1 of this Article will not apply to officers serving on the staff of training establishments, who, at the discretion of the Commander-in-Chief, may be granted as much leave during non-term periods as the requirements of the establishments permit.

639. Short Leave.—No officer is to be absent from his ship for a longer period than 48 hours without the approval of the Senior Officer present.

2. No officer is to remain out of his ship for the night without the previous sanction of the Commanding Officer. (*See* **513.** *Captain sleeping out of ship*).

640. Movements on Leave.—All officers on leave are to keep their commanding officers informed of their movements in case the exigencies of the Service should require their recall by telegram or by letter. Any officer granted permission to sleep out of his ship is to leave in writing with his commanding officer an address at which letters or telegrams will reach him.

641. Home Ports.—Subject to the provisions of Articles **636** to **638**, the Commanders-in-Chief, Portsmouth, The Nore and Plymouth and the Commanding Officer, Coast of Scotland, may grant leave to officers of ships present and under their orders and to officers of establishments within the command, including Captains (other than a Captain Superintendent) serving in home dockyards, using their discretion whether any case should be referred to the Admiralty for decision. An application for leave from a Captain Superintendent should be dealt with as provided in the Home Dockyard Regulations.

2. Similarly, a Flag Officer present, senior to the Officer Commanding for the time being at any of those ports, may under the same conditions grant leave to officers of the ships under his orders.

3. **At other Places** in the United Kingdom the Senior Officer, in the same circumstances, may grant leave of absence in accordance with such instructions as the Admiralty may from time to time issue.

642. Officers of the Fleet Air Arm.—Officers attached to the Royal Air Force and Naval Observer officers serving in the Fleet Air Arm are subject to the following rules as regards leave:—

(i) When serving under a definite posting to a Royal Air Force establishment, they will come under Royal Air Force rules.

(ii) When serving under an appointment to ship's books, they will come under Royal Naval rules, provided that:—

(*a*) If an officer during the period of his appointment to a home ship is required to serve at a Royal Air Force establishment, and is consequently transferred to Royal Air Force discipline, he will come under Royal Air Force leave rules during the period of such transfer. Such periods under Royal Air Force discipline will not be included in the period of service in respect of which a balance of home service leave is allowed under Article **1556** in finally vacating the appointment to the ship, and leave taken during such periods will not be included in the calculation of any such balance of leave.

(*b*) If the officer during the period of his appointment to ship's books abroad is required to serve at a Royal Air Force establishment, and is consequently transferred to Royal Air Force discipline, he will come under Royal Air Force *local* leave rules during the period of such transfer, which period, however, will count for purposes of foreign service leave under Article **1556**.

643. Applications.—All applications for leave, or for extension of leave, are to be made by officers of ships through their Captains.

644. Disposable Officers.—Commissioned and subordinate officers borne for disposal in depôts may be granted leave not exceeding six weeks; but this leave is not to be granted to Acting Sub-Lieutenants when it will interfere with their examinations.

645. While Serving Abroad.—Except as provided in clause 2 of this Article, applications from officers serving abroad for leave of absence to proceed beyond the limits of the station are to be submitted to the Admiralty. (*See* **1556**, clause 10 (a)). The applications are to explain fully the necessities of the case, and, in forwarding them to the Admiralty, the Commander-in-Chief is to state whether he considers the urgency so great as to justify leave being granted.

Should an officer desire it, the application, in sufficient detail, may be forwarded to the Admiralty by telegram, the cost of the message and of the reply being chargeable to the officer.

2. The Commander-in-Chief, Mediterranean Station, may grant officers under his command leave to proceed to the United Kingdom when he considers circumstances justify it. Particulars of leave granted, and address whilst on leave (*see* **926**), are to be reported by telegraph to the Admiralty at the officers' own expense.

646. On Return from Foreign Service.—Officers on return from service on foreign stations shall be eligible for leave on full pay as prescribed in Articles **1556** (*Naval Officers*) and **760** (*Royal Marine Officers*). For officers allowed to spend such leave abroad, see Article **1747**, clause 2.

646a. In Ships temporarily detached from foreign service for refit in England.—Officers remaining for further foreign service in a ship temporarily detached from service abroad for the purpose of refit in England may be granted, during the period spent in home waters, special leave up to a maximum of ten days without deduction from their foreign service leave (Article **1556**, clauses 15 and 16 (c)). In addition they may be granted any leave due on the home service scale (Articles **638** and **1556**, clause 2) in respect of the period in England. The special ten days' leave is not to be granted when ships return for any purpose other than an actual refit, *e.g.*, to recommission only.

2. In no circumstances is the departure of a ship to be delayed for the purpose of granting the leave referred to in this Article.

3. All grants of leave to officers in ships returning to England temporarily to refit or to recommission are to be reported to the Admiralty, giving names and periods.

647. Ships under Sailing Orders.—No application for leave of absence from the port from any officer or other person belonging to a ship under sailing orders, or about to proceed to sea, will be entertained except in the most urgent circumstances; and no such leave is to be given at home without the sanction of the Admiralty.

648. Illness on Leave.—The regulations applicable to officers taken ill whilst on leave are given in Article **1439**.

649. Sick Leave.—Commanding Officers of R.N. Barracks may, on the advice of the Principal Medical Officer of the Depôt, grant sick leave as necessary up to a maximum of 14 days, provided that the provisions of the Instructions for Naval Hospitals are complied with as far as applicable. Otherwise sick leave is only to be granted by commanding officers on the recommendation of a naval medical board, the Medical Director-General, or in the circumstances specified in clause 3.

2. Any officer who is considered unfit for duty by reason of sickness is to be medically surveyed either by a naval medical board or at the Admiralty, whichever may be the more convenient.

The medical board or the Medical Director-General, as the case may be, will state whether sick leave is recommended and whether the officer should be sent to a naval hospital or sick quarters or be allowed to proceed to his home, and will also fix the period for which he is to remain on sick leave and the date on which he is fit to return to duty, or to attend for re-survey if re-survey is considered necessary.

3. If, however, it is not practicable to arrange for an officer to be surveyed by a Naval Medical Board or at the Admiralty, he may, if there is medical evidence

to show that the case is urgent, be granted sick leave by his Commanding Officer, but the Commanding Officer is to report at once (through his superior officer) the facts to the Secretary of the Admiralty, stating the reasons why no Naval Medical Board was held.

4. If any officer, while on sick leave granted by his Commanding Officer, is unfit to return to duty at the expiration of the period granted, he is to report the fact at once to his Commanding Officer and forward a medical certificate as to his condition. The Commanding Officer is then to report the case to the Admiralty with his remarks. (*See also* **1439**).

5. When officers are allowed to proceed on sick leave, the following information is to be included in the submission reporting the grant of sick leave:—

(i) Number of days sick leave granted in anticipation of Admiralty approval;
(ii) Date from which the leave commences;
(iii) Officer's address whilst on sick leave.

6. The regulations under which officers are granted full pay during sick leave are given in Article **1554**.

Section II—Ship's Company

650. Classification for Leave.—The classification for leave of the ship's company is provided for in Articles **571** to **575**. (*For special instructions relative to leave of Royal Marines, see Article* **760**).

2. **General Holidays.**—The following days are to be observed as far as possible as general holidays by ships in home waters:—

The day set apart for the celebration of the birth of the Sovereign.
Whit Monday.
First Monday in August.

3. **Foreign Service Leave.**—Ship's companies of all ships on foreign service will be granted leave according to the following scale:—

(*a*) *Before departure.*—Ten days' drafting leave.
(Note.—Subject to Drafting Regulations.)

(*b*) *On return.*—Eleven days' leave for each completed period of six months service. Leave for periods of service of less than six months to be reckoned at two days for each complete month's service.

(i) All men detailed for foreign service are to be given drafting leave in accordance with (*a*) above of this clause.
This does not debar men from the grant of seasonal leave appropriate to the service upon which they are employed whilst such seasonal leave is in progress, provided that their departure from England is thereby in no way delayed.

(ii) and (iii) *Deleted.*

(iv) The period of foreign service in respect of which the amount of foreign-service leave is assessed, counts from the date of leaving England to the date of returning. Where, however, ships returned from foreign stations are refitting under the biennial refit system at a port other than their home port, provided that no portion of foreign-service leave is granted before the ship is taken in hand, the period of foreign-service in respect of which the amount of foreign-service leave is assessed counts from the date of leaving England to the date of paying off.

(v) Extra leave may be granted up to seven days to ratings serving in ships stationed in the Persian Gulf, Red Sea and to River Gunboats on the China Station. This leave is to be granted on a scale of 1 day for every completed three months' service, subject to the maximum of 7 days in all not being exceeded. (*See* **1556** (5) *for Officers.*)

(vi) The question of extra leave to surveying ships employed in waters mentioned in clause 3 (v) should be referred to the Admiralty for decision.

(vii) and (viii) *Deleted.*

(ix) Foreign-service leave will normally be granted from the general depôt or establishment at home to which men are discharged in accordance with Article **740,** but may on occasion be granted before paying off from a ship returning from a foreign station to refit and recommission (*see* **741**). Subject to Article **658,** Commanders-in-Chief and Flag Officers Commanding abroad may grant permission to men serving under their command to spend their foreign-service leave abroad on the understanding that men not remaining for a further period of service on the station must make their own arrangements for returning to England. Form S.543 is to be used as necessary whenever foreign-service leave is granted from His Majesty's ships, and if the individual is not returning to his home depôt or establishment on the expiration of foreign-service leave spent abroad, a notation of the granting of the leave is to be made in red ink on the man's conduct sheet for the information of the Commanding Officer when the man rejoins the depôt or establishment. Periods of long leave taken abroad up to a total of six days in any one year shall not be taken into account when assessing foreign-service leave, any long leave taken in excess of the total of six days in any one year being noted on the conduct sheet. *See* **603,** clause 2, *and* **797,** clause 1 *(Conduct Sheets).*

(x) Men serving abroad whose engagements will shortly be completed and who desire to take their foreign-service leave on the station may be allowed to do so on the written understanding that they forfeit all right to a passage home at Government expense. Such men may be granted passage by Government opportunity only when this can be arranged before the date on which they are due to be discharged, and without any inconvenience to the Service.

(xi) Men of South Africa serving on the Africa Station are provided for in clause 4.

(xii) The above scale is to extend to a period not exceeding six years' absence from England. If a man returns to England after more than six years' absence on foreign service, particulars are to be submitted for the special consideration of the Admiralty.

(xiii) Subject to the satisfactory internal organization of the ship for the work envisaged, ratings not living in the immediate vicinity of the port from which leave is being given should proceed on foreign service leave with the first watch.

Short Leave.—Commanders-in-Chief will give such orders relative to leave on their respective stations as the climate or local circumstances may make expedient.

3a. **Ships returning to England to Refit or Recommission.**—When a ship belonging to a foreign station returns to England to refit and/or recommission, the following rules will apply to the grant of leave to ratings who return to England in the ship and will continue to serve in the ship on return to her station:—

(*a*) If the ship returns home to refit only, such men may receive special leave up to a maximum of ten days during the refit. This special leave will not be deducted from foreign-service leave.

(*b*) If the ship is ordered to recommission as well as refit while she is in England, ratings continuing in the ship are to receive ten days' special leave, and in addition are to take as much of the foreign-service leave due to them as is possible in the time available. A notation is to be placed with each man's service certificate of any foreign-service leave so taken.

(*c*) Ships returning to England to recommission only, may grant 48 hours special leave to ratings who are recommissioning for further service in the ship, if the exigencies of the Service permit. This leave may be extended up to a maximum period of 7 days if circumstances allow. This rule will also apply when a ship returns from abroad in order to transfer the crew to a relieving ship for service abroad.

Any such leave granted will not affect foreign service leave due when ratings finally return home from abroad.

(*d*) Men granted leave abroad under clause 3 (ix) or clause 4, men who leave the ship before she again proceeds abroad, and men who newly join the ship during her stay in England, are ineligible for this special leave.

The departure of a ship from England for her station is never to be delayed for the purpose of giving leave under this Regulation.

4. **Men of South Africa.**—Ratings of South African birth, or whose parents were domiciled in South Africa, or who were themselves domiciled in South Africa, prior to their entry in the Royal Navy, will be granted leave as follows:—

(i) When serving on other than the Africa station—As laid down in this Article.

(ii) Before departure to the Africa station—To have the option of receiving 10 days' drafting leave before departure to, or on arrival on, the station, a notation being made on their drafting papers whether entitled to 10 days' leave on the station or not.

(iii) Whilst serving in sea-going ships on the Africa station—To be granted leave under clause 5 (*a*) at suitable times as approved by the Commander-in-Chief, Africa station.

(iv) Whilst serving in shore establishments on the Africa station—To be granted leave under clause 5 (*b*) at suitable times as approved by the Commander-in-Chief, Africa station.

(v) Before return from the Africa station—No special leave.

(vi) On return from the Africa station—To be ineligible for foreign-service leave.

4a. **Trooping Service.**—Ratings on return from trooping trips are to be given two days' leave prior to entry into Depôt for each month or part of a month they have been absent, from the date of commissioning inclusive.

5. **Leave to Ships and Establishments in Home Waters.**—(*a*) The following will be granted forty-two days per annum.

Ships of the Home Fleet.

Sea-going Auxiliary Vessels attached to the Home Fleet.

Destroyers attached to Devonport Command for service in Irish Waters.

Sea-going Cadet Ships.

Seagoing vessels of the Fishery Protection and Minesweeping Flotilla (including Fishery Protection cruisers and gunboats, 1st Minesweeping Flotilla, and Trawlers employed on R.N.R. training in Minesweeping).

Ships of the 1st A/S Flotilla.

(*b*) The following will be granted twenty-eight days per annum.

Anti-Submarine School, Portland.

Sea-going ships (except surveying vessels), other than those referred to at (*a*), including the following:—

Sea-going Gunnery Ship and attached vessels.

Ships of the Reserve Fleet or otherwise in Reserve (inclusive of Submarines and other vessels in reserve, but exclusive of ships for disposal in charge of care and maintenance parties).

Training and local defence flotillas.

Sea-going tenders to schools and training establishments.

Ratings drafted in advance to new construction building at Contractors, or to Dockyard built ships if not at the port from which they will be manned eventually.

Short Leave to (a) and (b) above.—(i) Chief petty officers are to be granted leave whenever the Service admits of it.

(ii) Ratings in the first class for leave are to be allowed leave to the fullest extent possible, when such leave can properly be given and the Service admits of it.

Week-end leave will, however, not generally be given except when lying at home ports. The time of going on and returning from week-end leave will then conform with the custom of the port, but as a rule leave will not commence before noon on Saturday and should expire on Monday morning.

(iii) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but at least once a month if the Service admits.

(iv) In vessels lying in enclosed anchorages within the limits of the home ports, leave may be given to more than one watch at a time, but sufficient men are to be retained for the efficiency and safety of the vessels, and in ships with less than a full complement, not less than one-third of the ship's company are to remain on board This rule does not apply to Spithead or outer anchorages, where not less than 50 per cent of the ship's company must remain on board.

(v) As regards the vessels mentioned in (*b*), the time of going on and returning from week-end leave is to be arranged at the discretion of the Commander-in-Chief or Senior Officer of the port to suit circumstances (railway facilities, etc.) at each port.

(*c*) The following will be granted twenty-eight days per annum.

Shore Establishments in Scotland and Ireland.*

Facilities for week-end leave are necessarily restricted, but when week-end leave is given, the time of going and returning is to be arranged at the discretion of the Commander-in-Chief or Senior Officer of the port to suit the circumstances (railway facilities, etc.) at each port. As a general rule, leave should not commence before noon on Saturday and should expire on Monday morning.

(*d*) Harbour Ships and Shore Establishments in England and Wales, not provided for in clause 7, will be granted twenty days leave per annum, viz:—

Ten days at Christmas.
Ten days in Midsummer.
Easter is to be regarded as the long week-end in the month in which it falls.

Men serving in the above ships and establishments may be granted week-end leave once in each month, if their services can be spared. This leave should usually be from after working hours on Friday till Monday morning, but Commanders-in-Chief and Senior Officers are authorised to give such orders on the subject as may be most convenient at the various ports.

(*e*) Surveying vessels in home waters, and surveying vessels in foreign waters which return annually to home ports after the surveying season, will be granted leave on the following scale:—

Twenty-eight days per annum for ratings serving throughout the year;
Twenty-one days per annum for ratings serving during the summer surveying period only.

Easter Leave may be granted, as a long week-end, provided that this does not interfere with the surveying programme of the ships.

Short leave at week-ends may be granted when this can be done without detriment to the service on which the surveying ships are engaged, and when, in the opinion of the Commanding Officers, the weather conditions are suitable.

Short leave to (c), (d) and (e) above.—(i) Leave to men in the first class for leave should be arranged on the principle of giving them the maximum amount of short leave which can be granted without the ship or establishment suffering in efficiency.

*Additional time for travelling may be granted at the discretion of commanding officers to ratings whose homes are distant from their port.

(ii) Leave may be arranged by sections, watches and parts of watches or by retaining a duty party, but chief petty officers are to be granted leave whenever the Service admits of it, irrespective of watch. Attention is directed to the necessity of retaining sufficient petty officers for the efficient supervision of men not granted leave.

(iii) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but never less frequently than once in a month if the Service admits.

Men should be encouraged to return on board at night, and every facility given them for so doing.

(iv) As far as possible, the arrangements for all the large establishments in the same port should be similar.

Leave in accordance with the above provisions to ships and establishments in home waters is at the discretion of the Commander-in-Chief, except that Admiralty approval should always be sought for leave given outside the customary leave periods at Christmas, Easter and Midsummer, and for leave for surveying ships in home waters whilst completed to full complement during the summer months. Any leave approved should be reported by the Commander-in-Chief to the Admiralty without delay.

6. In addition to the scales of leave for classes (*b*), (*c*) and (*d*) above, the Admiralty will as a rule grant four days' leave after manœuvres to all men belonging to ships and establishments of these classes who have taken part.

7. **Boys, Training Establishments.**—Long leave to ships' companies of these establishments is to be granted according to the Training Service Regulations.

Short Leave.—Men in the first class for leave are to receive leave as laid down in the Training Service Regulations. Those in the second class for leave are to be allowed leave only when and where the Captain may decide, but never less frequently than once a month if the Service admits.

8. **General.**—Leave due to ships' companies, other than foreign service leave and re-engagement leave, should be taken before the vessel pays off. No arrears of leave may be taken after leaving a ship or establishment, other than foreign-service leave or re-engagement leave, except with special Admiralty sanction, which should be applied for at least a month before the commencement of such leave.

Men about to be discharged time-expired are not to be given leave extending beyond the date they are due for discharge, other than foreign service leave due under this Article or leave granted under Article **651,** clause 1 (*Men awaiting pension*) or **760,** clause 3 (*g*) (*Royal Marines*).

Men discharged free or by purchase are to be granted any foreign-service leave due to them before discharge, but no other leave is to be granted.

Men sentenced to dismissal, and those whose discharge "Services No Longer Required" is pending, are not to be granted leave before discharge to the shore. Men about to be discharged "Unsuitable" are, however, to be given any foreign-service leave to which they would normally have been entitled.

Men who are invalided before they have taken arrears of leave are not eligible for leave beyond the date of survey for invaliding, other than as provided for in Article **1588,** clause 3.

Marriage leave should be included in the annual leave allowed and should not be granted as an extension of other leave due.

Marriage leave should only be granted at the time of marriage.

Permission of Senior Officer.—Captains of ships in company are not to grant short leave without previous communication with the Senior Officer present, in order that, so far as possible, similar periods of short leave may be given to the different ships' companies. (*See* **655**).

651. Pension Leave.—Men awaiting the award of long service pension may be granted, in order to enable them to seek civil employment:—

(*a*) Fourteen days' leave during the last three months of their service. When, owing to suitable reliefs being unavailable, men are unable to take the whole or part of this leave before the pension due date, they may be allowed to complete such leave when they are finally relieved of duty, subject to compliance with **1989,** (I), (*e*).—(*See* also **396,** clause 3, and **650,** clause 8);

(*b*) additional leave from the estimated date for commencing pension until their final discharge, but subject to the provisions of Article **1989** (I) (*e*).

2. The first month after completing time for pension should be granted as leave to men who have re-engaged for a further period of five years' service.

After re-engaging to complete time for pension a period of fourteen days should be granted as leave.

Both these grants of leave are subject to no inconvenience to the Service being caused thereby, and may be spent abroad subject to Article **658.** Men taking re-engaging leave while serving abroad and not remaining for a further period of service on the station must make their own arrangements for returning to England.

When men are discharged to a depôt from His Majesty's ships after re-engaging to complete time for pension without having been granted the appropriate leave, a notification to this effect, signed by the Commanding Officer, is to be forwarded to the depôt with their other documents.

652. Sick Leave.—Sick leave is not to be granted to men discharged from hospital, except in very special cases, and then only after recommendation by a medical board of survey.

This leave is to be granted only to men remaining in the Service, and not to men about to be discharged.

653. Young men of the seamen and stoker classes, except in special circumstances or during the week-end leave referred to in Article **650,** clause 5 (*d*), are not to be allowed all-night leave until they become Able Seamen, Stokers, 1st Class, or reach the age of 20. The application of this rule to ratings of other classes under the age of 20 is at the discretion of the Captain.

2. In barracks, etc., ships alongside dockyards or in enclosed harbours where it is easy to bring men off at night, these young men are to be granted leave whenever it is given to men in their class for leave, but they are not to be allowed to sleep ashore, except when visiting parents or other relatives, or in other special circumstances.

3. In other places where there may be a doubt as to the advisability of sending for them at night, they are to return to their ships in time for supper, and in these circumstances they are, when possible, to be allowed to land on two afternoons a week at 1330. The Captain may, however, make an exception to this rule when he is satisfied that night leave is required for the purpose of staying with parents or other relatives, or in other special circumstances.

4. **Boys** are frequently to be allowed leave at such ports as are considered suitable for the purpose, but they are not to be allowed to sleep out of the ship except in special cases with the Captain's permission. They should, as a rule, return from leave in time for supper.

654. Short Leave Book.—All leave not exceeding **48 hours,** including the week-end leave referred to in Article **650,** clause 5 (*d*), is to be recorded in the short leave book. Separate short leave books are to be kept for Naval ratings and for Royal Marines.

When a man does not return at the expiration of his short leave, he is immediately to be checked if his absence should occur before noon, and his name is to be entered in the gangway check book kept by the Master-at-Arms, or by the senior non-commissioned officer. *See* **1819** (*Victualling and Check Book*).

The books are to be sent to the ship's office whenever required; when filled, they are to be lodged in that office for safe custody, and they are to be destroyed on paying off.

Long Leave.—All leave exceeding 48 hours is to be recorded in the gangway check book.

Further instructions relative to the record of leave which are printed in the short leave book are to be complied with.

2. **Leave Tickets.**—On the home stations and in British possessions abroad, leave tickets (S. 248 or S. 248a) are to be issued whenever leave exceeding 48 hours is granted. To guard against mistakes, lists containing the particulars written on the leave tickets are to be read out to the men, and the Divisional Officers are also to see that the tickets correspond with the lists. (*See* **741**—*Paying Off leave arrangements*).

Before proceeding on leave, men are to be warned to make themselves acquainted with the instructions printed on the back of their leave tickets, and to ascertain from the poster (S. 582) showing the names and addresses of Naval Surgeon's and Agents, which is to be exhibited in all ships and fleet establishments at home, whether a Surgeon and Agent is available in the locality to which they propose to proceed on leave and, if so, his name and address.

Tickets may also be given, if considered desirable, in cases of men proceeding on leave not exceeding 48 hours.

The counterfoils of the tickets are to be initialled by the Executive Officer and Royal Marine Officer respectively, when they sign the tickets, and are to be sent to the ship's office whenever required by the Accountant Officer, for the purpose of examination or check. Erasures are not to be made in the tickets or counterfoils, nor are any counterfoils to be removed.

Tickets are to be given up on the expiration of the leave for which they are granted, and are to be checked by the counterfoils.

When the book is finished, the counterfoils are to be sent to the ship's office for safe custody. On paying off, the counterfoils in used books are to be destroyed. Partly used and unused books are normally to be transferred to the new commission, but if the ship is not to recommission immediately they are to be sent to the nearest naval depôt.

655. Limits of Leave.—Men are never to be granted more than four days' leave at any one time without the permission of the senior officer present; nor are they to be allowed to be absent from the port in such numbers as to interfere with the efficiency of their ships in the event of their being suddenly called upon for service, without the sanction of the Admiralty, or, abroad, of the Commander-in-Chief.

"Blue Peter."—Whenever the "Blue Peter" is hoisted in any ship, it is to be understood as recalling all persons belonging to her who may be on leave, and they are immediately to return to the ship.

656. Illness on Leave.—The regulations applicable to men taken ill whilst on leave are given in Article **1440.**

657. Involuntary Absence without Leave.—If it should be proved to the satisfaction of the Captain that the absence of a man or boy without leave has not been owing to any misconduct or fault of his own, but to circumstances that made it impossible for him to return at the appointed time, he is not to be considered as a defaulter, nor punished for his involuntary absence. *See* **588,** clause 3 (*Removal of R.Q.*).

Section III—Proceeding Abroad on Leave

658. Permission to Proceed Abroad.—Officers and men, whether on the active, retired or pension lists, are not to proceed abroad without first obtaining permission. Those serving are to apply through their Commanding Officers; others are to apply to the Secretary of the Admiralty.

2. Subject to the provisions of clauses **3** and **4** of this Article, and to such further conditions and restrictions as may be laid down from time to time in Admiralty Fleet Orders, Commanders-in-Chief and Flag Officers Commanding may grant permission to officers serving under their command to proceed abroad during ordinary leave.

Commanders-in-Chief and Flag Officers Commanding may grant to men serving under their command permission to proceed abroad during home-service leave, foreign-service leave and re-engaging leave. *See* **650**, clause 3 (*Foreign Service leave granted abroad*).

The President of the Royal Naval College, Greenwich, may deal similarly with applications from officers and men serving or studying at the college, and the Heads of Admiralty Departments may deal with applications from members of their naval staff. *See* **760**, clause 6 (*Royal Marines borne on shore strength*).

3. Discretion is left to the Commander-in-Chief and Flag Officers Commanding as to the circumstances in which leave abroad may be granted locally.

4. Admiralty permission must first be obtained before the applicant is allowed to proceed or remain abroad when:—

(*a*) officers are proceeding or remaining abroad on leave on expiration of appointment or on completion of courses;

(*b*) officers and men are on the unemployed, retired or pension lists.

When there is any doubt about the desirability of the grant of permission the matter shouuld be referred to the Admiralty for decision.

5. When permission to proceed to a foreign country is granted, a signed statement to that effect is to be given to the officer or man concerned. When an officer is granted such permission, a report giving the intended address or addresses and the commencing date and period of the leave authorized is to be forwarded to the Commanding Officer of the ship or establishment on the books of which he may, for the time being, be borne, or to the Secretary of the Admiralty, as appropriate. *See* Article **926.** For a rating or Royal Marine these particulars are always to be sent to the Commodore of the depôt, or Commandant of the Royal Marine Division concerned, whether the rating is borne on the books of the depôt or not.

6. Applicants are to be informed that they must wear plain clothes when on leave in a foreign country, and that they must have a passport endorsed for travel to the country or countries intended to be visited, and bearing, where required, the *visa* of the Consular Representatives of such country or countries. The *visa* should be obtained before departure from the United Kingdom.

7. Applications for the issue of a passport must be made on the prescribed form "A," copies of which are obtainable from banks, shipping agents, etc., or direct from the Passport Office at Queen Anne's Gate Buildings, Dartmouth Street, Westminister, S.W.1, or the Branch Passport Office, 36 Dale Street, Liverpool. The form should be carefully completed in accordance with the instructions given thereon, and forwarded direct to the Passport Office, together with the necessary photographs and fee of 15*s* 0*d*. The certificate at the foot of the form and the back of one of the photographs may be signed by a Royal Naval or Royal Marine Officer, in lieu of the persons mentioned on the form as qualified to verify the declaration. Full information in regard to the passport and *visa* regulations are contained in the pamphlet issued with each passport. If necessary, a separate copy of this pamphlet can be obtained by application to the Passport Office.

8. When an officer on the Active List is granted permission to proceed abroad, he is to inform the British Naval Attaché of his address and movements, or, if there is no Naval Attaché, the British Representative.

659. Leave for the purpose of revisiting Homes in the Dominions.—Officers of the Royal Navy of Dominion or Colonial extraction, whose parents or nearest relatives are domiciled in Dominions or Colonies and who desire leave of absence to revisit their homes, should make application by letter, through the usual official channels, if serving, shortly before the termination of their appointments, or, if not serving, to the Secretary of the Admiralty direct.

2. Such applications will receive favourable consideration if circumstances permit, and, subject to the following conditions, leave of absence will be granted wherever possible.

3. Officers under training (*e.g.*, Midshipmen) will not be eligible, and Sub-Lieutenants who have not passed their examinations for the rank of Lieutenant or completed the six months' sea service required to qualify for a watchkeeping certificate, should not apply until they are qualified for advancement.

4. It may be necessary to refuse or postpone the grant of leave should the number of officers required to fill appointments in the near future not admit of the applicant's services being spared.

5. On the expiration of any balance of full pay leave due to them on vacating their appointments, officers granted leave of absence under this Article will be eligible for unemployed pay under the ordinary regulations if of the rank of Lieutenant or above, and for full pay if below the rank of Lieutenant, provided that they hold themselves at the disposal of the Admiralty, and comply with the instructions laid down in clauses 7 and 8.

6. Passage by ship-of-war will be allowed in either direction if an opportunity occurs, but otherwise officers will be required to make their arrangements for passage at their own expense.

7. In the event of war or emergency, officers on leave under these conditions must report themselves to the nearest British Naval Authority, whether of the Royal Navy or of a Dominion Navy. The fact of leave having been granted, and the officer's address, will be communicated by the Admiralty to the Dominion Naval Authority or the Commander-in-Chief on the station as the case may be. Any change of address while aboard, and any report of sickness, is similarly to be communicated by the officer to the Dominion Naval Authority or the Commander-in-Chief, as well as to the Admiralty. In case of necessity, officers granted leave of absence under this Article may also be regarded as available for local appointments in casual vacancies, subject to the approval of the Admiralty in each case.

8. The officer is to take sufficient uniform for use in war or emergency (Nos. 5 and 8 (*b*) dresses).

9. Applications for leave are to be accompanied by the following particulars:—

Name of relative it is desired to visit.
Relationship.
When last seen or visited.
Address while on leave. (*See* **926**).
Leave granted during preceding 12 months.
Period of leave desired.

10. This Article does not apply to officers of Dominion Navies serving in the Royal Navy.

Chapter XVI

REGULATIONS FOR PREVENTING COLLISIONS, AND LIGHTS FOR SMALL CRAFT

Regulations for Preventing Collisions at Sea

660. The following regulations are to be observed in order to prevent collisions at sea, and all Executive officers are to make themselves thoroughly acquainted therewith.

Preliminary

Definitions.—These Rules shall be followed by all vessels upon the high seas and in all waters connected therewith, navigable by sea-going vessels.

In the following Rules every steam-vessel which is under sail and not under steam is to be considered a sailing-vessel, and every vessel under steam, whether under sail or not, is to be considered a steam-vessel.

The word "steam-vessel" shall include any vessel propelled by machinery.

A vessel is "under way" within the meaning of these Rules, when she is not at anchor, or made fast to the shore or aground.

Rules Concerning Lights, Etc.

Lights.—The word "visible" in these Rules, when applied to lights, shall mean visible on a dark night with a clear atmosphere.

*Article 1. The Rules concerning lights shall be complied with in all weathers, from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed lights shall be exhibited.

Article 2. **Lights for Steamships.**—A steam-vessel when under way shall carry:—

(*a*) On or in front of the foremast, or if a vessel without a foremast, then in the fore part of the vessel, at a height above the hull of not less than 20 feet, and if the breadth of the vessel exceeds 20 feet, then at a height above the hull not less than such breadth, so, however, that the light need not be carried at a greater height above the hull than 40 feet, a bright white light, so constructed as to show an unbroken light over an arc of the horizon of 20 points of the compass, so fixed as to throw the light 10 points on each side of the vessel, viz., from right ahead to 2 points abaft the beam on either side, and of such a character as to be visible at a distance of at least 5 miles.

(*b*) On the starboard side, a green light so constructed as to show an unbroken light over an arc of the horizon of 10 points of the compass, so fixed as to throw the light from right ahead to 2 points abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least 2 miles.

(*c*) On the port side, a red light so constructed as to show an unbroken light over an arc of the horizon of 10 points of the compass, so fixed as to throw the light from right ahead to 2 points abaft the beam on the port side, and of such a character as to be visible at a distance of at least 2 miles.

(*d*) The said green and red side-lights shall be fitted with inboard screens projecting at least 3 feet forward from the light, so as to prevent these lights from being seen across the bow.

*These Rules are numbered as "Articles" to correspond with the wording of the Order in Council of 13th October, 1910.

(*e*) A steam-vessel when under way may carry an additional white light similar in construction to the light mentioned in subdivision (*a*). These two lights shall be so placed in line with the keel that one shall be at least 15 feet higher than the other, and in such a position with reference to each other that the lower light shall be forward of the upper one. The vertical distance between these lights shall be less than the horizontal distance.

Article 3. **Lights for Ships Towing.**—A steam-vessel when towing another vessel shall, in addition to her side lights, carry two bright white lights in a vertical line one over the other, not less than 6 feet apart, and when towing more than one vessel, shall carry an additional bright white light 6 feet above or below such lights, if the length of the tow, measuring from the stern of the towing vessel to the stern of the last vessel towed, exceeds 600 feet. Each of these lights shall be of the same construction and character, and shall be carried in the same position as the white light mentioned in Article 2 (*a*) except the additional light, which may be carried at a height of not less than 14 feet above the hull.

Such steam-vessel may carry a small white light abaft the funnel or aftermast for the vessel towed to steer by, but such light shall not be visible forward of the beam.

Article 4. **Special Lights for Ships not under Command and for Telegraph Ships.**—(*a*) A vessel which from any accident is not under command shall carry at the same height as the white light mentioned in Article 2 (*a*), where they can best be seen, and, if a steam-vessel, in lieu of that light, two red lights, in a vertical line one over the other, not less than 6 feet apart, and of such a character as to be visible all round the horizon at a distance of at least 2 miles; and shall by day carry in a vertical line one over the other not less than 6 feet apart, where they can best be seen, two black balls or shapes each 2 feet in diameter.

(*b*) A vessel employed in laying or in picking up a telegraph cable shall carry in the same position as the white light mentioned in Article 2 (*a*) and, if a steam-vessel, in lieu of that light, three lights in a vertical line one over the other, not less than 6 feet apart. The highest and lowest of these lights shall be red and the middle light shall be white, and they shall be of such a character as to be visible all round the horizon at a distance of at least 2 miles. By day she shall carry in a vertical line one over the other, not less than 6 feet apart, where they can best be seen, three shapes not less than 2 feet in diameter, of which the highest and lowest shall be globular in shape and red in colour and the middle one diamond in shape and white.

(*c*) The vessels referred to in this Article when not making way through the water shall not carry the side-lights, but when making way shall carry them.

(*d*) The lights and shapes required to be shown by this Article are to be taken by other vessels as signals that the vessel showing them is not under command and cannot therefore get out of the way.*

These signals are not signals of vessels in distress and requiring assistance. Such signals are contained in Article 31.

Article 5. **Lights for Sailing Ships or Vessels being Towed.**—A sailing vessel under way, and any vessel being towed, shall carry the same lights as are prescribed by Article 2 for a steam-vessel under way, with the exception of the white lights mentioned therein, which they shall never carry.

Article 6. **Exceptional Lights for Small Vessels.**—Whenever, as in the case of small vessels under way during bad weather, the green and red side-lights cannot be fixed, these lights shall be kept at hand lighted and ready for use; and

*Attention is drawn to the following clauses of the Submarine Telegraph Act, 1885:—

"(*a*) When a ship engaged in repairing a cable exhibits the signals" (specified in Article 4 (*b*) of the Regulations for Preventing Collisions), "other vessels which "see them, or are able to see them, shall withdraw to or keep beyond a distance of one "nautical mile at least from the ship in question, so as not to interfere with her operations."

"(*b*) Vessels which see, or are able to see, the buoys showing the position of a cable when the latter is being laid, is out of order, or is broken, shall keep beyond a distance of one-quarter of a nautical mile at least from the said buoys."

shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable, more than 2 points abaft the beam on their respective sides.

To make the use of these portable lights more certain and easy, the lanterns containing them shall each be painted outside with the colour of the light they respectively contain, and shall be provided with proper screens.

Article 7. **Lights for Small Craft and Rowing Boats.**—Steam-vessels of less than 40, and vessels under oars or sails of less than 20, tons gross tonnage, respectively, and rowing boats, when under way, shall not be obliged to carry the lights mentioned in Article 2 (*a*), (*b*), and (*c*), but if they do not carry them, they shall be provided with the following lights:—

(1) Steam-vessels of less than 40 tons shall carry—

(*a*) In the forepart of the vessel, or on or in front of the funnel, where it can best be seen, and at a height above the gunwale of not less than 9 feet, a bright white light constructed and fixed as prescribed in Article 2 (*a*), and of such a character as to be visible at a distance of at least 2 miles.

(*b*) Green and red side-lights constructed and fixed as prescribed in Article 2 (*b*) and (*c*), and of such a character as to be visible at a distance of at least 1 mile, or a combined lantern showing a green light and a red light from right ahead to 2 points abaft the beam on their respective sides. Such lantern shall be carried not less than 3 feet below the white light.

(2) Small steamboats, such as are carried by sea-going vessels, may carry the white light at a less height than 9 feet above the gunwale, but it shall be carried above the combined lantern mentioned in subdivision (1) (*b*).

(3) Vessels under oars or sails, of less than 20 tons, shall have ready at hand a lantern with a green glass on one side and a red glass at the other, which, on the approach of or to other vessels, shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side nor the red light on the starboard side.

(4) Rowing boats, whether under oars or sail, shall have ready at hand a lantern showing a white light, which shall be temporarily exhibited in sufficient time to prevent collision.

The vessels referred to in this Article shall not be obliged to carry the lights prescribed by Article 4 (*a*) and Article 11, last paragraph.

Article 8. **Pilot-vessels,** when engaged on their station on pilotage duty, shall not show the lights required for other vessels, but shall carry a white light at the masthead, visible all round the horizon, and shall also exhibit a flare-up light or flare-up lights at short intervals, which shall never exceed 15 minutes.

On the near approach of or to other vessels they shall have their side-lights lighted, ready for use, and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side, nor the red light on the starboard side.

A pilot-vessel of such a class as to be obliged to go alongside a vessel to put a pilot on board, may show the white light instead of carrying it at the masthead, and may, instead of the coloured lights above mentioned, have at hand ready for use a lantern with a green glass on the one side and a red glass on the other, to be used as prescribed above.

A steam pilot-vessel exclusively employed for the service of pilots licensed or certified by any pilotage authority or the committee of any pilotage district, when engaged on her station on pilotage duty and not at anchor, shall, in addition to the lights required for all pilot boats, carry at a distance of 8 feet below her white masthead light a red light visible all round the horizon and of such a character

as to be visible on a dark night with a clear atmosphere at a distance of at least 2 miles, and also the coloured side-lights required to be carried by vessels when under way.

When engaged on her station on pilotage duty and at anchor, she shall carry, in addition to the lights required for all pilot boats, the red light above mentioned, but not the coloured side-lights.

Pilot-vessels, when not engaged on their station on pilotage duty, shall carry lights similar to those of other vessels of their tonnage.

Article 9.*† **Lights for Fishing and other Open Boats.**—Fishing vessels and fishing boats, when under way and when not required by this Article to carry or show the lights hereinafter specified, shall carry or show the light prescribed for vessels of their tonnage under way.

(*a*) Open boats, by which it is to be understood boats not protected from the entry of sea-water by means of a continuous deck, when engaged in any fishing at night with outlying tackle extending not more than 150 feet horizontally from the boat into the seaway, shall carry one all-round white light.

Open boats, when fishing at night, with outlying tackle extending more than 150 feet horizontally from the boat into the seaway, shall carry one all-round white light, and in addition, on approaching or being approached by other vessels, shall show a second white light at least 3 feet below the first light and at a horizontal distance of at least 5 feet away from it in the direction in which the outlying tackle is attached.

(*b*)‡ Vessels and boats, except open boats as defined in sub-division (*a*) when fishing with drift-nets, shall, so long as the nets are wholly or partly in the water, carry two white lights where they can best be seen. Such lights shall be placed so that the vertical distance between them shall be not less than 6 feet and not more than 15 feet, and so that the horizontal distance between them, measured in a line with the keel, shall be not less than 5 feet and not more than 10 feet. The lower of these two lights shall be in the direction of the nets, and both of them shall be of such a character as to show all round the horizon, and to be visible at a distance of not less than 3 miles.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea**, sailing fishing vessels of less than 20 tons gross tonnage shall not be obliged to carry the lower of these two lights; should they, however, not carry it, they shall show in the same position (in the direction of the net or gear) a white light, visible at a distance of not less than one sea mile, on the approach of or to other vessels.

(*c*) Vessels and boats, except open boats as defined in sub-division (*a*), when line fishing with their lines out and attached to or hauling their lines, and when not at anchor or stationary within the meaning of sub-division (*h*), shall carry the same lights as vessels fishing with drift-nets. When shooting lines, or fishing with towing lines, they shall carry the lights prescribed for a steam or sailing vessel under way respectively.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea**, sailing fishing vessels of less than 20 tons gross tonnage shall not be obliged to carry the lower of these two lights; should they, however, not carry it, they shall show in the same position (in the direction of the lines) a white light, visible at a distance of not less than one sea mile on the approach of or to other vessels.

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*This Article does not apply to Chinese or Siamese vessels.

†The expression "Mediterranean Sea" contained in sub-sections (*b*) and (*c*) of this Article includes the Black Sea and the other adjacent inland seas in communication with it.

‡Dutch vessels and boats when engaged in the "kol," or hand-line, fishing will carry the lights prescribed for vessels fishing with drift-nets.

**Also, as regards Russian vessels, in the seas (excluding the Baltic) bordering the coasts of Russia.

(*d*) Vessels when engaged in trawling, by which is meant the dragging of apparatus along the bottom of the sea:—

(1) If steam-vessels, shall carry in the same position as the white light mentioned in Article 2 (*a*) a tricoloured lantern so constructed and fixed as to show a white light from right ahead to two points on each bow, and a green light and a red light over an arc of the horizon from two points on each bow to two points abaft the beam on the starboard and port sides respectively; and not less than 6 nor more than 12 feet below the tricoloured lantern, a white light in a lantern so constructed as to show a clear uniform and unbroken light all round the horizon.

(2) If sailing-vessels, shall carry a white light in a lantern so constructed as to show a clear uniform and unbroken light all round the horizon, and shall also, on the approach of or to other vessels, show, where it can best be seen, a white flare-up or torch in sufficient time to prevent collision.

All lights mentioned in sub-division (*d*) (1) and (2) shall be visible at a distance of at least 8 miles.

(*e*) Oyster dredgers and other vessels fishing with dredge nets shall carry and show the same lights as trawlers.

(*f*) Fishing vessels and fishing boats may at any time use a flare-up light in addition to the lights which they are by this Article required to carry and show, and they may also use working lights.

(*g*) Every fishing vessel and every fishing boat under 150 feet in length, when at anchor, shall exhibit a white light visible all round the horizon at a distance of at least 1 mile.

Every fishing vessel of 150 feet in length, or upwards, when at anchor, shall exhibit a white light visible all round the horizon at a distance of at least 1 mile, and shall exhibit a second light as provided for vessels of such length by Article 11.

Should any such vessel, whether under 150 feet in length or of 150 feet in length or upwards, be attached to a net or other fishing gear she shall, on the approach of other vessels, show an additional white light at least 3 feet below the anchor light, and at a horizontal distance of at least 5 feet away from it in the direction of the net or gear.

(*h*) If a vessel or boat when fishing become stationary in consequence of her gear getting fast to a rock or other obstruction, she shall in daytime haul down the day signal required by sub-division (*k*); at night show the light or lights prescribed for a vessel at anchor; and during fog, mist, falling snow, or heavy rain-storms make the signal prescribed for a vessel at anchor. (*See* sub-division (*d*) and the last paragraph of Article 15.)

(*i*) In fog, mist, falling snow, or heavy rain-storms, drift-net vessels attached to their nets, and vessels when trawling, dredging, or fishing with any kind of drag-net, and vessels line-fishing with their lines out, shall, if of 20 tons gross tonnage or upwards, respectively, at intervals of not more than 1 minute make a blast; if steam vessels, with the whistle or siren, and if sailing vessels, with the fog-horn; each blast to be followed by ringing the bell. Fishing vessels and boats of less than 20 tons gross tonnage shall not be obliged to give the above-mentioned signals; but if they do not, they shall make some other efficient sound signal at intervals of not more than 1 minute.

(*k*) All vessels or boats fishing with nets or lines or trawls, when under way, shall in daytime indicate their occupation to an approaching vessel by displaying a basket or other efficient signal where it can best be seen. If vessels or boats at anchor have their gear out, they shall, on the approach of other vessels, show the same signal on the side on which those vessels can pass.

The vessels required by this Article to carry or show the lights hereinbefore specified, shall not be obliged to carry the lights prescribed by Article 4 (*a*) and the last paragraph of Article 11.*

Article 10. **Light for Ship when being Overtaken.**—A vessel which is being overtaken by another shall show from her stern to such last-mentioned vessel a white light or a flare-up light.

The whitelight required to be shown by this Article may be fixed and carried in a lantern, but in such case the lantern shall be so constructed, fitted, and screened that it shall throw an unbroken light over an arc of the horizon of 12 points of the compass, viz., for 6 points from right aft on each side of the vessel, so as to be visible at a distance of at least 1 mile. Such light shall be carried as nearly as practicable on the same level as the sight-lights.

Article 11. Lights for Ships at Anchor.—A vessel under 150 feet in length, when at anchor, shall carry forward, where it can best be seen, but at a height not exceeding 20 feet above the hull, a white light in a lantern so constructed as to show a clear, uniform, and unbroken light visible all round the horizon at a distance of at least 1 mile.

A vessel of 150 feet or upwards in length, when at anchor, shall carry in the forward part of the vessel, at a height of not less than 20, and not exceeding 40 feet above the hull one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than 15 feet lower than the forward light, another such light.

The length of a vessel shall be deemed to be the length appearing in her certificate of registry.

A vessel aground in or near a fairway shall carry the above light or lights and the two red lights prescribed by Article 4 (*a*).

Article 12. **Flare-up Light or Detonating Signal.**—Every vessel may, if necessary in order to attract attention, in addition to the lights which she is by these Rules required to carry, show a flare-up light, or use any detonating signal that cannot be mistaken for a distress signal.

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*The following has been issued by the Board of Trade:—

NOTICE TO OWNERS AND SKIPPERS OF FISHING VESSELS

MARKING AND LIGHTING OF SEINE NET FISHING VESSELS

Certain signals were recently agreed upon by representatives of the Sea Fishing Industry for the use of seine net fishing vessels in order to protect their gear from injury by other vessels. In order to avoid the possibility of confusion it has been found desirable to make certain changes in these signals. In the day signal the black triangle will be replaced by a black cone and the sound signal will be three long and one short blasts on the whistle instead of two long and one short blasts as previously agreed. The revised signals to be used by seine net fishing vessels when actually fishing with seine nets are as follows:—

By day.—One Black Ball Basket or Shape carried in the fore part of the vessel as near to the stem as possible, not less than 10 feet above the rail.

One Black Cone carried apex upwards on a cross yard arm fixed to the Mizzen Mast on the side from which the net is being operated.

By night.—Three white lights in a triangle of approximately 2½ feet side hung apex upwards from the cross yard on the side of the ship from which the gear is leading. The signal is to be used in conjunction with the side lights when running the gear and without the side lights when hauling the gear. In neither case should the masthead light be shown.

Sound Signal.—Three long and one short blasts on the whistle when being approached by other vessels.

When a vessel is at anchor at night and not working gear, the usual anchor lights as prescribed by Article 9 of the Collision Regulations, 1910, will be shown and no other light should be used.

The Board of Trade understand that the owners of British seine net vessels have agreed to use the above signals and that the signals will, in fact, be displayed as indicating that the vessel is at the time fishing with a seine net, in order that other vessels approaching may give the seine net vessel a wide berth.

Article 13. **Proviso as to Lights of Squadrons and Convoys.**—Nothing in these Rules shall interfere with the operation of any Special Rules made by the Government of any nation with respect to additional station and signal lights for two or more ships-of-war or for vessels sailing under convoy, or with the exhibition of recognition signals adopted by shipowners, which have been authorized by their respective Governments and duly registered and published.

Article 14. **Steam-vessel under Sail with Funnel up.**—A steam-vessel proceeding under sail only, but having her funnel up, shall carry in daytime, forward, where it can best be seen, one black ball or shape 2 feet in diameter.

Sound Signals for Fog, etc.

Article 15. **Fog, Mist, Snow Signals.**—All signals prescribed by this Article for vessels under way shall be given:—

(1) By "steam-vessels" on the whistle or siren.
(2) By "sailing vessels and vessel towed" on the fog-horn.

The words "prolonged blast" used in this Article shall mean a blast of from 4 to 6 seconds' duration.

A steam-vessel shall be provided with an efficient whistle or siren sounded by steam or some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog-horn, to be sounded by mechanical means, and also with an efficient bell.* A sailing vessel of 20 tons gross tonnage or upwards shall be provided with a similar fog-horn and bell.

In fog, mist, falling snow, or heavy rain-storms, whether by day or night, the signals described in this Article shall be used as follows, viz:—

(*a*) A steam-vessel having way upon her, shall sound, at intervals of not more than two minutes, a prolonged blast.

(*b*) A steam-vessel under way, but stopped and having no way upon her, shall sound, at intervals of not more than 2 minutes, two prolonged blasts, with an interval of about 1 second between them.

(*c*) A sailing vessel under way shall sound, at intervals of not more than 1 minute, when on the starboard tack one blast, when on the port tack two blasts in succession, and when with the wind abaft the beam three blasts in succession.

(*d*) A vessel, when at anchor, shall at intervals of not more than 1 minute, ring the bell rapidly for about 5 seconds.

(*e*) A vessel when towing, a vessel employed in laying or in picking up a telegraph cable, and a vessel under way, which is unable to get out of the way of an approaching vessel through being not under command, or unable to manœuvre as required by these Rules, shall, instead of the signals prescribed in sub-divisions (*a*) and (*c*) of this Article, at intervals of not more than 2 minutes, sound three blasts in succession, viz., one prolonged blast followed by two short blasts. A vessel toward may give this signal, and she shall not give any other.

Sailing vessels and boats of less than 20 tons gross tonnage shall not be obliged to give the above-mentioned signals, but if they do not, they shall make some other efficient sound-signal at intervals of not more than one minute.†

*In all cases where the Rules require a bell to be used, a drum may be substituted on board Turkish vessels, or a gong where such articles are used on board small sea-going vessels.

†Dutch steam pilot-vessels, when engaged on their station on pilotage duty in fog, mist, falling snow, or heavy rain-storms, are required to make, at intervals of 2 minutes at most, one long blast with the siren, followed after 1 second by a long blast with the steam whistle, and again after 1 second by a long blast on the siren. When not engaged on their station on pilotage duty, they make the same signals as other steamships.

Speed of Ships to be Moderate in Fog, etc.

Article 16. **Speed in Fog, etc.**—Every vessel shall, in a fog, mist, falling snow, or heavy rain-storms, go at a moderate speed, having careful regard to the existing circumstances and conditions.

A steam-vessel hearing, apparently forward of her beam, the fog-signal of a vessel the position of which is not ascertained, shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

Steering and Sailing Rules

Preliminary—Risk of Collision

Risk of Collision.—Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass-bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

Article 17. **Two Sailing Ships meeting.**—When two sailing vessels are approaching one another so as to involve risk of collision, one of them shall keep out of the way of the other as follows, viz.:—

(*a*) A vessel which is running free shall keep out of the way of a vessel which is close hauled.

(*b*) A vessel which is close hauled on the port tack shall keep out of the way of a vessel which is close hauled on the starboard tack.

(*c*) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(*d*) When both are running free, with the wind on the same side, the vessel which is to windward shall keep out of the way of the vessel which is to leeward.

(*e*) A vessel which has the wind aft shall keep out of the way of the other vessel.

Article 18. When two steam-vessels are meeting end on, or nearly end on, so as to involve risk of collision, each shall alter her course to starboard, so that each may pass on the port side of the other.

This Article only applies to cases where vessels are meeting end on, or nearly end on, in such a manner as to involve risk of collision, and does not apply to two vessels which must, if both keep on their respective courses, pass clear of each other.

The only cases to which it does apply are when each of the two vessels is end on, or nearly end on, to the other; in other words to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own; and, by night, to cases in which each vessel is in such a position as to see both the side-lights of the other.

It does not apply, by day, to cases in which a vessel sees another ahead crossing her own course; or by night, to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light, or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

Article 19. **Two Steamships crossing.**—When two steam-vessels are crossing so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.

Article 20. **Steamship to keep out of way of Sailing Ship.**—When a steam-vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, the steam-vessel shall keep out of the way of the sailing vessel.

Article 21. **Vessel not giving way to keep Course and Speed.**—Where by any of these Rules one of two vessels is to keep out of the way, the other shall keep her course and speed.

NOTE.—When, in consequence of thick weather or other causes, such vessel finds herself so close that collision cannot be avoided by the action of the giving-way vessel alone, she also shall take such action as will best aid to avert collision. (*See* Articles 27 and 29.)

Article 22. **Avoiding Crossing Ahead.**—Every vessel which is directed by these Rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.

Article 23. **Steamship giving way to slacken speed.**—Every steam-vessel which is directed by these Rules to keep out of way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

Article 24. **Ships overtaking others.**—Notwithstanding anything contained in these Rules, every vessel overtaking any other, shall keep out of the way of the overtaken vessel.

Every vessel coming up with another vessel from any direction more than 2 points abaft her beam, *i.e.*, in such a position, with reference to the vessel which she is overtaking, that at night she would be unable to see either of that vessel's side-lights, shall be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these Rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel cannot always know with certainty whether she is forward of or abaft this direction from the other vessel, she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

Article 25. **In Narrow Channels.**—In narrow channels every steam-vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

Article 26. **Keeping clear of Fishing Boats.**—Sailing vessels under way shall keep out of the way of sailing vessels or boats fishing with nets or lines or trawls. This Rule shall not give to any vessel or boat engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels or boats.

Article 27. **Proviso as to Dangers of Navigation, etc.**—In obeying and construing these Rules, due regard shall be had to all dangers of navigation and collision, and to any special circumstances which may render a departure from the above Rules necessary in order to avoid immediate danger.

SOUND SIGNALS FOR VESSELS IN SIGHT OF ONE ANOTHER

Article 28. **Sound Signals for Vessels in Sight of one another.**—The words "short blast" used in this Article shall mean a blast of about 1 second's duration.

When vessels are in sight of one another, a steam-vessel under way, in taking any course authorized or required by these Rules, shall indicate that course by the following signals on her whistle or siren, viz.:—

One short blast to mean, "I am directing my course to Starboard."
Two short blasts to mean, "I am directing my course to port."
Three short blasts to mean, "My engines are going full speed astern."

NO VESSEL UNDER ANY CIRCUMSTANCES TO NEGLECT PROPER PRECAUTIONS

Article 29. **Proper Precautions never to be neglected.**—Nothing in these Rules shall exonerate any vessel, or the owner, or master, or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper look-out, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

RESERVATION OF RULES FOR HARBOURS AND INLAND NAVIGATION

Article 30. **Proviso as to Harbours, etc.**—Nothing in these Rules shall interfere with the operation of a special rule, duly made by local authority, relative to the navigation of any harbour, river, or inland waters.

DISTRESS SIGNALS

Article 31. **Signals for Ships in Distress.**—When a vessel is in distress and requires assistance from other vessels or from the shore, the following shall be the signals to be used or displayed by her, either together or separately, viz.:—

In the daytime—

(1) A gun or other explosive signal fired at intervals of about a minute;

(2) The International Code signal of distress indicated by NC.;

(3) The distant signal consisting of a square flag having either above or below it a ball, or anything resembling a ball;

(4) A continuous sounding with any fog-signal apparatus.

At night—

(1) A gun or other explosive signal fired at intervals of about a minute;
(2) Flames on the vessel (as from a burning tar-barrel, oil-barrel, etc.);
(3) Rockets or shells, throwing stars of any colour or description, fired one at a time, at short intervals;*
(4) A continuous sounding with any fog-signal apparatus.

*In home waters, the Board of Trade also recommend the use of red flares at night for small craft not provided with rockets or special fireworks.

661. *Deleted.*

662. **Ships' Boats.**—Ships' boats, when under oars and away from their ships after dark, are to show a white light on the foremost awning stanchion.

CHAPTER XVII

COMMISSIONING AND EQUIPMENT

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SECTION I—FITTING-OUT AND REFITTING

663. Trials of Fittings.—In compliance with the provisions of Article **1033,** the Commander-in-Chief will cause the following instructions to be observed in carrying out the trials of the gunnery, torpedo, and electrical fittings of His Majesty's ships.

2. **The Preliminary Inspection of Gunnery Fittings and Gunnery Equipment Trial** is to be carried out in accordance with Chapter xxvi of the Home Dockyard Regulations.

3. **Gunnery Fittings.**—The fittings of the gun mountings are to be tested by firing the number of rounds prescribed.

For new construction, examination, similar to those carried out with reference to gun sights and mountings, are to be made of the turret range-finders and mountings by the officers conducting the gun trials, in order to ensure that the erection of the range-finder is satisfactory.

Immediately after the completion of the above trial, a report from the Captain of the gunnery school who carried out the trial is to be forwarded, through the Commander-in-Chief, to the Admiralty.

3a. Whenever a new transferable mounting is actually installed in a ship it is also to be similarly tested.

The Commanding Officer of the ship in which the new mounting is installed is to apply to the Captain of the gunnery school at the port for the proof to be carried out, and should arrange a suitable date with the dockyard authorities.

4. When ships are fitted with electric motors in connection with their gunnery equipment, these are to be tried, if possible, previous to, but always separate from, the gun trials, by the Captain of the gunnery school, with whom is to be associated the Captain of the torpedo school and dockyard officers concerned.

5. Subsequent to the firing trials, all gun mountings are to be opened up for combined inspection by the Captain of the gunnery school and dockyard officers, who are to send in a joint report in duplicate to the Commander-in-Chief for the Admiralty of the result of the examination.

One copy of each of the above reports is to be handed to the Gunnery Officer for his retention. Reports for submarines are to be inserted in the Captain's ship's book.

6. **Torpedo Trials, Alignment of Torpedo Sights and Tubes.**—Full details are contained in O.U. 6146/1934 (Instructions for Torpedo, Depth Charge, Mine, Paravane, Minesweeping, and Power Controlled Searchlight Trials) and in the pamphlet entitled "Procedure for supervision of ships building in Contractors' works."

A Torpedo Equipment Trial of all new vessels, including destroyers and submarines, is to be carried out by the torpedo equipment party of H.M.S. "Vernon" before the vessel leaves the dockyard or the contractor's works.

A similar trial is required after any alterations have been carried out affecting the torpedo equipment.

Full details of the trials are contained in O.U. 6146/1934.

7. **Torpedo Discharge Trials** are to be carried out by the whitehead experimental staff of H.M.S. "Vernon" in all ships, including submarines, with submerged torpedo tubes, after commissioning. These trials are to be carried out under way at 4/5ths power, in order to test the efficiency of bars, discharge, etc.

Special Torpedo Trials are to be carried out by the whitehead experimental staff of H.M.S. "Vernon" in the case of the first vessel or submarine of a new type. These trials are to be carried out at Portsmouth, unless otherwise approved. Full speed will be required.

Full instructions are contained in O.U. 6146/34, Part II.

8. **Alignments of Torpedo Sights and Tubes** in ships in home waters are to be carried out by the alignment officer on the staff of H.M.S. "Vernon" in the case of ships building and completing, and a check alignment by the same officer in ships and vessels refitting, the necessary arrangements being made by the Admiral or Captain Superintendent concerned.

For ships stationed abroad the checking of alignment is to be carried out locally.

9. **Electrical Trials.**—Full details for balancing trials of electrical circuits and final electrical trials are contained in O.U. 5225 (Home Dockyard Regulations), and in O.U. 5332 (Procedure for Supervision of Ships & Vessels building and completing at Contractors' Yards).

10. } *Deleted.*
11. }

12. When a ship has paid off and has been in dockyard hands for a large refit, the electrical trials referred to are to be carried out when the work is completed.

13. When a ship is to be commissioned shortly after the completion of a large refit, the final electrical trials should not be held until there is a sufficient staff of naval ratings on board to take over responsiblity for the electrical installation of the vessel.

14. **Electric Cables.**—Commanding Officers of all battleships, battle cruisers, cruisers, aircraft carriers and depôt ships are to forward yearly through their respective Administrative Authority a brief report on the general conditions of the electric cables in the ships under their commands. It should be specially stated if the future life of the cables is thought to be less than 2½ years under normal Service conditions. The reports should be forwarded on the 30th September each year.

15. **Electrical Defects.**—The Commanding Officers of newly constructed ships, or of ships which have undergone reconstruction or large repair, or in which a complete electrical system has been renewed or installed by the dockyard, are, if final electrical trials have been carried out by Admiralty officers, to report to the Admiralty, through their respective Commanders-in-Chief, three months after completion should any abnormal electrical defects be discovered during that period in the installations subjected to trial. This instruction does not apply to defects in design which are dealt with by form S. 316. A copy of the report is to be sent to the Superintendent of the building or refitting yard should the work have been carried out in one of H.M. Dockyards. The report is to be limited to a statement of facts and a suggested explanation of the cause of each defect. It should not include minor defects which may be looked upon as being normal under working conditions. Such reports are not to be made the subject of correspondence between dockyard and Fleet officers, except in special instances in which the Superintendent of the dockyard concerned may desire further information.

16. **W/T, Radar (R.D.F.) & V/S Equipment.**—Full details are contained in the Home Dockyard Regulations, and in the pamphlet entitled "Procedure for supervision of ships building in Contractors' Works."

17. The Captain Superintendent, Admiralty Signal Establishment, is responsible for the technical inspection of the work of fitting W/T, Radar (R.D.F.) and V/S signalling in :—

(*a*) All New Construction.

(*b*) Ships undergoing reconstruction.

(*c*) Ships undergoing large repairs (D.2), which have been de-stored, or in which alterations and additions have been made affecting signalling apparatus.

The Captain Superintendent, Admiralty Signal Establishment, is also responsible for the inspection of similar work in ships commissioned for trials or for service from dockyard control.

18. When Admiralty Signal Establishment officers are not available for the inspection of any particular item, the Captain Superintendent, Admiralty Signal Establishment, has authority to delegate the work to the appropriate Port W/T Officer or Port Radar (R.D.F.) Officer and to communicate direct with him on the matter.

19. When ships in commission (including those in special, reduced or reserve commission) are undergoing refit, the responsibility for the inspection of alterations and additions carried out by the Dockyard lies with the Port W/T Officer or Port Radar (R.D.F.) Officer and the responsibility for the inspection of defects made good, with the Commanding Officer.

20. No ship can be considered to be in all respects fit and ready for sea if the Signal, W/T and Radar (R.D.F.) equipment has not been tested and tuned. The Commanding Officer of every vessel is therefore responsible that all apparatus has been tested and tuned before his ship leaves the port.

21. Commanding Officers are at liberty to call on the Port W/T Officer or Port Radar (R.D.F.) Officer for technical assistance beyond the powers of the ships' Officers whenever required.

664. Photographs will be taken at the undermentioned dockyards of all ships, both contract-built and dockyard built, including submarines, when completely fitted out and first commissioned.

2. For contract-built ships, the Captain of each new ship, when the ship after completion first reaches Portsmouth, Devonport, Chatham or Rosyth, will be responsible for requesting that the photographs be taken by a dockyard official.

3. Three photographs are to be taken, the broadside view, the view from forward and the view from aft.

4. For fighting ships, a photograph from the negative of the broadside view will be framed by the dockyard and furnished to the Captain for retention on board.

5. When the appearance of a vessel is so altered by modifications to the upper works as to render new photographs desirable, the Captain, on the vessel's arrival at one of the dockyards mentioned in clause 2, is to request that further photographs be taken.

665. Colour of weather work of His Majesty's Ships in time of peace.—The formulæ for the dark grey, light grey, and white paints used for the weather work of His Majesty's ships in time of peace have been standardized, and only paints mixed to these formulæ are to be used. The colour, or combination of colours, which His Majesty's ships are painted in time of peace is left to the discretion of Commanders-in-Chief.

666. Colours of Pipes.—In order that the different pipes in His Majesty's ships may easily be distinguished, each pipe, or its casing, is to be painted the colour that is shown for it on the authorized diagram.

2. Copies of the diagram will be supplied by the dockyard, and are to be placed in convenient positions on board.

667. Provision for Berthing and Messing.—When a ship is about to be passed into commission from dockyard or contractors, a return on form D. 326, concurred in by the Superintendent of the Dockyard or the Naval Superintendent of Contract-built ships, as the case may be, is to be forwarded to the Commander-in-Chief in duplicate. One copy is to be forwarded by the Commander-in-Chief to the Admiralty and one to the depôt, but at this stage each is to be considered as preliminary and is to be so marked. When the ship is commissioned three final copies are to be supplied to the Commanding Officer, who is to report, through the Commander-in-Chief of the port at which the ship commissions, his concurrence in, or dissent from, the numbers mentioned in the return. Should he dissent the Commander-in-Chief will order a further inquiry and report the result to the Admiralty; but if the form is concurred in, the three copies are to be forwarded to the Admiralty. One of these copies will be returned to the Commanding Officer for insertion in the Captain's ship's book. For a contract-built ship a copy is also to be forwarded to the dockyard concerned.

Provision is to be made for berthing and messing as many supernumeraries, not exceeding 7½ per cent, as the space available will allow, notwithstanding that no permanent hammock stowage, bag rack, ditty box, boot or hat rack accommodation is provided for any supernumeraries.

668. Torpedoes, disposal.—The torpedoes, if not already embarked, are to be put on board, and the various parts stowed away under the supervision of an officer.

The pistols and primers are also to be fitted by a torpedo officer.

669. Trial of Electrical Fittings.—Shortly after commissioning, a trial of all the electrical fittings is to be applied for by the Captain, and made by the officers of the dockyard under the direction of the Commander-in-Chief in the presence of the officers of the ship, in order to ensure that everything is in perfect order, and to permit the officers and men belonging to the ship to see and become familiar with the electrical installation worked at its full power, and so to prevent any conflict of opinion subsequently as to the responsibility for mishaps on actual service.

When the final electrical trials are carried out with the reserve complement on board, the commissioning electrical trials need not be carried out.

670. Acquaintance with External Valves.—When fitting out while commissioning the Captain is to make himself acquainted with the positions, dimensions, and uses of the external valves, more especially of those under water, and the Superintendent of the dockyard will, on application, furnish any information on the subject which may be required.

671. Applications to Superintendent.—He is to make to the Superintendent of the dockyard all applications relating to the ship which require the approval of that officer, and in writing, if necessary; he is to render every assistance to the Captain of the dockyard whenever that officer may visit the ship under the directions of the Superintendent, to inspect and report on defects, or on any proposed alteration in, or addition to, her fittings.

672. When ready to receive Guns.—The Captain is to give notice in writing, through the Commander-in-Chief or Senior Officer, to the Naval Armament Supply Officer on every occasion when the ship is ready to receive or land guns, projectiles, cordite, or other heavy armament stores.

673. Use of Lighters, etc.—He is to take care that lighters or vessels sent to a ship with or for provisions are given every facility for getting alongside, and are cleared or loaded as soon as possible. The masters are not at any time to be diverted from fulfilling the orders of the department to which they belong.

The Captain is to grant to the master a certificate stating for what time the lighter was kept alongside. Should any delay occur in the prompt clearing or loading of a lighter, the Captain is to report the circumstances without delay to the senior officer present, by signal or otherwise, as most convenient. If it should appear impracticable to take on board stores or provisions on the day arranged, the Captain is to give timely notice to the proper department to prevent the delay or inconvenience that may occur from loading lighters with articles which are not to be transhipped at once.

2. **Certificates to Private Vessels.**—In the event of any private vessel being unavoidably detained beyond the time specified in the contract or agreement, he is to grant to the master a certificate stating the time of his detention, and very fully explaining the occasion thereof, so that the public service may not be subjected to any unreasonable or unnecessary charge for demurrage.

3. **Stores of other Ships.**—The Captain is not to take from any vessel, lighter or boat either stores, provisions or water which belong to, or are intended for, another ship, unless some extraordinary circumstances shall make it absolutely necessary. In such a case he is immediately to inform the senior officer present, the department from which the articles diverted were sent, and, if practicable, the Captain of the ship for which they were intended.

674. Trial of Spare Spars and Gear.—The Captain is to take care that spare spars or ship's fittings are tried before quitting the port to ascertain whether they require any alteration, and he will also satisfy himself that the boats can carry the guns supplied for them, and are properly fitted for that purpose.

2. **Spare Gear left behind.**—Before leaving the port he is to ascertain that every article of spare gear shown in the lists of portable fittings and spare gear (or Fixture Lists) is on board. If any article be left behind accidentally or with permission, he is to report the same to the Admiralty.

675. Appointment of Ship's Agent.—On commissioning, the Captain is to appoint a ship's agent agreeably to the form given in the Naval Agency and Distribution Act, 1864, and is to report his name, as also that of any substituted agent, to the Director of Navy Accounts. (*See* **887**, clause 2.)

A record of this appointment is to be kept in the Captain's Ship's Book.

Section II—Drawings, Plans, etc.

676. Return of Weights.—The Superintendent of the dockyard, or the Principal (Ship) Overseer, as the case may be, is to render on form D. 284 a return of the weights of everything on board, with other particulars required by the form, including the actual weights, where possible, of the supplies for the use of the officers and their messes on the following occasions:—

(*a*) With the report of the official inclining experiment.
(*b*) On first completion
(*c*) After any large refit.
(*d*) At intervals not exceeding five years.

} Return to be prepared when the ship is ready for service.

Note.—When two of these occasions occur near together, a single return will suffice.

The Commanding Officer is to furnish the Superintendent, or the Principal (Ship) Overseer, with any information in his possession which will assist in the compilation of the Return of Weights. When actual weights are not known, they are to be carefully estimated.

The form is not required for submarines.

677. Drawing of Bottom Plating.—On commissioning a ship, the Captain will receive from the Superintendent of the dockyard a copy of the expanded drawing to scale of the outside as well as of the inside bottom plating of each side of the ship, showing the joints and butts and the exact thickness of each plate written thereon.

2. If the ship is surveyed or repaired during her commission, and the thickness of any of the plates ascertained, such thickness is in each case to be written in words upon the copy, with the date, with a view to estimating future deterioration from past records.

3. On paying off, the copy of the drawing, signed by the Engineer Officer and the Shipwright Officer, and approved by the Captain, is to be returned to the dockyard.

4. In addition to the plans and drawings referred to above, he will be furnished with the previous reports of the ship's stowage, trim, and qualities.

678. Position of Pumps, Cocks and Valves.—The Captain will receive from the Captain of the dockyard, on commissioning, clear drawings showing the position and lead of all pumps, pipes, cocks, and valves connected with the fire service and flooding arrangements, etc., accompanied by full directions for their use in writing.

Whenever a vessel comes out of the hands of the dockyard after building, repair, fitting or refitting, the drawings will be repaired, renewed, or amended, as the case may be, by the dockyard officers, and will be handed by them to the Captain, to be preserved carefully and retained on board for use; and they are to be returned to the dockyard officers on the ship being put out of commission. The officers of the dockyard are required to state in their reports on the examination of ships after trial whether these directions have been complied with.

2. He will also be furnished by the Captain of the dockyard with a plan of the stowage of the ship below. During the commission, the Captain is to cause to be noted on this plan such alterations and corrections as may be found necessary.

Chapter XVIII

PRESERVATION, REPAIRS AND DOCKING

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Section I—Preservation

679. Alterations in Ship's Establishment.—The Captain is not, except in case of absolute necessity, to make, or permit to be made, any alteration whatsoever in the establishment of the ship's masts, yards, or rigging, nor in her machinery, hull, decks, cabin, store-rooms, or other external or internal fittings or arrangements; and the cost of replacing fittings which may have been removed or altered, or of repairing any damage arising therefrom, as well as the cost of any additions made without proper authority or evident necessity, will be charged against him.

2. **Extempore Appliances.**—In using extempore appliances the greatest care should be taken to see that the various parts are equal to the stress that is liable to be brought upon them, and the Captain is responsible for taking such steps as may be necessary to ensure this being done.

3. **Main derricks.**—The main derricks of ships may be fitted with extemporized ship's gear for hoisting pulling boats out or in by hand, if this can readily be done, but such gear, which ordinarily would not be subject to proper tests in the same way as other lifting appliances, is not to be used for evolutions.

No extra fittings or tackle will be allowed for such service.

When a boat allocated to a ship exceeds in weight the working load to which the ship's derrick or boat davits are tested, the matter is to be reported through the Administrative Authority and instructions requested as to whether the derrick or davits are to be retested to an increased working load.

680. Condition of Hull and Machinery.—The Captain is at all times to keep himself thoroughly informed of the condition of the hull, machinery, and armament, and of the general state of the ship, in order that timely steps may be taken to repair and defects which may exist, or are likely soon to show themselves.

681. Steel Ships.—The Captain of a steel ship will take care, whenever practicable:—

(*a*) **Composition, Cement and Paint applied.**—To ascertain, when first commissioned, what anti-corrosive composition, cement, and paint have been applied to the different parts of the ship, also the authorized composition of the grey paint used on weatherwork, and to demand such quantities of those articles as may be necessary to keep the steel in proper condition.

(*b*) **Examination of Bottom.**—To ascertain frequently the condition of the bottom; that the plates are cleaned and coated with preserving compositions as often as may be necessary, and as opportunities shall offer; that no injury is done by corrosion to the rivets or other parts; that the paint on any pipes or strainers, in the bilges, is in good condition; that no metal articles or metal filings are allowed to rest on the bottom in immediate contact with the steel; and that every part of the bilges and double bottoms is kept clean, and coated with preserving composition, or otherwise dealt with as may from time to time be ordered, special attention being given to any parts difficult of access:

(*c*) **Sighting Outer Bottom.**—That the outer bottom of the ship is sighted at the docking periods given in Article **718** and recoated if necessary; that the plating is well dried before the paint or composition is put on, and that it has time to dry before the ship is undocked.

Should the outer bottom when sighted in dry dock appear to be unduly rough, due to the accumulation of old compositions, the attention of the officers of the Constructive Department is to be drawn to its condition in order that any necessary action may be taken;

(*d*) **Dampness, etc.**—That in the event of any dampness, want of anti-corrosive composition, or other defect being discovered, immediate remedial measures are taken, such as drying the steelwork, and applying fresh composition, cement, or paint, or any other such measures as may be necessary;

(*e*) **Propellers.**—That bronze or gunmetal screw propellers of all steel ships are kept bright and not coated with composition.

As this may result in a tendency to galvanic action between the propeller and the hull, special attention is to be paid to the coating of the hull and to the cleaning or renewal of the zinc protectors in this vicinity, in order to prevent oxidation or pitting of the hull, an extra coat of protective composition being applied to the portions considered liable to corrosion. These parts of the hull are to be watched carefully, and any serious deterioration in the above respect is to be reported immediately to the Admiralty;

(*f*) **Rust.**—That the steel frames, longitudinals, boiler and engine bearers, machinery seats and structural work generally are frequently examined, and, when necessary, cleaned and painted; that the rust is removed from the steel by hammering and scraping before paint or other coating is applied; that the inner bottom plating under engines and boilers is frequently examined, and, where rust is found to be forming, or where the paint is abraded, that the surface of the plating is thoroughly scaled, cleaned, and dried to ensure the paint being adhesive, and then coated with three coats of red lead; special measures are to be taken where pitting of the plating, rivets, etc., is observed, in order to prevent extension of such defect.

(*g*) **Whitewash.**—That on no account is whitewash to be used on any portion of steel work;

(*h*) **Grease.**—That no oily or greasy matter is allowed to accumulate at the water line, as it fosters the growth of weeds;

(*i*) **Drainage Tanks and Drains.**—That drainage tanks are cleared at frequent intervals and the tanks and all drains thoroughly flushed and cleansed. This is of importance for sanitary reasons, and to prevent deterioration of the hull structure, which should be examined frequently and defects remedied;

(*j*) **Periodical examination of fittings.**—That fittings permanently attached to the hull, and on which safety of life depends (*e.g.*, eyeplates, ring bolts, etc.), are periodically examined for flaws, defects, etc., and if there is doubt, that the fittings are removed, fire-proved and tested. Results of examinations to be reported on form S. 194.

682. Examination by Ship's Officers.—The Captain is to take care that a thorough examination of every part of the structure and fittings affecting strength or watertight subdivision is continually in progress. The Engineer Officer and the Shipwright Officer are to make a joint report (on form S. 180) at the periods given in Appendix XXII on the condition of the several compartments, and of the cement and paint work; if the officers disagree, they are to make separate reports, or to specify on their joint report any particular points of difference.

2. The Captain is to state on the report the steps taken to remedy any defects that may have been discovered.

683. Survey of Plates and Frames.—The nature and extent of the surveys of the surfaces of the plates and frames of His Majesty's ships to be carried out by the dockyard officers are as stated in Articles **684** to **689.**

2. If from any circumstances, when it becomes due, the exigencies of the Service make it impracticable for the survey to be held by dockyard officers, the Captain is to inform the Senior Officer on the station in order that he may take the necessary steps to have the survey carried out by the Engineer Officer and Shipwright Officer of another ship, and reported by them in the prescribed manner.

When the periodical survey of coal bunkers or oil tanks is due or approaching in commissioned ships, they are to return to the port at which the survey is to take place with as little coal in their bunkers or oil in their tanks as can conveniently be arranged, so that the bunkers or tanks can be quickly cleared and the necessary examination and coating carried out.

3. **Assistance by Ship's Company.**—In carrying out these surveys in ships in commission, when paying off, the ship's company is to clear the store-rooms, bunkers, double bottoms, and other compartments, etc., as necessary, scrape and clean all parts to be surveyed, perform any lifting, lowering, or transporting which may be required, and open out the machinery, boilers and equipment as requisite.

4. **Ships in Commission.**—When ships under survey by Dockyard Officers are in commission, the officers of the ship are to receive a copy of the report of survey, dockyard officers always originating the report.

When the time of ships in commission falls due, the question as to the survey should be raised by the Captain, on Pink Defect List S. 340/D. 275.

Battleships and all Cruisers

684. Quadrennial Survey of Battleships, Battle Cruisers and Cruisers.—A survey, styled a "Quadrennial Survey," is to be held by dockyard officers after every alternate commission.

2. The nature and extent of the examination of the plates and frames is to be such as will admit of a report on form D. 171 being rendered on its completion, and it should include the removal here and there of a small portion of the linings, etc., in order that a general opinion may be formed of the state and condition of the hull as well as the double bottom generally, especially under boilers and machinery. Portions of the coal bunkers or oil fuel tanks are to be cleared as necessary.

In addition to the survey of plates and frames, drain and suction pipes, sluice, drain, and non-return valves, watertight doors, etc., are also to be surveyed and worked and their condition reported.

3. Whenever a ship is undergoing a survey of hydraulic gun mounting machinery, the same period is to be utilized for surveying as much of the hull as can be completed in that time, the remainder of the hull being surveyed whilst the following portion of the survey of the hydraulic gun mounting machinery is being dealt with.

4. In ships with only two turrets, the survey of the hydraulic gun mounting machinery is confined to the four weeks' period allowed for the ordinary refit, and steps are to be taken to carry out the survey of the hull within the same period quadrennially.

5. The survey of the hull is to be completed if it is found necessary to extend the period required for survey of hydraulic gun mounting machinery.

6. In ships without hydraulic gun mounting machinery, it will be necessary to carry out the hull quadrennial survey within the time allowed for the refit, if found practicable to do so; otherwise the survey is to be completed in a period not exceeding two refits.

7. The periodical examinations and certificates rendered on form S. 180 by the ship's officers are to form the basis of the examinations by the dockyard staff.

8. The dockyard officers are to initiate a record of each survey so as to ensure that the whole structure is surveyed without overlapping. This record is to show completely the compartments and places surveyed and the work done on each occasion, and is also to form a permanent record in the history of the ship.

9. When a ship goes into dockyard hands for large refit, a complete survey is to be made by the dockyard officers.

10. Any proposed variations in the period between the surveys, either to prolong or to curtail the same, are to be submitted to the Admiralty.

11. The painting of the structure of ships in commission after survey is to be carried out by naval ratings.

685. Biennial Survey of small Vessels the whole of whose Bottom Plating is over ¼-inch (10 lbs.) Thickness.—A biennial survey by Dockyard Officers is to be made of the hull, generally similar in nature and extent to the quadrennial survey for battleships, etc.

686. A survey of the Hull of Flotilla Leaders and Destroyers (excepting oil fuel tanks), P. and P.C. Boats and other vessels in which any part of the bottom plating is ¼-*in.* (10 lbs.) *thickness and under,* is to be carried out by the dockyard officers during each refit. The survey is to be generally similar in nature and extent to the *Quadrennial Survey* for battleships. If, in special circumstances, it should be found necessary to shorten the period between successive surveys, separate instructions will be issued.

687. Surveys of Submarine Vessels are to be carried out at every refit. In addition to the foregoing general instructions, the following special instructions are to be observed:—

(*a*) All tanks used in diving operations are to be scraped, tested and painted at every refit. In addition, the main tanks fitted with Kingstons are to be tested on the occasions of the intermediate dockings, except in submarines of the "L" and "L. 50" classes, in which the two midship and foremost external main tanks each side are to be tested on the occasions of the intermediate dockings, and except in submarines of the "H" and "UNITY" classes where the Kingstons are to be examined only at intermediate dockings.

(*b*) The remaining tanks (other than oil fuel tanks) are to be scraped and painted at every refit. If items of work, other than scraping and painting, are carried out on these tanks, they are also to be tested.

(*c*) In submarines fitted with external oil fuel tanks, these tanks are to be cleaned, oiled down and tested at each refit. Where internal oil fuel tanks and lubricating oil tanks are fitted, they are to be surveyed, cleaned and oiled down at each refit. If items of work other than cleaning and oiling down are carried out on these tanks, they are to be tested.

(*d*) Pipes in connection with the sea, such as circulating water pipes, the failure of which would endanger the safety of the submarine, are to be examined at each refit. Particular care is to be given to the efficient and adequate staying of these pipes.

(*e*) The main battery is to be removed during each refit for examination and test of the battery tanks or compartments.

(*f*) On conclusion of the refit, air pressure tests are to be carried out by the ship's staff, assisted as necessary by the dockyard, on the main compartments, with W.T. hatches therein open, and vacuum tests on the minor bulkheads and flats. Records of these tests are to be produced at inspections and are to be entered on form S. 180/D. 171 (Part II).

(*g*) On each occasion of testing, whether by water or by air, the pressures used are to be those specified for the compartment or tank concerned.

2. The work of scraping and painting tanks is to be carried out by the dockyard, assistance being given by naval ratings from depôt, if available.

3. When batteries are landed for extensive refit or replacement, a detailed inspection of the batteries is to be made by the dockyard and ship's officers, and a joint report forwarded to the Admiralty as to the condition of the batteries, the nature, extent and probable cause of the defects, and recommendations as regards further service. When a difference of opinion exists between the dockyard and ship's officers concerning the probable cause of the defects, the report is to include the definite opinion held by the officers concerned.

687a. All machinery in communication with any sea connections in submarines is to be closed up and completed in all respects ready for sea service before any diving operations are commenced.

688. Hydraulic Gun Mounting Machinery, Periodical Survey.—One month before the ship is due to arrive at the dockyard for annual refit, such information is to be forwarded to the refitting dockyard as will enable the dockyard officers to form an estimate of the time and cost required for survey and refit of the hydraulic gun mounting machinery.

2. As soon as possible after, and within six days of, the ship's arrival at the dockyard, a short summary of the work proposed, and an approximate estimate of the time and cost, are to be forwarded from the dockyard to the Admiralty for decision as to work to be proceeded with.

3. Before forwarding this summary and approximate estimate, an inspection of the hydraulic gun mounting machinery is to be made by the dockyard officers in conjunction with ship's officers, the various machines being worked if considered necessary, and the estimate should provide for detailed examination and refit of such portions as are most in need of it. The amount of refit to be carried out will depend on the condition revealed by the detailed examination.

4. While the general efficiency of the whole of the gun mounting machinery is to be maintained, so much work is to be done each year that at the end of five years the machinery will have undergone a complete survey and refit as necessary.

5. The opportunity afforded by a large refit, or other special circumstances, should be utilized for dealing with those portions which require the most time for their examination and refit. *See* **732.**

6. For ships in full commission, the examinations included in the complete survey are laid down in the Manual for Power-Worked Mountings (O.U. 6142A, Chapter 15, Table A), together with instructions as to the responsibility of the ship's staff or dockyard for carrying out the work of opening up, examining and closing the various items of the survey.

7. All defects known to exist in the hydraulic gun mounting machinery and which require to be remedied by dockyard labour are to be included in the defect list in the ordinary manner.

8. A very thorough examination is to be made in ships passing into the Reserve.

9. *Deleted.*

10. In ships in reserve, the work which can be carried out by the ship's staff will be dependent upon the number of ratings available, but every effort is to be made to reduce the work to be carried out by the dockyard to a minimum.

11. If it is not considered possible for the ship's staff to carry out the whole of the work of examination and closing up, a report giving the reasons for requiring dockyard assistance, also a list of the work which it is proposed should be carried out wholly or partially by dockyard labour, is to accompany the estimate, for Admiralty decision.

12. Most of the examinations in connnection with the survey are included in the list of periodical examinations to be carried out by the ship's staff referred to in the Manual for Power-Worked Mountings, and the information as to their condition, which is to be entered in form S. 1151 (or S. 1151a), Register for Non-Transferable Gun Mountings, should be of great assistance in arriving at an accurate estimate of the condition of the gun mounting machinery, and in reducing the amount of work necessary in connection with the opening out for examination, etc., at the periodical survey.

13. *Deleted.*

14. The examinations of such details by the ship's staff at other intervals, as laid down in the Manual for Power-Worked Mountings and form S. 1151 (or S. 1151a), are still to be carried out.

688a. Survey and Docking of Stationary or Harbour Service Vessels.—A partial survey of the hull and fittings of Stationary or Harbour Service Vessels is to be carried out annually by the responsible dockyard officers or Warship Production Superintendents, and the condition of the framing, plating and planking is to be ascertained by drill testing and/or boring as necessary. The survey of all accessible portions of the hull structure is to be completed within a period of four years.

2. The periodical examination of accessible compartments and fittings is to be carried out by ship's officers and reports thereon, on form S. 180, are to be furnished as laid down in Article **682,** except that for R.N.V.R. drillships the reports are to be rendered at six-monthly intervals on forms suitable to the type of ship.

3. In view of the age of vessels normally allocated to Stationary or Harbour Service duties, the attention of the Commanding Officers of these ships is specially drawn to the importance of the proper performance of the periodical examination by the ship's staff of all accessible compartments, and the recording of the condition of hull, etc., as then found, on form S. 180, with a timely intimation of any undue deterioration, so that if necessity arises, arrangements may be made by the Admiralty for a thorough survey by the professional officers referred to in clause 1.

Should, however, the deterioration and defects be of such a nature that, in the opinion of the Commanding Officer, an immediate survey by professional officers is necessitated, action to that effect should be taken locally forthwith and the matter reported to the Admiralty.

4. Iron and steel ships are to be docked every four years for coating of bottom and completion of full survey. Docking of sheathed or composite vessels is to be carried out when shown to be necessary after any survey, but not necessarily every four years. Vessels built of wood are not to be docked without special Admiralty approval.

5. Arrangements are to be made by the professional officers referred to in clause 1 for an examination of the outer bottom to be carried out by diver as considered necessary during the intervals between dockings.

688b. Escape Manholes in Hatch Covers in Battleships, Battle Cruisers, Cruisers and Aircraft Carriers.—Immediately before the refit of a ship, escape manhole covers are to be carefully surveyed by the ship's staff and those that are found defective are to be included in the defect lists.

At the close of the refit, a number of covers, not exceeding six, are to be selected by the ship's officers and tested by the dockyard under air pressure. The results are to be regarded as generally indicative of the efficiency of the escape manhole covers in the ship, action being taken as necessary if the results of these tests are not satisfactory.

2. When a ship is in dockyard hands for large repair, the dockyard officers are to survey all covers carefully and repair as necessary at the close of the refit. Air pressure tests are then to be carried out as detailed in the preceding clause.

General

689. General Survey.—As regards machinery and boilers and general equipment, no regulated survey of the definite parts is laid down to be made concurrently with dockyard surveys of hull. When, however, a vessel is paid off into dockyard control for a large refit, or when between eight and nine years old, reckoned from the date when commissioned as a new ship, a general survey is to be made, such survey, in effect, becoming the "Opening up and examination" stage of the thorough refit to follow.

2. **Periodical Surveys** by dockyard officers, except in the case of vessels paid off for refit, will generally be confined to the hulls of vessels only. Any specific survey of particular parts or fittings in connection with the machinery or equipment, which it is not possible for the ship's staff to carry out, and which they may represent to be necessary or expedient, may be undertaken by the dockyard if included in the pink defect list (S. 340/D. 275).

3. **Survey of Specific Fittings, etc.**—The general orders that have been issued from time to time in regard to the test, examination, or survey of specific parts or fittings, *e.g.*, catheads, davits and derricks, when vessels come in hand for refit by dockyard, are to remain in force.

4. **Reports.**—On completion of each survey, form D.171 is to be forwarded by dockyard officers to the Admiralty, on which is to be indicated in a concise manner the state and condition of the vessel as ascertained.

5. These instructions are issued with a view to preventing unnecessary dockyard work and expenditure, without in any way sacrificing the sea-going and fighting efficiency of His Majesty's ships, and as greater dependence will be placed on the ship's records, every care is to be taken to ensure that the notations of the various routine and special examinations carried out are made in an accurate, clear and connected manner.

6. The foregoing instructions do not apply to stationary or harbour-service vessels, or those on the list for subsidiary service, or to tugs and other yard craft.

690. Nature and Date of Next Survey.—The nature of the next survey and the date when due are to be noted on the report of survey, and entered in the ship's book.

691. Compartments containing Buoyancy Tubes.—In ships having compartments in which tubes are permanently carried, the frames and plating in such compartments are to be sighted periodically, where practicable, to ascertain their condition.

2. The tubes stowed beneath the manholes are to be removed to such an extent as will allow a few of the frames and the deck or other plating to be seen, and the space thus cleared is to be blocked off, and the tubes re-stowed within it in such a manner as to be removed easily.

3. At intervals of six months, the manhole-covers are to be taken off, and should water be found to have collected on the deck, an early opportunity is to be taken to remove such tubes as may be necessary, to allow the frames, etc., to be scraped and painted.

692. Galvanic Action.—To guard against the effects of galvanic action upon the bottom plating of steel vessels, they are not to be moored alongside or near to coppered ships, except for a few hours when unavoidable, nor are they to be attached to the same moorings as such ships, nor to adjacent pairs of moorings connected to the same ground chains, nor should any chains pass from one such ship to the other.

693. *Deleted.*

694. Heeling Ship.—Should it be found necessary to heel the ship, the Captain is to be present and see that every precaution is taken to avoid accident.

695. Slaked Lime in Bilges, etc.—When it is impossible completely to dry out any of the compartments, bilges or wings, to enable them to be coated with composition, paint or cement, well-slaked lime is to be placed in the water contained in such places. Care is to be taken that unslaked lime is not used for this purpose, as it would injure the coatings of composition, paint or cement.

696. Ventilation of and Opening up Confined Spaces.—All compartments in which foul gases are likely to accumulate are frequently to be ventilated.

The following precautions are to be observed while men are engaged in cleaning and coating the double bottoms of a steel ship, and in every other confined space which men have to enter, especially spaces in which dangerous gases are likely to be generated, e.g., provision rooms, potato lockers, etc. (*See* **1852**).

(*a*) When opening up a confined space, no naked light is to be used inside the space, or within 20 feet of the opening, until it has been ascertained by means of a safety lamp that it does not contain explosive gases. Every bay of a confined space is to be so tested.

(*b*) The air fan with hose is freely to be used for pumping in fresh air before the men are sent down, and while they are at work. In the case of compartments which have not been opened up for a considerable period, a good current of air is to be applied, and the compartment left open for some time, preferably 24 hours, before any attempt is made to enter or carry out the safety tests.

(*c*) A Chief Stoker or Stoker Petty Officer is to be responsible, under the Engineer Officer in charge of the party, that no man enters a compartment which has already been tested for explosive gases and found clear until a lighted candle has been placed inside it, and has been found to burn clearly and steadily for at least five minutes.

(*d*) Still greater caution is required when the compartment has only one exit.

(*e*) Compartments used as turret drain tanks or as tanks to which oil, dirt, soapy water or other substances which can form gas, have access, are, where possible, to be flooded completely with sea water and pumped out immediately before opening.

Air escape pipes or vent pipes of the tanks, if terminating in a living space, are to be fitted with temporary lengthening pieces, so that the escaping gases may be discharged in the open air. The end of the vent pipe is to be watched to make sure that the compartment is venting properly on being flooded and pumped out.

(*f*) Communication is always to be kept up between the men in the inner compartment and those who have access to the outer air.

(*g*) The men are to be warned that they should leave a compartment immediately the lights begin to burn dimly; candles only are to be used by the party, as a surer test than lamps, since it might be thought that lamps burnt dimly for want of trimming.

(*h*) Every man working in confined spaces should be especially cautioned as to the danger of taking bogies or burning fuel into such places.

(*i*) Persons using safety lamps should be carefully instructed as to the use of these lamps for ascertaining the condition of the air in any confined space, bunker or tank, in respect of the presence of dangerous gases.

2. **Entering Double Bottom Compartments or other Confined Spaces. Use of Safety Lamp.**—These precautions, and those as given in detail in the Engineering Manual, are strictly to be observed on all occasions when it is necessary to enter double-bottom compartments or other confined spaces, including boilers, etc.

Special care is to be taken that all engine-room ratings and others concerned are made acquainted with these precautions.

697. Precautions against Metallic Poisoning.—The following instructions and precautions are recommended to be observed by men working in double bottoms, store rooms and confined spaces, where lead paint has been used, and by men employed in red leading or exposed to special risk of metallic poisoning, in order to prevent the introduction of lead paint, etc., into the system from the skin, or through food, or through breathing dust:—

(*a*) Absolute cleanliness is necessary.

(i) Face and hands should frequently be washed with hot water and soap, nails scrubbed with nail brush, mouth rinsed with water, and a hot bath taken at least once a week.

(ii) Working suits should be worn while working and should be washed at least once a week.

(iii) No food of any description should be eaten where scaling or painting is going on.

(iv) Hands and lips should be washed before eating, nails scrubbed, etc.

(v) Teeth should be well scrubbed with a tooth brush at least twice daily.

(vi) A mask of clean muslin or bunting should be worn when working in an atmosphere containing lead dust, etc.

(*b*) *Deleted.*

(*c*) Plenty of fat or oily food, such as milk, bacon, etc., should be taken by men so employed.

(*d*) No man should commence work on an empty stomach.

(*e*) Men who have had to handle red or white lead are to wash immediately afterwards, care being taken that they are supplied with soft soap, towels, hot water and nail brushes.

(*f*) Attention is drawn to the necessity of all possible precautions being taken in all cases of exposure to the danger of lead or other metallic poisoning, whether by absorption through direct contact, or by inhaling dust or fumes, *e.g.*, when working hot rivets through red lead, as well as when painting, scaling, etc.

1a. **Precautions against lead poisoning for men using oxy-acetylene flame, etc.**—In order to ensure adequate protection for workmen employed in enclosed compartments or in other sheltered places on the oxy-acetylene burning or welding of non-ferrous metals, including lead and lead painted surfaces, where noxious fumes are given off, these men, as well as those working in the immediate vicinity who are exposed to danger from the noxious fumes, are, while so employed, to be provided with Pattern 230 full-mask breathing apparatus.

Men employed on these operations are to undergo medical examination before the commencement of such work, at monthly intervals during its continuation, and at the termination of the work.

Masks, Pattern 230, are also to be supplied at the discretion of the Ship's Officers for the use of men similarly exposed in a substantial degree to noxious fumes arising from burning operations, other than the oxy-acetylene process, with non-ferrous metals and lead paint.

2. **Cleaning Surfaces Coated with Zinc Oxide. Precautions.**—No person is to be allowed to carry out the process of scrubbing with wire brushes surfaces coated with zinc oxide paint without wearing a respirator over the mouth and nostrils. The respirator is to be of a simple type, made in the sick berth, of two-fold lint or flannel with cotton wool in between, to serve as a mechanical obstruction to prevent the inhalation of the poisonous dust of zinc oxide.

698. Fittings, Turrets and Barbettes.—In turret or barbette ships, the surface between the leathern flaps and the glacis plates round the turrets or barbette shields is frequently to be lubricated to prevent the rapid wearing away of the leather

2. The rollers under the turrets or barbettes are periodically to be examined and lubricated, and the turrets or barbettes should frequently be made to revolve.

699. Capstans, etc.—The Captain will take care that the capstans are turned round, and that both capstan and spindle are properly lubricated once a week; also, that the spindles and deck bushes of the capstans are examined in ships, except as stated in clause 2, once in every twelve months, and, also, that when capstan bars are shipped they are invariably well secured and swiftered to prevent accidents.

2. In submarines in which the driving shaft for the windlass or capstan passes through a stuffing box and gland on the pressure hull, these fittings, together with the portion of the shaft passing through them, are to be examined annually by the dockyards concerned.

3. Great care is to be taken in the use of patent capstan compressors and controllers which are fitted to ships, and the directions for their use are to be strictly attended to.

4. In capstans where the capstan head is secured by means of screws or bolts to a disc keyed to the spindle, the capstan head and the disc are to be parted once in every twelve months, and the bearing surfaces, keys, and screws examined for deterioration by rust and any other damage, such as fractured bolts, faulty feather keys, etc.

The bearing surfaces are to be cleared of any rust and well greased before the capstan head and disc are rejoined. If any repairs are found to be necessary and beyond the capabilities of the ship's staff, they are to be included in the next defect list forwarded for the vessel concerned.

700. Steel Wire Rope.—The Captain is to arrange that the officers of each department on board take steps to ensure that frequent examination is made of all steel wire ropes in their departments, as well as fittings in connection therewith, and all splices, with a view to eliminating as far as possible the liability to accident. In addition to these frequent examinations, all wire rope should be subjected to a dead load test of twice the working load, at intervals not exceeding two years; the rope is to be unrove by the ship's artificers and sent to a dockyard for testing, if such test cannot be carried out on board. (*See* **1961, 1963).**

701. Boats' slings, bridles and disengaging gear of all ships should be landed for re-test at least once a year at the nearest dockyard or place where testing facilities exist, and at all times immediately after repairs have been effected by ship's artificers. Form S. 1231 (D. 786) is to be rendered in triplicate on each occasion, in compliance with the instructions on this form.

2. The test load at the time of re-testing is to be stamped on the ring, or when the legs of double slings are tested separately, on the enlarged end link.

3. The testing of boats' slings should be included in the periodical pink defect lists.

701a. Power Operated Deck Cranes.—All electrically operated and hydraulically operated deck cranes in His Majesty's ships are to be tested periodically as follows:—

(*a*) The working load is to be raised and lowered by means of the hoisting motion, raised and lowered by means of the topping motion of cranes so provided, and slewed each way with the ship not heeled.

(*b*) A load 50 per cent greater than the working load is to be raised,* held topped* (when applicable), slewed each way with the ship not heeled, and lowered slowly so as to test all parts of the cranes.

(*c*) No greater test load than that described in (*b*) above should be applied to deck cranes in His Majesty's ships.

* NOTE.—Except with hydraulic cranes, where the overload is to be placed on the hook, not raised or topped, and the remaining tests carried out.

2. The above instructions apply to deck cranes only, and do not apply to derricks.

3. These tests are to be repeated at intervals of as near twelve months as is practicable, consistent with docking or leave periods, so that dockyard assistance can be given to the extent necessary. The tests are also to be made after a wire is re-spliced or re-fitted.

4. The results of these tests and examinations are to be recorded. Any defects which develop during these tests, which indicate some form of weakness not yet brought to light, are to be reported to the Admiralty.

702. Flukes of Anchors.—The arms of all anchors with moveable flukes on board His Majesty's ships are to be moved and lubricated once a month to prevent their setting fast.

703. Lightning Conductors.—The Captain is responsible for ascertaining that the continuity of the lightning conductors, and the continuity of connections to the lightning conductor for earthing all metal bands and fittings on masts and yards, is complete; and also for maintaining such lightning conductors and connections in a state of efficiency by periodical test and examination.

In ships which have not testing instruments on board, the Captain is to apply for the conductors to be tested at a dockyard when an opportunity offers.

2. **Earthing fittings** for masts, yards, stays, etc., are to be constructed and fitted in accordance with the drawings included in the current Signal School W/T specification.

704. Soil Pipes.—When the soil pipes of waterclosets are led down inside a ship, and access to the pipes is closed by the casing, the casing is to be removed for examination of the pipe every two years.

705. Scrapers and Holystones.—Decks are not to be scraped, except to remove pitch after caulking, and holystones are to be used as little as possible; but the decks are to be cleaned with hot water and soap.

2. **Decks fitted with Corticene.**—In cleaning decks covered with corticene, care is to be taken that they are not flooded with water. The corticene should be cleaned, when necessary, with soap and water and flannel, and scrubbed if required with a hand brush, and should not be treated as if it were wood. Cleansing powder should on no account be used, as it is injurious to such a material as corticene.

705a. Flagstaffs and Signal Masts in Naval Shore Establishments. Periodical Survey and Painting.—The supervision and maintenance of masts, etc., and rigging in naval shore establishments is at all times the responsibility of the establishment concerned, in the same sense that the Commanding Officer of a ship is responsible for the efficient maintenance of the fittings in a ship.

2. A survey is to be made biennially, and defects made good to ensure that the masts and yards are kept in good and serviceable condition. The inspection is to be accompanied by scraping and examination by careful pricking in way of mast funnels. If there is any doubt as to condition, the topmast is to be struck and funnels lifted; the intervals of striking are not to exceed two years. Where slight decay has been observed, or after repairs have been carried out to masts and yards, the intervals between surveys are not to exceed twelve months. The intervals at which examination and blacking down of rigging should take place are also not to exceed twelve months.

3. Where no ratings are borne capable of carrying out periodical survey and painting of masts and yards, a requisition is to be forwarded for the survey and requisite repairs to be carried out by the dockyard concerned.

Section II—Repairs, Alterations and Additions

706. Dockyard Repairs to Ships in Commission.—When ships in commission come into dockyard hands to have defects made good, only such defects as have been represented by the officers of the ship, or have been apparent to the examining officers, or become apparent during the opening up necessary to make good known defects, and which may be approved to be taken in hand, are to be made good. No special examination will be made in search of further defects.

2. **Examinations of Ships in Commission.**—The examination of the hulls of ships in commission by the dockyard officers will take place as laid down in Article **683,** clause 2, the annual and quarterly examination by the officers of the ship being considered sufficient in the intervals.

3. **Certificate after Repairs.**—When defects of ships in commission have been made good, the certificate required is to be made out on form S. 339a.

707. Lists of Defects of ships (actual defects arising from wear and tear or accident) are to be forwarded direct to the mechanical training establishment, where such exists at the port concerned, and thence to the Superintendent or Senior Officer of the dockyard to which each ship is assigned for the purposes of repair, so as to arrive there one month before the date fixed for the arrival of the ship. Defects, the repair of which is considered absolutely necessary for the sea-going and fighting efficiency of the ship, are to be included on form S. 340/D. 275 (pink paper), and those which it is specially desirable for other reasons to

have repaired are to be shown on form S. 340b/D. 275b. Only those defects which are beyond the capabilities or resources of the ship's staff, or repair ship, if one is attached to the squadron, are to be included on these forms. The object of this is to enable the dockyard officers to form a good idea of the extent of the work required, and of the approximate cost involved; also to enable any preliminary work that is possible in the absence of the ship to be put in hand.

2. Lists of defects from a ship in home waters, which does not belong to a fleet or squadron, are to be sent direct to the mechanical training establishment, where such exists at the port concerned, and thence to the Superintendent of the dockyard to which the ship is attached, who will cause the defects to be examined and reported on, drawing the attention of the Commander-in-Chief to unreasonable defects, or to those apparently due to careless maintenance or neglect on the part of the officers of the ship.

The Commander-in-Chief will exercise his discretion as to forwarding any such unfavourable reports to the Admiralty.

3. Lists of supplementary defects of ships undergoing repair at the dockyards are to be forwarded direct to the Superintendent of the dockyard concerned. On receipt of the lists of supplementary defects in the dockyard, the items will be scrutinized by the dockyard officers, and any items which the Superintendent considers are within the capacity of the mechanical training establishment will be forwarded to that establishment for remarks.

4. If the dockyard officers consider that a visit to the ship would facilitate the carrying out of the refit and shorten the time required for the ship to be in dockyard hands, the Superintendent will communicate direct by telegram with the Senior Officer of the squadron to which the ship is attached, to ascertain the most convenient day for the officers to visit the ship, in order to examine with the ship's officers the items of work to be undertaken during the refit.

5. If it should appear, on examination of the defects of a ship by the Superintendent or his representative, that any of the important items contained in the list are not specifically described, or are unreasonable, the Superintendent will make a full report to the Commander-in-Chief, who, should he consider it desirable, will forward the report, with his remarks, to the Admiralty.

6. Should the Superintendent or his representative consider that any items contained in the list of defects can be deferred or can be undertaken by the ship's staff, such items are to be referred directly by telegram to the Commander-in-Chief, Flag or Senior Officer of the squadron concerned, for his concurrence or remarks.

7. Whenever the defects of a ship are examined by the Commander-in-Chief, Superintendent or other representative, the Captain of the ship is to accompany the inspecting officer round the ship, and explain all the important items of repair which cannot be done by ship's artificers.

8. The Captain is to be responsible for keeping the Commander-in-Chief of the port informed of any work taken in hand or proposed to be taken in hand by the dockyard, which would affect the date on which his ship would be ready for service.

9. The attention of the Captain is especially called to the certificate on the front page of forms S. 340 and S. 340b, which places the responsibility upon him for the proposals made in the defect list.

10. He is to inform himself, by reference to the "Record of defects" (*see* **708**), whether all the items necessary are included in the list of defects presented for his signature, and that no existing defects have been concealed.

11. The reports of the yard officers on such defects, with the estimates, will be forwarded to the Admiralty by the Superintendent with his observations thereon, unless the amounts are within the limit authorized for local approval.

12. **Supplementary Defect Lists.**—Should any defects develop which cannot be undertaken by the ship's staff, subsequent to the transmission of the main list, a supplementary list is to be sent in immediately after the arrival of the ship at her port; such a list is, however, to be confined to items of work which could not be foreseen at the time of the first report, and is not to be forwarded as a matter of course.

13. A special report by the Captain is to accompany the supplementary list, stating why it is necessary and the reason for not including the items in the original defect list. The Superintendent is to forward this report to the Admiralty if the estimated cost of the additional work is beyond the limit for local approval.

14. **Defects which can be made good by Ship.**—Defects which can be made good by the ship's artificers, either with the stores provided in her establishment or with the materials drawn from the dockyard for the purpose (or, if away from a dockyard port, from any of the other vessels of the fleet), are not to be included in either of the lists.

The general examination, testing and inspection of director installations, and other systems, should be carried out as far as possible by the ship's staffs or by depôt ships, and not included in the list of repairs presented to the dockyards.

Where naval ratings are not available for work in connection with the refits of His Majesty's ships which is normally carried out by them, the circumstances are to be stated on the defect list and the work carried out by the Dockyard. When, however, naval ratings are available for work normally carried out by them, the Dockyards should not carry out the work, except in the most exceptional circumstances.

15. The following items of work should generally be dealt with by ships' artificers as they arise, although away from a dockyard:—

Minor repairs to steam, motor and rowing boats, booms, guard rails and stanchions, ladders, side steps, racks, lockers, mess shelves, tables and stools, skylights, sashes, ports, cupboards, locks, keys, hooks, tallies, w.c.'s and urinals, pumps, fresh and salt water services, small repairs to ship's galley, valves and gearing, and to electric light, power and communication circuits and fittings.

Ordinary repairs and renewals of corticene.

Renewing rubber, etc., to watertight doors, hatches, scuttles and manhole covers.

Caulking and repairing bridges and decks (when not extensive); letting down fastenings of decks.

Fitting wire ridge ropes and wire pendants to gun ports.

Maintenance of painted surfaces, polished surfaces, and cabin fittings for which tools and materials are allowed and carried. (The painting and renovation of furniture in Flag Officers' and Captains' apartments. Officers' messes and sick berth, should, however, be done by dockyard labour.)

Repair to canvas and rigging furniture.

Adjustments of main and auxiliary engines.

Examinations of machinery and boilers.

Re-seating all valves within the capacity of the ship's workshop machinery.

Re-making ordinary steam and water-pipe joints.

Packing glands, and moderate repairs to boiler and pipe lagging.

Cleaning boilers. Renewals of protective slabs in boilers, condensers, etc.

Minor repairs to furnace brickwork.

Renewals of boiler-tube ferrules.

Examination and refit of under-water fittings, boiler mountings, cylinder fittings, etc.

All periodical tests of machinery and boilers.

Small renewals of condenser tubes, tightening ferrules, etc.

Overhaul and ordinary repairs of auxiliary engines and steam-boats' machinery.

16. The Executive Officer will consult with the Captain as to the defects to be taken in hand, and be responsible to him that the artificer and artisan ratings employed under the Gunnery and Torpedo Officers, Boatswain and Shipwright Officer, are given every facility for working at their trades with as little interruption as possible, and he will sign the weekly return for their departments, adding explanatory remarks in cases where the return shows that this had not been done.

17. The Engineer Officer will also consult with the Captain as to the defects to be taken in hand in his department, being responsible that such defects are carried out as expeditiously and as efficiently as possible.

18. The Captain should pay particular attention to this point when examining the return, and should satisfy himself that the artificers have been kept to their trades as much as possible during the week. If necessary, the Captain will give orders for the artificers of one department to assist in remedying the defects of another.

19. If the defects are beyond the capacity of an individual ship, either in the amount or the description of the stores carried, or the number of artificers borne, the Captain will send in a requisition for such assistance as he may require, both in men and material, to the Senior Officer, who will give the necessary orders for the work to be carried out, if possible, by the combined resources of the fleet; or, should he find that the material required is not available in the fleet, he will forward demands to the nearest dockyard, in accordance with this Article, stating the nature of the defects to be repaired and the stores required to complete them, and adding the date and place to which the stores should be sent and the means of conveyance proposed. The Senior Officer will be held responsible that only such materials or stores are demanded as are actually required for repairs, and that no alterations or additions are made in any of the ships under his command without Admiralty sanction, and in accordance with Articles **679** and **710.**

19*a*. Requisitions for guns and parts of guns are to be sent to the local Armament Supply Officer.

Spare or replace parts of gun mountings are to be requisitioned on defect lists. Spare or replace parts of director firing gear are to be requisitioned on defect lists, which are to be forwarded to the Engineering Department of the nearest dockyard. Where such replacements cannot conveniently be satisfied at that dockyard, the dockyard officers should forward the defect lists to the Manager, Engineering Department, H.M. Dockyard, Portsmouth.

Demands are to show whether the parts asked for are additional or to replace defective parts. If they are the latter, and the defect is due to causes other than fair wear and tear, a report is to follow the demand giving details and explanations of the defect as far as is possible.

20. **Stores to make good Defects.**—Demands for stores to make good defects may include, besides material (*e.g.*, wood, steel plates, screws, bolts and nuts, etc.), complete manufactured articles such as are generally allowed by the sea-store establishments, also certain complete articles not allowed by establishment, if required solely for the replacement of similar defective articles on board. A list of the articles which may not be demanded for making good defects, but which are invariably to be dealt with on defect lists, is shown in B.R.4 (Instructions relating to the supply of Naval Stores to H.M. ships, etc.). If the ship is at a dockyard when demands for making good defects are forwarded, the concurrence of the professional officers of the yard will be obtained before supply is made; otherwise the Commanding Officer will be wholly responsible for vouching as to the necessity for the supply. Commanding Officers are enjoined to exercise care not to demand, and dockyard officers are required not to approve supply of complete manufactured articles to replace similar articles fitted in the ship, if the latter are repairable and the work of repair can be undertaken in the fleet, having regard to the facilities now existing in warships and in repair and depôt ships for the repair of stores and fittings.

In demanding stores from a dockyard to make good defects, a brief statement as to the nature of the defects to be made good is to be given in the space at the foot of form S. 134d. The greatest care is to be exercised in bringing to account the arisings from work executed.

21. **Replace Parts of Machinery and Electrical Equipment.**—When requirements arise for replace parts of machinery and electrical equipment, arrangements for the supply are to be made in accordance with the approved procedure as laid down in Admiralty Fleet Orders.

708. Record of Defects.—A record of defects (S. 342) is to be kept by each departmental officer under the headings shown therein.

2. The Captain is to inspect these records at least once a week, and is to see that the detailed instructions contained therein are duly complied with.

3. In squadrons with a repair ship, the approval of the Flag Officer Commanding is to be obtained before defects are included in the list of work proposed to be done by the dockyard, in order that it may be judged whether the repair ship can undertake the work, or whether it is advisable to detach the ship at once for dockyard repairs.

4. The record of defects is to be produced on the following occasions:—

(*a*) At annual or paying-off inspections.

(*b*) At any time called for by the Senior Officer of the squadron.

(*c*) When a defect list is forwarded, the "'Record of defects" is to be available for examination by the Superintendent or Deputy Superintendent of the dockyard if required by them. In the event of the book being handed over to the dockyard, it will be returned to the Commanding Officer of the ship concerned within three working days, but while it is absent from the ship small books with paper covers (supplied for the purpose) are to be used by the ship's officers for making any necessary notes, which are to be transferred to the book immediately on its return to the ship.

709. Defects on Foreign Stations.—Repairs of ships upon foreign stations may be undertaken without waiting for authority from the Admiralty within the limits prescribed in clause 8, and when there are sufficient reasons for doing so in the opinion of the Commander-in-Chief or Senior Officer, who in such case will give directions for a report and estimate to be prepared on forms S. 340 and S. 340b after survey by the officers of one of His Majesty's yards, where practicable, and, where not practicable, by officers of the ships.

2. **Competitive Tenders.**—On receiving the report and estimate, if the Commander-in-Chief or Senior Officer should consider it advisable, he will call for competitive tenders (S. 341) for the work from the private trade, furnishing the parties who are invited to tender with copies of the list of defects to be made good. He will thus, before submitting the case to the Admiralty, or giving his own directions upon it, have the advantage of comparing two independent estimates for the work, one from the ship or dockyard and one from the private trade.

All officers concerned are to exercise vigilance to ensure that the charges of the contracting firm are reasonable and, as far as possible, in accordance with prevailing local conditions.

3. Whenever it is proposed that the repair of ships on foreign stations shall be undertaken by the private trade, provision is to be made in the specification for the supply to the contractor of all materials that can possibly be supplied by the ship or obtained from a dockyard, if practicable, and provided they can be supplied more cheaply by the ship or dockyard. The same course is to be followed with such of the under-mentioned articles as it may be necessary to renew, *i.e.*, when those on board cannot be repaired economically, namely:—

Blocks, wood and iron, other than patent blocks.
Chain rigging.
Copper and naval brass sheathing with nails.
Copper and naval brass bolt-staves.
Dead-eyes.
Gun-metal cocks and valves.
Gun-metal companion hinges.
Locks, brass and iron.
Shivers for blocks, brass and lignum-vitæ.
Canvas.

The supplies are to be made without charge to the contractors, the quantities required being previously estimated by the surveying officers.

All officers concerned are to exercise vigilance with a view to guarding against the misappropriation of government stores.

4. *Deleted.*

5. **Stores to Contractors.**—A list of the articles required to be supplied by the Admiralty to the contractors for carrying out the work is to be prepared on form D.501 with a view to arrangements being made for the supply of the stores. The list is to give full particulars of the stores required as shown in the Rate Book for Naval Stores.

6. This list is to be prepared in triplicate, and upon it the Captain is to state which, if any, of the stores can be spared from the ship, and he is to send two copies of the list to the Commander-in-Chief or Senior Officer. If abroad, the Commander-in-Chief, or Senior Officer, on giving orders for the repairs, is to send the list to the naval store depôt for the necessary supplies to be made of the stores which cannot be spared from the ship, and he is to forward a copy of the list to the Admiralty with his report. If the ship is in home waters, the Captain is to forward the list to the Commander-in-Chief for transmission to the Admiralty, in order that it may be sent to the dockyard which is to supply the stores.

7. **Arisings.**—It should be stipulated also in the specifications that all old copper, metal, lead and other arisings from repairs shall remain the property of the Admiralty. All these arisings are carefully to be collected and taken on charge in the ship's store accounts.

A statement is to be attached to form S. 341 giving details of such arisings as may have occurred in connection with each defect and the disposal, or proposed future disposal, of such arisings, the statement to be signed by the accounting officer concerned and approved by the Commanding Officer. When the repairs are executed under the superintendence of a resident or visiting Dockyard Overseer, he is to see that the arisings are carefully collected and that the list is duly prepared.

The arisings should be sold locally if a fair and reasonable price is quoted and Admiralty approval obtained.

A further statement is to be inserted on the front page of form S. 341, signed by the professional officers concerned and the Commanding Officer of the ship, that the work contracted for has been carried out satisfactorily.

8. **Estimate under £1,000.**—When the estimated cost of the repairs, or the agreement for performing them, shall not exceed £1,000, the Commander-in-Chief or Senior Officer, if he should think it desirable, will order the work to be taken in hand under such an estimate or contract, forwarding particulars and a copy of the agreement, should any have been made, to the Admiralty. A list of tenders that may have been declined, showing their respective amounts, and the reasons for declining each, is to be forwarded at the same time, together with any further remarks that may be necessary.

Estimate over £1,000.—If the estimated cost, or the tender price, should exceed £1,000, and there are no special reasons or urgent necessity for at once making good the defects, he will submit the whole case to the Admiralty, and will forward any tenders that may have been received for performing the work by contract, in order to assist the Admiralty in forming their decision on the matter.

Defects urgent.—When the defects, however, are of an urgent character, immediate reference by telegram is to be made to the Admiralty, so that approval of the expenditure, or otherwise, may be communicated before the work is commenced.

9. **Estimate less than £100.**—Whenever repairs have been taken in hand, the estimate or contract for which is less than £100, it will be sufficient to report the case to the Admiralty, stating the amount.

10. The lowest tender is not necessarily to be accepted, but the Senior Officer is to send all the tenders received to the Admiralty, giving his reasons for accepting any but the lowest.

11. **Cost of preparing Contract.**—Whenever it may be necessary to draw up a formal contract for the repair of a ship on a foreign station, one-half of the cost of preparing the contract and bond is to be paid by the contractor before he is allowed to commence the work contracted for.

12. **Repairs at Yards Abroad.**—When defects of ships are made good in His Majesty's yards abroad, they are to be dealt with as directed in the Regulations for H.M. Naval Yards Abroad.

710. Alterations and Additions.

Ships other than Submarines.—Lists of alterations and additions are to be forwarded to the ship's administrative authority by the Commanding Officers of new ships six months after the date of first commissioning and all other ships, unless otherwise directed, in time to enable that authority to transmit them to reach the Admiralty nine months before the ship's next refit is due to commence.

Submarines.—Lists of alterations and additions are to be forwarded by the Commanding Officer to the ship's administrative authority in time for the latter to despatch them to reach the Admiralty six months before the vessel's next refit is due to commence.

2. To avoid waste of time, both at the Admiralty and the dockyards, in considering proposals which are not necessary, having regard to the age and fighting value of the ship, care is to be taken in ships that have completed one or more commissions that the list of proposed items is confined to such as are essential for seagoing or fighting efficiency, or the health and comfort of the officers and ship's company, or are desirable for reasons of economy.

3. **Method of preparing lists.**—Lists of alterations and additions are to be compiled from the "Record of Alterations and Additions" (Form S. 345) and are to be typewritten.

4. On each occasion of rendering lists in accordance with clause 1, separate lists are to be prepared for:—

(*a*) *Items approved in principle.*—Uncompleted items which have already been approved in principle by the Admiralty, or which the Admiralty or other authority has ordered to be put forward. Items which have been approved in principle, but on which work has been deferred, must also be included. Except as laid down in clause 5, each item should show (i) the serial number of the item (*see* clause 8), (ii) a description of the item, (iii) a reference to the authority approving or deferring the item, (iv) a statement whether the work can or cannot be carried out by ship's artificers if materials are prepared or made and articles supplied, (v) spaces for the insertion of classification (*see* clause 10) and for remarks.

(*b*) *Proposed items.*—Items which have not yet received Admiralty approval, including items previously proposed but in regard to which no decision has yet been received. Each proposed item should show all the particulars required by (*a*) above for items approved in principle, except that, instead of a reference to the authority, (iii) should contain a full explanation of the necessity for the alteration or addition.

5. **Use of Form S. 1182.**—Form S. 1182 should be used by all ships and submarines in preparing lists of alterations and additions, with the exception of certain classes of ships which have been or are authorized to forward their lists under the "General Item Number" system. This form is printed in two thicknesses of paper (1 thick and 1 thin). Ships should forward their demands for the form to the Naval Store Officer, R.N. Store Depôt, Royal Victoria Yard, Deptford S.E.8. The form is to be used for items "approved in principle" and classified "A", "B", or "B.H.", and for "deferred" or "proposed" items, each item being shown on a separate form. The form is not to be used for items "approved in principle" and classified "C", "D" and "E" unless the Commanding Officer or administrative authority desires to represent that the classification of an item should be reconsidered, when full details of such items are to be shown on the authorized form and the reasons why amendments of classification is considered necessary inserted in the space reserved for "remarks". In lists of alterations and additions rendered before the ordinary refits of ships, only the serial number, authority, and classification should be inserted for items that have been "approved in principle" and classified "C", "D", and "E", and such items should be included in list form in the Commanding Officer's submission.

In lists rendered before the reconstruction or large repair of Capital Ships, Aircraft Carriers, and Cruisers, or the retubing refits of Destroyers and other small surface craft, full details of all items are to be given in list form and not on Forms S. 1182.

All lists are required to reach the Admiralty in duplicate, one copy being marked "for D.N.E. Dept.", and all items in these two lists which are included on Forms S. 1182 should be on the thicker paper form. All other copies, including the hectograph copy which is required by the Superintendent of the Dockyard at which the ship's next refit is to be carried out, should be on the thinner paper form.

6. Lists are to show, in the space reserved for remarks, what percentage of the work has been carried out on the items either by the dockyard or ship's staff during previous refits and since the completion of the last refit, and whether it is considered that any further work will be done before the ship again goes into dockyard hands.

7. All items which have been completed, cancelled, not approved, or classified (D) or (E), are to be omitted from subsequent lists. Their serial numbers are not to be used again.

8. **Numbering of items.**—Only one number is to be given to each item, and this number is never to be changed from the time of its allocation to the scrapping of the ship. This number is to be used on all occasions, *e.g.*, in the lists forwarded by the ship's officers, in the estimates furnished by the dockyard officers, etc. As fresh items arise, whether by direction of the Admiralty or other authority or on the initiative of the ship's officers, each in turn is to be allotted by the ship's officers the next highest number available. Ships commissioning for the first time will commence their first lists with the number 1; all other ships will continue the series started when this system was first introduced. (*See also* clause 22.)

The foregoing procedure does not apply to those classes of ships which forward their lists under the "General Item Number" system.

9. **Principles governing Admiralty approval:—**

(*a*) *Ships other than submarines.*—Alterations and additions involving dockyard work will be carried out only:—

(i) During a new ship's first commission.

(ii) During reconstruction or large repair of capital ships, aircraft carriers and cruisers; and during retubing refits of destroyers and other small craft.

(iii) At other refits only if specially ordered by the Admiralty.

NOTE.—Only items of undoubted necessity or those that will lead to economy will be specially ordered by the Admiralty, and these only after special consideration of all relevant factors, such as the financial position, ship's age, whether work can be completed during one refit, and whether the work may have to be undone during reconstruction or large repair.

(*b*) *Submarines.*—Alterations and additions involving Dockyard work will be carried out only:—

(i) During the first refit of new submarines.

(ii) At other times only if specially ordered by the Admiralty.

NOTE.—Only items of undoubted necessity or those that will lead to economy will be specially ordered by the Admiralty, and these only after special consideration of all relevant factors, such as the financial position, ship's age, whether work can be completed during one refit, and whether the work may have to be undone additions submitted by Commanding Officers, administrative authorities are to classify

10. **Action by Administrative Authorities:—**

(*a*) *Ships other than Submarines.*—When forwarding lists of alterations and additions submitted by Commanding Officers, administrative authorities are to classify each item under the following headings:—

(A) Items which are so important, or are likely to result in so great an economy, that the work should be undertaken at the first opportunity.

(B) Items which are of such importance, or which will result in such economy, that the work should be undertaken during the next refit.

(B.H.) Items under classification (B) for ships on foreign stations which should be undertaken at the next refit at a home dockyard.

(C) Items which should be done during reconstruction, large repairs (D. 2), or the retubing refits of small vessels.

(D) Items which, though not meriting the expenditure of money in existing ships, should be incorporated in future design.

(E) Items which, for any particular reason, including the future service of the ship as far as this is known, should not be carried out.

(*b*) *Submarines.*—Officers in command of submarine flotillas and administrative authorities are to classify each item under the following headings:—

Officers in Command of Flotillas.

I. Those items required for the safety of personnel and material.

II. Those items which directly concern diving or fighting efficiency.

III. Those items which will produce economy.

IV. Those items which make for convenience in the maintenance or working of armament or equipment, and those items affecting living conditions.

Administrative Authorities.

(A) Items which are so important, or are likely to result in so great an economy, that the work should be undertaken at the first opportunity.

(B) Items which are of such importance, or which will result in such economy, that the work should be undertaken at the next refit.

(C) *Deleted.*

(D) Items which, though not meriting the expenditure of money in existing submarines, should be incorporated in future design.

(E) Items which, for any particular reason, including the future service of the ship so far as this is known, should not be undertaken.

11. Administrative authorities are to state whether they consider that any item applies to other ships of the same class under their command.

12. The classification to be given to items ordered to be included in ships' lists by Admiralty Fleet Orders or Admiralty letters will be stated in the order or letter.

13. **Supplementary Lists** are only to be forwarded by the ships mentioned in clause 1 in exceptional circumstances. If found necessary they are to be despatched by the final administrative authority to the Admiralty not less than four months before the date on which the ship's refit is due to begin. They are to include only such items as are considered essential by the administrative authority and can be classified (A) or (B) in accordance with clause 10.

The reason why the supplementary list is considered to be necessary is always to be stated.

14. **Submarines.**—In order that items arising between the rendering of the main list (clause 1) and the commencement of a refit may receive consideration, one set of supplementary lists of such items, whether approved in principle or proposed, may, if necessary, be forwarded through the administrative authority to reach the Admiralty not later than two months before the refit is due to begin. Apart from this single exception the instructions in clause 13 will apply also to submarines.

15. The instructions in clauses 2 to 11 are to be followed in dealing with supplementary lists.

16. In the event of it being necessary to forward a supplementary list during the refit at a home port of a ship from a station abroad, the items are to be classified by the Commanding Officer, who, in addition to following the normal practice of forwarding the list through the Commander-in-Chief of the home port, is to send a copy to his administrative authority abroad. Should the latter not agree with the classification, he is to inform the Admiralty and the Commanding Officer as necessary.

17. **Admiralty decision to "approve in principle" or otherwise and classification.**—On receipt of the lists of alterations and additions at the Admiralty, decisions

will be given as to which of the proposed items are "not approved" and which are "approved in principle," together with the classification approved for the latter. The classification of outstanding items which have previously been "approved in principle" will be reviewed, and either confirmed or altered. The decisions and approved classifications or, in certain instances, instructions for a further report, will then be communicated to the administrative authority, to the dockyard at which the vessel will refit, and, for ships of the Mediterranean Fleet which refit at home ports, to Malta Dockyard.

The letters (A), (B), (B.H.), etc., the meaning of which is described in clause 10, or the word "deferred" when the classification has not been definitely decided, will be used to classify the items and thus convey the Admiralty intention as to when, subject to further consideration of questions of time and cost, the work will be carried out.

18. **Preparation of Dockyard Estimates.**—The dockyard officers concerned will visit the vessel when next she arrives at the port and, after consultation with the ship's officers, will forward to the Admiralty, on form D. 275a, estimates of the cost of undertaking those items which involve dockyard work provisionally selected by the Admiralty to be carried out at the first opportuntiy or during the ship's next refit.

19. Whenever an estimate is prepared by a dockyard other than that at which the work will be done, it is to be referred to the latter for general concurrence or remarks. The refitting dockyard is finally to transmit the estimate to the Admiralty without undue delay.

20. When particular items require more time than the normal refitting period, the items so concerned and the time required for each are to be clearly indicated on the front of the estimate.

21. If possible, the Commanding Officer is to accompany the proper dockyard officer when he comes on board to examine and report upon proposed alterations and additions.

22. Before the estimates are transmitted to the Admiralty, the ship's numbers, if available, are to be inserted against the items. When, owing to the absence of the ship, this information is not available, the dockyard officers are to request the Commanding Officer to allocate numbers, but transmission of the estimate is not to be delayed thereby. The Commanding Officer is to communicate the items of alterations and additions concerned, and the numbers allocated, to the Admiralty through the administrative authority and to the dockyard concerned.

23. In ships paid off for large repairs, the Captain of the dockyard is to make arrangements for the allocation of serial numbers to all new items before submission to the Admiralty, and for the ship's record (form S. 345) of such item numbers to be kept up to date.

24. Form D. 275a for dealing with proposals for alterations and additions is to be used by the dockyard officers only.

25. **Approval to carry out work.**—On receipt of the estimates at the Admiralty, a final decision will be taken as to which items are to be undertaken at the next refit, and this will be communicated to the Superintendent of the dockyard at which the work will be done and to the ship's administrative authority. It is not until this stage has been reached that an item is to be regarded as "approved." The work will then be carried out according to the approved classification.

26. A list of the items that are to be carried out during the refit will be supplied to the Commanding Officer by the Superintendent of the dockyard before the ship is due to be taken in hand.

27. The following procedure for obtaining permission to commence work on alterations and additions to submarines is to be observed:—

(*a*) One month before a submarine is due to be taken in hand for refit, the dockyard concerned is to seek Admiralty decision by telegram as to the items on the main and supplementary lists for which estimates of cost are to be prepared, if such decision has not already been given. Admiralty approval to estimate for those items which are in view to be taken in hand during the forthcoming refit will be given by telegram.

(*b*) After conference in the submarine, the estimates for these items are to be rendered in the usual manner. When distance makes it unlikely that the estimates can reach the Admiralty, and approval be given, in sufficient time for the work to be completed during the forthcoming refit, a summarized estimate is to be forwarded by telegram stating the total cost and time required for each item. This telegram is to include a forecast of the date of completion of the refit.

28. Alterations and additions which have been "approved in principle" and are within the capacity of the ship's staff may be carried out at any time.

29. No alteration or addition is to be taken in hand by the ship's artificers without Admiralty approval in principle, or by the dockyard until the estimate for the work has been approved by the Admiralty, or specific Admiralty instructions have been given for the work to be proceeded with, unless the alteration is such as immediately to affect the safety of the ship.

30. **Demands for materials.**—When the Commanding Officer proposes that any part of the work involved shall be carried out by the ship's artificers (clause 4 (*a*), (iv)), demands, on form S. 134d, for such materials as are required from the dockyard are to be prepared and forwarded to the dockyard after Admiralty approval has been given for carrying out the work.

31. **Alterations in stores and spare gear.**—Whenever modifications in fittings etc., have been made, steps are to be taken to ensure that consequential alterations are made in the special or other stores and spare gear carried on board or kept in reserve or on deposit in the dockyards, and that proposals are forwarded for the utilization or disposal of any special stores or spare gear no longer suitable for the ships for which provided. Where the modifications are carried out by the ship's artificers, the necessary information is to be furnished to the dockyard by the ship's officers. Where carried out by the dockyard, the matter is to be dealt with by the dockyard and ship's officers in conjunction.

On the completion of a large refit, a report is to be furnished by dockyard officers showing what alterations in stores and spare gear are necessary, and what action has been taken to effect such alterations.

32. **Arisings** from alterations and additions carried out by the ship's artificers are to be brought to account.

33. **A report of progress** of the alterations and additions approved to be carried out by the ship's artificers is to be inserted by the Commanding Officer on Form D. 237a (S. 339a) before its return to the refitting dockyard for transmission to the Admiralty. A copy of this report is to be inserted in the ship's book.

34. **Amendment of fixture lists.**—A return, on form S. 197 (D. 526, ¼ sheet), is to be furnished in duplicate half-yearly by the Commanding Officers of His Majesty's ships to the Superintendents of the dockyards to which the ships are attached, showing the amendments required to the various fixture lists due to alterations carried out by the ships' artificers. If no alterations have been made, a "nil" return is to be rendered.

35. **Weights landed for compensation.**—Definite Admiralty approval is to be obtained before items which affect the fighting efficiency of a vessel, either with regard to material or arrangements for protecting personnel, are landed as compensation for added weight.

NOTE.—The provisions of this article are amended in time of War by the directions contained in Admiralty Fleet Orders.

711. Defects in Ships fitted in another Port.—Whenever a ship newly commissioned, or just refitted at one port, arrives at another port, and a list of defects to be made good, or of alterations required, is submitted to the Commander-in-Chief at such port, unless the defects are evidently occasioned by stress of weather, by accident, or by collision, the Commander-in-Chief, or senior officer present, before otherwise dealing therewith, shall take the necessary steps to cause a survey to be held upon them for the purpose of inquiry, as provided for in the Home Dockyard Regulations.

2. The report is to be in duplicate, one copy for the Commander-in-Chief, the other for the Superintendent.

On receiving the report from the Commander-in-Chief, the Admiralty will proceed to act as the case and the relative responsibility of the several officers may require.

712. Negligence, etc., of Dockyard People.—The Captain is to report to the Superintendent any negligent workmanship, idleness, or any other irregularity on the part of the dockyard people employed on board which he observes, or which is brought to his notice by the ship's officers.

Every facility is to be afforded to the workmen for the rapid and efficient performance of their work, and the ship's officers are to co-operate with the dockyard officers in the furtherance thereof.

713. Inspection on Completion.—As soon as the dockyard have made good defects, or completed any additions or alterations duly sanctioned, the Superintendent will appoint a day for inspection of the ship by the dockyard officers. The Captain is to cause them to be accompanied on their inspection by the Executive, Gunnery, Torpedo, Navigating, Engineer and Shipwright Officers, and is to assist them to ascertain whether she is in all respects complete as regards her sea-going and fighting efficiency.

2. **Report on Completion.**—The report, on form S. 339a or D. 237a, will be made to the Superintendent, and a duplicate sent to the Commander-in-Chief.

If the Captain does not fully concur in the report, he is to represent to the Commander-in-Chief in writing the points on which he dissents, and his reasons for doing so, bearing in mind that the object of the inspection is to ensure that the ship is ready and properly fitted for the service on which she is to be employed.

3. **Ships not Inspected.**—Ships, refitted in commission, whether with a full or reduced crew on board, will not be inspected by the Superintendent of the dockyard.

714. Accounts of Repairs.—On the completion of repairs at any other than one of His Majesty's yards, all stores purchased or supplied to make good defects are to be delivered into the charge of the proper officers, who are to account for them in the usual manner.

2. When men belonging to other ships are thus employed, they are to be paid extra pay as directed in Chapter XLV, Section I. Copies of the pay lists are to be transmitted forthwith by the Captain to the Admiralty, with a letter explaining the circumstances in which it was necessary to repair the ship, and duplicate copies are to be forwarded to the Commander-in-Chief with a similar explanation.

3. Separate pay lists are to be made out for the hired men, on form S. 9, for the time they were actually employed and worked satisfactorily, and, when payments shall have been made thereon, the lists are to be disposed of in the manner above prescribed; but, in addition to the other required particulars, a certificate is to be obtained from two respectable merchants residing at the place where the men are engaged, certifying that the rates of wages are those usually paid for the services performed by them respectively, and also the rate of exchange for bills on the British Government at three days' sight. It is further to be stated on the lists whether the hired men were or were not victualled at the expense of the Crown (*see* **725**).

715. Repairs on Board.—Artificers and artisans of various trades being borne by ships, and tools and materials being supplied, it is expected that repairs to stores, so far as practicable, will be executed on board; and serious notice will be taken if stores, which could have been made serviceable on board, be returned to a dockyard for repair, or if stores be returned in bad condition, not due to fair wear and tear.

2. **Petty Repairs.**—Petty repairs to guns, carriages, slides and gear, whenever practicable, are to be made good by the artificers and artisans; no application therefore should ever be made for small repairs to be undertaken by the naval

armament depôts, until it has been ascertained that the artificers and artisans in the ship, including those in the engine-room, are unequal to the task, when it should be so stated on the application.

3. Replacement of spare parts of Gun Mountings.—As a rule, the quantity of spare parts allowed for each gun mounting on board is sufficient for making good defects as they arise. Should it be necessary at any time to replace any spare parts so expended, such replacements are to be dealt with by defect list in the same manner as the supply of spare gear for other machinery.

716. Use of a Hulk.—If it should be necessary at any time during the commission, while the ship is under repair or refitting, to remove the crew into a hulk, the Captain, with the approval of the Commander-in-Chief, will make the necessary application to the Superintendent, and will be guided by the instructions relating to hulks in Home Dockyard Regulations.

717. Ship's Book.—Captain's ship's books are supplied to inform Captains of the previous history of ships, and thus to enable them to watch and influence as far as possible the expenditure on repairs. *See* **864** (*Captain's Ship's Book*).

Section III.—Docking

718. Periodical Docking.—Ships on foreign stations may be docked at the discretion of the Commander-in-Chief, and, although no fixed rule is laid down as to the frequency of their docking, ships which have steel bottoms should be docked sufficiently often to prevent any corrosion from taking place.

Vessels which are frequently under way, and for which economy of fuel consumption and maintenance of speed are most important, should as a rule be docked every six months.

When ships serving on stations abroad are under orders to return home for recommissioning, the question as to whether they are to be docked for coating of bottom on arrival at the home port is to be raised shortly before the ships are due to return. The report should state the date of the last docking.

2. *Deleted.*

3. Battleships and battle cruisers on the Mediterranean station which may be at Malta when they have been out of dock between five and eight months, may be docked for the purpose of having their bottoms cleaned and coated before leaving the port, provided that a dock is available, thus obviating a special passage to Malta for this purpose. No repairs to the ship are to be undertaken by the dockyard on these occasions.

4. In Home Waters a bottom plating thickness of ½-in. is to be regarded generally as the dividing line separating those ships which dock annually and those which require more frequent docking.

Ships in commission with bottom plating over ½-in. in thickness are, as a rule, to be docked annually.

All surface vessels in reserve commission and not frequently under way are to be docked annually unless the bottoms are reported foul, when Admiralty instructions are to be sought.

Flotilla leaders and destroyers, and vessels whose bottom plating is ½-in. thick and under, on active service, are to be docked during refits and once between refits.

Submarines are to dock as may be directed from time to time but generally at every refit and once or twice between refits.

Stationary and Harbour Service Vessels. Docking of sheathed or composite vessels is to be carried out when shewn to be necessary after any survey, but not necessarily every four years. Iron or steel vessels employed as Stationary or Harbour Service Vessels are to be docked every four years for coating of bottom and completion of full survey.

Vessels built of wood are not to be docked without Admiralty approval.

Trawlers and Drifters are to be docked annually with the exception of trawlers on Fishery Protection and on anti-submarine duties which are to be docked every six months.

Should abnormal reduction of speed be noticed in any particular ship after about six to eight months out of dock, the fact will be reported by her Commanding Officer to the Commander-in-Chief of the Fleet to which the ship is attached, and, if he considers it necessary, he will make a timely request to the Admiralty that the vessel concerned be docked for the purpose of cleaning and coating bottom only.

4a. All new vessels, the normal dockings of which are at intervals of approximately twelve months, are to have an intermediate docking for cleaning and coating of bottom during the first year of their commission.

Instructions whether an intermediate docking is also to be arranged during the second year of the new vessel's service will be given after the report is received at the Admiralty on the condition of the vessel's bottom at the end of the first year of service.

719. Changes in Weights in Dock.—The greatest care is to be taken that no water is run into or out of the boilers, tanks filled or emptied, or weights put on board, moved from one position to another or removed from ships while in dock, without the approval of the Superintendent of the dockyard first being obtained in writing.

A certificate in the following form is to be given whenever applicable:—

Certificate

From Commanding Officer
H.M. Ship
at
Dated

To
The Manager, Constructive Department, or
Chief Constructor.

With reference to King's Regulations and Admiralty Instructions, Article **719,** I hereby certify that no changes have been or will be made, while the ship is in dry dock, in the distribution of weights which will affect the draught, trim, or stability of the ship on being undocked.

Commanding Officer.

When the certificate cannot be given, the Commanding Officer is to report, at least two days before undocking, direct to the Superintendent, any difference in the amount or distribution of weights on board at the time of undocking, as compared with those on board at the time of docking.

The observance of this instruction is of great importance, as any disregard of it may lead to very serious consequences in undocking ships.

If during the two days between furnishing the report and the undocking of the vessel, any departure from the reported distribution of weights unavoidably be made, the dockyard officers are to be informed immediately.

719a. Responsibility for valves when undocking—*see* Article **1323.**

720. Collision with sides of Docks, &c.—Every precaution is to be taken to prevent ships, when being taken into or out of a dock or basin, from striking or bearing hard against the sides of the entrance; should such a case occur, the Captain will report the particulars to his superior authority in order that it may be noted in the same way as if the ship had grounded. If it should occur at a dockyard, the dockyard officers are required to report whether in their opinion the ship has sustained any damage. *See* **1130** (4) (*Ship striking sunken objects*).

721. Movements of Ships in and out of Dockyard Ports, through Locks and Basins, etc.—When one of His Majesty's ships or vessels is ordered to enter or leave harbour, to enter locks or docks, or pass through basins in one of His Majesty's dockyards, the responsibility for the arrangements for the movement rests with the dockyard officers.

2. When one of His Majesty's ships or vessels is under the control of tugs employed for the purpose of berthing or manœuvring the ship inside the harbour, the Captain should normally direct the King's Harbour Master or Admiralty pilot to handle the ship. (*See also* **1180** and Home Dockyard Regulations.)

3. When one of His Majesty's ships or vessels is ordered to come alongside a jetty or wall of a tidal basin, the dockyard officers will be responsible for the arrangements for receiving and securing her, but the responsibility for the movement rests with the Commanding Officer.

When a ship is leaving a jetty or wall of a tidal basin, the dockyard officers will be responsible for letting go the hawsers. The Commanding Officer will be responsible for the movement and will direct the order in which the hawsers are to be let go.

4. When one of His Majesty's ships or vessels is ordered to enter locks or docks, or pass through basins in one of His Majesty's dockyards, the responsibility for the arrangements for receiving her rests with the dockyard officers. For the movement of the ship, the responsibility of the dockyard officers begins when shore hawsers are secured.

5. When one of His Majesty's ships or vessels is ordered to leave a dock or lock in one of His Majesty's dockyards, the dockyard officers are responsible for the methods to be followed, and for all arrangements until the last shore hawser is slipped. The vessel remains in dockyard charge until she is clear of the wall and proceeding under her own steam. The dockyard officers are to inform the Commanding Officer of the method which they propose to follow, and of any special precaution which may be necessary. If the Commanding Officer does not agree with the proposed arrangements, the dockyard officers are to obtain the decision of the Admiral Superintendent.

6. Local conditions may render it desirable for the Commander-in-Chief, or Senior Naval Officer of the port, to direct the dockyard officers to assume entire responsibility for certain movements within the dockyard.

In that event, the Commanding Officer will cause the ship to be handled as directed by the King's Harbour Master or his representative.

7. Whenever a ship is being transported without steam, either by tugs or hawsers, the dockyard officers are responsible for the movement.

8. If dockyard officers consider it to be undesirable to move or sail a vessel on account of wind, weather, fog, tide, or for any other reason, they are so to inform the Commanding Officer, but if he still wishes the movement to take place and offers to accept the responsibility, the matter should be referred to the Commander-in-Chief, or Senior Naval Officer of the port, for decision.

721a. Submarines in Dockyard hands. Alterations in buoyancy or trim.—When a submarine is taken in hand by a dockyard for refit, no alteration in buoyancy or trim is to be made, except in an emergency, either during the refit or subsequently whilst dockyard men are working on board, without prior information being given to the Officer of the Constructive Department, of not lower rank than Foreman of the Yard, directly in charge of the work, or, if the Constructive Department is not engaged in the refit, to the Officer of the Engineering or Electrical Engineering Department, of not lower rank than Foreman, who is directly in charge of the work.

When a submarine is undergoing sea trials, the responsibility for buoyancy and trim rests with the Commanding Officer of the vessel.

721b. Submarines. Precautions in Docking and Undocking.—When a submarine is docked or undocked, the following precautionary procedure is to be observed:—

(*a*) The dockyard authorities are to inform the Commanding Officer officially of the time when it is expected the submarine will be landed on the blocks when docking, the time when flooding is to be commenced when undocking, and of the required condition of trim.

(*b*) Before pumping out or flooding of the dock is commenced, the Commanding Officer is to inform officially the dockyard officer in charge of the docking that the submarine is in the required state of trim, and after this report nothing is to be done which might cause any change in trim without consultation with the dockyard officer in charge.

(*c*) During pumping or flooding of the dock, a responsible ship's officer is to be present to take charge on board the submarine and to arrange for any changes in the disposition of weights which may be found necessary.

(*d*) When the submarine is finally docked down, the dockyard officer in charge is to inform the Commanding Officer that the ship is docked down and shored.

2. (i) It is desirable to open main tank Kingstons before the vessel is docked down, owing to the possibility of difficulty in operating these fittings when a submarine is on the blocks.

(ii) All main tanks are to be blown before entering the dock, those fitted with Kingstons having these left open if the procedure described in (i) has been adopted.

(iii) On undocking, the Commanding Officer of the submarine is to inform the dockyard officer in charge that all main tank Kingstons are closed.

3. When a submarine is under dockyard control, with no crew on board, the dockyard officers are to take full responsibility for the docking and undocking of the vessel, and are to take all steps to ensure that the vessel is brought to the required state of trim before the operation is commenced.

722. Report of Docking.—The Captain will report to the Senior Officer whenever the ship is docked or undocked, or goes into or comes out of a basin. *See* **1237** (1) (*Removal of explosives*).

2. Whenever His Majesty's ships are being transported by the dockyard authorities, the ship's company is to assist as far as possible, so as to reduce the cost of yard labour.

When a ship is proceeding alongside a dockyard wharf from sea, or being moved from one berth to another in a dockyard, an advance party of seamen is to be sent from the ship to work the hawsers on the jetty. The party is to be under the orders of the King's Harbour Master or other dockyard official, who should be accompanied by a few expert riggers or members of the staff of the King's Harbour Master to assist as necessary.

3. The Captain will take care, when the ship is in dock, that proper precautions are taken to prevent accidents.

723. Crew when in Dock.—When a ship is docked to clean her bottom or for slight repairs, the crew will remain on board, and the Dockyard Regulations are to be observed by the officers and men.

724. Docking at a Foreign Port.—If it is necessary to dock or repair a ship in the port of a foreign Power, where there is an arsenal, the Captain is to apply to the Governor, or Chief Officer of the place, for permission to do so at the arsenal, and he is to request such assistance as circumstances may require. He is to give the fullest and most circumstantial certificate of the assistance he receives, and receipts for the stores with which the ship may be supplied shall be given by the officer to whom they are issued, certified by the Captain and the Executive Officer.

2. **Docking at Private Yard or in Foreign Dock. Report.**—When the ship is docked at a private yard, or in a dock belonging to a foreign Power, the particulars are to be furnished by the officers of the ship which is docked, and a report on the state of the compositions on the bottom is to be transmitted to the Admiralty, through the Commander-in-Chief, by the Captain, on form S. 238.

725. Hired Men.—If it is necessary to hire men to assist in docking or repairing the ship, well qualified workmen are to be engaged on the best terms for the Crown, and for such time as they may be required. If it is absolutely necessary to victual them, they are to be entered in the ledger on a separate supernumerary list, and duly checked for all absent time. (*See* **714**).

726. Foreign Ships of War.—When foreign ships of war are taken into a dockyard for repair, their filled shells, small-arm ammunition, tubes, fuses, warheads, etc., may usually be allowed to remain on board under the charge of the officers of the ship, but all the B.L. and Q.F. gun cartridges, machine gun ammunition and depth charges are to be removed before the ship comes into harbour, and are to be taken charge of temporarily by the officer in charge of the nearest naval armament depôt.

If, however, the ship requires repairs involving work in or adjacent to shell rooms or warhead magazines, the compartments affected are also to be cleared entirely of explosives.

Chapter XIX

PAYING OFF

727. Communication with Departments.—When a ship is ordered to be paid off, the Captain will put himself in communication with the heads of the several departments on the spot.

728. Steam Trials.—As soon as possible after the ship's arrival and before she comes into harbour to be paid off, a steam trial is to be made, if required, in accordance with the Engineering Manual.

729. Machinery and Boilers.—He will communicate with the Engineer Rear-Admiral and attend to his wishes in respect to whatever may be required to be done with the machinery, boilers and spare gear.

2. Before the ship is paid off, a minute and careful survey will be held on every part of her machinery and boilers, as directed in the Engineering Manual.

3. The Engineering Officer will be detained for the purpose if the survey is not completed, and in signing the report it is recognized that he certifies only to that part which relates to the repairs or alterations necessary or recommended for the machinery or boilers. *See* **1555,** clause 3 (*Time allowed to close Accounts*).

730. Cleaning of Engine-Room Department.—The stokers are not to be withdrawn from the work immediately connected with the engine-room department, but are to be at the disposal of the Engineer Officer to enable him to get the department clean and in proper order previous to inspection on paying off.

731. Inspection of Electrical Fittings.—The whole of the electrical equipment, cables and circuits for high power and lighting, low power and miscellaneous services (including the secondary batteries for low power supply, all firing circuits, gun, torpedo and searchlight control circuits and instruments), torpedo gear, all air leads, pumps and charging columns are to be inspected and tried with steam or other power on by the dockyard officers before paying off.

A full report of the result is to be made in duplicate to the Commander-in-Chief, who will transmit a copy to the Superintendent of the dockyard.

2. If the ship is paid off abroad, this duty is to be performed by the Fleet or Squadron Torpedo Officer, in conjunction with such dockyard officers as the Naval Officer in Charge of the yard may direct. Any modifications or alterations considered desirable are to be included in the report.

732. Fittings, Bulkheads, Stores and Fixtures.—No bulkheads or other internal fittings, whether made in the ship or not, are to be disturbed, neither are fixtures, fittings, or stores of any description to be removed or supplied to other ships without due authority.

2. Stores that may have been obtained for any purpose, although not on charge, are to be accounted for equally with other stores.

3. The stores on board ships returning from foreign stations to pay off should be examined as convenient; those repairable on board should be put in good condition for further use, as directed in Article **1923,** clause 2; return notes for, and requisitions for survey of, unserviceable articles should be ready on arrival.

4. **Procedure on paying off.**—The procedure for dealing with stores and fixtures when the ship is ordered to be paid off, is to be as follows:—

(i) When ordered to be paid off for recommission for the Reserve Fleet:—

(*a*) For ships recommissioning in Reserve Fleet at standard (*i.e.*, 14 days') notice the instructions governing ships in ordinary commission are to be observed, that is, if no survey is due, the stores and fuel are to be completed to the established allowances before the vessel pays off, and, if there is a change of accounting officers, stock is to be taken and remains transferred to new accounts or the usual certificate of transfer rendered for naval stores in centrally stored vessels. *See* **684** and **688** (*Surveys*).

Where special instructions have been issued for the return of naval stores to the dockyards or store depôts, in order to avoid deterioration on board, or for other reasons, dormant demands for the quantities which will be required to replenish the vessel up to the authorized allowances are to be lodged with the Naval Store Officer.

Ships recommissioning in Reserve Fleet at extended (*i.e.*, 4 months') notice, and leaders and destroyers preparing for Maintenance Reserve, are to be de-stored, but certain articles fixed in place, chain cables and gear, hawsers and hawser reels, etc., and other stores, required for the safety of the vessels are to be left on board.

Detailed instructions for the preparation of vessels for Reserve at extended notice and for Maintenance Reserve are issued in Admiralty Fleet Orders, and the Addendum to O.U. 6184.

(*b*) The procedure for the inspection of guns is to be that laid down in "Tables showing particulars in regard to Naval Ordnance—O.U. 5416."

(*c*) Ships commissioning in the Reserve Fleet at standard notice (*i.e.*, 14 days') are to return their 2 pdr. and ·5 inch automatic guns, and their pistols, together with the spare parts of guns and accoutrements, and a proportion of small arms and small arm accoutrements, retaining those shown in the Warrant of Naval Armament Stores for ships in the Reserve. Flotilla leaders, destroyers and sloops are also to return 2 pdr. and ·5 inch automatic guns, machine guns and small arms, together with the spare parts of guns and accoutrements.

Ships commissioning in the Reserve Fleet at extended notice (*i.e.*, 4 months'), and destroyers preparing for Maintenance Reserve, are, in addition to the above, to return machine guns, small arms, accoutrements, sub-calibre guns and aiming rifles, together with the respective spare parts.

The above stores are to be returned at the port where the ship reduces to Reserve or prepares for Maintenance Reserve, with the exception of spare parts for pom-pom mountings which are, in all cases, to be forwarded to His Majesty's Dockyard, Portsmouth.

(*d*) **Explosives.**—Ships commissioning in reserve at standard notice are to return all explosives, other than shell and a proportion of fireworks.

Ships commissioning in reserve at extended notice are, in addition, to return all shell.

Destroyers preparing for Maintenance Reserve are to land all explosives.

(*e*) **Optical Instruments.**—All optical instruments and Henderson Firing Gear, other than signalling telescopes, are to be returned to store, provided no difficulty is expected in issuing the necessary instruments within the 14-day period of notice for sea.

(*f*) **All medical stores** are to be returned to the nearest naval hospital and new stores drawn at once.

(*g*) **Dental Stores** are to dealt with as laid down in Article **1429,** clause 4.

(ii) When ordered to be paid off into dockyard control for large refit:—

(*a*) For naval stores, the instructions contained in Appendix XXVII are to be followed.

(*b*) All victualling stores in excess of the current needs of the reduced complement are to be returned to the nearest victualling yard at the commencement of the refit. The stocks maintained on board are to be replenished during refit by small demands on the victualling yard for such articles as

may be necessary to meet current requirements only. Medical stores are to be returned to the nearest naval hospital. Dental stores are to be dealt with as laid down in Article **1429,** clause 4.

(*c*) All naval armament stores (except guns and mechanisms 3-pdr. and above) are to be returned to the naval armament depôt, the small arms being packed in arm chests which are to be supplied from the depôt for the purpose. After overhaul and repair (if due or required), the naval armament stores will be laid apart for re-issue when required.

(*d*) Prior to a ship armed with non-transferable gun mountings paying off into dockyard control, and at as early a date as possible, a conference, to be arranged by the Superintendent of the dockyard, is to be held on board to discuss the principal items of defects, alterations and additions, and such other matters as may affect the ship's refit, directly or indirectly.

The report of the conference is to state whether it is recommended that the refit of gun mounting machinery, director firing gear, etc., is to be dealt with on:—

(i) list of defects based on full survey by the dockyard; or

(ii) list of defects as rendered by the ship's officers.

If it is approved to refit the gun machinery, etc., on survey by the dockyard officers, the responsibility for the efficient maintenance and completion of all defects in gun mountings, gun mounting machinery, director firing gear and fire control installation will rest solely with the dockyard officers, irrespective of any defects reported by the ship's officers.

If it is aproved to refit the gun machinery, etc., on the list of defects as rendered by the ship's officers, the guns, gun mounting machinery, director firing gear and fire control installation, with the exception of the electrical gear, will remain in the charge of the Gunnery Officer of the ship, or the officer appointed for the charge of the gun mounting machinery.

* Attention is called to Home Dockyard Regulations, Article **777.**

(*e*) All serviceable naval (as distinct from armament or victualling) stores retained on ship's store charge are to be kept on board the ship, or, if necessary, placed in a suitable lay-apart store in charge of the ship's store officers.

(*f*) In order that serviceable stores may not be removed from a ship to a lay-apart store unless necessary, the store-rooms of a ship ordered to undergo refit in a dockyard will be surveyed, repaired, cleaned and painted as necessary, before the general overhaul is commenced.

(*g*) An engineer officer and warrant or petty officers are to be appointed to the ship before she pays off in order that they may make themselves acquainted with her condition, and may be ready to take charge, if necessary, of the stores and fixtures which remain in her.

In ships fitted for central storekeeping, two supply ratings are to be retained for custody of naval stores, unless the ship is de-stored (*see* Appendix XXVII).

(*h*) All coal and oil fuel is always to be removed and bunkers and tanks cleared, and also properly cleaned, by the crew.

(*i*) The machinery is to be dealt with as laid down in the Engineering Manual.

(iii) When ordered to be paid off and placed in the *material* reserve:—

(*a*) The whole of the armament, fittings and stores are to be returned, except such as it may be decided to retain in the vessel. The Captain is to ascertain from the Superintendent of the dockyard what fittings and stores are to be retained.

(*b*) The stores are to be surveyed on board before return under the conditions specified in Article **1958.**

(iv) As regards torpedoes, torpedo stores, torpedo explosives, demolition stores paravanes, paravane stores, mines, mining stores, depth charges and depth charge stores, the procedure should normally be as under, namely:—

(*a*) Home Fleet destroyer flotillas paying off to recommission with—
Reserve crews.....To be landed.
2/5th complements.....Retain on board.

(*b*) Ships paying off on reduction to reserve under Vice-Admiral Commanding Reserve Fleet..... } To be landed.

(*c*) Ships paying off to reserve basis on foreign stations..... } To be landed.

(*d*) Ships paying off into dockyard control, or reducing to care and maintenance basis..... } To be landed.

(*e*) Submarines reducing to reserve for local defence and training establishments..... } To be landed.

(v) **Relics. Preservation for future ships of the same name.**—The procedure for ensuring the preservation of special fittings and items of historical interest is laid down in Article **1149.**

733. Working Parties.—An officer is always to be sent with the working parties detailed to place the stores, when landed, in the proper places of deposit and prepare them for being received at once, so that the accounts may not be delayed.

734. Damaged Naval Armament Stores.—The Commander-in-Chief, on receiving a report from the local Naval Armament Supply Officer that any of the naval armament stores have been returned in a damaged or otherwise defective condition, will order them to be surveyed by officers from ships present, if possible before the ship is paid off.

735. Readiness for Inspection.—The Captain of a ship ordered to be paid off into dockyard control is to report to the Superintendent of the dockyard, and also inform the Captain of the dockyard, when the ship will be ready for inspection by the proper officers, to ascertain that engines and boilers are in good order, that holds, magazines, etc., are perfectly clear and clean, and that store-rooms ordered to be cleared (Appendix XXVII) have been so dealt with.

The ship having been examined by the dockyard officers prior to paying off, the magazines, shell rooms, bomb rooms, and submerged flats, etc., are to be locked and all keys that have been kept on the magazine key board delivered to the Captain of the dockyard. A detailed list, signed by the Commanding Officer of the ship paying off, is to accompany the keys on their surrender to the Captain of the dockyard, who is required to sign in the magazine log for the receipt of the keys.

Captains of ships ordered to pay off, and to recommission for the Reserve Fleet, will make this report to the Senior Officer, Reserve Fleet, at the port concerned.

736. Chart Folios and Accompanying Publications.—On a ship paying off and immediately recommissioning, the chart folios (if not time-expired), together with accompanying navigational publications, should be retained for the next commission. On a ship paying off in home waters, and not immediately recommissioning, instructions as to the disposal of the chart folios, etc., should be requested from the Hydrographer (Admiralty Chart Establishment). If the ship is in foreign waters, all chart folios, etc., are to be returned to the nearest chart depôt. (*See* **1196,** clauses 3 and 7.)

737. Books, Accounts, Returns, etc.—On paying off, the Captain is to take care that all the books and accounts of the ship that are not required to close the accounts are forwarded in a perfect state to the proper offices, and that all the reports and returns required by Appendix XXII, part 1, are duly made out and forwarded as directed.

2. (*a*) Ships paying off, and not immediately recommissioning, are to place on deposit with the Naval Store Officer for re-issue to the next commission form S.255, "Quarter Bill", complete with all amendments, form S.286, "Gunnery Log and

Progress Book," form S.304, "Torpedo Log and Progress Book," form S.319, "Register of Torpedoes and Electrical Equipment," together with all papers and one copy, duly completed, of all watch, quarter, station bills, and other organization forms, also all general and detailed orders for the internal economy, etc., of the ship. Such deposits should also include any non-service and/or ship-made drawings, instruments, fittings and apparatus of any description which may have been in use or found of value. All such articles should be labelled with a statement as to how and where they were used.

(*b*) The completed copies of the watch, etc., bills, except forms S.255, S.304 and S.319, are to be destroyed by the officers of the new commission when no longer required.

(*c*) Ships paying off and immediately recommissioning are to transfer to the new commission one copy, duly completed, of all books, forms, and orders referred to in sub-clause (*a*) above.

(*d*) Special Service ships or squadrons returning home to pay off should forward to the Admiralty Record Office all records other than those referred to above.

3. Items so landed are to be packed in closed cases appropriately marked on the outside. On application being made when the ship is about to recommission, the cases will be handed over to the ship's officers exactly as received.

738. Prevention of Misappropriation of Stores.—While paying off, the Captain will take care that more than ordinary precautions are observed to prevent peculation or any unauthorized appropriation or disposal of stores, whether on charge or not; additional sentries are to be posted at different parts of the ship, and the Regulating ratings are to be kept on the alert to see that nothing is surreptitiously passed out of the ship. The Officers of the Watches, during the night especially, are not to allow boats to hover about the ship nor to remain alongside without the Captain's sanction.

739. *Deleted.*

740. Disposal of Officers and Crew on paying off.—On the day of paying off, unless orders are received to the contrary, the officers and crew are to be discharged as follows:—

Officers

(*a*) To full pay leave if entitled thereto; otherwise to the shore	All officers of and above the rank or relative rank of Captain.
(*b*) To the depôt elected by them for full pay leave, if entitled thereto, and for unemployed pay at the full pay rate (not to join)	All officers of and below the rank or relative rank of Commander, except as specified below.
(*c*) To their depôts or other establishments	Officers of the ranks and branches specified in Article **235.**
(*d*) To their hospitals	Warrant Wardmasters.
(*e*) To their divisional headquarters	All Royal Marine officers.

Men

(*f*) To the shore	Non-continuous service Officers' Stewards, Officers' Cooks and Cooks (O) except those referred to in (*g*).
	Other non-continuous service ratings not accepted for fresh entry.
(*g*) To their depôts	Continuous service ratings not referred to in (*h*) to (*p*). *See also* Article **741.**
	Non-continuous service Officers' Stewards, Officers' Cooks and Cooks (O) entitled to leave, or who desire and are eligible to be borne on depôt books under Article **386.**
	Other non-continuous service ratings who are accepted for fresh duty.

(*h*) To their gunnery schools	Higher Gunnery ratings, Gunnery Lieutenants' Writers, Ordnance Artificer and Armourer ratings, other than Submarine ratings (*see* (*n*)).	
(*i*) To their torpedo schools	Higher Torpedo ratings and Electrical Artificer ratings, other than Submarine ratings (*see* (*n*)). *See also* Note (iii).	
(*j*) To their signal schools	Chief Yeomen and Yeomen of Signals and C.P.O. and P.O. Telegraphists, other than submarine ratings (*see* (*n*)).	
(*k*) To their mechanical training establishments through depôts	All Artificer and Artisan ratings, except Electrical and Ordnance Artificers, Armourers, Coopers and Submarine ratings (*see* (*h*), (*i*) and (*n*)).	
(*l*) To their divisional headquarters	Royal Marines.	
(*m*) To their hospitals	Sick Berth ratings.	
(*n*) To submarine depôt	All submarine ratings.	*See* Note (iii)
(*o*) To Gunnery School, Portsmouth, for Photographic School.	Photographer ratings.	
(*p*) To Anti-Submarine School, Portland.	All submarine detector ratings.	

NOTES.—(i) For the period of closing accounts, officers and men are to be borne as provided by Article **1555.** On the termination thereof, they are to be discharged as shown above.

(ii) In discharging officers, petty officers and men, care is to be taken to prepare a separate pay document (form S.48) or transfer list (form S.45) for each individual.

(iii) When the following are entitled to leave and elect to take it from their home port, they are to be discharged to their home port depôt for leave prior to discharge as shown at (*i*), (*n*), (*o*), and (*p*):—

Higher Torpedo ratings, Electrical Artificers } of the Chatham port division.
Submarine ratings.
Photographer ratings.
Submarine Detector ratings.

2. Arrangements are to be made, through the Commander-in-Chief, between the Captain of the ship and the Commandant, Royal Marines, at the port, to ensure that the Royal Marines of each division proceed to their destination in charge of a conducting officer or non-commissioned officer, according to the numbers, and the Commandant is to telegraph to the division to which they are proceeding the time of their departure by train, and the approximate time of arrival at their destination, so that they may be met, and the conveyance of their baggage provided for.

The travelling warrants for the men disembarking are to be furnished from the ship, and those for the conducting escort by the Commandant, Royal Marines, who will also arrange for conveying the baggage, where distance from the train renders transport necessary.

741. Leave Tickets.—Naval Ratings (not Royal Marines) who are entitled to leave, and who belong to the port at which the ship pays off, are to be furnished with leave tickets on being paid their pay (*see* **654,** clause 2—*Leave Tickets*).

2. Ratings paying off at ports other than those to which they are due to be discharged in accordance with Article **740** are to be sent at Government expense to the appropriate general depôt or establishment, unless it should be equally convenient to the Service to grant them permission to proceed at once on leave at their own expense from the port at which they pay off. Ratings so sent to their general depôt or establishment are to be paid their advances of pay and leave allowance (Article **1754,** clause 2) by the Accountant Officer of the paying off ship, but the leave tickets are to

be issued by the general depôt or establishment after their arrival thereat. In all cases they are to return to their own general depôt or establishment at the expiration of their leave unless otherwise ordered. Men not entitled to leave are to be sent to their respective general depôts or establishments at Government expense.

3. When leave terminates on a Sunday, an extra day will be granted.

4. Leave due to Royal Marines on paying off will be granted from their respective divisional headquarters, where they will be paid their leave advances (*See* **760, 1746** *and* **1754**).

742. Non-continuous Service Men who, on paying off, volunteer and are accepted for further service, are to be made clearly to understand that their entry on the books of the ship to which they are to return at the expiration of their leave entails the execution of a fresh engagement, and that, consequently, they will have no claim to be discharged on the ground of having completed five years from the date of their original entry. *See* **386** (*Non-continuous service Officers' Stewards, Officers' Cooks and Cooks* (*O*)).

743. *Deleted.*

CHAPTER XX

ROYAL MARINES

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SECTION I—GENERAL

744. Discipline, afloat and ashore.—Royal Marines embarked on board His Majesty's ships, whether as part complement, as supernumeraries, or for service on shore in battalions or otherwise, are to be entered on the books of such ships, and shall be entitled to the same advantages, and be subject to the same discipline, as the rest of the ship's company; but if any such officers or men are employed on land, the senior naval officer present, if it seems to him expedient, may order that during such employment they shall be subject to military law under the provisions of the Army Act or Acts in force for the time being. If not so made subject to military law, the power of awarding summary punishments may be exercised by the officer in immediate command of Royal Marines on detached service on shore, without previous reference to the Captain of the ship to which the Royal Marines belong, the punishment so awarded always being reported to the Captain and duly recorded in the books and returns of the ship.

745. Command.—The officers and non-commissioned officers shall exercise command agreeably to their respective ranks, and to the custom of the Royal Marine Service, in all matters relating to their distinct duties as such.

2. In any duty which they are ordered by their superior naval officer to carry out in conjunction with naval officers and men, they are to take command according to their relative rank unless, owing to the particular nature of the duty, the superior naval officer should think fit to direct otherwise. Whenever it is found necessary to make use of this proviso, the facts are to be reported to the Admiralty.

3. A non-commissioned officer, Royal Marines, reduced to lower rank, is to take rank and precedence in the lower rank from the date of the court-martial or warrant by which he was reduced, or, if serving on shore, from the date of the signing of the original sentence of the court-martial, or, if summarily reduced for misconduct or inefficiency, from the date approved in the order.

4. In all matters whatsoever Royal Marines are to be under the command of the Captain and of the Executive Officer of the ship in which they may be, and of the Officer of the Watch for the time being whatsoever may be his rank.

5. **Brevet ranks** granted for distinguished or meritorious service, or on appointment as Aide-de-Camp to His Majesty the King, do not give precedence to officers of the Royal Marines when employed together on corps duties afloat or ashore.

6. **Brevet Rank generally.**—An officer, Royal Marines, holding brevet rank, is entitled to the same consideration as an officer holding the corresponding substantive rank in the corps, subject to the provisions of clause 1 of this Article.

7. Relative Rank with Army.—When serving with officers of the Army on military duties, the relative rank and precedence of officers of the Royal Marines is not affected by the provisions of clauses 5 and 6, but will be as laid down by the King's Regulations for the Army.

746. Authority Afloat.—The officers and warrant officers of the Royal Marines are to be treated on board with the respect due to the commissions and warrants which they hold, and the non-commissioned officers are to be treated according to their respective stations; and any disobedience of their lawful commands, or any insult or injury to their persons, shall be dealt with as if such offences were committed against officers, warrant officers, or petty officers of the Navy of corresponding ranks.

747. Duties Afloat.—The duties of Royal Marine officers afloat will comprise:—

(i) Detachment duties.

(ii) Specialists in land warfare; certain officers will specialize in Land Artillery, and others in Machine Guns.

(iii) Subaltern officers to perform duties of Officer of the Watch in harbour.

(iv) Captains and subalterns to perform such of the following duties as their qualifications admit:—

(*a*) Officer of Guard or Piquet.

(*b*) Care of confidential books and documents, and intelligence work generally.

(*c*) Instructors in light automatic and Vickers machine guns, rifle bayonet and physical training, and grenade training.

(*d*) Assistants to Gunnery and Staff officers (operations and intelligence.

(*e*) Duties of Forward Observation Officers in shore bombardments

(v) Field Officers.—Duties of Fleet or Squadron Royal Marine Officer, and duties on staff of Flag Officer, *e.g.*, intelligence, operations, etc.

748. Majors embarked.—Majors when embarked in command of detachments, if required, will perform the guard and other duties which devolve upon a Captain in similar circumstances.

749. Promotion to Non-commissioned rank while embarked.—Commandants of Royal Marine divisions and the Superintendent, R.N. School of Music, will notify promotions of Royal Marines (other ranks) serving afloat to the Captain of the ship or establishment concerned. If the conduct of the man has been such as to render him unworthy of advancement, the Captain is to inform the Commandant (or Superintendent, R.N. School of Music) accordingly, in order that the promotion may be cancelled.

750. Vacancies for N.C.O.s Abroad.—Vacancies for non-commissioned officers in ships abroad may be filled by the respective Captains advancing Royal Marines to act in the vacancies, when there are no disposable supernumeraries on the station of the rank required; but the advancement of a non-commissioned officer to higher rank by the Adjutant-General does not thereby create a vacancy in the complement while he remains in the ship.

2. A Corporal appointed in these circumstances to fill temporarily the vacancy of a Sergeant, or a Marine that of a Corporal, will receive the pay and wear the chevrons of the rank in which he is temporarily acting, so long as he occupies the position.

3. **Qualifying Service for Acting Rank.**—No Marine is eligible for acting Corporal unless he has already served six months afloat, except in very special circumstances, which are to be reported to the Commander-in-Chief.

4. The names of those who efficiently discharge the duties of their acting non-commissioned rank and are considered to be deserving of advancement, are to be noted in quarterly returns (S. 365a) to their divisions in the columns set apart for that purpose, with a view to their promotion, if qualified, as vacancies occur.

751. Examinations for Promotion Afloat.—Candidates for promotion serving afloat, who have already passed one or more of the practical parts of the promotion examinations, may, at their own request, be examined in one or more of the written parts on board sea-going ships under the superintendence of a Royal Marine Officer. On their names being noted at headquarters, the next board of examination will prepare the necessary examination papers, which are not to be identical with those set to headquarter candidates. The papers are then to be forwarded, under seal, by the Commandant, Royal Marines, to the Commanding Officer of the ship in which the candidate is serving. These papers are to be accompanied by instructions as to the length of time to be allowed for writing the answers, and a certificate is to be signed by the candidate that the work is all his own, and that he has received no assistance of any kind in answering.

The officer who superintends the examination is to certify as to the time allowed and the absence of any assistance. He is then to seal up the answers and certificates for transmission to headquarters.

2. The next board of examination which sits after receipt of the worked papers will examine and mark the answers and report thereon, as if the candidate had been examined under their supervision.

3. When at a port where a Royal Marine headquarters is situated, facilities should be afforded, where practicable, for men to attend such headquarters for these examinations.

752. Inspection of Detachments.—Under the directions of the Commander-in-Chief or Senior Officer, the detachments embarked in ships will be inspected from time to time, either afloat or on shore, by the senior or some other Royal Marine officer present, or if no Royal Marine Officer be at hand, by the senior non-commissioned officer available; but no such Royal Marine officer is to inspect a detachment in charge of an officer of the corps senior to himself.

2. Whenever an inspection of a ship is made, the detachment of such ship is, in addition to the general inspection, to be inspected separately by the Fleet or Squadron Royal Marine Officer, or the senior Royal Marine officer present, and a special report, on form S. 425 (7), is to be made of the state of efficiency of the detachment on all points, including drills. *See* **772** (*Drills*).

3. Should the senior Royal Marine officer present be serving in command of the detachment on board the ship inspected, he is nevertheless to inspect and report upon the condition of the detachment.

4. When there is no inspecting Royal Marine officer, detachments commanded by a non-commissioned officer may be inspected by the senior non-commissioned officer available, whether he be in command of the detachment inspected or not.

753. Royal Marines' Bedding.—Before a requisition (S.366) is made for the Royal Marines to embark, ship's bedding and hammocks are to be provided for them. (*See* **1869**).

754. Medical examination.—Royal Marines, before joining ships, are to be examined by the Medical Officer in accordance with the Drafting Regulations.

755. Exchanges.—Whenever a Royal Marine embarked applies for an exchange from one divisional headquarters to another, the application should be sent direct to the Commandants of the divisions concerned, and not to the Admiralty.

756. All Royal Marines afloat, who are desirous at any time of becoming candidates for appointments at headquarters or otherwise, are to submit their applications for such through the Captain of the ship in which they are serving, who will forward the same, with his remarks as to his opinion of the candidate, to the Commandant of the division concerned.

757. Payment, etc., when embarked.—Officers and men of the Royal Marines, when borne on ship's books, will be paid according to the Tables of pay shown in Appendices I and XVII, and in the same manner as officers and men of the Navy;

they will also, in the same manner, be allowed to take up clothing, soap and tobacco, and also to allot and make remittances, subject to any special regulations which may be in force.

758. Register Number and Division.—In all ship's books, returns, reports, warrants, and correspondence relative to Royal Marines, the register numbers of the men, with letters indicating the division to which they belong, are to be stated thus:—

No. Ch./15000 or Ch./X.250 Sergeant

No. Po./20000 or Po./X.300 Corporal

No. Ply./25000 or Ply./X.350 Marine

No. R.M.B./3000 or R.M.B./X.100 Musician

The addition of X before the register number denotes men who are eligible only for the revised rates of pay shown in column 2, B of App. XVII, Pt. 1.

759. Quarterly Returns of Royal Marines embarked.—Quarterly returns (S.365) of detachments embarked, according to divisions, in which the names of the officers are to be included, are to be transmitted to the Commandants of the several divisions, signed by the officer or non-commissioned officer in charge of the detachment, and countersigned by the Captain.

2. In filling up the form, the notations appearing thereon are to agree in all respects with those on the service certificates, and when no alteration in badges or class has taken place, the word "nil" is always to be inserted in the proper columns; also when a Royal Marine has been recommended for the long service and good conduct medal and gratuity, the fact is to be noted on the form, with the name of the officer recommending.

3. The name of every Royal Marine borne on the ship's books since the date of the last return is to be included, stating whether part complement, supernumerary for disposal on station, for passage or otherwise. Information is to be inserted also as to the cause and date of disposal of any Royal Marine who has been discharged from the ship during the quarter.

4. The following parts of these returns, *i.e.*, notations of character, of recommendations for medal and gratuity, of efficiency, and of alterations in badge or class, should be filled in by the staff of the ship's office. *See* **799** (*Service Certificate*).

5. **Reports for Promotion.**—To assist Commandants of Royal Marine divisions and the Superintendent, R.N. School of Music, in the selection of suitable non-commissioned officers and men for promotion to higher rank, certain information is required regarding:—

(*a*) all non-commissioned officers, and

(*b*) Marines and Musicians who are candidates for promotion.

Form S. 365a is supplied for this purpose and, after completion in accordance with the instructions on the form, is to be transmitted to the Commandants of the divisions concerned and the Superintendent, R.N. School of Music, at the end of each quarter and on the ship paying off, unless the officer commanding the detachment is relieved within one month prior to either date, when it will be rendered by the outgoing officer commanding the detachment, and will not be required at the end of the ensuing quarter or on the ship paying off. These reports are to be treated as confidential and are to include all non-commissioned officers and candidates for promotion borne on the ship's books since the date of the last report.

5a. *Deleted.*

6. When a non-commissioned officer or other candidate for promotion is definitely reported on form S. 365a or otherwise as not recommended for promotion in due course, the fact is to be communicated to him at the time by the officer commanding the detachment.

760. Leave—General.—

1. (*a*) All leave is to be subject to the exigencies of the Service.

(*b*) No arrears of leave, other than foreign-service leave and re-engaging leave, may be taken after leaving ships or other naval establishments, except by special authority of the Adjutant-General, Royal Marines.

(*c*) For men about to be discharged or invalided, *see* Article **650,** clause 8.

(*d*) Applications for leave of absence are to be made through the Royal Marine officer or non-commissioned officer in charge of the detachment; should he object to any particular men being permitted to go on leave owing to inattention to duty, due attention is to be paid to such objection by the Captain of the ship.

2. **Officers.**—Officers of the Royal Marines are subject to the general regulations with regard to full pay leave contained in Article **1556,** and to the following:—

(*a*) Foreign-service leave will be granted to officers after disembarkation to headquarters.

(*b*) The balance of home-service leave (if any) will normally be allowed for the current leave year on vacating an appointment in a home ship or establishment.

(*c*) Full pay leave, as above (except as provided in Article **1747,** clause 2), must previously be approved by the Adjutant-General, so as to ensure that officers paying off ships, etc., do not proceed on leave direct before they have handed over their detachments.

(*d*) Commandants and officers commanding Royal Marines may grant themselves leave up to 6 days, any such leave extending beyond 48 hours to be reported to the Adjutant-General. They may grant leave to officers under their command up to 6 days.

(*e*) The current leave year in the case of officers at Royal Marine establishments, etc., commences from:—

(i) date of appointment to Staff, or date of disembarkation to a Royal Marine establishment. In cases where full pay leave is due on disembarkation in respect of a previous appointment, the leave year will commence on the day following the expiration of such leave, or

(ii) anniversary of date of appointment as defined in (i).

(*f*) **Vacation leave.**—Royal Marine officers appointed to study at any naval or military college or similar institution will be regarded as on leave inside their appointments during the intervals between the terms or sessions provided they subsequently resume their studies.

3. **Sergeant-Majors, Non-Commissioned Officers and Men:—**

(*a*) *Drafting Leave.*
(*b*) *On Disembarkation from Foreign Service.* } As laid down in Article **650,** clauses 3 (*a*) and (*b*).

(*c*) *Annual.—At R.M.. Establishments.*—Twenty-eight days' leave is allowed per annum, to include leave at Easter and Christmas. Annual leave to recruits to be granted at Christmas, if practicable, or at such other times as will not interfere with training. Long week-ends not to be granted owing to interference with training. This 28 days' leave is to include all leave granted other than week-end leave.

(*d*) *Short Leave.*—Week-end leave may be granted from p.m., Saturday, to réveillé, Monday, at the Commandant's discretion, subject to training not being interfered with. As a general rule, recruits under 20 years of age are not

to be allowed all-night leave (other than week-end leave), but Commandants may make exceptions if considered desirable where such men live in the locality.

(*e*) *Afloat.*—Annual and short leave afloat is provided in Article **650,** clauses 5 and 6.

(*f*) *Re-engaging Leave.*—Non-commissioned officers and men re-engaging to complete time for pension will be granted fourteen days' leave. If men disembark after re-engaging without having been granted this leave owing to the exigencies of the Service, a notification to this effect, signed by the Commanding Officer, should be forwarded to their division with their other documents (*see* **651** (2) *as to re-engaging leave granted abroad*). Such leave not granted afloat may be granted at headquarters, if taken within three months of disembarkation.

(*g*) *Pension Leave.*—To enable them to seek civil employment non-commissioned officers and men due for pension may be granted fourteen days' leave during the last three months of their service. When, owing to suitable reliefs being unavailable, individuals are unable to take the whole or part of this leave before completing time for pension, they may be allowed to complete such leave when they are finally relieved of duty, the date of discharge being deferred accordingly. (*See* **650,** clause 8, second sub-paragraph).

(*h*) *General Holidays.*—The days laid down in Article **650,** clause 2, are to be observed as far as possible.

4. **R.N. School of Music:—**

(*a*) *Officers, Non-commissioned Officers and Musicians.*—Leave to be granted under the rules for other Royal Marine establishments.

(*b*) *Band Boys.*—Long leave to be granted to Band Boys as allowed to Boys of the training service, viz, two weeks at Easter, three weeks at Midsummer and two weeks at Christmas. Leave to be arranged so as not to disorganize training.

Short Leave.—To be granted at the Superintendent's discretion to boys whose parents reside in the vicinity of the school, and only on special application in writing on each occasion. Only in very rare cases will short leave be granted to boys who live at such distance from the school as to necessitate a train journey to reach home. and boys will not be granted all-night leave (other than week-end leave).

5. **Illness on Leave.**—The Regulations applicable to Royal Marines taken ill whilst on leave are as given in Article **1440** for Naval ratings.

6. **Permission to Proceed Abroad.**—Officers and men are not to proceed abroad without first obtaining permission through their Commanding Officers in the usual Service manner (*see* Article **658**). Applications from Officers and men borne on shore strength will, in all cases, be forwarded to the Adjutant-General through their Commanding Officers.

761. Beards and Moustaches.—Officers and men of the Royal Marines ashore or afloat may wear their beards and moustaches, moustaches only, or be entirely clean shaven, as each may elect. If the moustache is grown, no part of the upper lip is to be shaven.

762. Acts of Parliament.—The Royal Marine Acts will be supplied to the Captains of His Majesty's ships, who, in all matters relative to Royal Marines, will conform themselves thereto, so far as they refer to the Service afloat.

Section II—Entry and Promotion of Officers

763. Officers of the Royal Marines may be entered direct (*a*) from certain Universities, selections being made annually in July and December, or (*b*) by competition at the summer and winter entrance examinations. If selected in July or successful at the summer examination, their seniority will date from the 1st September following, or from the 1st January following if selected in December or successful at the winter examination. Those entered from the Universities will

take precedence on joining before those of the same seniority entered by examination. All selected candidates will be appointed and receive the pay and allowances of their rank from the date of joining, and will be required to undergo the courses and pass the examinations laid down in Appendix XII, part 10, section I.

2. **Adjustment of seniority on results of Examinations.**—Probationary officers entered by competition at the entrance examinations who fail to pass examinations in courses "B," "D," "E," "F," "G," "H," and "I," referred to in Appendix XII, part 10, section I, paragraph 5, and may be allowed a further trial, will lose one calendar months seniority, or one or more places in their batch, for each failure in each subject, as the Admiralty may determine after consideration of all the circumstances.

Probationary officers entered from the Universities will receive an antedate of seniority of two years on account of age, and this antedate will be:—

(*a*) increased by one calendar month for every 200 marks, or part thereof, above 3,380, subject to a maximum increase of four months; *or*

(*b*) decreased by one calendar month for every 100 marks, or part thereof, below 3,380, plus one month for each failure in each subject; the minimum antedate to be one year four months.

An officer entered from a University, whose final seniority as determined by the antedate coincides with that of another officer or officers, will take precedence with such officer or officers in order of date of entry.

Pay will not be granted for the period of the antedate, but this period will count towards:—

(i) Increases of pay after eight and ten years' service.

(ii) The twelve years' service required for promotion to Captain.

(iii) The four years' service for the purpose of relative rank when embarked (Article **224** (2)).

The period of the antedate will not count towards qualifying service for retirement or retired pay.

3. The rank of these officers will be as follows:—

On entry—
Probationary Second Lieutenant.

On passing the examinations laid down in Appendix XII, part 10, section I—
Probationary Lieutenant, with seniority as determined by clause 2 of this Article.

On completion of six months afloat—
Lieutenant.

(*See* Appendix XII, part 10, section I, paragraph 4).

4. **Reports on Lieutenants of Four Years' Seniority.**—(i) To facilitate consideration of deserving Lieutenants for accelerated promotion to Captain, the Commanding Officer is to forward confidentially to the Commander-in-Chief or Senior Officer a report on each Lieutenant who will have attained four or more years' seniority, as shown in the Navy List, on the 1st July following. The report is to contain the following information:—

(*a*) Rank and Name Ship or Establishment
(*b*) Seniority
(*c*) Whether recommended for accelerated promotion: Yes or No.
(*d*) General opinion of officer (to be completed by the Commanding Officer if the answer to (*c*) is Yes)
(*e*) Remarks of Senior Officer.

These reports are to be forwarded to the Adjutant General, Royal Marines, in time to reach the Admiralty by the 1st July annually.

(ii) When a Lieutenant of four or more years' seniority, or who will have attained such seniority by the 1st July following, leaves a ship or establishment to take up a fresh appointment, his new Commanding Officer is to be furnished with an interim report containing items (*a*) to (*d*) mentioned in the preceding sub-clause. The interim reports are to be taken into consideration when preparing the annual reports.

5. Officers will pass the military examinations laid down for the various ranks in King's Regulations for the Army and the Army Reserve (*see* Appendix XII, part 10, section III, K.R. and A.I.), and before promotion to Lieutenant-Colonel an officer will be required to pass the Army Senior Officers' Course (*see* **327**).

There is no restriction on the number of times a Lieutenant or Captain, R.M. may present himself for examination in any subjects, written or practical, unless he has been superseded for promotion, when he will become subject to the instructions laid down in clause 6.

An officer who fails in one sub-head only of subjects (*b*) or (*d*) will be required to undergo re-examination in that sub-head only. Failure in more than one sub-head of a subject will, however, entail re-examination in the whole of that subject. The two parts of sub-heads (*b*) (i) and (*d*) (i) count as one sub-head, and failure in one part only, will necessitate re-examination in that part only.

The term "Lieutenant" will, so far as eligibility to undergo promotion examinations is concerned, be understood to include Probationary Lieutenants.

The names of officers serving at Royal Marine Divisions and the Depôt, R.M., who are desirous of being examined in subjects (*a*) to (*d*), will be forwarded by Commandants R.M. to the Headquarters of Area concerned, in order that the officers may be examined before an Army Board. When arrangements have been made, the names of candidates are to be communicated by Commandants R.M. to the Adjutant General Royal Marines (*see* **769** for officers serving afloat, and attached, or seconded, to the Royal Air Force).

6. Suppression for promotion when not qualified for higher rank.—An officer who has been superseded for promotion in consequence of not having passed the prescribed professional examination will be given formal notice, through his Commanding Officer, of such supersession.

Should the officer fail to qualify at the first or second examination subsequent to such notice being given him, he will be liable to be placed on the retired list under the provisions of Appendix XIII, section A, unless the Admiralty decide that it would be in the interests of the Service that he should be given further opportunity to qualify.

The notice of supersession will contain instructions as to the latest examination at which the officer must qualify if he is to continue to be eligible for promotion.

Captains who ultimately fail to qualify for promotion may, at the discretion of the Admiralty, continue to serve on the active list until reaching the age for compulsory retirement, provided they maintain the requisite standard of efficiency of their rank, but they will not be given further opportunities of taking the promotion examination.

Lieutenants who ultimately fail to qualify for promotion will be placed on the retired list.

764. *Deleted.*

765. Promotion to Commissioned Rank.—Commissioned Sergeant-Majors, Staff Sergeant-Majors, Commissioned Superintending Clerks, Superintending Clerks, Commissioned Royal Marine Gunners and Royal Marine Gunners (except Commissioned Royal Marine Gunners promoted to that rank before 4th November, 1938) are eligible for promotion to Lieutenant (Quartermaster), R.M., in vacancies. Those promoted to warrant rank on or after 1st May, 1937, must pass the professional examination for Quartermaster, R.M., to be eligible for such promotion.

2. Warrant officers, R.M. Band, are eligible for promotion to commissioned rank in vacancies, at the Royal Naval School of Music, for Musical Director, Assistant Musical Director and Quartermaster. One of the appointments of Company Officer will be filled by a Quartermaster promoted from band ranks.

2a. Warrant officers, R.M. Band, to be qualified for promotion to Musical Director, Assistant Musical Director, Company Officer and Quartermaster, Royal Naval School of Music, must:—

(*a*) have attained two years' seniority as warrant officer;

(*b*) be recommended by Commanding Officer;

(*c*) possess a 1st Class certificate of education;

(*d*) have passed the professional examination for rank (except in the case of warrant officers, R.M. Band promoted to warrant rank on or before 30th April, 1937, who are candidates for promotion to Quartermaster, R.N. School of Music);

(*e*) be medically fit.

3. Commissioned Royal Marine Gunners promoted to that rank before 4th November, 1938, will be eligible for promotion to the rank of Lieutenant, R.M., for long and zealous service and will be eligible for promotion to Captain, R.M., on attaining 8 years' seniority as Lieutenant, R.M. The number of promotions to Lieutenant and Captain allowed under this regulation will be one, for such period as may, in the opinion of the Admiralty, be deemed desirable.

4. *Deleted.*

766. Commissioned Officers from Warrant rank.—Warrant Officers, R.M (Schoolmasters and Sergeant-Majors excepted) will be eligible for promotion to commissioned officer from warrant rank after ten years' seniority as warrant officer, provided they are recommended by their Commanding Officers, and have a good record. Seniority as warrant officer in the case of Staff Sergeant-Majors will be the date of promotion to Sergeant-Major. Warrant Officers, R.M. Band are required to have served five years at sea as warrant officers.

767. Warrant Officers.—Applications for promotion of non-commissioned officers to positions carrying warrant rank are to be made to the Adjutant General. All candidates for promotion to warrant rank must:—

(*a*) be recommended by Commanding Officer;

(*b*) possess a 1st class certificate of education (to include qualifying marks in paper VII (Practical mathematics) in the case of Royal Marine Gunners);

(*c*) have passed the professional examination for warrant rank;

(*d*) be medically fit;

in addition to the qualifications required for the ranks mentioned in the following clauses.

2. **Superintending Clerk.**—Candidates must either:—

(i) have at least five years' experience in a Divisional Office, or

(ii) have held appointment as a senior clerk in a Divisional Office for three years, or as Staff Clerk for one year with at least three years' clerical experience.

3. **Bandmaster (W.O.), R.M. Band.**—Candidates must have served two years at sea as a Bandmaster, 2nd or 1st Class, and be in possession of a L.R.A.M. Certificate (Bandmastership).

3a. Royal Marine Gunners.—Candidates must have been employed for at least three years as a senior instructor ashore or afloat.

4. **Sergeant-Majors** will be selected from senior non-commissioned officers of characteristic personality and bearing who must have been employed at least three years as a senior instructor ashore or afloat, or as Company Sergeant-Major at a R.M. Division or the Depôt, R.M. Deal, for at least two years.

They will be eligible for promotion, by selection, in vacancies to Staff Sergeant-Majors without examination.

After two years in the rank they will be eligible for promotion, by selection, in vacancies, to Staff Sergeant-Major, without examination. (See **765** and **766.**)

Candidates for Staff Sergeant-Major (P.R.T.) must also hold a First Class certificate as instructor.

5. The Sergeant-Major and Superintending Clerk at the Royal Naval School of Music will be selected from the general list of Commissioned Bandmasters and Bandmasters (W.O.), R.M. Band, who have passed the professional examination for Sergeant-Major or Superintending Clerk.

768. Schoolmasters, R.M.—Warrant rank is assigned to Probationary Schoolmasters. They will be eligible for promotion to Schoolmaster (Commissioned Officer from Warrant Rank), on attaining 12 years' seniority, provided they are deserving and their records are satisfactory.

2. Promotion to Headmaster (Commissioned Officer from Warrant Rank), will be by selection from Schoolmasters (Warrant Officers), and Schoolmasters (Commissioned Officers from Warrant Rank).

3. Headmasters will be promoted to commissioned rank on appointment as Chief Schoolmaster.

Section III—Instruction and Training

768a. Equipment.—Officers entered direct, or granted corps commissions under Appendix XII, part 10, section II, para. 2, and Lieutenants promoted from Royal Marine Gunner are required to provide themselves with prismatic compass, binoculars and revolver. The type of binoculars must be graticulated prismatic, and the revolvers must take the service ·455 ammunition. *(See also* **1582,** *Outfit and Equipment Allowances.)*

769. Examination of Officers for Promotion (*See* Appendix XII, part 10, section III).—It shall be the duty of the Senior Officer, R.M., or Fleet or Squadron Royal Marine Officer to keep a record of the examinations passed by each officer of Royal Marines in the home port, fleet or squadron.

2. He is to ascertain from the staff of the General or other Officer Commanding at stations where examinations in subjects (*a*) and (*c*) for promotion are held, the dates when such examinations take place; he is to acquaint all Royal Marine officers who have not passed in the subject, and to take the necessary steps for securing the examination of such officers as shall notify their desire to be examined.

The names of officers attending examinations in subjects (*a*) or (*c*) are to be reported to the Admiralty as soon as arrangements have been made. Success or failure at such examinations is to be reported immediately results are known. For officers serving abroad who are within twenty places of the head of the list for promotion, the above facts are to be reported by telegram.

2a. Royal Marine Officers attached or seconded to the Royal Air Force who are desirous of taking examinations for promotion in the Royal Marines are themselves responsible, when serving at Royal Air Force shore stations or otherwise not borne on ship's books, for making applications to be examined. Information as to these examinations, etc., is published periodically in Air Ministry Weekly Orders. Such officers should apply, through their Commanding Officer in the Royal Air Force and the Air or other Officer Commanding, to the General Officer commanding the district in which they are serving, a copy of the application being sent to the Adjutant-General. The other provisions in this Article and those contained in Article **770** will apply to Royal Marine Officers attached to the Royal Air Force when they are borne on ships' books.

3. With regard to the examination in subjects (*b*) and (*d*) for promotion, the Senior Officer, R.M., or Fleet or Squadron Royal Marine Officer is to ascertain in sufficient time what officers are desirous of being examined and where, and take the necessary steps for their attendance.

4. He is to keep a diary recording the dates and places of such examinations, the date when he acquainted the officers who have not passed, and the names of those who presented themselves, with the result.

5. He is also to record the names of those who had a due opportunity of being examined but did not present themselves, together with the reason for their abstention.

6. These records are to be submitted annually, on 1st January to the Admiralty, in order that a note may be made as to whether officers have, or have not, taken full advantage of their opportunities for being examined.

7. When an officer notifies his desire to be examined for promotion at any given time and place, the Commander-in-Chief or Senior Officer of the squadron or port is to cause him to be given facilities for so doing, provided the requirements of the Naval Service are not thereby prejudiced, and, if necessary, to lend such officer from his own ship to any other present at the place and time of examination for the purpose.

770. Preparation of Officers for Examinations.—The Senior Officer, R.M., or Fleet or Squadron Royal Marine Officer is responsible for arranging that officers who notify their desire to prepare for examinations receive such facilities for so doing as the requirements of their duties afloat will permit. He will draw up schemes for holding classes for study and for the conduct of war games to be held under his general supervision. He will submit the same for the approval of the Commander-in-Chief or Senior Naval Officer, who will communicate the particulars to Captains of ships, and give directions that officers desirous of attending them be accorded every facility for so doing.

2. The Senior Officer, R.M., or Fleet or Squadron Royal Marine Officer is not required himself to hold classes or give lectures, but if he does not undertake the duty he will be responsible for arranging that some other Royal Marine officer does so, and for assisting him in circulating papers, schemes, etc., which may be of use in carrying out instruction. He is also personally to supervise officers who desire to execute sketches on shore as opportunities offer, and generally to act as the president of a tactical society in assisting officers in study and self-improvement in Service subjects.

3. He is to keep a diary of such proceedings, which is to be inspected and submitted to the Commander-in-Chief or Senior Officer annually, with the record of drills, etc., as provided for in Articles **769** and **773.**

771. *Deleted.*

772. Duties and Drills generally.—The detachment is frequently to be drilled and exercised by its officers. The men are to be employed as sentries, and generally the detachment is to perform all the duties of the ship of which it is capable, due regard being had to the duties for which it is embarked. Proper opportunity is to be afforded for every man in the detachment to be exercised at gun-drill, at other times than at general quarters, at least twice a month. *See* **773** (*Royal Marines to be landed*); **1224** (*Royal Marines to be drilled*).

The officers of the detachment are to attend these drills and to take part in the instruction of their men.

1a. The duties of corporal of the gangway and of postman are to be carried out wherever possible by corporals. Where corporals are not available, these duties may be carried out by specially selected Royal Marines who should, if possible, be candidates for promotion.

2. Royal Marines are not to be employed as petty officers, nor are they to be obliged to go aloft, except in unavoidable circumstances.

3. **Musical and Military Instruction for Band Ranks.**—Under the general supervision of the Senior Officer, Royal Marines, Warrant Officers and non-commissioned officers embarked in charge of bands are to be utilized in imparting musical and military instruction to band ranks to maintain their efficiency and to facilitate their qualifying for higher ranks.

Specimen test papers and lists of non-commissioned officers and men likely to be required to join promotion classes during the ensuing twelve months are obtainable from the Royal Naval School of Music.

4. **Fire Control Duties, R.M. Band Ranks.**—The efficiency of Band ranks who have been employed on fire control duties whilst embarked in H.M. ships is to be assessed immediately prior to disembarkation.

The assessments are to be made in the appropriate columns of form R. 133a—Drill and Musical History Sheet, Royal Marines—and are to be initialled by the Gunnery Officer and Royal Marine Officer of the ship. Such assessments should be made in the terms of Article **607,** clause 2.

Candidates for promotion to Band Corporal or Bandmaster, 2nd Class, who have not been thus assessed for two years will undergo the re-qualifying course laid down in the Gunnery Training Manual, and will be assessed on the result of a short practical test at the end of that course.

773. Inspections and Landings for Drill.—Commanders-in-Chief and Senior Officers are to cause the detachments in every ship under their orders to be inspected in marching order once in each quarter, and to be landed for drill at least once a month. Where conditions are favourable, it is desirable that as many ships as possible should land their detachments at the same time for the purpose of combined drill. Detachments are to be drilled on board once a week.

2. Of these landings, not less than six in every 12 months of a ship's commission should be devoted to tactical exercises in conjunction with the Naval ratings and Royal Marines, or with the Royal Marines alone of other ships present, where facilities exist for such landings.

3. In every case the scheme of operations is to be drawn up beforehand by the Senior Officer, R.M., or Fleet or Squadron Royal Marine Officer, and submitted for the approval of the Commander-in-Chief or Senior Officer present. This scheme, when approved, is to be communicated to all concerned in sufficient time for the necessary arrangements to be made; the permission of owners and occupiers of private land, when it is proposed to move over such, is to be obtained, and orders are to be issued by subordinate officers who are to command units of the force.

4. The exercises should frequently take the form, when opportunity offers, of practising a landing in the face of opposition from a hostile force, with guns, stores, etc., followed by such tactical exercises as are likely to be undertaken when the landing is accomplished.

5. At the conclusion of the operations, the Senior Officer, R.M., or Fleet or Squadron Royal Marine Officer is to render a report on the whole proceedings to the Commander-in-Chief or Senior Officer, who will make such comments for the information and guidance of the officers concerned as he may deem proper.

6. The remainder of the monthly landings and weekly drills on board should be devoted to keeping the men efficient in their weapons, namely, rifle, bayonet, grenade, light automatic and Vickers machine gun, and in training the platoons to act collectively as a unit. Simple tactical exercises, with and without troops, should also be carried out for instruction of junior officers and non-commissioned officers. Opportunity should be taken to land the light automatic sections to exercise officers and men in the tactical handling of the gun.

A short time during each drill and exercise should be devoted to ceremonial drill, with a view to the maintenance of discipline and smartness.

7. Officers and non-commissioned officers commanding Royal Marine detachments are to keep a record of all training, drills, landings, exercises with and without troops, lectures and courses carried out by the detachments, and details of the numbers taking part. Reasons are to be recorded when the required training is not carried out. This record will be inspected by the Commander-in-Chief or Senior Officer whenever the ship is formally inspected, and a note is to be made in the report of inspection stating whether the record is satisfactorily kept and the training, drills, landings, etc., have duly been carried out.

8. Fleet Royal Marine Officers and Senior Officers R.M. are to submit a periodical letter to the Admiralty through their respective Commanders-in-Chief, describing the Royal Marine training carried out on their stations, and including any special points of interest connected with Royal Marine training afloat generally. The frequency of such letters will depend on circumstances, but normally three or four each year should suffice.

Recommendations concerning clothing, arms, equipment, books and forms are not to be delayed in order that they may be included in one of the periodical letters, but are, as they arise, to form the subject of separate correspondence forwarded through the usual service channels.

9. When land artillery specialists are borne in detachments, opportunity is to be taken to train them in land gunnery; when detachments are landed for drill, etc., the land artillery specialists should be practised in such duties as are likely to fall to artillery in support of infantry, and every opportunity is to be taken ashore and afloat to exercise the various specialists in their duties.

10. **Field Training.**—(*a*) Whenever time and opportunity offer, detachments serving afloat are to undergo a short course of field training at the conclusion of the annual musketry course. The duration of this course is to be six days.

(*b*) The object of the training should be to strengthen discipline and to test the platoon or company organization of the detachment. Training will necessarily vary according to the station and the nature of the war-like operation which the detachment may be called upon to perform. Platoon and section leaders are to be practised in the command of their units in field operations.

(*c*) Individual training of non-commissioned officers and men is to take place throughout the year as laid down in the manuals of instruction, so that this course may be devoted to the collective training of the units.

(*d*) When land artillery specialists form part of detachments, the work is to include the principles laid down in clause 9, and a section of field guns should be taken into camp.

(*e*) The syllabuses are as laid down in General Orders, Royal Marines, from time to time.

(*f*) Instruction in landing on and embarking from an open beach is to be practised throughout the year as well as during this course. If possible, detachments are to be placed under canvas and should carry out their own cooking and camp duties under field service conditions. Part of the training, both by day and by night, is to take place with anti-gas appliances in use.

(*g*) A diary of the work done, together with any reconnaissance reports, sketches, etc., carried out, is to be forwarded by officers commanding detachments to the Senior Officer, R.M., or Fleet or Squadron Royal Marine Officer.

11. **Royal Marine Signaller—Acting Qualification.**—When a Royal Marine officer qualified as instructor of signalling is available to impart instruction in fleets and squadrons, instruction in signalling is to be given to selected Royal Marines with a view to facilitating the selection of suitable candidates for training as Royal Marine signaller.

(*a*) Men capable of taking and sending messages by morse, flag, lamp and semaphore at the rates laid down for the qualification of R.M. signaller (Phase I, Appendix XXXI, Royal Marine Training Manual) are to be examined, and the following notation entered on the drill history sheets of those who qualify—

Acting Sig. (date) (percentage).

(*b*) Particulars of the qualifications obtained are to be notified to the respective ships under arrangements approved by the Commander-in-Chief, and are to be noted on quarterly returns (form S. 365) rendered to Royal Marine Divisions.

12. **Machine Gun Rangetakers.**—Arrangements are to be made for Royal Marines who are qualified machine gun rangetakers to be exercised in rangetaking as frequently as possible, but in any case not less than once a fortnight.

774. Prizes for Good Rifle Shooting, etc.—Royal Marines are to carry out the annual range courses applicable for Rifle, Light Machine Gun and Machine Gun (Vickers) under the supervision of their own officers and non-commissioned officers. In ships where a Royal Marine officer is borne, he is invariably to be in charge of the range party.

2. Those who obtain the necessary qualification may be paid prize money according to the following scale:—

Weapon	*Scale*	*Reference*
Rifle & Light Machine Gun.	10s. for marksman and 1d. for each point above the score required to qualify as marksman.	Small Arms Training, Vol. I, 1937, Pamphlet No. 14, as modified by Royal Marines Training Manual.
	This award may be made for either the rifle or the Light Machine Gun courses, but is not payable unless the individual has also qualified in the weapon other than that in which he obtained marksman's points. For this purpose, he must not be less than a 2nd class shot with the rifle and "Qualified" in respect of the Light Machine Gun course. In the case of an individual qualifying as marksman in both weapons he will be entitled to receive 10s. and one penny for each point above the score required to qualify as marksman in respect of that weapon with which he scores the most points above those required for marksman.	
Vickers Machine Gun.	11s. for marksman (with no additions.)	Small Arms Training. Vol. IV, 1931, App. II.

A non-commissioned officer or marine is not eligible for prize money for more than one weapon training course, either Rifle and Light Machine Gun or the Vickers Machine Gun. It is payable only for the first course fired in any weapon training year. The result of courses are to be entered on history sheets immediately after completion.

Machine gunners are to fire the course laid down for machine guns, but if facilities do not exist for firing this course, the Rifle and Light Machine Gun course may be fired and prize money may be paid in respect of this course.

In their first year of training men who qualify as Marksmen (Rifle) and proceed to the Vickers (Medium) Machine Gun course without completing the Light Machine Gun course may be paid prize money for Marksman (Rifle) on condition that they qualify 1st class in Vickers M.M.G.

3. Returns on forms S. 289 and S. 290 are to be made out for the Royal Marines, signed by the Royal Marine officer, or, if a Royal Marine officer is not borne, by the gunnery officer, for use in the ship or establishment concerned.

A return on form S. 291 is to be rendered to the Fleet Royal Marine officer on completion of the annual range courses, together with the remarks on the conduct of the courses, by the Royal Marine officer in charge.

The Fleet Royal Marine officer will render to the Adjudant General, R.M., on the 1st April, an annual report on Weapon Training carried out by R.M. Detachments of the ships of the Fleet.

4. If circumstances do not admit of the army annual range courses being carried out, and facilities exist for the naval course, the latter may be carried out. Prize money is not payable in respect of the naval course.

5. Army badges are to be worn for good shooting in the army annual range courses. In the event of a man entitled to a badge for good shooting on shore being embarked before the distribution takes place, his badge is to be forwarded to the Captain of the ship for presentation.

6. Royal Marine officers are not eligible for this prize money.

Section IV—Band

775. Supplies of Instruments, Music etc.—The Admiralty will supply free of charge to the officers in all ships and establishments allowed bands, all usual instruments (with cases), band stands and other accessories for a brass and reed (ceremonial) band, together with music in kind up to the value allowed for a full commission, according to the size of the band, and will bear the expense of repairs, etc., due to fair wear and tear. Requisitions for music are to be forwarded to the Superintendent, Royal Naval School of Music.

2. **String Band.**—If the officers should desire to maintain a string band where a ceremonial band is authorised, the necessary orchestral combination of musicians will be made at the School of Music, and an annual charge at the rate of 7½ per cent per annum on the value of the orchestral instruments on board will be made.

The value of the instruments will be notified to the Commanding Officer by the Superintendent at the time the band is embarked, and the charges are to be calculated on the principle laid down in Article **1525**, clause 3.

The Captain will be responsible that the necessary charges on this account are collected from the officers quarterly, details as to the proportions of their respective contributions being arranged on board, and brought to account in one sum by the Accountant Officer, who will then forward a duplicate of the quarterly return (S. 580) to the Superintendent.

The foregoing system of charges will be enforced in all ships, etc., concerned, unless the Admiralty may consider it desirable to make other arrangements in special cases.

3. **Expenses.**—The officers will be required to bear all incidental expenses connected with the string band, and to maintain the Government instruments in a proper state of repair. Any expense falling upon officers in connection with the maintenance of string bands is to be reduced to the smallest possible amount.

4. **Care of Instruments.**—The Bandmaster will be held personally responsible for the band stands and music supplied to the band under his charge; also that all instruments, cases and appurtenances in possession of the band are thoroughly examined at least once a week, and that they are properly cleaned and cared for. He will report to the officer commanding the detachment any damage and defects, and will take steps to obtain a certificate (S. 1417) if required.

Bandsmen will be held responsible for the safe custody and care of the instruments issued to them.

When instruments are supplied to bands composed of ratings other than band ranks, it will be a condition of supply that, in order to guard against undue depreciation, instruments are to be examined by a competent board at the end of a commission, and the Commanding Officer of the ship to which the instruments were supplied will be held responsible for the payment by the officers of the ship for any depreciation in value beyond that due to fair wear and tear. The Commanding Officer will, in conjunction with the band committee, determine in what proportion these charges shall be distributed amongst the officers.

5. **Losses of and Damage to Instruments.**—The value of all instruments lost, except where the Commanding Officer is satisfied on investigation that the loss is due to causes beyond the control of the man, will be charged against the pay of the person responsible. (*See* **777**, clause 2).

Similarly, the cost of repairs due to neglect will be charged against the pay of the man concerned. Except where the damage is directly attributable to causes beyond the control of the man, the final decision as to whether blame is or is not attributable to him is to be deferred until the instruments have been brought to survey at the School of Music. In these cases, as well as in those in which the Commanding Officer decides to raise a charge for damage, the instruments are to be forwarded to the Superintendent with a full report of the circumstances, so that the correct charges may be raised.

6. All cases of loss of, or damage to, instruments, from whatever cause arising, are to be reported to the Superintendent.

7. **Infectious Diseases.**—In the event of a band rank, or other person to whom musical instruments have been issued, suffering from an infectious disease, the Medical Officer is to report to the Commanding Officer whether the instruments or cases should be burnt or disinfected. If the former course is adopted, it is to be carried out in the presence of an officer, who will so certify in a report to the Commanding Officer, who will transmit the report to the Superintendent.

If disinfection is decided upon, the following procedure is to be followed:—

(*a*) Brass and other metal instruments will be passed through a steam disinfector.

(*b*) Wood wind instruments are to be taken to pieces, string instruments and cases to be opened as much as possible, placed in a closed chamber, and subjected to formalin fumes for at least six hours.

8. **Return of Instruments, etc.**—All instruments, accessories and music are to be returned to the Royal Naval School of Music, Deal, at the end of each commission. On recommissioning, a fresh supply will be provided by the School of Music, if a ceremonial band is allowed or a string band is desired. (*See* 779 (14)—*Delivery Note.*)

9. **Appurtenances for ceremonial Instruments.**—Supplies of appurtenances (*i.e.*, expendable fittings) for ceremonial instruments to last one year will be issued from the School of Music as requisite:—

To the Bandmaster of a Royal Marine band embarking in one of His Majesty's ships, who will sign for them at the School of Music;

To the Commanding Officer of a ship supplied with ceremonial instruments, but not provided with a Royal Marine band.

Subsequent supplies will similarly be made from the School of Music on requisition in the usual manner.

Those supplied to the Bandmaster will be expended by him as requisite, on the approved certificate of the Commanding Officer; and, on the disembarkation of the whole band, or on the Bandmaster giving up charge for any reason, he will be responsible that any not accounted for by such certificate are returned into store at the School of Music, or handed over to his successor, as the case may be.

Those supplied to the Commanding Officer will be expended as necessary under authority of that officer, who, on the return of the musical instruments to the School of Music at the end of the commission as directed in clause 8, will furnish a certificate to the effect that all appurtenances not returned have necessarily been expended.

776. Private Engagements.—Band ranks (Royal Marines), band ratings (old system), and others of the ship's company may, at the discretion of the Commander-in-Chief or the Senior Officer present, be permitted to accept private engagements, either individually or otherwise, provided that undue interference with civilian bands or individual musicians is avoided. An engagement involving replacement of a civilian band which is on strike is not to be accepted.

2. Requests for bands to perform should be addressed to the Commanding Officer. Engagements are not to be sought through the public press, or initiated through the medium of musical or other agents. Approved engagements may, however, be accepted through agents acting directly on behalf of the party desirous of engaging the band, provided that no commission is deducted from the band's recognized fee.

3. When requests to perform for a fee are entertained, every effort is to be made to ensure that the terms accepted are not less than those that would in similar circumstances be offered to civilian bands, an extra fee being similarly charged for any performance relayed for broadcasting purposes.

4. The acceptance of private engagements by Royal Marine bandsmen on shore strength is governed by the relevant instructions in the King's Regulations for the Army and the Army Reserve.

5. The conditions under which it may be necessary to insure Royal Marine bands (afloat and ashore), and bands formed by Royal Naval personnel, in connection with private engagements, are laid down in Admiralty Fleet Orders from time to time.

Section V—Arms, Clothing, etc.

777. Charge of.—The arms, bugles, fifes, drums, band instruments, and other equipment in possession of the detachment are to be under the charge of the officer or non-commissioned officer in command of the detachment, who is to be accountable for any loss or damage that may happen to them through want of sufficient care on his part, and also for the due return in good condition to the divisional headquarters of the arms, accoutrements, and musical instruments of every Royal Marine discharged otherwise than to headquarters or in New Zealand.

1a. When Royal Marines are discharged in New Zealand, the arms and the following items of web equipment will not be returned to the divisional headquarters concerned, but will be retained in that Dominion and taken on charge by the Armament Supply Officer at Auckland for training R.M. Reservists:—

Belt, waist.
Braces, with buckles (2).
Carriers, cartridge (2).
Frog, bayonet.
Sling, rifle.

The remaining articles of equipment will be returned in the usual manner.

2. **Losses or Damage through neglect.**—Particulars of loss or damage through the neglect of the officer or non-commissioned officer in command of the detachment are to be reported by the Captain of the ship to the Admiralty so that the amount may be charged against such officer or non-commissioned officer, but if it shall have happened through the neglect of any other person, the Royal Marine Officer, or non-commissioned officer, is immediately to acquaint the Captain, who will follow the course directed by Articles **779** and **1528.**

3. **Losses by Accident.**—Should a Royal Marine's arms, accoutrements, or musical instruments, or any parts of them, be lost or rendered unserviceable in circumstances which would warrant the cost of their replacement or repair being borne by public funds, the certificate (S.1417) is to explain fully the nature of the loss or damage and the circumstances in which it occurred, and is to be approved by the Captain of the ship. (*See also* **775,** clause 5.)

4. **Deficiencies.**—Should a Royal Marine be deficient in his arms, accoutrements, or musical instruments on discharge, the particulars are to be inserted in the certificate required by Article **779,** clause 16, every missing article, and how accounted for, being duly specified.

5. **Issues or Replacements.**—Issues of rifles to Royal Marines who, owing to journey overland, have joined their ship without arms, will be made by the Gunner of the ship on requisition of the officer or non-commissioned officer in charge of the detachment.

Arms, or musical instruments for buglers, required to replace those lost or damaged, will similarly be supplied by the Gunner on the usual requisition.

Musical instruments for band ranks will be replaced from the R.N. School of Music on similar requisition.

The requisition must be accompanied by a certificate (S.1417) when this is granted.

6. **Records.**—Issues or exchanges of rifles, etc., affecting the records at headquarters are to be noted on the current quarterly returns, any relevant forms S.1417 being attached to the return.

778. Care.—The officer or non-commissioned officer in charge of the detachment is responsible that the arms of his men are constantly kept by them in good condition and fit for service, the ship's ordnance artificer staff being employed only when their assistance is absolutely necessary. He is also to keep in charge and return to the Quartermaster of the division at the port where the ship arrives, any spare arms, musical instruments and accessories, or accoutrements which may have been left on board; he will be required to account, by voucher, for the disposal of every stand of arms, the musical instruments and accessories, and set of accoutrements so left, in order that the accounts of arms may be kept at the several divisions for the information of the armament supply department.

2. **Stowage.**—The rifles of the detachment are to be placed as near as possible to the mess places of the men, but no rifles are to be kept near the engine-room or stokehold hatchways.

3. **Periodical Examination.**—At least once in every six months, but more often if necessary, the officer or non-commissioned officer in charge of the detachment will make a requisition on the Gunnery Officer to have the Royal Marines' rifles, light automatic and Vickers machine guns examined, and, on completion of the work, the requisition, with the statement that this work has been performed duly noted thereon, will be returned to him by the Gunnery Officer. This requisition is to

be retained for future reference. Rifles, light automatic and Vickers machine guns are to be stripped only when the examination in the opinion of the Gunnery Officer renders this course desirable.

4. **Repairs.**—The same course is to be followed when any repairs are necessary to Royal Marines' rifles, light automatic and Vickers machine guns.

5. **Disposal on Transfer to Navy.**—The arms and other accoutrements of candidates accepted for transfer on probation or otherwise to the Royal Navy are to be returned to store prior to transfer. (*See also* **779** (18) *and* **787**).

6. **Sword Bayonets—to be dulled prior to landing for Active Service.**—Arrangements are to be made for the polished portions of bayonet pommels and bayonet scabbards to be rusted, or otherwise dulled, as far as practicable on board, in the event of the detachment being required to land for service.

779. Uniform Clothing.—Non-commissioned officers and men are to be supplied with uniform clothing, boots and canvas shoes periodically, on such dates as are notified on the clothing history sheet (Form R. 131a), or as soon after as possible. The said clothing is to consist of such articles for each man and boy as have been, or shall hereafter be, ordered by the Admiralty, in pursuance of His Majesty's pleasure as signified from time to time; neither the Captain nor any other officers are, on any pretence whatsoever, to permit the clothing or accoutrements to be cut or altered, except in strict conformity with the make and shape of the clothes and accoutrements ordered and established for the Royal Marines when on shore.

2. **Physical and Recreational Training Instructors.**—Physical and Recreational Training Instructors and Royal Marines undergoing training to qualify as instructors, whether embarked or at headquarters, are, in addition, to be supplied gratuitously with gymnasium clothing consisting of:—

2 Vests, gymnasia 2 Sweaters	On appointment, or when selected to qualify.
2 Vests, gymnasia 1 Sweater 1 Pair serge trousers (P.R.T.I. pattern)	Annually while employed.

When Physical and Recreational Training Instructors are embarked, demands are to be made upon headquarters for this clothing in the usual manner.

Each instructor, or Royal Marine under training, embarked will also be supplied with a gymnasium belt, which is to be returned into store on disembarkation.

3. **Butchers.**—Each man who volunteers for the rating of Butcher is to be supplied with working clothing consisting of—

1 Suit, blue, overall (two-piece).
1 Jersey, Pullover.

Candidates who qualify will retain the working suit as part of their kit for use when embarked; those who fail are to return the suit to headquarters. The period of wear of the working suit will be 12 months, and issues will be made annually whilst employed, the time actually employed under training and as butcher being allowed to reckon.

New suits are to be issued gratuitously on the expiration of the prescribed period. If a man should relinquish the rating, or his services as such are no longer required, the clothing is to be returned into store, unless it has been in use for the prescribed period.

3a. **Tropical Clothing.**—On tropical stations, each non-commissioned officer and man is to be supplied with tropical clothing consisting of:—

3 singlets, tropical, khaki.
2 pairs of shorts, khaki drill.

This clothing is to be maintained at the men's expense as part of their kits so long as they remain on the station. Supplies are maintained at the victualling establishments at Bermuda, Hong Kong and Trincomalee, to which establishments demands for articles for use during the ensuing summer season are to be forwarded

well in advance of the date on which supplies are required. When ships commission in England for service on a tropical station, stocks are to be demanded from the local Royal Marine division.

Royal Marines detailed for service on a tropical station will be issued with tropical clothing before leaving their divisional headquarters.

Gratuitous issues of tropical clothing are to be noted on the men's clothing history sheets, R. 131a, to which forms reference is invariably to be made in order to avoid the possibility of a double issue.

4. **Ward-room Attendants—Annual Outfits.**—Ward-room attendants on first appointment are to be supplied gratuitously with outfit consisting of:—

2 pairs serge trousers (for wear with white tunics);
3 white drill tunics with blue collars and cuffs;
6 pairs white cotton gloves.

A further gratuitous issue of one pair of serge trousers, two white drill tunics and six pairs of white cotton gloves will be made at the expiration of each period of 12 months from date of first issue. The dates of issues afloat are in all cases to be notified to the Commandant concerned for completion of clothing records.

Marines employed as attendants by Royal Marine officers afloat will not receive these gratuitous issues in kind, but will receive the money allowance in lieu to provide themselves with the necessary authorized clothing.

Each issue will include the whole of the articles comprising the outfit, and will be demanded, supplied, issued and accounted for under the regulations governing gratuitous annual clothing, etc. Outfits are maintained at the victualling establishments at the Cape of Good Hope, Hong Kong and Trincomalee, for issue in circumstances which do not admit of supplies being obtained in sufficient time from England (*see* Article **781**—*Mediterranean*). Although demanded and supplied locally, these outfits will be issued and accounted for in the same manner as those supplied from England.

If a man should relinquish the appointment of ward-room attendant for any cause other than disembarkation in the usual course, the articles comprising the outfit issued to him (except gloves), not the prescribed time in wear, are to be returned into store.

On re-embarkation as ward-room attendant no gratuitous issue of outfit is to be made, unless a period of 12 months has elapsed since the date of previous gratuitous issue.

New articles of clothing are not to be issued in the case of ships temporarily commissioned, nor to a man embarked for temporary duty as ward-room attendant, such as for manœuvres, whilst suitable garments are available from casualty store, but any casualty garments issued are not again to be returned into store.

When an outfit is not issued prior to embarkation to a man detailed for duty as ward-room attendant in the absence of sufficient volunteers, it is to be demanded from headquarters, either for the man in question if he continues in the appointment, or for another employed in lieu, as necessary. Any outfit so demanded will be supplied in the usual manner, and issue will take effect as from the date on which the man to whom it is supplied commenced duty as ward-room attendant.

See **793,** clauses 1 to 11 (*Ward-Room Attendants*) and 12 (*Gun-Room Officers' Attendants*).

5. **Attendants to Cadets.**—Marines employed as attendants to Cadets in the Training Ship will receive the following gratuitous issue of clothing on appointment, and annually thereafter whilst so employed:—

1 pair serge trousers;
2 white drill tunics with blue cuffs and collars.

6. **Demands for Annual Clothing.**—Demands, on form S. 89, for the annual clothing of men serving on home and foreign stations, except as provided in clause 7, and Article **781,** are to be prepared by the Royal Marine Officer, or non-commissioned officer, in charge of the detachment, in accordance with the detailed instructions on the form.

Demands for clothing once made in the case of Royal Marines serving afloat cannot subsequently be cancelled or altered to admit of money compensation in lieu of issues being paid, or *vice versa*.

7. Royal Marines serving afloat at a port where their division is situated are to attend at their headquarters for measurement, fitting, etc., and, on or after 23rd April, are to receive and sign for the garments to which they are entitled, the officer commanding the detachment, with the approval of the Captain of the ship, arranging with the Commandant, Royal Marines, as to the time and date for such attendances. These issues will be made and recorded in the same manner as if the men were serving at headquarters.

8. When ships are commissioned for, or ordered to proceed on, foreign service, demands are similarly to be made by the Royal Marine Officer for annual clothing required for each man of the detachment.

9. When Royal Marines, whose new annual clothing will become due within six months, are embarked for passage to a foreign station to fill vacancies in ships, or in detachments serving on shore, or in other analogous circumstances not provided for in clause 6, the articles of clothing and the boots to which they will become entitled on the next annual issue are to be forwarded from their divisional headquarters to the ship or station to which they are proceeding, immediately after their embarkation unless special orders to the contrary are given.

Articles for which the man has obtained permission to receive compeasation in lieu of taking them up are not to be forwarded.

10. **Receipts.**—Receipts for supplies from divisional headquarters of clothing, necessaries, accoutrements, etc., other than annual clothing, will be signed by the Royal Marine Officer and by the Accountant Officer, but the articles will be in the charge and custody of the Accountant Officer until issued, as provided by Article **1861.**

Annual clothing will be signed for by the Royal Marine Officer and will be in his charge and custody until issued or otherwise disposed of. The packages in which such clothing is contained are, when empty, to be handed over to the Accountant Officer who will take them on charge as provided for in Article **1861**, and furnish a receipt to the First Quartermaster of the division concerned. Annual clothing for Royal Marines who have been discharged to headquarters, died or deserted is to be returned to the division concerned by the Royal Marine Officer, accompanied by a supply and receipt note on form S. 96.

11. **Issue.**—Gratuitous issues are not to be made before they are due. When the proper period arrives, the Royal Marine Officer is to issue the clothing. If possible, arrangements are to be made for Royal Marines who have been transferred to other ships to attend on board in order that the clothing may be issued to them personally. When personal attendance cannot be arranged, the clothing is to be supplied to the Royal Marine Officer of the ship in which they are serving, and a receipt, in duplicate, on form S. 96 obtained. One copy of the receipt is to be forwarded to the Quartermaster of the division concerned.

Issue Notes.—The issue notes are to be dealt with in accordance with the detailed instructions on the form.

Misfits.—Misfitting annual clothing is to be returned to divisional headquarters at the first available opportunity, except from ships on the Mediterranean station, where it is to be returned to the Royal Marine clothing depôt at Malta.

12. **When no Royal Marine Officer.**—When there is no Royal Marine Officer, the non-commisisoned officer in charge of the detachment will perform these duties, under the supervision of the Executive Officer.

13. **Compensation.**—The names of Royal Marines serving afloat, who may desire to be paid compensation in lieu of gratuitous issues of clothing, are to be forwarded to divisional headquarters by the officer commanding the detachment, when the annual clothing demands are transmitted, in order that the necessary audited vouchers may be forwarded to the ship for payment to be made as the compensation

becomes due. When from any cause the payment is not made, a note to that effect is to be placed on the voucher, which is then to be returned to headquarters.

14. **Delivery Note.**—Whenever arms, clothing, accoutrements, or musical instruments are returned from ships to headquarters, they are to be accompanied by a delivery note (S. 96) duly signed by the Royal Marine Officer or the non-commissioned officer in charge; to this note are also to be attached lists of the man's kit, and of any articles of private property.

15. **Replacement of Lost Articles, etc.**—Articles of a Royal Marine's accoutrements that may become lost or unserviceable should be replaced from stocks on board, or from the nearest victualling yard. *See* **781** (*Mediterranean*).

Failing these sources of supply, the articles are to be replaced on requisition from the division to which the man belongs, unless the case is an urgent one, when a demand may be put forward on the nearest army ordnance stores.

Except in urgent cases, accoutrements are not to be surveyed on board His Majesty's ships, and demands on army ordnance stores are to be limited to small requirements which cannot be obtained from another ship or from a naval store.

16. **Certificate on Discharge.**—Every Royal Marine on being discharged from a ship, except on the disembarkation of the whole detachment, is to be furnished with a certificate (Form R. 131a) containing full particulars as to the condition of his arms, accoutrements, and musical instruments, up to what date he has been clothed, and the date and cause of his discharge from the ship. This certificate is to be prepared and signed by the officer or non-commissioned officer in charge, and countersigned by the Captain.

17. **Death, Desertion, etc.**—Whenever a Royal Marine shall die, desert, or be invalided, whilst embarked, a certificate, as provided for in clause 16, is to be forwarded by the first opportunity to the Commandant of his division; a duplicate certificate is to be furnished to an invalid.

Cloth tunics, greatcoats (with the exception of such as may have been in their possession for 16 months) and service dress clothing of Royal Marines who die whilst embarked, are to be collected carefully by the officer or non-commissioned officer in charge of the detachment for delievery to the Accountant Officer.

The whole of the uniform effects of Royal Marines who desert whilst embarked are similarly to be delivered to the Accountant Officer. After one month's absence, the effects are to be returned to store at divisional headquarters for re-isssue to the deserter, if recovered within six months from date of desertion, or if not, recovered within this period, for re-issue to other ranks as necessary. On foreign stations the uniform effects are to be retained on board for six months before being returned to headquarters. *See* **1769**, clause 8.

18. **Transfer to Navy.**—The cloth tunics, greatcoats, overall suits and jerseys, pullover, in possession of candidates accepted for transfer, on probation or otherwise, to the Royal Navy, which have not been the prescribed period of sixteen months in wear, and all service dress clothing, are to be returned to store at divisional headquarters prior to transfer. *See also* **778**, clause 5, and **787.**

19. **Dismissal from His Majesty's Service.**—When a Royal Marine is dismissed from His Majesty's Service, with or without disgrace without rejoining his headquarters, (*see* **789**), the uniform clothing in his possession, viz., greatcoat, cloth tunic, serge tunics, tweed trousers, khaki service dress suit with cap and puttees, khaki drill suits, forage caps and ornaments, and boots (with the exception of one pair in wear), are to be returned to his headquarters. He is to be supplied with a suit of plain clothes.

780. Clothing, etc., on repayment.—Articles of Royal Marine clothing, and necessaries for issue on repayment to detachments embarked, are to be obtained as a general rule direct from Royal Marine divisions, but stocks of such articles as are likely to be required will be kept at victualling establishments abroad, to meet emergencies, except at Malta and Gibraltar. *See* **781.**

2. **Demands.**—Demands for these articles are to be made by the Accountant Officers on form S. 549 in sufficient time to admit of their reaching the ship by the

time they are required for issue; and, with a view to this being done, officers or non-commissioned officers in charge of detachments, after each monthly inspection provided for in Article **782**, are to inform the Accountant Officer of the anticipated requirements of the men under their command.

3. In the case of ships on home stations, Royal Marine clothing and necessaries are to be obtained from the nearest divisional headquarters.

4. As regards ships on foreign stations (the Mediterranean excepted, *see* Article **781**), articles of clothing, that is to say:—

Tunics—cloth, serge, service dress and khaki drill;
Trousers—tweed, serge, service dress and khaki drill;
Jerseys, pullover;
Boots;
Caps;
Outfits for ward-room attendants;
Greatcoats;

are to be demanded from the division to which the men for whom they are intended respectively belong, except when they can be procurred from a victualling establishment on the station. Other articles that cannot be obtained from the victualling establishment may be demanded from any Royal Marine division.

5. Boots of shore-service pattern will be issued to detachments serving at the following stations, etc.:—

All Royal Naval Barracks.
Whale Island.
Bermuda.

781. Supplies on Mediterranean Station.—All supplies of clothing (except cloth tunics and greatcoats), necessaries, accoutrements, etc., required for the detachments on the Mediterranean station are to be obtained, on demand, from the Royal Marine clothing depôt at Malta, and clothing, arms, and accoutrements to be returned into store are to be sent to the clothing depôt accompanied by the usual delivery and receipt vouchers.

2. Demands for annual clothing of detachments serving on board His Majesty's ships on the Mediterranean station are to be forwarded to the Officer-in-Charge, Royal Marine Clothing Depôt, Malta, by the 1st October of each year. Particulars as to quantities, sizes, etc., are to be abstracted at the clothing depôt and the forms transmitted, without delay, to the division concerned. On receipt at the division they are to be checked, and garments which are not stocked at the clothing depôt, Malta, will be forwarded from the establishment concerned in time for issue when due. Opportunity is to be given by commanding officers of ships for detachments to attend at the clothing depôt, Malta, when possible, on or after 23rd April, to draw annual clothing (*see* **779**, clause 6—*Cancellation, etc., of Demands*).

3. **Misfits.**—Annual clothing, boots, or necessaries found at the time of issue to require alterations or exchange will be dealt with at the clothing depôt. When ships are at Malta, the men should, if possible, be sent to the store with the misfitting articles, otherwise full particulars of the defects must be notified.

782. Inspection of Clothing and Bedding.—At the monthly inspection of bedding and clothing, the Royal Marine Officer will examine those of the detachment, including their necessaries; he will be considered as an Officer of Division with reference to the detachment, and will report the result to the Captain.

2. When there is no Royal Marine Officer, the non-commissioned officer in charge will perform these duties, under the direction of the Executive Officer.

783. Royal Marines to Hospital.—When Royal Marines are sent to home hospitals, the officer or non-commissioned officer in command of the detachment is to take care that they take with them their clothes, accoutrements and effects, stowed in bags or other receptacles, which are to be labelled and sealed in a similar manner to a mail bag, the mail seal issued to His Majesty's ships being used for that purpose. The label is to be signed by the person who enters the effects on

the sick voucher, and by the responsible officer. Their arms and musical instruments, properly labelled, are also to accompany them, to be placed in charge of the proper officer of the hospital. Royal Marines sent to hospital abroad are not to take their arms, accoutrements, or musical instruments, but will be furnished with a certificate (Form R. 131a) as provided for in Article **779**, clause 16.

2. When a Royal Marine is invalided at home, the Commandant of the man's own division will be informed, in order that the man may be brought forward for discharge from the Service. *See* **1349** (*Invaliding of Royal Marines*).

784. Store-room.—The store-room for the accoutrements, clothing, and effects of Royal Marines is to be in the charge of the officer or non-commissioned officer in charge of the detachment, and is to be used for no other purpose.

Section VI—Discharges and Re-engagements

785. When discharged.—Royal Marines will be discharged at the end of 12 years' service from the age of 18, if at headquarters; and those who re-engage for a further period of 9 years will, at the end of 21 years' service from the age of 18, be entitled to their discharge. Sergeant-Majors may be retained to 45 years of age. (*See* **1981** *as to grant of long service pension*).

2. No man will be retained in the Service beyond the age of 50, unless specially provided for in the Regulations, or under the special sanction of the Admiralty.

786. Discharge generally.—At home, no application is to be forwarded for the discharge of a Royal Marine who has completed his service until the Captain has obtained from the Commandant of his division a certificate that he will have completed his engagements as claimed.

2. The residue of pay due to Royal Marines discharged from ships to headquarters is to be paid to them by the Divisional Paymaster.

3. Whenever Royal Marines serving in ships are due for discharge from the Service by reason of the expiration of their engagement, or on otherwise being ordered to be discharged, they are to be sent to the headquarters of the division to which they belong for their final discharge, unless directions to the contrary are received, or unless they are serving on a foreign station and their services are being extended under Article **791.**

4. No Royal Marine is to be discharged to the shore until his discharge documents are received, or unless permission to discharge him sooner is obtained from the Admiralty.

5. **Employment after Discharge.**—The procedure laid down in Article **1123** is to be followed for Royal Marines discharged in the United Kingdom.

6. **Marching Money.**—Royal Marines who enlisted prior to 20th June, 1922, and are discharged at home or abroad—

(*a*) free, as an indulgence;
(*b*) on termination of first period of engagement;
(*c*) unsuitable;

are to be paid a gratuity of 20s. each.

This payment will be made by the Paymaster from whom the man draws the pay at the time of discharge, the amount in each case being inserted on the parchment certificate of discharge (R. 111).

Royal Marines enlisted on or after 20th June, 1922, are ineligible for marching money on discharge.

Re-enlisted pensioners are not entitled to marching money on discharge.

787. Transfer to Royal Navy.—Candidates allowed with prior Admiralty approval to transfer to the Royal Navy on probation or otherwise will cease to receive pay and clothing (or compensation in lieu) as Royal Marines, and will be noted in the records of their division as "employed and paid as Naval ratings." Sergeants must revert to Corporal on acceptance for transfer on probation to Cook or Sick Berth ratings. (*See* **792** (3)).

2. If finally accepted for transfer, probationers will be discharged from the Royal Marines and must execute naval continuous service engagements, from the date of transfer on probation, for twelve years, or to complete time for naval pension.

3. Final discharge of candidates for transfer to Regulating ratings will not be held in abeyance for more than two years, at the end of which period they must either revert to the Royal Marines or may, if their retention is desired, transfer finally to the Royal Navy. Ex-Royal Marines who prove unsuitable for regulating duties after final discharge from the Royal Marines may be allowed to transfer to some other suitable rating such as Stoker.

4. When transferred to Naval ratings on probation, Royal Marines will be liable to reduction to a lower rank, or to the ranks under Article **795**.

5. Final transfer is to be noted on service certificates, reported to the Director of Navy Accounts, and noted in the next quarterly return to headquarters.

6. Probationers not finally accepted for transfer will revert to the Royal Marines, and will count time served in the naval rating on probation towards completion of Royal Marine engagement, and for all other purposes, as though it had been served in the Royal Marines, subject to the provisions of Appendix XVII, part 1, paragraph 11, regarding increase of pay. *See also* **778** (5), *and* **779** (18).

788. Discharge by Purchase.—Royal Marines may be allowed to purchase their discharge, or to obtain free discharge, if they have served the requisite period; but the number of men to be discharged, and the selection of the individuals, shall be governed by such instructions as the Admiralty may from time to time give for extending or limiting the number, or for wholly suspending the permission. (*See* **1120** (7)).

2. The scale of payments and allowances on re-entering is the same as in the case of the Royal Navy. (*See* **1120** *and* **1121**).

3. Royal Marines who enlist in the Army or the Royal Air Force within two years of purchasing their discharge will have one-half of the purchase-money returned to them.

4. For men who enlist in the Royal Marines after discharge by purchase from the Army or Royal Air Force, a partial refund of the purchase-money will be allowed, subject to the conditions laid down in the King's Regulations for the Army and the Army Reserve and the King's Regulations and Air Council Instructions.

789. Dismissal with Disgrace, etc.—A Royal Marine ordered to be dismissed with disgrace, or from His Majesty's Service, is to cease pay, and is only to be retained until the order for his dismissal is received from the Admiralty and his discharge certificate from divisional headquarters.

2. A Royal Marine serving abroad who is sentenced to be dismissed from His Majesty's Service with or without disgrace, or is discharged in consequence of civil conviction involving imprisonment, is to be sent back to headquarters by the first Government opportunity, unless he wishes to be landed in a dominion or colony under Article **541** clause 7, when his discharge documents will be forwarded from headquarters. *See* **1588**, clause 2, as to date of ceasing pay, and **779** (19) concerning disposing of uniform clothing, etc.

790. Re-engagement.—A Royal Marine who has completed, or is within six months of completing, his first period of engagement, may be allowed to re-engage to serve in the Royal Marine forces for a further term of 9 years.

2. If, however, any Royal Marine should be ordered on foreign service, he may be allowed to re-engage before he embarks for such foreign service, provided he is within three years of the expiration of his first engagement.

3. At the time of his re-engagement his character must not be below "Good"; he must be considered by his Commanding Officer to be fit in all respects to continue in the Service as a Royal Marine, and be medically fit for active service (*see* **379**). Before coming to a decision as to the man's fitness for retention for this further

period of service, the Commanding Officer should be guided more by the man's previous general record of service, character, etc., as shown in his service certificate, drill history sheet and company conduct sheet, rather than by the man's record for the period immediately prior to the date of applying to re-engage. A man's character, taking his service in general, must be "Very Good" on the whole to qualify him for re-engagement.

3*a*. When a Royal Marine has completed 7 years' service on his current engagement, and until he has re-engaged, an additional notation "R.R." (Recommended for re-engagement) is to be made by the Commanding Officer on the man's service certificate at the same time as the annual record of character (Article **605**, clause 4). This notation is to be made in the R.M.G. column of the service certificate. For men not recommended for re-engagement, the appropriate space for the notation should be ruled through. A notation "Not R.R." is *not* to be used.

4. He will be required, on re-engaging, to make a declaration on form S. 367 before any of the following authorities:—

(*a*) A Justice of the Peace.

(*b*) The Adjutant-General, Assistant Adjutant-General, or Deputy Assistant Adjutant-General of Royal Marines.

(*c*) The Commanding Officer of any ship commissioned by His Majesty.

(*d*) The Commanding Officer of any division, battalion, or detachment of Royal Marines on shore.

5. A Royal Marine re-engaging will be entitled to a gratuity of £1, which is to be credited in the ledger.

6. Royal Marines on re-engaging are to furnish themselves with all necessaries required to complete their kits.

7. Royal Marines declining to re-engage in ships abroad will be sent home for discharge, but they will not be allowed to re-engage at home after arrival.

8. **Re-engagement Afloat.**—When a Royal Marine re-engages while serving afloat, the Captain of the ship will send an attested copy of the declaration to the Admiralty as a sub-voucher to the ledger in which the gratuity is credited (*see* clause 5), and the original declaration is to accompany the quarterly returns (S. 365).

See **760** (3) (*f*).—*Re-engaging Leave.*

791. Detention of Time-expired Men.—If the first or second period of service for which any Royal Marine may have engaged shall expire while he is serving on a foreign station, the said first or second period may be prolonged for such further time, not exceeding two years, as shall be directed by the officer in command of the station. Whenever a man is so detained, the reason is to be reported on Form S. 221, but unless the officer in command of the station should deem it necessary for the convenience of the Service to detain men after the expiration of the period for which they are engaged, they are to be sent home as directed by Article **847**. (*See* **1593**. *Detained Pay*).

Section VII—Employment on Special Duties

792. Royal Marines on Special Duties.—Marines, not recruits, may be employed as lamptrimmers, butchers, or barbers in ships in which these ratings are allowed in the complement, and will receive, in addition to their pay, the sums sanctioned in Appendix XVII, part 3.

If qualified, the notation "qualified as Lamptrimmer," or "Butcher," as the case may be, is to be made on the man's service certificate, and, except on probation, no man is to be employed in either or any of these ratings unless this notation is so recorded.

2. **Butchers.**—An approved candidate for the rating of butcher is to be instructed as requisite at a naval depôt, or by some competent person in the fleet, or at divisional headquarters. On the conclusion of the course of instruction, the candidate is to be examined, and, if found qualified, a certificate (S. 442), signed by the examiner to that effect, is to be issued. (*See* **779** (3)—*Special Clothing.*)

3. **Regulating, Sick Berth and Cook ratings.**—With Admiralty approval (*see* **419**), Royal Marines may be transferred to Regulating, Sick Berth or Cook ratings of the Royal Navy on the conditions shown in Appendix XVII, part 2.

They are to be shown in the ledger as Regulating Petty Officer, R.M. Probationer; Sick Berth Attendant Probationer; or Assistant Cook, R.M. Probationer, respectively.

4. **Royal Marine Printers.**—The conditions of qualification for Royal Marine Printers and Assistant Printers are as laid down in Appendix XVII, part 3.

A record of service as Printer is to be kept on form S. 447 (R. 135). Reports are also to be made quarterly on form S. 365 (Return of detachments of Royal Marines), the form being completed by the Royal Marine Officer after consultation with the Admiral's Secretary as to their capabilities as Printers.

Facilities are to be afforded Printers to qualify for promotion to non-commissioned rank, and they should be excused periodically from their printing duties to enable them to study and receive instruction for this purpose.

They are to be excused routine drills, guards, watches, etc., divisions on week-days and divisional drills except in special circumstances. One day a month is to be devoted to military training and they are to undergo the annual range course.

793. Ward-Room Attendants (W.R.A.).—Marines, not recruits, who volunteer for the duty, may be employed as personal attendants to ward-room officers.

2. They are generally to be selected from Marines with good conduct badges, but if any ward-room attendant is reduced to the second class for conduct for a breach of the discipline of the ship, the officer is not necessarily to be deprived of his services.

3. They are to be subject in every way to the existing regulations respecting leave. When landed for any specific purpose, with leave from the Commanding Officer, the duration of their absence is clearly to be defined. Any absence of a ward-room attendant on duty for his officer is not to be considered as leave.

4. As only trained men will be employed as ward-room attendants and their efficiency as soldiers will be maintained, they are in no way to forfeit their prospects of promotion to non-commissioned officers when they become eligible under existing regulations.

5. Ward-room attendants are to receive: if employed by two officers or more, 10s. a month from each officer; if employed by only one officer, 15s. a month from him. These amounts are to be charged in the officer's mess bills, and paid to the men monthly by the officer commanding the detachment.

In ships carrying 12 or more ward-room officers, the acting corporal allowed for charge of ward-room attendants is not to be detailed to attend on any individual officer, but is to be charged with the superintendence of the other attendants and general duty in the mess.

6. Commanders not in command, non-Executive officers of Commander's rank and officers appointed to perform the duty of Secretary to a Commodore, 2nd class, are each to be allowed the option of employing one Marine as ward-room attendant. (The Marine attendant for Commander, Second in Command, where allowed, is included in complements. Other Commanders not in command, who are borne in a sea-going ship, will be allowed a ward-room attendant in addition to complement, where the rank is not already authorized for that duty. Non-Executive officers of Commanders' rank and any others entitled to a separate ward-room attendant should be allowed a Marine from the authorized detachment.) (*See* **1479**, *Chaplain's Attendant.*)

7. Other officers of the ward-room, including supernumeraries, and officers compelled to mess in the ward-room in consequence of there being no proper mess place for them elsewhere, are to be allowed a Marine between every two to attend on them, but when there is an odd number of such officers borne, a Marine may be assigned to one of them, the preference being given to the senior Executive officer. Royal Marine officers are to be on the same footing as in barracks.

8. **Record of Service.**—A record of service as ward-room attendant, or Commander's or Royal Marine Officer's attendant, is to be kept on form S. 1246g.

9. Ward-room attendants are to be excused from guards and watch, but are to work with the hands when required, except that one-third of the number allowed may be excused daymen to assist in the mess.

10. They are to be excused morning divisions on week days, but are to attend general and divisional drills and evening quarters. They should not be employed on divisional drills before 0930, or between 1130 and 1330. Half the ward-room attendants are, however, to be available for landing with the detachment, even if this takes place before 0930. The organization of the ship should be so arranged that they shall not be required to attend routine evolutions from which their services can be spared, *e.g.*, hoisting boats, etc.

11. In the event of a detachment being disembarked for temporary service on shore, the ward-room attendants are to accompany it, should the emergency be such as to require their presence.

See **779**, clause 4 (*Annual Outfits*).

12. **Gun-Room Officers' Attendants.**—Musicians and Marines, who volunteer for the duty, may be employed as attendants to gun-room officers. They will not be excused any drills or exercises, but will not be required to undertake any duties in the mess. They are to be paid the scale of private pay laid down above for ward-room attendants, and the sums due to them are to be paid monthly through the president of the mess, the amounts being charged in the officers' mess bills.

See **779**, clause 5 (*Attendants to Cadets in Training Ships*).

SECTION VIII—PUNISHMENTS, CLASSIFICATION FOR CONDUCT, ETC.

794. Suspension of Sentences of Penal Servitude, Imprisonment and Detention.—Royal Marines borne on ships' books are generally subject to the provisions of Articles **471b** and **559**, as regards suspension of sentences under section 74a of the Naval Discipine Act. Similar powers in this connection are conferred, as regards Royal Marines on shore strength, by the Army Act.

2. The Adjutant-General, who is a "Superior Military Authority" under this Act, will exercise these powers in respect of men of the Royal Marines under his orders.

3. If a Royal Marine, whose sentence under the Army Act is suspended, should become subject to the Naval Discipline Act while his sentence is suspended, the Commanding Officer of his ship is, at intervals of not more than three months reckoning from the date of the sentence, to forward a report of his conduct to the Adjutant-General, who will decide whether the sentence shall continue suspended or be remitted, or whether a committal order shall be issued.

4. Where a Royal Marine, whose sentence under the Naval Discipline Act is suspended, becomes subject to the Army Act, the necessary action will be taken by the Admiralty on periodical reports from the military authorities.

795. Reduction to Ranks.—Should a non-commissioned officer be guilty of conduct which, in the opinion of the Captain of the ship, may render him deserving of reduction to a lower grade, or to the ranks, the procedure laid down in Article **560**, clause 4, is to be followed, the accused being assisted as may be necessary by a Royal Marine officer.

2. Should any non-commissioned officer evince a decided want of knowledge of any of his duties or show himself unfit for his position, the Senior Officer present may order an inquiry by a Captain or Commander and two Royal Marine officers. If they consider him incompetent, the Senior Officer may order his reduction to a lower rank of non-commissioned officer or to the ranks.

796. The Royal Marine officer or non-commissioned officer in charge of the detachment embarked on board a ship is to attend at the investigation of all complaints made against the men of the detachment.

797. Company Conduct Sheet.—The Royal Marine Officer, or non-commissioned officer in charge, is to keep a company conduct sheet for each non-commissioned officer and man of the detachment on form R. 154, a supply of which will be

furnished to him at headquarters on embarkation, and he is to record thereon all offences committed by, and punishments awarded to, a Royal Marine while on board the ship. All particulars as to award, deprivation and restoration of good conduct badges, remission of punishments, alterations in regard to classification for conduct, as well as the promotion or reduction of non-commissioned officers, are also to be noted thereon. As the date of commencement of "Very Good" conduct (*see* **527**, clause 2) affects Royal Marines only in respect of the award of good conduct badges, the commencing date to be recorded on the company conduct sheet of a Royal Marine who is in possession of one or more good conduct badges will be the date on which he was awarded his last badge or, if the continuity of his "Very Good" conduct is subsequently broken, the date on which it is so broken. With a view to the assessment of foreign-service leave, the date of sailing for abroad is to be noted in red ink on the conduct sheet in the following form "Left U.K....."; any foreign-service leave taken abroad in excess of six days in any one year should similarly be noted on the conduct sheet; these notations are to be transferred to any subsequent conduct sheets until the man is sent on foreign-service leave. When a Royal Marine is transferred to another ship or disembarked, the front of the conduct sheet is to be signed by the Royal Marine Officer or non-commissioned officer; the back of the form is to be completed as required by the headings and signed by the Captain. After completion of 7 years' service on the current engagement, and until re-engaged, the notation "R.R." (recommended for re-engagement) is also to be inserted in the appropriate column. If a man is not recommended for re-engagement, no notation is to be made on the company conduct sheet, but the appropriate column is to be ruled through. The form is then to be sent with the man. *See* **603**, clause 2 (*Naval ratings*), **650**, clause 3 (ix), (*Foreign-service leave taken abroad*), and **790** (*Re-engagements*).

2. **Assessment of Character.**—The company conduct sheet, in conjunction with the Royal Marine's general efficiency and bearing, will afford the data upon which the assessment of the man's character is to be made when required by the Regulations. *See* **799** (*Service Certificate*).

3. In cases of Royal Marines D.D. or R., the sheet is to accompany the quarterly returns to their divisional headquarters.

4. Company conduct sheets of Band Boys, Boy Musicians and Boy Buglers are to be destroyed when their character has been assessed on the day before attaining the age of 18 years. (Article **605** (4a).) A fresh sheet is then to be prepared without any reference to offences committed before attaining 18 years of age.

798. Classification for conduct.—Royal Marines, with the exception of those specified in clause 2 of this Article, are to be placed in the first class for conduct on enlistment or re-enlistment.

2. **Not classed.**—non-commissioned officers, Band Boys, Boy Musicians, Boy Buglers and ranks in possession of a good conduct badge are not to be classed for conduct.

3. The provisions of Articles **565** to **567**, regarding reduction to the second class for conduct and restoration to the first class, are applicable to Royal Marines, but Royal Marines serving on shore under the Army Act may be reduced from, or restored to, the first class for conduct by their "Commanding Officer" as defined by Army Rule of Procedure, No. 129.

Section IX—Service Certificate

799. General Instructions.—A service certificate, on form S.1241 (R.138), together with cover (S. 459a), is to be prepared at the Royal Marine depôt, or divisional headquarters, for every Royal Marine on enlistment; and all the regulations in Article **602** *et seq.*, relative to the certificates of Naval ratings, shall be applicable to Royal Marines so far as the nature of their service admits.

2. **Character.**—The character awarded while embarked is to be entered against each man's name on the quarterly return (S. 365) on 31st December, whence it will be entered in the service register at headquarters.

Badges and Conduct.—The award, deprivation or restoration of badges, and changes in class for conduct, as shown on the service certificate, are to be noted against each man's name on the next quarterly return. *See* **759**, clause 2 (Filling up Quarterly Return.)

3. **Forfeited Time.**—Time forfeited towards engagement, good conduct pay, and pension, respectively, is to be stated on the service certificate, as also the promotion or reduction of non-commissioned officers. *See* **606** (II).

4. **Forfeited Service for Pension.**—Service not allowed to count for pension on account of character being below "Fair" is to be made up annually and noted on the service certificate in the space assigned. *See* **1986.**

5. **Service forfeited towards Engagement.**—A Royal Marine who, during any portion of the time covered by his engagement, is absent from his duty by reason of imprisonment or detention, whether under sentence of court-martial or of any other court duly authorized to pass such sentence, or by reason of his confinement for debt, or by reason of his desertion, forfeits such period of absence towards engagement.

Similarly, a Royal Marine forfeits his service for absence without leave, on conviction of that offence by court-martial, and for fraudulent enlistment.

A Royal Marine who has been absent from duty by reason of his having been a prisoner of war may be sentenced to forfeit all or any part of such period of absence if the court-martial enquiring into his case is satisfied that he was taken prisoner through his wilful neglect, or that he did not return to duty as soon as he could.

6. The service certificate is always to be sent with a Royal Marine when embarked or when disembarked.

Section X—Good Conduct and other Medals and Gratuities

800. Good Conduct Medals.—The regulations contained in Article **534** regarding the award of good conduct medal and gratuity, together with the following additional regulations, are applicable to Royal Marines of the rank of Sergeant-Major and below.

2. **Breaks in Service.**—The service of a Royal Marine who reverts to the Corps after serving in the Royal Navy on probation, will not be considered as broken in continuity with reference to medal and gratuity, or pension.

3. **Former Service.**—Where a Royal Marine has served in the Army or Royal Air Force prior to joining the Royal Marines, and has former Army or Royal Air Force service after 18 years of age which he elected to count towards naval pension under Article **382**, clause 7, only such part of his Army or Royal Air Force service will be allowed as qualifying service for a good conduct medal and gratuity as would be admitted if the service reckoning towards pension had been rendered in the Royal Marines, instead of the Army or Royal Air Force; in determining which, regard must be had to his record of service in the Army or Royal Air Force, as well as to the character awarded to him on discharge therefrom.

Men who join from the Army or Royal Air Force must be recommended for the medal and gratuity for three consecutive years after entry in the Royal Marines before becoming eligible for the award, in accordance with Article **534**, clauses 2 and 3.

4. **Reasons for not recommending to be recorded.**—Whenever the Captain of the ship sees fit to withhold the required recommendation, he will record fully his reasons on the conduct sheet, and a copy of this record is to be attached to the next quarterly return. In the case of Royal Marines on shore, the Commandant will similarly record his reasons on form R. 154.

801. Meritorious Service Annuities and Medals.—A sum not exceeding £400 a year is placed at the disposal of the Admiralty to be distributed in annuities not exceeding £20 as rewards for distinguished or meritorious service, to be granted either before or after discharge, to Sergeant-Majors, Staff Sergeants, Colour Sergeants

and Sergeants, Royal Marines, and to Bandmasters, 1st and 2nd Class, Royal Marine Band, who have completed 21 years' service, or have been granted a life pension on account of wounds or hurts received in action or otherwise in the execution of duty.

The possession of an Army distinguished conduct medal by a Sergeant-Major, Staff Sergeant, Colour Sergeant, or Sergeant, Royal Marines, or by a Bandmaster, 1st or 2nd Class, Royal Marine Band, may be held by the Admiralty to constitute a preferential claim on the fund, irrespective of length of service, and be taken into consideration when a vacancy for an annuity occurs.

2. Ranks who may be considered eligible for this award for distinguished or meritorious service by the officer under whose command they are serving at the time of their discharge to pension, are to be reported to, and registered in the department of, the Adjutant-General, in order that when an annuity becomes vacant it may be granted to the most deserving.

3. Ranks selected for this honorary distinction shall be entitled to wear a silver medal, having on one side His Majesty's effigy and on the other the words "For meritorious service," and bearing the name of the recipient with the date of the grant. The medal and annuity are liable to forfeiture for recipients still in the Service only by sentence of a court-martial, or by conviction of felony by the civil power; for recipients who have left the Service, only on conviction for treason, sedition or mutiny.

4. Recipients of the Meritorious Service Medal and Annuity promoted to commissioned or warrant rank subsequent to 17th March, 1925, will be required to relinquish the annuity on promotion.

802. Special Decorations and Medals.—Royal Marines are eligible for consideration for the special awards referred to in Article **166**, and for gratuities and/or annuities or additional pensions under the provisions of Article **167.**

2. A warrant officer may retain an annuity granted to him before promotion for conspicuous gallantry in action.

CHAPTER XXI

HIS MAJESTY'S LAND AND AIR FORCES

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SECTION I—WHEN EMBARKED FOR PASSAGE

803. Discipline generally.—Whenever any of His Majesty's land or air forces shall be embarked as passengers in any of His Majesty's ships, the officers and soldiers or airmen from the time of embarkation shall strictly observe the laws and regulations established for the government and discipline of His Majesty's Navy, and for these purposes shall be under the command of the Captain of the ship as well as of the senior naval officer present; all military or air force officers or other persons under the equivalent rank of Captain, R.N., taking passage, and all military or air force officers in actual command for the time being of any of the troops or body of the air force embarked, through whom orders given by the Officer of the Watch to the troops or body of the air force are required to pass, shall be under the command of the Officer of the Watch.

804. Breaches of Discipline of Ship.—Any act against the good order and discipline of the ship shall be deemed an act to the prejudice of good order and military or air force discipline under the provisions of the Army or Air Force Act in force, unless the breach of discipline constitute some other military or air force offence for which provision is otherwise made in the said Acts.

2. **Power of Captain of Ship.**—Whenever an officer, soldier or airman commits any act against the good order and discipline of the ship, the Captain of the ship, by his own authority, and without reference to any other person, may cause him to be put under arrest or confined as a close prisoner; and, should he think the circumstances require it, may order the prisoner to be disembarked at the first convenient opportunity, transmitting a report in writing, through the senior naval officer present, to the senior military or air force officer in command of the land or air forces, in order that the offender may be brought before a military or air force court-martial.

3. The Captain of the ship shall have full power, on his own authority, to order an offender, whether officer, soldier, or airman, to be placed in either naval, military, or air force custody as he shall consider most desirable, observing that where an offender is to be disembarked for trial by military or air force authority, he must be placed in military or air force custody on board the ship.

4. **Courts-Martial.**—If any officer, soldier or airman should commit any act which, in the opinion of the commanding officer of the troops or of the body of the air force embarked, can only be dealt with adequately by a general or district court-martial, the offender, with the concurrence of the Captain of the ship, shall be disembarked at the first opportunity for the purpose of being proceeded against according to military or air force law. When the forces are on active service within the meaning of Section 189 of the Army Act or the Air Force Act, the commanding officer of the troops or body of the air force embarked may, subject to the approval of the Captain of the ship, convene a field general court-martial and confirm the finding and sentence thereof as provided in Sections 49 and 54(1) (d) of the Army Act or the Air Force Act.

5. **Summary Punishment by Warrant.**—If any private soldier or aircraftman shall commit any act against the good order and discipline of the ship, which in the opinion of the Captain of the ship requires the infliction of any summary punishment for which a warrant is required by the summary punishment tables for troops or airmen embarked on board His Majesty's ships (Appendix XXIV), and which he is hereby authorized to award, the Captain shall confer with the commanding officer of the troops or body of the air force embarked as to the nature and amount of the punishment, if any, to be inflicted, and on their concurrence, the Captain, by warrant under his hand, which should also bear the signature of the commanding officer of the troops or body of the air force embarked as concurring, shall sentence the offender to suffer such punishment accordingly.

In the event of the commanding officer of the troops or body of the air force not concurring with the Captain of the ship, the latter is to cause the offender to be placed under arrest or confined as a close prisoner until the case can be referred to superior military or air force authority.

6. **Embarked without Military or Air Force Commissioned Officer.**—When any soldiers or airmen of His Majesty's land or air forces are embarked as passengers in any of His Majesty's ships, and there is no commissioned officer of the land or air forces on board, the Captain of the ship shall possess and may exercise, in regard to any such soldiers or airmen, all the powers conferred upon him by clause 5 in the case of private soldiers or aircraftmen, without conferring with or obtaining the concurrence or signature of any officer of His Majesty's land or air forces.

On the disembarkation of such men, the Captain is to furnish the military or air force authority at the place of disembarkation with a return of the punishments awarded by him.

7. **Authority to Commanding Officer of Troops or Body of Air Force.**—The commanding officer of the troops or body of the air force, on his taking command of the troops or body of the air force embarked, will receive from the Captain of the ship authority under his hand, and in the form prescribed in the notes to Appendix XXIV, to award such summary punishments as are specified in the summary punishment table for the military or air forces (Appendix XXIV), but such authority will not deprive the Captain of his right to withdraw the original authority given; in the latter case, however, he should report to the Admiralty the circumstances which induced him to deviate from the general rule.

8. **Management of Troops or Body of Air Force.**—All orders to the troops or body of air force embarked, so far as may be practicable, are to be given through their own officers and non-commissioned officers, and the Captain of the ship is to bear in mind that although the discipline of all on board is under his entire control, he is nevertheless to leave the troops or body of the air force embarked to the management of their own officers so far as may be consistent with the order and discipline of the ship.

9. **Special Exceptions.**—In special and exceptional circumstances where the Captain of the ship may deem it necessary for the good order or discipline of the ship to give such orders as may interfere with existing regulations, or may affect the internal economy and discipline of the troops or body of the air force embarked, he is to make a special report of the circumstances to the Admiralty.

10. **Summary Punishments generally.**—All summary punishments for soldiers or aircraftmen embarked on board His Majesty's ships are to be in strict accordance with the summary punishment table for troops or aircraftmen embarked (Appendix XXIV).

The following are to be awarded by the Captain:—

Number of Troop Punishment	Authorized Summary Punishments for Private Soldiers.	Remarks.
1	Imprisonment with or without hard labour (not to exceed 42 days).	The offender loses a badge for any imprisonment or detention.
1a	Detention (not to exceed 42 days).....	
2	Confinement in a cell (not to exceed 14 days).	
3	Stoppages in accordance with the Army Act, s. 138 (3) (*i.e.*, the sum required to make good any expense, loss, damage or destruction occasioned by the commission of any offence); and Army Act, s. 138 (4) (*i.e.*, the sum required to make good any expense, loss, damage, or destruction to arms, clothing, equipment, &c.) in cases referred by Officer Commanding the troops.	Loss of a badge.

Number of Air Force Punishment	Authorized Summary Punishments for Aircraftmen.	Remarks.
1	Imprisonment with or without hard labour (not to exceed 42 days).	The offender loses all good conduct badges, all ordinary pay for the period of the award, and time towards the award or restoration of badges. The sentence affects assessment of character and entails entry in Service Conduct Sheet.
1a	Detention (not to exceed 42 days).....	
2	Confinement in a cell (not to exceed 14 days).	
2a	Deprivation of one or more good conduct badges.	The sentence entails entry in Service Conduct Sheet.
3	Stoppages in accordance with the Air Force Act, s. 138 (3) and (4), (*i.e.*, the sum required to make good any expense, loss, damage, or destruction to arms, clothing, equipment, &c.)	The sentence entails General Conduct Sheet entry.

11. **Offences punished on Disembarkation.**—The following schedule of offences, though not exhaustive, is intended to serve as a guide to the Captain in respect of offences which it is advisable to leave to the military or air force authorities to deal with after disembarkation, and for committing which he would therefore place the offender under arrest or in close confinement:—

(*a*) Desertion.
(*b*) Maliciously making false charges of a nature which would render the accused liable to a felonious charge.
(*c*) Wilful disobedience of orders.
(*d*) Selling or making away with medals or clasps.
(*e*) Indecent assaults, or indecent acts of a grossly immoral character.
(*f*) Mutiny or violence to a superior officer when the circumstances in the opinion of the Captain do not require the offender to be dealt with summarily.
(*g*) Theft.
(*h*) Unlawful possession of, or receiving, stolen goods or money.
(*i*) Fraud or cheating.
(*j*) Misappropriating public stores or money.
(*k*) Wilful destruction of Government property.
(*l*) Seditious language.
(*m*) Wilfully producing, concealing, aggravating, or feigning any disease or infirmity to the prejudice of the Service.
(*n*) Wilful concealment of offences of a serious character against the Naval Discipline Act.
(*o*) Any military or air force offence which the officer commanding the troops or body of the air force embarked considers requires trial by court-martial.

12. **Military or Air Force Convicts and Prisoners** when embarked on board His Majesty's ships for passage shall be kept in military or air force custody.

13. Military or air force convicts and prisoners, with the sanction of the senior naval officer present, may be received with or without military or air force escort on board His Majesty's ships for passage, on an application to that effect being made by a military or air force authority, and where so received, they are to be deemed to be in "military custody" or "air force custody," notwithstanding that it may be found necessary to keep them in naval custody.

805. Arrangements for Conveyance of Troops or Body of Air Force.—If His Majesty's ships are required to convey troops or a body of the air force otherwise than from ports in the United Kingdom, the senior naval officer at the port will

decide what accommodation can be provided, and he will call upon the military or air force authorities to furnish details of the numbers for whom conveyance is required, and of the quantity of baggage they are entitled to have conveyed at the public expense; and should the baggage be in excess of the quantity that can conveniently be stowed, the Senior Officer will inform the military or air force authorities of the quantity that can be taken in order that a selection may be made by them of the baggage to be shipped.

806. Messing of Army and Royal Air Force Officers.—If officers of the Army or Royal Air Force are embarked for passage in one of His Majesty's ships, they are to join messes as specified in Article **1696.**

807. Accommodation.—Troops or a body of the air force, as a rule, are to be accommodated below.

808. Bedding and Mess Utensils.—When troops or a body of the air force are about to be embarked, the Accountant Officer is to demand, if obtainable, the necessary articles of bedding and mess utensils, according to the scale laid down in the Regulations for H.M.'s Sea Transport Service.

If they are the special articles supplied for the use of troops or a body of the air force only, they are to be accounted for on form T. 274, which is to be rendered to the Director of Sea Transport.

If naval bedding and mess utensils are supplied from the victualling yard, they are to be taken on charge and accounted for on form S. 83 (Part III). *See* **1869**, clause 5 (*Use of Ship's Bedding*); *and* **1891** (*Clothing and Implement Accounts*).

2. The articles required for the use of the troops or body of air force on board are to be issued to the Quartermaster or other person acting on his behalf. Temporary receipts are to be obtained from him, and he will be responsible for returning the articles.

3. At the conclusion of the voyage, a certificate is to be obtained from the commanding officer of the troops or body of the air force showing how any of the articles not returned have been disposed of, and whether any portion is chargeable to the troops or body of air force.

The Accountant Officer is to obtain from the commanding officer of the troops or body of air force payment for any articles that are not returned, at the prices laid down in the victualling rate book, or in the latest list of issuing prices of clothing, debiting the sum received in his cash account.

809. Provisions for Shore Consumption.—When any provisions are issued to troops or a body of the air force on disembarkation for consumption on shore, the Accountant Officer is to transmit to the Director of Victualling, by the first opportunity, the receipt of the commanding officer of the troops or body of air force for the quantities issued, approved by the Captain, in order that a claim for the value may immediately be preferred on the War Office or Air Ministry.

810. Breakfast to Troops, etc.—Troops or a body of the air force under orders to land before noon are to be provided with a breakfast meal on board prior to disembarkation.

811. Medical Attendance.—When a small detachment of troops or a small body of the air force is embarked in a ship for passage home, and it is inadvisable to send an army or air force medical officer with them, the senior naval officer, on timely application from the commanding officer of the land or air forces on the station, may direct the Medical Officer of the ship in which the troops or body of air force are to proceed to take them under his charge.

2. Detachments not exceeding 100 men, with their families in the usual proportion, conveyed between ports of the United Kingdom, if in full health, are to be attended by the Medical Officer of the ship when unaccompanied by an army or air force medical officer.

3. Invalids, sick soldiers or airmen, or sick families of soldiers or airmen, are not to be permitted to embark in ships without an army or air force medical officer being in charge. (*See* **1402**, *Military and Royal Air Force Invalids in Transports.*)

812. Representations of Army or Air Force Medical Officers.—In matters connected with the comfort and welfare of the troops or body of air force embarked, the Captain will give due weight to representation from the army or air force medical officer in charge, conveyed to him by or through the military or air force officer in command.

Section II—Royal Air Force

813. Naval Custody.—Persons subject to the Air Force Act and charged with offences punishable under that Act may be taken into naval custody. Requests from air force authorities for such persons to be kept in naval custody are to be complied with.

CHAPTER XXII

SEA TRANSPORT SERVICE

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SECTION I—GENERAL DUTIES

814. Responsibility for Sea Transport.—In time of peace, the Board of Trade is responsible for the provision of commercial shipping to meet the needs of the three fighting services, with the exception that the responsibility for moblization and war arrangements for the Navy rests with the Admiralty.

In time of war, the responsibility for all sea transport in mercantile craft for the War Office and Air Ministry rests with the Board of Trade, but the responsibility for sea transport for the Navy rests with the Admiralty. In all cases, however, matters relating to the safety of transports and routes to be followed are entirely the responsibility of the Admiralty.

815. Position of Director of Sea Transport.—The Director of Sea Transport is responsible to the Board of Trade for all sea transport work on behalf of the Army and the Royal Air Force in peace and war. He is responsible to the Board of Trade for sea Transport work in mercantile craft on behalf of the Navy in time of peace, with the exception of mobilization and war arrangements for the Navy for which he is responsible to the Admiralty. In time of war, he is responsible to the Admiralty for all sea transport work on behalf of the Navy. In respect of his responsibilities to the Admiralty, the Director of Sea Transport has the status, powers, etc., of the head of an Admiralty department.

816. Superintending Sea Transport Officers.—Sea Transport duties will be conducted under the direction of the Director of Sea Transport, Mercantile Marine Department, Board of Trade, by one of the following officers, who will be the Superintending Sea Transport Officer:

(i) *For all Sea Transport Duties (Navy, Army and Air Force work):—*

(*a*) Sea Transport Officer specially appointed for the purpose.

(*b*) Naval officer in charge of a naval shore establishment at home or abroad.

(*c*) Flag Officer Commanding Royal Indian Navy, or his representative at ports in India.

(ii) *For the Duties specified, at a port where there is not one of the above-named officers:—*

(*d*) Senior Naval Officer, when one of His Majesty's ships is present *(for Naval work only).*

(*e*) Civilian officer in charge of a naval shore establishment abroad *(for Naval work only).*

(*f*) Military or air force officer conducting transport duties *(for Military and Air Force work only).*

2. At a port where there is not an officer in group (i) above, it may be necessary in an emergency for the Commanding Officer of one of His Majesty's ships to undertake all sea transport duties. He will receive instructions from, and communicate direct with, the Director of Sea Transport in regard to such duties.

3. In time of war or emergency, the duties of Superintending Sea Transport Officer may necessitate the appointment by the Admiralty of naval officers specially for the sea transport service as Principal Sea Transport Officers, Divisional Sea Transport Officers or Sea Transport Officers.

4. Superintending Sea Transport Officers will carry out their duties in accordance with the Regulations for His Majesty's Sea Transport Service and the Instructions for Superintending Sea Transport Officers, issued jointly by the Admiralty and the Board of Trade. They will communicate with the Director of Sea Transport on all subjects connected with their duties, sending direct to him all reports and papers referring purely to transport work, and they will carry out any instructions they may receive from the Director of Sea Transport in regard to such work. Other correspondence will follow the usual course laid down in these Regulations, and naval officers employed on transport work will furnish the Commander-in-Chief or Senior Officer with such reports as he may desire.

5. In ports outside British India at which there is no Marine Transport Officer of the Indian Service, the officers, who are responsible for the administration of transport duties under the Regulations for His Majesty's Sea Transport Service, will also be responsible for carrying out such duties in connection with transports or freight ships employed by the Government of India.

817. Safety of Transports, etc.—In time of war, all matters relating to the safety of transports, routes to be followed, and, at all times, matters concerning disciplinary action in connection with the naval personnel employed on transport duties, will be dealt with through the Commander-in-Chief or Senior Officer, who will communicate with the Admiralty.

818. Appointments in the Sea Transport Service.—Communications regarding appointments and promotions within the Sea Transport Service are to be regarded as transport matters, and as such may be dealt with by direct communication between the Principal or other Sea Transport Officer and the Director of Sea Transport.

2. Applications for appointment of additional personnel from the fleet are to be submitted by the transport officers concerned through the Commander-in-Chief or Senior Officer to the Secretary of the Admiralty.

819. Rank of Sea Transport Officers.—Particulars of the rank and grading of Sea Transport Officers will be found in the Appendix to the Navy List.

820. Summary of Types of Transport Work.—Sea transport duties comprise the provision of mercantile transportation for:—

(*a*) personnel for the Navy, Army or Air Force;

(*b*) men with horses for the Army;

(*c*) remounts (horses or mules) for the Army;

(*d*) stores of all kinds, including guns, tanks, mechanical transport, aeroplanes, coal, etc.

and the provision of:—

(*e*) hospital ships and carriers;

(*f*) auxiliary war vessels and mercantile fleet auxiliaries (commissioned and non-commissioned) including tugs and small craft generally, but excluding fishing vessels taken up by the Admiralty in the United Kingdom in time of war.

(*g*) personnel recruited from the mercantile marine for service in auxiliary war vessels and commissioned fleet auxiliaries.

Sea transport duties do not include the arrangements for taking up fishing vessels in the United Kingdom in time of war for Naval Service; nor the arrangements for taking up oil-carrying vessels, which will be governed by special instructions.

821. Methods of Conveyance.—Conveyance of personnel, animals or stores may be arranged.

(*a*) by transport—a ship wholly at the service of the Government, used when large bodies of personnel or quantities of stores are to be moved, and it is profitable or desirable to engage a ship for the purpose on a time-charter basis;

(*b*) by freight ship—the ship remaining under the general control and in the service of the owners, space only being taken for Government requirements;

(*c*) by individual passages for personnel—the booking of cabin accommodation in passenger-carrying steamers;

(*d*) by the engagement of space in cargo or passenger steamers for stores of any kind.

822. Authority on which to Act, and Approval Required.—It is important that a Superintendent Sea Transport Officer should receive a definite requisition from the responsible authority for the details of any service which he is required to arrange.

The responsible authority for each Service (Navy, Army or Air Force) will be the senior officer of that Service on the station, or an officer deputed by him.

In all cases in which preliminary arrangements for any particular service have been made in the United Kingdom, details will be communicated to the Superintending Sea Transport Officer by letter or telegram.

When a senior officer proposes that a ship should be engaged locally, prior telegraphic approval should be obtained by him.

All important services arranged locally should be reported by telegram. *See* **1794** (*as to casual hire of boats and other craft*).

823. Sea Transport Regulations and Instructions.—While officers conducting sea transport duties will be guided by the Regulations for H.M.'s Sea Transport Service and Instructions for Superintending Sea Transport Officers, supplementary instructions may be issued regarding the arrangements applicable in the case of sea transport in time of war, or in connection with combined naval, military and air force operations.

2. Special regulations are issued by the Government of India for sea transport arrangements made by them or on their behalf.

3. Regulations for the engagement of auxiliary war vessels and mercantile fleet auxiliaries are contained in the "Instructions concerning ships taken up for Naval Service in war."

824. Procedure.—The regulations and instructions mentioned in the preceding article include particulars as to the conditions on which tenders are to be invited, as to the reports required for executive and financial purposes, the division of responsibility between owners and the Government, records of work done on board, inspections and embarkations, duties on discharge of a ship from service, etc., The attention of Superintending Sea Transport Officers is called to the necessity of prevention of delays to commercial ships by prior intimation of arrivals, advance disembarkation arrangements, etc.

825. Financial Matters.—A Superintending Sea Transport Officer is the Government officer at the port who is responsible for providing information regarding matters of fact in connection with claims for services for which the Government may be called upon to accept liability. In the carrying out of these services, credits to the Government or adjustments between Government Departments may arise, and the Superintending Sea Transport Officer is similarly responsible for furnishing information to enable recoveries or adjustments to be made.

826. Transport Stores.—A Superintending Sea Transport Officer may be required to be responsible for a shore depôt for army transport bedding, horse gear and fittings, which are required for supply to vessels engaged for the conveyance of personnel or animals. Detailed directions are provided in the "Instructions for Superintending Sea Transport Officers."

Section II—Hospital Ships, Auxiliary War Vessels, and Mercantile Fleet Auxiliaries

827. Hospital Ships and Hospital Carriers.—When ships are chartered for use as hospital ships or as hospital carriers, they will be engaged on conditions similar to those for transports carrying men, and will be run under the rules of the Geneva Convention.

2. Special instructions regarding the organization on board hospital ships and hospital carriers will be issued as occasion may require.

828. Auxiliary War Vessels and Mercantile Fleet Auxiliaries.—The conditions under which auxiliary war vessels and mercantile fleet auxiliaries are taken up, are laid down in the "Instructions concerning ships taken up for Naval Service in war."

Section III—Officers in Charge of Drafts in Transports, etc.

829. Powers.—An officer proceeding in charge of a party of Naval ratings or Royal Marines, whether in a transport, freight ship or contract steamer, will be guided by the Regulations for His Majesty's Sea Transport Service, so far as applicable. An officer of the Royal Navy or Royal Marines placed by superior authority in charge of such drafts is, by virtue of his position, empowered to exercise all authority and command over them, and is vested by the Naval Discipline Act, Section 56, 3 (*c*), with powers of summary trial and punishment, as though he were the officer in command of one of His Majesty's ships and they were duly borne in such ship under his orders.

2. **Discipline.**—The officer in charge and the officers and men under his orders are to wear uniform as in a man-of-war. They are to be organized into divisions and are to carry out so far as practicable the routine which has been laid down for the purpose (Form T. 202 for naval transports, and Form T. 203 for naval freight ships) and such special instructions as may be issued in specific instances for the maintenance of discipline, and for cleanliness, health and comfort.

3. **Misconduct.**—While the officer in charge of the draft has power summarily to try and to punish the ratings under his orders, he may consider it impossible himself to punish an offender on passage. In this event he may report particulars of the offence to the Captain of the depôt or other of His Majesty's ships to which the offender may be transferred on arrival at his destination, in order that the case may be dealt with either by court-martial, or summarily by the Captain of the ship to which he is transferred. If, however, the offence is of so serious a nature as to render the man's removal advisable, the officer in charge should report particulars to the Senior Officer at the first port at which any of His Majesty's ships may be present. Steps can then be taken for the transfer of the offender to a man-of-war, in order that either his case may be dealt with summarily if permissible, or that he may be detained more conveniently in naval custody until an opportunity occurs of sending him to England in one of His Majesty's ships. If force or physical restraint is necessary for the safety of the ship or the discipline of the crew, the Master of the transport, freight ship or contract steamer has power to take the requisite steps, and naval officers should render him every assistance; but any restraint thus put upon offenders should be a measure of security, and not of punishment.

4. **Embarkation and Disembarkation Returns.**—An officer in charge of a draft of Naval ratings or Royal Marines in a transport or freight ship, although not in charge of the forces generally, should sign the returns relating to the Naval ratings or Royal Marines after having satisfied himself that the particulars shown therein are correct.

830. Procedure in Regard to Stores Lost or Damaged in Transport or Freight Ships.—Naval ratings and Royal Marines conveyed in transports or in freight ships (men) are liable for—

(*a*) wilful or careless loss of, or damage to, Shipowners' stores (*e.g.*, mess utensils, etc.) and

(*b*) wilful or careless loss of, or damage to, Government stores, (*e.g.*, bedding, etc.).

1a. The Officer in Charge of drafts will be furnished with a copy of the supply note for the stores supplied to the Master from naval sources. The supply note will be marked "Gear supplied to Master for use of draft on passage, and to be obtained from him as required and returned to him before draft disembarks." At the beginning of the voyage, gymnastic gear and books will be handed over by him in bulk, and the Officer in Charge of draft will give the Master a receipt for the number of packages, etc. This receipt should also show the numbers of articles and books received. Bedding and stretchers will be issued by the Master as required.

2. The Officer in Charge of drafts will be responsible for all stores (Government and Shipowners') obtained from the Master during the voyage, and for seeing that the arrangements are properly carried out for recovering from the naval personnel the value of the losses of, or damage to, shipowners' or government stores for which they are liable; also for the necessary arrangements for troops and/or airmen conveyed in a naval transport or freightship.

3. The Officer in Charge of drafts is to see that the Government and Shipowners' stores used by the personnel on board are frequently and properly checked during the voyage, and always on the day after the departure from, and on the day before arrival at, each port. The forms provided by the Master in connection with the routine for issue of bedding, etc., (T. 235) and of mess utensils (T. 236, *Mess Roll*) constitute the means by which losses, etc., may, as a rule, be brought home to individual men, but when this is not possible, the liability will be placed upon those forming the mess or draft, whenever they are properly chargeable. (*See also* clause 9.) Whenever additional issues are made, an endeavour should be made to determine at once whether the liability for the loss of the articles replaced is to be borne by the Shipowners, by the Government, by an individual or by the draft.

4. At the termination of the voyage, the Officer in Charge of drafts is to notify the Master of the articles for whose loss or damage he holds the naval personnel responsible, and is to furnish him with a certificate on a form (T. 282) showing the Government stores that have been lost or damaged and are chargeable against the personnel conveyed. This will form a voucher to the Master's accounts rendered to the Director of Sea Transport. At the same time the Officer in Charge of draft is to indicate on his copy of the supply note what articles, if any, are deficient. The Master will then give a receipt for the packages, etc., which receipt will show the numbers of articles and books as stated by the Officer in Charge of draft.

5. The Officer in Charge of drafts will also be required to sign a separate certificate on form T. 282 in respect of loss of, or damage to, Owners' stores caused by wilfulness or gross carelessness on the part of the personnel conveyed. The prices to be charged for Owner's stores will be agreed between the Officer in Charge of drafts and the Master at the time, but the amounts so charged should not exceed the rates for new articles shown on the Master's invoices. This certificate will form the basis of a claim by the shipowners against the Government, and the Officer in Charge of drafts must therefore ensure that he accepts no liability on behalf of the public for charges in respect of Owners' stores which are not recoverable from the personnel conveyed.

6. In order to facilitate recoveries, the Master will prepare separate copies of form T. 282 for the various units of naval ratings, troops and airmen conveyed, and the forms in respect of Owners' stores will be kept quite separate from those in respect of Government stores.

7. Form T. 282 requires that there should be a statement signed by the Officer in Charge of drafts that a copy has been handed to the officer in charge of the disembarkation, to enable recovery to be made from the men concerned. To enable

this to be done, the Officer in Charge of drafts will be responsible for the preparation, as the voyage proceeds, of the documents which are necessary to ensure the recovery from individual men or drafts. These should contain the official number, rating or rank, and name of the seaman, soldier or airman who is chargeable, his ship or regiment, if known, the name and price of the article damaged or lost, and the respective amounts chargeable (prices of Government stores should be obtained by enquiry from the Master).

8. The officer in charge of the disembarkation will see in all cases that the documents are received from the Officer in Charge of drafts, and will forward them to the Accountant Officers of the ships to which the men are proceeding, securing an acknowledgment. On receipt of the list of charges, the Accountant Officer will debit the pay accounts of the men concerned, and classify the amounts. "Board of Trade" when the stores belong to owners, and when they belong to the Crown will classify the amounts for naval stores (*e.g.*, gymnastic gear) under Vote 8.II.J. and those for victualling stores under Vote 2.Q, and for library books under Stationery Office. The list is to be forwarded subsequently to the Admiralty as a ledger enclosure.

9. If loss or damage is caused by the men under sentence, from whom recovery is not practicable, a charge will not be made against the forces for such loss or damage, and a certificate will be furnished to the Master by the Officer in Charge of drafts to that effect.

10. No payments are to be made to the Master or other ship's representative in respect of loss of, or damage to, Government or Owners' stores, and no recoveries in cash are to be made on board in this respect, except that from men on furlough and indulgence passengers the charges will be recovered by the Officer in Charge of drafts before the individuals concerned are allowed to leave the ship.

11. The Officer in charge of drafts will be required to give the Master a separate certificate in respect of any loss of, or damage to, Government stores issued to the naval personnel for which he is satisfied that the men are not responsible. This certificate must state fully the cause of the loss or damage, and the reason why it falls to be borne by the Government. If he considers it necessary, the Officer in Charge of drafts should hold a board of inquiry to determine the cause of such loss or damage, and on whom should fall the charges incurred.

12. Similarly, whenever requested to do so by the Master, the Officer in Charge of drafts should arrange to hold a board of inquiry into the losses of any stores on board, even though they may not have been issued to the personnel conveyed. When Owners' stores are lost or damaged, the board should not record an opinion that the charges should be borne by the public, as an allowance is paid by Government to cover all losses of, or damage to, Owners' stores, except such as the Officer in Charge of drafts is satisfied are wilful or the result of gross carelessness. The value of the latter is recoverable from the personnel conveyed (*see* clause 5).

13. The proceedings of the board will be handed to the officer in charge of the disembarkation, who will forward them to the Commander-in-Chief. (*See* **488**, clause 11, paragraph 2).

A copy of the proceedings of the board should be furnished by the Officer in Charge of the draft to the Master of the ship.

Section IV—Passages of Naval Officers and Men

831. Provision of Passages.—All passages that may be required will be ordered by the Admiralty and arranged by the Director of Sea Transport at home, or by the Superintending Sea Transport Officer or senior naval officer at ports abroad.

2. **Wearing of Uniform.**—Any naval officer taking passage in a transport, whether the ship is on naval, military or air force service, is to wear uniform when embarking and while on board.

3. **When to be Ordered.**—Passages are only to be provided in contract or merchant ships when no opportunity by a ship-of-war or transport appears likely to present

itself within a reasonable period. Great discretion is to be exercised in ordering passages. Passages should be ordered on form S. 533, which should show the class and grade of accommodation required, and the quantity of baggage to which the passenger is entitled.

4. *Deleted.*

5. **In Foreign Steamers.**—Passages should not be ordered in steamers sailing under a foreign flag, if a British steamer can meet the requirements within a reasonable time. If the exigencies of the Service render it advisable that an officer should proceed in a foreign steamer, passage may be so ordered, or he may be given an advance to make his own arrangements under the conditions laid down in Article **841.**

See **1707**—*Bearing on Ship's Books.*

6. **Hospital Ships.**—No ranks or ratings, other than the authorized crew, medical staff and invalids, are to be embarked in hospital ships without the prior approval of the Admiralty.

832. Reports of Passages Ordered.—The following procedure is to be adopted in reporting passages ordered for naval personnel:—

(*a*) *Passages in packet steamers.*—Whenever a passage is ordered in a packet steamer, the officer ordering it is to report particulars to the Director of Sea Transport on form S. 215 (T. 397), which is to be completed in detail. An officer ordered home is to be furnished with a duplicate of the report so far as it relates to him. When a passage is ordered for an officer or man relieved in the ordinary course, the words "ordinary relief" should be shown in the column headed "Reason for passage" on the relative form S. 215 (T. 397). For others, brief particulars should be given of the circumstances necessitating the provision of the passage. *See* NOTE.

(*b*) *Passages in naval freight ships.*—The Superintending Sea Transport Officer responsible for the freight service will report the engagement to the Director of Sea Transport on form T. 396. A nominal roll of the personnel embarked is to be attached to the form T. 396 or forwarded to the Director of Sea Transport as soon as the freight ship sails. This nominal roll is to show the names and official numbers of the men embarked and, against each, the reason for passage. *See* NOTE.

Form S. 215 (T. 397) need not be rendered, but in the exceptional case of a naval passenger proceeding individually in a naval freight ship, and not forming one of the freight party, form S. 215 (T. 397) should be rendered as in (*a*).

(*c*) *Passages in transports.*—Form S. 215 (T. 397) need not be rendered, but nominal rolls are to be prepared in duplicate showing the name, and rank or rating and official number, of each person embarked, and, against each, the reason for passage. Both copies of the nominal rolls are to be attached to the embarkation return. *See* NOTE.

(*d*) *Passages in freight ships other than naval freight ships.*—The procedure shown in (*c*) is to be followed.

NOTE.—The reason for passage is to be stated in sufficient detail to be understood without reference to any letter or other communication.

2. If an officer or man serving abroad is ordered to proceed to another foreign station for any cause, a telegram is to be sent to that station, stating in what ship-of-war, transport, freight ship or merchant vessel he is proceeding, with the date of sailing of the ship, and port and probable date of arrival. In addition, similar information is to be telegraphed to the Admiralty.

3. A senior officer ordering such a passage is also to inform the Commander-in-Chief on his station.

4. **Passage Home: Arrangements to be telegraphed.**—Whenever it is necessary for individual passengers or bodies of Naval or Royal Marine personnel to be sent home in other than His Majesty's ships, the name of the ship in which they are taking passage and date of sailing are to be communicated by telegram to the Admiralty, giving names and ranks of officers and the total numbers of ratings of each port division

When a ship is due to call at more than one port in England, the port or ports at which the personnel have been ordered to disembark should be stated and the particulars given under each port of disembarkation.

Invalids.—*See* **832a.** clause 3 (*particulars to be telegraphed about invalids*).

Naval Arms and Ammunition.—If any naval arms or ammunition are shipped for conveyance with the Naval or Royal Marine personnel, particulars should be included in the telegram.

5. *Deleted.*

6. An officer responsible for arranging passages to the United Kingdom is to inform the personnel concerned as to the port at which they are to disembark. As a general rule, Naval ratings and Royal Marine ranks or other personnel belonging to Devonport Division are to disembark at Plymouth (if the ship calls at that port), and those belonging to Chatham or Portsmouth at the last port of call in the United Kingdom. *See* **740.**

832a. Invalids from Abroad. Disposal.—All Officers and ratings invalided home from foreign stations are to be re-surveyed at a naval hospital as soon as possible after being landed in England. Where invalids take passage in merchant ships, the authority ordering the passage is to give instructions that the invalids are to be disembarked at the port of call in the United Kingdom nearest to their port division, and that they are to proceed forthwith to the naval hospital nearest to the port of disembarkation. The invalids themselves (both officers and ratings) are to be told to disembark at a particular port, specified by name. Invalids disembarking at Plymouth should also be informed that the hospital boat will call alongside for them shortly after the arrival of the ship in the harbour.

2. If an officer invalided home is permitted to select his own route, he is to be given orders to report at the naval hospital nearest to the port in the United Kingdom at which he will arrive. The hospital should be specified by name. The name of the officer, the route by which he is travelling, the date of sailing, and the hospital at which he has been ordered to report, are to be telegraphed to the Admiralty.

3. The telegram mentioned in Article **832**, clause **4.** is to be addressed to the Admiralty by each officer ordering passages and should contain the following information concerning invalids:—

(*a*) Name of vessel in which taking passage.
(*b*) The number of invalid officers embarked and whether medical or surgical cases
(*c*) The number of invalid ratings embarked.
(*d*) Where they will be disembarked.
(*e*) The number of officers who are cot cases.
(*f*) The number of ratings who are cot cases.
(*g*) Whether a medical officer is required to meet the ship on arrival.
(*h*) The number of mental cases included in (*b*), (*c*), (*e*) and (*f*).
(*i*) The number of invalids (other than mental cases) included in (*b*), (*c*), (*e*) and (*f*) who require special escort, giving reason for escort.

A copy of this telegram should be given to the master of the vessel.

4. The authority ordering the passage of invalids is to take steps to ensure that the surgeon of the vessel in which passage is ordered, or the Service medical officer

when one is embarked in medical charge, is acquainted fully as to the medical particulars of the invalids by the medical officer conversant with them. If this is not practicable, the Superintending Sea Transport Officer should be notified accordingly (*See* **850**. *Medical attendance in transports and freight ships*).

5. Arrangements are to be made with the master of the vessel, through the Superintending Sea Transport Officer, for a telegram to be despatched by W/T to the Admiralty 48 hours before the arrival of the ship in the United Kingdom, giving any alterations which may have occurred in the state of invalids as set out in the telegram referred to in clause 3. A telegram should not be sent if there have been no alterations.

6. Arrangements are also to be made with the master of the vessel for a report to be made to the Admiralty by W/T if it should become necessary to discharge or transfer an invalid while on passage to the United Kingdom.

7. Mental cases, or persons affected with a loathsome or infectious disease, are not to be ordered a passage in a contract or other merchant vessel, without the previous consent of the master or the local agent of the owners, after they have been duly informed of all the particulars.

Details of the arrangements made with the shipping company for the accommodation. etc., of such invalids should be reported on Form S. 215 (T. 397).

8. Officers invalided home from abroad are not to be instructed to report for survey at the Department of the Medical Director General of the Navy unless there are special reasons for so doing, which have been approved by the Senior Naval Officer.

832b. Embarkation after contact with Infectious Diseases (Non-notifiable).—Personnel who have been in contact with a non-notifiable infectious disease are not to be embarked for passage in other than His Majesty's ships until they are out of quarantine.

832c. Medical Returns.—When the ship's surgeon is placed in medical charge of naval personnel, including invalids on passage home (*see* Article **850**), he is to be instructed by the senior naval officer at the first port of embarkation to compile the following returns of all sick personnel treated during the voyage:—

Form M. 179.—Cover for Medical Officer's Journal:—The first page is to be filled in and the form then used as a cover for the remaining sections of the completed return, viz:—M. 179(a), M. 179(g) and M. 179(h).

Form M. 179(a)—Case Sheets:—All important cases of illness and particularly injuries, showing causation in each case, are to be recorded on these sheets.

Form M 179(g)—Alphabetical Sick List:—All cases of sickness and injuries, except minor injuries, treated during the voyage are to be recorded in this List, care being taken to distinguish between (*a*) naval personnel proceeding to or returning from service abroad, (*b*) invalids embarked as such returning to England, and (*c*) sick and wounded transferred from the fleet.

Form M. 179(h)—Alphabetical List of Minor Injuries:—This Form is to be completed in a similar manner to form M. 179(g).

2. Separate returns are to be rendered for the period of (*a*) the outward journey and (*b*) the return journey.

3. The senior naval officer is to supply the ship's surgeon with the necessary blank forms, viz:—one copy of M. 179, thirty copies of M. 179(a), 25 copies of M. 179(g) and 5 copies of M. 179(h), and instruct him to forward the completed forms direct to the Medical Director-General, Admiralty, London, S.W.1. Further, he is to be instructed to send all medical documents received with naval personnel to the senior naval officer of the port of disembarkation.

833. Contract Steamers in general have no monopoly for the conveyance of officers and men in His Majesty's Service and, except in specific routes which will be notified from time to time to the authorities concerned, the arrangements that may be most advantageous for the public service should be made.

834. Nature of Accommodation authorized.—The following accommodation or its equivalent, in accordance with the approved scheme of grading for service personnel travelling at public expense, will normally be provided:—

(*a*) For Flag Officers, Commodores 1st and 2nd Class, and Rear-Admirals of the non-executive branches..... Reserved.
(*b*) For all other officers..... First.
(*c*) For all chief petty officers and equivalent ranks, Royal Marines Second.
(*d*) For all others..... Third.

"Reserved" accommodation is a cabin reserved exclusively for the use of an officer, subject to the provisions of Article **840**, clause 4.

"Third Class" passages require the provision of properly fitted messing, sleeping and lavatory accommodation, and passages not fulfilling these requirements are not acceptable for Naval ratings.

835. Payments in Advance.—Payment for homeward passages should, as a rule, be left for settlement at the Board of Trade, except when local payment is advantageous to the Crown owing to the rate of exchange, or where local agents insist on payment at port of embarkation. If payment is to be made locally, the fact should be reported to the Director of Sea Transport on form S. 215 (T. 397).

836. When Officers Allowed Free Passage.—Officers are entitled to a passage at the public expense as follows:—

(*a*) When proceeding to join a ship or an establishment on a foreign station, or when ordered home with the like object, or on ordinary relief

(*b*) When, being on a foreign station, they are appointed to a ship or to an establishment at a distant part thereof.

(*c*) When serving in naval establishments abroad, they are sent on service or for the recovery of their health, on the recommendation of a medical board, to another part of a foreign station. In the latter case, such passages should only be granted on the distinct understanding that in the opinion of the medical board ultimate invaliding to England would be obviated.

(*d*) When retired (compulsorily); when discharged abroad in consequence of a reduction in the complement, or of a ship being put out of commission; or on completion of the usual term of service in stationary ships abroad.

(*e*) When invalided.

(*f*) When ordered to join a ship for passage home from another part of the station.

(*g*) When returning home on promotion from a foreign station.

(*h*) When dismissed a ship by court-martial on a foreign station.

837. Passage of Naval Servants.—Officers' servants are to travel in the class to which they may ordinarily be entitled as ratings, except that, in addition to those entitled to travel second class, one Officers' Steward allowed in complement to an officer and travelling with him as personal attendant may be given a second class passage if available; this does not apply to Marine attendants.

2. Officers proceeding on passage directly to take up appointments where one or more servants are allowed by complement should, where practicable, be accompanied by their servants. When not proceeding directly to take up appointments, officers allowed one or more servants by complement are entitled to take only one servant with them.

3. Officers invalided for causes due to their own imprudence or misconduct who require the attendance of a servant on passage will be liable to defray the cost of such servant's passage, either wholly or in part, as the Admiralty may determine according to the circumstances.

838. When Officers not Allowed Free Passage.—Officers are not entitled to passage at the public expense:—

(*a*) When returning home on resignation of appointment.

(*b*) When dismissed the Service by sentence of court martial; except that when, failing an opportunity by ship-of-war, or by transport (in which, in the absence of special reasons, he is not to displace an entitled passenger), an officer is absolutely without means to provide his own passage, a second class passage to England by the most economical route may be ordered, at the discretion of the Senior Officer. If passage by transport or a second class passage as above is arranged, any balance of full pay due to the officer is to be withheld towards meeting the cost of passage.

(*c*) When removed at their own request, or at the request of any superior officer with the consent of the officer so removed.

(*d*) When coming home on private affairs, on leave of absence, or on voluntary retirement.

(*e*) When rejoining their ship abroad after having been granted leave on account of private affairs, unless the ship has sailed from home waters unexpectedly during their absence on leave and they have been unable to rejoin her before sailing.

(*f*) When ordered home by "first government opportunity," and not otherwise entitled to passage.

NOTE.—Officers included in categories (*a*), (*c*) and (*d*) may also, at Admiralty discretion, be required to pay for their relief's passage.

2. Whenever officers serving abroad are appointed by request as Secretaries, Flag Lieutenant-Commanders or Flag Lieutenants, or Assistant Secretaries to Flag Officers or Commodores at home or abroad, or for duty in an Admiral's or Commodore's office, and there are no opportunities of their proceeding by ships-of-war, they will be required to pay their own passage and travelling expenses to their destinations, with this exception, that when any such officer serving on a foreign station is thus transferred, via England, to another foreign station, the passage from England will be defrayed at the public expense.

839. When Naval Ratings not Allowed Free Passage.—Naval ratings are not entitled to passage at the public expense:—

(*a*) When removed at their own request, or at the personal request of a superior officer (*see* **1651**).

(*b*) When coming home on private affairs, on leave of absence, or on discharge free or by purchase.

(*c*) When rejoining their ship abroad after having been granted leave on account of private affairs, unless the ship has sailed from home waters unexpectedly during their absence on leave and they have been unable to rejoin her before sailing.

(*d*) When ordered home by "first government opportunity," and not otherwise entitled to passage.

840. Wives and Families of Officers.—Naval or Royal Marine officers appointed for service abroad for a term of years, and borne definitely for shore and not for fleet or harbour duties, may be allowed, at the discretion of the Admiralty and subject to the following rules, on first appointment and on final relief therefrom, free or assisted passages (*i.e.*, passages wholly or partly at the public expense) for their wives and children, with second class accommodation for one female servant irrespective of the servants allowed by Article **837**, but subject to the restrictions as regards aliens as shown in Article **35a.** A list of the appointments carrying this privilege will appear from time to time in Admiralty Fleet Orders.

2. The term "children" is to be understood to include only such sons as are under 16 at the date of the commencement of the passage, whether outward or

homeward, and unmarried daughters dependent on and residing with their fathers. An exception to this rule will be permitted for sons over 16 years of age who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

Passages of adopted children, unless statutorily adopted, are not allowable except under special circumstances with the approval of the Admiralty.

3. As a general rule, when the appointment is for five years and upwards, the passages will be wholly at the public expense. When the appointment is for any period short of five years, but not less than two, one-half of the expense will be borne by the public. For both free and assisted passages, messing contribution will be recoverable at the rates laid down in Article **1676.**

4. When an officer entitled to reserved accommodation and granted free or assisted passage for his family is accompanied by his wife, she will share the cabin allotted to the officer in the event of the cabin containing more than one berth. If, however, the officer and his wife are accompanied by a child or children under the age of 10, the officer may elect that his wife shall be accommodated in another cabin with the child or children, in which case the officer may be allowed to occupy a cabin for his sole use.

5. Where passage for a female servant is required, the officer, when making application for the passage, must furnish a certificate that the person to be embarked is a *bona fide* domestic servant. Where passages are ordered abroad, this certificate is to be forwarded to the Director of Sea Transport with the report of passage ordered (S. 215 (T. 397)). The cost of a passage home for a female servant accompanying an officer's family will only be allowed if a servant was taken abroad at the public expense, or if children under 10 years of age are brought home.

If a female servant is taken in substitution for a male servant allowed under Article **837**, and the appointment is one for which ordinarily assisted passages only are granted, her passage will nevertheless be provided wholly at the public expense, subject to the amount allowed not exceeding that which would have been incurred for the passage of the male servant.

Flag Officers and Commodores, when accompanied by their families, will be allowed the option of substituting an additional female servant for a male servant allowed under Article **837**, her passage being provided at the public expense to the extent laid down in the previous sub-clause.

6. Payment from public funds of the cost or part cost of outward or homeward passages under the above provisions will only be allowed if the officer's wife and family sail within a reasonable period after the officer. The cost will not be allowed if the interval exceeds 12 months from the date of the officer's appointment or discharge, and no greater amount will be admitted than that which would have been incurred had the family accompanied the officer at the time of transfer.

7. **Homeward Passage.**—Prior Admiralty approval for free or assisted homeward passages should be sought whenever an officer, for any reason, has not been granted the privilege in respect of the outward journey. All such applications should show the date of arrival and give full particulars, *e.g.*, date of birth and sex of children, of those for whom homeward passages are required.

7*a*. Homeward passage at the public expense will not be granted to any member of the family until the officer's own final relief, and no deviation from this rule will be permitted, except:—

(i) When the matter is urgent on the ground of ill-health, and on the recommendation of a medical board, and then it is to be specially submitted to the Admiralty for consideration.

(ii) When an officer for special reasons desires to send his family home in advance, but not earlier than six months before the date on which he is due to be relieved. Prior Admiralty approval is to be obtained, and the cost to be borne by public funds will not exceed that which would have been incurred had the family accompanied the officer.

8. When it is impracticable to provide passage accommodation of the precise grade appropriate to the rank of the officer, he may be given accommodation of a higher grade at the expense of the Crown; and if his family travel with him using the better accommodation, the amount recoverable in respect of assisted passage will be assessed on the basis of the cost of the accommodation actually used, and not on the basis of the class of accommodation to which the officer is normally entitled.

9. **Families of Officers Dying Abroad.**—The proportion of the expense of the homeward passage of the families of officers dying abroad to be borne by the public will be decided by the Admiralty with reference to the circumstances of each particular case, and having regard to what would have been the cost had the officer survived to return home.

841. Officers making own Arrangements.—When an officer is permitted to select his own route, or when it may be convenient to order him to make his own arrangements for his passage, a report is to be made to the Director of Navy Accounts stating:—

(*a*) Whether the officer is ordered or permitted to find his own way.

(*b*) By what route, at what cost, and on what date the officer would have travelled had he not been ordered or permitted to make his own arrangements.

2. The officer may be advanced such sum as may be considered sufficient to meet his necessary expenses, and the advance is to be noted as an imprest on his pay ticket.

3. To clear this imprest he will be required to render an account of his disbursements, for examination and adjustment under the Regulations. The account should be supported by receipted vouchers for payments in respect of passage money, etc., and care should be taken to obtain these documents either before or at the time of travelling.

4. The settlement with him will be on the basis of the expenses actually incurred, and where an officer is permitted to select his own route, the amount allowed will not exceed the cost to the public of the passage that would otherwise have been provided for him.

The information required under clause 1 (*a*) and (*b*) should also be shown on the voucher for the advance and on a separate communication to the ship to which the officer is discharged.

842. Drawing Bills of Exchange.—In case the advance cannot otherwise be obtained, the officer may draw bills of exchange at three days' sight on the Accountant General, transmitting a certified copy of the order for the passage with the letter of advice.

843. When Officers not to Pay Passage.—Officers are not to pay for their passage in contract vessels, nor in other cases, unless they receive orders to that effect, or have been permitted to select their own route under Article **841.**

844. Certificates.—To enable the shipowners to obtain payment of their claims for passage money or messing, and to ensure that the service has been satisfactorily performed, passengers will be required to sign appropriate certificates, which will be supplied or presented to them for the purpose. (*See also* **1677**).

845. Reports, etc., to Admiralty on Arrival Home.—All officers ordered passages home by any route are, immediately on their arrival in England, to send to the Secretary of the Admiralty the following documents:—

(*a*) The duplicate of the report S. 215 (T. 397) referred to in Article **832.**

(*b*) A claim (on form S. 542) for any incidental expenses incurred, supported by receipted vouchers wherever possible.

2. The date of arrival and address are to be reported as laid down in Article **926.**

846. Officers Proceeding on Private Affairs.—In the event of officers, who are proceeding on leave of absence or on their own private affairs, being allowed to take passage in transports as indulgence passengers, they are, before embarkation, to pay at the authorized rate the whole expense of their messing to the Director of Sea Transport or to the Superintending Sea Transport Officer.

847. Men Invalided and Time-expired.—When necessary, in consequence of there being no opportunity by ship-of-war or transport, passages for Naval ratings and Royal Marines ordered to be sent home sick or time-expired are to be engaged in contract steamers or merchant vessels. Passages to England for men not sick or time-expired are not to be ordered at the public expense without Admiralty approval. (*See also* **832a (7)**).

848. Disposal of Officers and Men on Arrival in the United Kingdom, etc.—On receipt in the Admiralty of the telegram referred to in Article **832**, the responsible authority at the port of disembarkation will be informed. The necessary arrangements for the disposal of the men on arrival will then be made, and any special instructions communicated to the officers on passage.

A similar procedure should be followed at ports abroad.

849. Parties sent Abroad on Freight.—When considerable parties of men are ordered to proceed abroad on freight or by transport, they are to be collected at one depôt, and are to be entered on the books of the ship in which they will be borne for passage on the day previous to the date of embarkation.

2. Officers will be detailed to take charge of such parties, and if not already at the depôt, they will be instructed as to the date of joining. They will be borne on the books of the depôt for passage.

3. Drafting depôts are in possession of detailed instructions as to the procedure to be followed in transferring drafts from the depôt to the port of embarkation.

4. Officers in charge are to be guided while on passage by the instructions contained in Article **829.**

850. Medical Attendance.—Should there be an officer of the Royal Army Medical Corps in medical charge of troops on board a transport or freight ship, he will, in the absence of a naval medical officer, assume medical charge of the draft, including any naval invalids who are embarked for passage. In the absence of a military medical officer and a naval medical officer, the ship's surgeon will be directed in writing to take medical charge of the draft.

2. In freight ships where 249 or less third class adult passengers are embarked, the ship's surgeon will always assume medical charge of the draft, even though there may be a naval, military or air force medical officer taking passage in the ship. *See* **832c** (Medical Returns) *and* **1402.** (*Absence of Army or R.A.F. Medical Officer.*)

851. Soap and Tobacco.—Provision is to be made for the issue during the passage of a sufficient quantity of soap and tobacco, as authorized by Article **1871.** (*See* **830.** *Stores lost or damaged, etc.*).

852. The foregoing regulations are to be complied with, so far as practicable, when parties are ordered passages on freight or by transport from foreign stations to return to England, or from one station or part of a station to another.

Section V—Embarkation and Landing of Army and Air Force Personnel and Stores, and Safe Conduct at Sea of Forces and Stores Embarked

853. The following regulations are to be observed in respect of the embarkation and landing of army and air force personnel and stores:—

(*a*) *During peace and during war, except in a combined operation:*—

(i) All troops and airmen with their animals, guns, equipment, stores and baggage will be embarked and landed by the Board of Trade, whether the embarkation or landing takes place alongside wharves or piers, either government or mercantile, or by tugs and small craft.

(ii) All army and air force stores (cargo) at the various ports at home or abroad will be brought alongside or taken from the ship, if at a wharf or pier, by the army or air force, which do all the work not performed by the crew or stevedores. Notwithstanding that the Board of Trade undertakes the operation of embarking and landing, their responsibility for the stores, etc., begins and ends at the ship's rail when the ship is at a wharf or pier.

(iii) In harbours under Naval control, the berthing arrangements will be made by the local Naval authorities, who, subject to the requirements of the Fleet, are to meet as far as possible the requirements of the other services for loading or discharging transports.

(*b*) *In a combined operation:—*

(i) **In a landing which the enemy may oppose,** any embarkation within the sphere of operations and the landing of all army and air force personnel, animals, guns, equipment, stores and baggage, and also stores (cargo), whether alongside wharves or piers, or to or from a beach, will be controlled by the Navy.

(ii) **Provision of Landing Craft.**—The Board of Trade will provide such small craft, lighters and tugs as can be obtained from ordinary mercantile marine services. Should the Board of Trade be unable to meet the full requirements, the Senior Officer of His Majesty's ships taking part in the operations will endeavour to render any assistance he can to the other services with regard to the provision of craft for the landing.

(iii) **Provision of Labour.**—Any labour (other than that required to be under naval or military discipline) that the Navy may require in connection with the craft supplied by the Board of Trade will normally be provided by the Board of Trade. All other labour required will be found by the Army. Circumstances may, however, render it desirable that the Navy should provide some or all of the labour. The ultimate decision on this point rests with the Naval authorities.

(iv) **Berthing Arrangements.**—The Navy will be responsible for the berthing of all ships, lighters, tugs, and small craft. In making berthing arrangements, the naval authorities are to consult the other services concerned, with a view to meeting their requirements as far as practicable.

(v) **Control of Beaches, etc.**—For landings and embarkations, the Navy will control the entire beach and the land adjacent up to the line of demarcation. The line of demarcation delimits the area which must be kept clear for the discharge of boats and landing craft to proceed without delay. The distance of it from the water's edge is necessarily dependent upon local conditions, and will be decided, usually beforehand, by the naval, military and air force authorities in collaboration.

Within the line of demarcation, the military and air force officers will carry out all instructions issued by the naval officer in charge, but beyond it, the responsibility for the safety and transportation of men, animals, equipment, guns, stores, baggage, etc., on shore rests with the army and air force.

In the event of the operations reaching such a state that the work of landing becomes largely a matter of routine, the Board of Trade, by arrangement with the Naval authorities, may take over control of what was previously the Naval area. Should it be necessary to evacuate the forces under pressure from the enemy, the Navy will reassume control.

(vi) **Co-operation between Services.**—While the foregoing are the general rules governing the division of duties between the Navy and the other fighting services, it is clearly to be understood that each service is working for a common object, and will render to the others all the assistance which lies in its power.

854. Safe Conduct at Sea of Forces and Stores Embarked during War.—The Navy is responsible for the safe conduct of all forces and stores embarked for operations overseas from the moment they leave harbour until they pass within the local defences of the port of arrival, or are landed at their destination (where such defences do not exist).

Chapter XXIII

RETURNS AND CORRESPONDENCE

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Section I—Returns and Accounts in General

855. Periodical and Occasional Returns.—All periodical and occasional returns are to be rendered by the several officers when they are due, in compliance with the instructions contained in Appendix XXII.

856. Captain's responsibility.—The Captain will take care that every officer whose duty it is to render accounts, returns, or reports, to the Admiralty or to any other Department, forwards them within the time prescribed, or within a reasonable time after they are due, and that they are signed by the proper officers; should any delay occur in the preparation or in the due transmission of any of them, he is to require an explanation from the officer in charge, which, with any observations he may have to offer, is to be forwarded to the Department to which it relates.

2. It is important, both for organization and discipline and for the general convenience of officers and men, that all their official documents should be sent with them to the ship to which they are discharged. This is specially necessary for ships newly commissioned and drafts to ships abroad.

The papers referred to are:—Transfer lists, conduct sheets, medical and dental history sheets, service certificates, gunnery, torpedo, and other history sheets. (*See* Article **1734**, clause 2.)

3. If it is not possible to send with a draft all the papers detailed in clause 2, a reference sheet is to accompany the draft, giving a list of all papers not forwarded and, briefly, the reason why they do not accompany the draft. Such papers are to be forwarded at the earliest possible date afterwards.

Postal packets containing these papers are to be registered, except in the case of officers and ratings appointed to H.M.S. "President" (for Admiralty), and individuals who proceed on leave before joining the ship or establishment to which they are being transferred.

4. On ratings being received from another ship, their papers are to be mustered immediately and application made to the ship from which the men were received for any papers which do not accompany them, and concerning which no explanation has been received from the discharging ship.

857. Prompt replies are at all times to be given to official communications. Explanations are to be given whenever delays have occurred.

858. Forms for Accounts, etc.—When forms now or in future established are made use of for accounts, returns, or other purposes, they are strictly to be adhered to. So far as practicable all the columns are to be filled up, and any directions given on the forms are to be observed. When from any cause printed forms are not available, the returns, etc., are to be prepared in MS.

859. Signature to Accounts, etc.—With the exception of the cash and victualling store accounts, no declarations or certificates as to the correctness of accounts of stores, etc., are required, but the signature of an officer to an account, return or report will be taken as conclusive that the officer renders or makes it as just and true, and as accounting properly for all stores, etc., that should be accounted for therein in accordance with the regulations in force at the time, or with any special directions he may be acting under.

SECTION II—MISCELLANEOUS BOOKS AND RETURNS

860. Register of Correspondence.—A register (S.560) of the receipt and transmission of all letters and accounts is to be kept under the superintendence of the Captain, and is to be produced at inspections.

2. **Disposal on paying off.**—When the ship is paid off and recommissioned at once, this register and the book containing the counterparts of the schedules of accounts transmitted (S. 558) are to be retained on board for the information of the new commission and destroyed when no longer required. If the ship is not to recommission at once they should be destroyed on paying off.

861. Secret and Confidental Books and Documents, and Books "For Official Use only."—Every care is to be taken in the handling of secret and confidential books and books "For Official use only," in order to prevent their loss or their falling into improper hands. All persons in possession of confidential books or documents should make themselves acquainted with the detailed instructions as to distribution, registration, custody, destruction, etc., which are embodied in C.B. Form U2D. *See also* **879**, clause (*b*).

2. **Keys of Steel Chests.**—All persons in possession of keys of steel chests for confidential documents should make themselves acquainted with the detailed instructions for the custody of keys as given in C.B. Form U2D.

3. **Keys of V.C. Transmitters and V.F. Selector Switches.**—All persons holding these keys are to make themselves acquainted with the special instructions for their custody as given in C.B. Form U2D.

862. Destruction of Books and Documents. Caution.—Care is to be taken that all books and documents, such as rough signal and deck logs, which may contain confidential matter, are not thrown overboard, but are destroyed by fire when no longer required.

863 Disposal of Logs.—The ship's log (S.321) received by the Captain from the Navigating Officer in accordance with Article **1209** is to be transmitted to the Commander-in-Chief, by whom it will be transmitted to the Deputy Cashier in Charge, Royal Victoria Yard, Deptford, as soon as it is no longer necessary to keep it on the station for purposes of reference.

2. The deck logs (S. 322) are to be retained in the ship or on deposit for four years, and are to be available for forwarding if required. After this period they may be destroyed.

3. The Deputy Cashier will forward a receipt to the Commander-in-Chief for all log books received by him.

864. Captain's Ship's Book, or Captain's Ship's (Guard) Book.—While the ship is in commission, the Captain's ship's book and its supplement or (Captain's ship's (Guard) book), are to be kept under the immediate supervision of the officer in command as directed therein, and are to be produced with the other ship's books for examination by the inspecting officer at the periodical inspection of the ship.

2. When a ship is paid off at a home yard for thorough overhaul and refit, the Captain's ship's book and its supplement (or Captain's ship's (Guard) book), are to be transmitted by the Captain to the Admiralty (M. F. Branch) for examination. After examination, the books will be returned to the dockyard at which the ship is being refitted or repaired, for the insertion of any necessary forms or information previous to re-issue to the ship.

865. Reports on Officers.—Reports are to be rendered periodically in accordance with the following instructions:—

Flag Officers serving under senior officers are to be reported upon confidentially on the following occasions:—

(*a*) On the junior officer being superseded.
(*b*) On the senior officer being superseded.

The form of the report is left to the reporting officer, who should give his views fully but he is to furnish definite information regarding:—

(i) The Flag Officer's fitness for the command held by him.
(ii) His fitness for further employment in a new command—
(*a*) Afloat.
(*b*) On shore.

2. Officers other than Flag Officers, including Royal Marine Officers serving afloat.—Reports are to be rendered on all officers holding appointments, including officers on the retired list who may be serving, and officers borne supernumerary for not less than three months.

Officers serving at the Admiralty, in His Majesty's dockyards or other shore establishments, or otherwise holding appointments on shore, are to be reported on equally with those serving afloat (*see* clause 3—*Royal Marine Officers serving on shore at R.M. Establishments*).

Reports on form S. 206, etc., are not required on officers undergoing courses of instruction.

The reports are to be made on the appropriate form, namely:—

Royal Navy.	
For officers of the rank of Captain and above.....	S. 206*a*
For officers of the rank of Commander and below (including Chaplains)	S. 206
Royal Marines.	
For officers of the rank of Lieutenant-Colonel and above.....	S. 206*c*
For officers of the rank of Major and below.....	S. 206*b*

They are to be rendered on the following occasions:—

I. Commanding Officers ..	(*a*) When a ship, or the officer commanding her, leaves the station or squadron. (*b*) When the Commander-in-Chief or Senior Officer under whose orders the ship has been employed is relieved.
II. Officers on the Staff of a Flag Officer or Commodore.	(*a*) When the Flag Officer or Commodore hauls down his flag. (*b*) When the officer is removed after not less than three months' service.
III. All officers (other than these in II.).....	(*a*) When a ship pays off or leaves a foreign station; except that, when a ship pays off and recommissions with the same Commanding Officer, reports need not be rendered on officers who remain in the ship on recommissioning. (*b*) When the Commanding Officer is superseded. (*c*) When the officer's relief is appointed, or when the officer is discharged without relief after not less than three months' service.
IV. Royal Marine Officers..	As shown at III (*a*), (*b*) and (*c*) and in addition (including those in II), annually on 31st December, unless the supersession of the Commanding Officer takes place within the last six months of the year, when the annual report need not be rendered.

V. *Deleted.*

VI. Paymaster Sub-Lieutenants, Paymaster Midshipmen and Paymaster Cadets.		When the Accountant Officer is superseded.
VII. Medical Officers, Dental Officers and Chaplains in medical establishments.	(*a*) When the Medical Officer in charge is superseded. (*b*) When the officer is discharged after not less than three months' service.	

3. **Royal Marine Officers serving on Shore at R.M. Establishments.**—Reports are to be rendered to the Adjutant-General, Royal Marines, as follows:—

(*a*) Annually, on 31st December, unless the supersession of the Officer in Command takes place within the last 6 months of the year, when the annual report need not be rendered.

(*b*) On the supersession of the Officer in Command.

(*c*) On the officer leaving the division, except for a course of instruction.

(*d*) All officers are to be included, whether borne permanently, temporarily or supernumerary.

4. **Reports generally.**—The reports, whether on paying off or otherwise, are always to be forwarded before leaving the station through the Commander-in-Chief or Senior Officer of the station on which the ship has been employed, to enable him to add his remarks.

5. No report is required on officers who have been less than three months under the orders of the officer who makes the report, or who have already been reported on by the same officer within the preceding three months. This also applies to Royal Marines on shore. Half-yearly recommendations for promotion, rendered on form S. 206 in accordance with Article **985**, are not to be regarded as replacing the reports required under Article **865.**

5a. **Special Reports.**—Special reports on officers are always to be made on the appropriate form (*see* clause 2), any additional information being given on a supplementary sheet. When used for that purpose the form is to be headed "Special Report."

When directions are given by the Admiralty for an officer to be placed under report, the Admiralty letter is to be read by the Commanding Officer to the officer concerned. Should the latter officer be transferred to another appointment, the Admiralty letter is to be forwarded to his new ship through the usual channels accompanied by remarks on the appropriate form for the broken period. If the officer's next appointment is not known, the letter is to be returned to the Admiralty, with the appropriate form for the broken period.

6. A Commodore in charge of the Royal Naval Barracks at any of the home ports, upon being superseded, need render reports only on heads of departments and other officers who have come under his immediate supervision, or under his notice for misconduct or inefficient performance of their duties; the reports on the remaining officers of the Royal Naval Barracks, which are initiated by the responsible heads of departments, being forwarded when either the head of a department or any of the officers under his orders leaves the depôt, and annually where required.

7. When reporting on non-Executive officers who are not themselves the Head of their Department, the Commanding Officer will consult the Head of the Department concerned. (*See also* clause 8 *as to Medical Officers*).

He will consult the Royal Marine Officer of the ship when reporting on officers of the Royal Marines.

8. **Medical Officers.**—The periodical reports on medical officers serving in a fleet are to be referred by the Commander-in-Chief to the Fleet or Squadron Medical Officer for his opinion of the officers' professional conduct and ability.

In Hospitals.—The reports on medical and dental officers of hospitals are to be rendered by the Medical Officer in Charge to the Commander-in-Chief, who will forward them to the Admiralty with his remarks. In hospitals abroad, the reports are to be sent to the Senior Officer for the Commander-in-Chief.

In other Naval Establishments, and in Stationary Ships.—Reports on medical officers of establishments other than hospitals, and of stationary ships, are to be referred by the Commander-in-Chief to the Medical Officer in Charge of the hospital at the port for independent report.

Reports on Dental Officers appointed for duty in the home ports are to be referred to the Port Dental Officer for his opinion of the officers' professional conduct and ability. Similarly, reports on dental officers serving in large fleets are to be referred to the Fleet Dental Officer, and in other circumstances to the Fleet or Squadron Medical Officer. *See* **601,** clause 5 (*Certificates*).

The ability of senior medical officers to take charge of a naval hospital is to be stated.

9. **Candidates for the Staff Course** (*See* **329**).

10. **Warrant Officers and Officers promoted from Warrant Rank.**—In reporting on commissioned officers from warrant rank or warrant officers, it is to be stated, if higher rank is obtainable, whether they are recommended for advancement or not, irrespective of seniority. For a junior warrant officer, "in due course" is to be added if this is intended.

The specialist duty and depôt of warrant officers and above are to be stated.

11. **Officers of Dominion and Colonial Naval Forces.**—Officers of Dominion and Colonial Naval Forces serving in His Majesty's ships are to be reported on in the same manner and on the same occasions as officers of the Royal Navy, the reports being rendered on form S. 206, etc., and forwarded to the Admiralty in the usual way.

11a. **Officers of Dominion, Colonial, and Foreign Forces undergoing Courses or Training.**—On conclusion of all courses of instruction or periods of training undergone in the Royal Navy by officers of dominion, colonial, and foreign forces, a separate report on the work, progress and efficiency of each officer is to be forwarded, in duplicate, to the Admiralty.

12. **Fleet Air Arm.**—Reports on form S.206 for all officers serving in Naval Air Units are to be rendered by the Commanding Officers of the ships or establishments in which they are borne, in the same way as for other officers, except when a unit is detached to a Royal Air Force station or civil air base for more than three months, in which event the reports are to be rendered by the Officer Commanding the Naval Air Unit concerned.

Reports on form S.209 of the air experience of Naval Observers and on form S.210 of the flying experience of Naval Pilots, are to be rendered to the Admiralty on the 31st December of each year by Officers Commanding Naval Air Units through the Commanding Officer of the ship or establishment to which the unit is attached.

866. Punishment Returns.—Commanders-in-Chief, junior Flag Officers and Captains are to be particular in ascertaining that all punishments are correctly

recorded in the daily record (S. 240), and that the quarterly returns of punishments (S. 181) and the annual returns from Flag Officers on form S. 590 are so rendered that perfect reliance may be placed in them. *See* **604** (*Daily Record of Offences, etc.*)

867. Verification of Addresses.—On the undermentioned dates form S. 537 (*Information concerning Nearest Relative or Friend*) is to be completed by naval ratings of all descriptions, except reservists under training, including natives, who are borne for pay at the time :—

Seagoing ships in Home Waters.	First pay day in February.
Other ships and establishments at Home.	First pay day in June.
Ships and establishments on the Mediterranean Station.	1st September.
Ships and establishments on foreign stations other than the Mediterranean.	1st November.

In addition, form S. 537 is to be completed on the following occasions as they arise :—

(i) By training establishments when each boy is discharged to sea service.

(ii) For every rating (including Dominion ratings, but not including boys entered in training establishments) on first entry or re-entry.

(iii) Whenever a man or boy notifies any alteration in the particulars of his nearest relative or friend.

(iv) When a man declares a first allotment to his wife. When changes in allotment are made, particulars of the address of the nearest relative or friend are to be verified.

Where a ship moves from one station to another, form S. 537 should only be rendered once a year unless the ship has recommissioned meanwhile, in which event form S. 537 should again be rendered.

The allotment section on the back of form S. 537 is intended to enable Accountant Officers to make periodical checks of allotment charges, and should be completed only when specially directed in ships and establishments.

2. The necessary notations are to be made on service certificates in accordance with Article **605**, clause 12, and all forms S. 537 are to be forwarded, with a certificate that all ratings have rendered the form, to the Commodore of the rating's port division, with the following exceptions :—

	To be sent to :—
(i) Dominion naval ratings.....	The Commodore, R.N. Barracks, Portsmouth.
(ii) R.N.R. ratings (not under training).	The Registrar General of Shipping and Seamen, Tower Hill, E.C.3.
(iii) R.N.V.R. ratings (not under training).	The Headquarters of the R.N.V.R. Division to which the man belongs.
(iv) All Maltese ratings	The Commanding Officer, H.M.S. St. Angelo, Malta.
(v) (*a*) Somalis on East Indies Station.	The Port Officer, Aden.

(*b*) Goanese and other Natives (other than Somalis) on East Indies Station.	The Captain-in-Charge, Ceylon.
(vi) All other native ratings.....	As directed by the Commander-in-Chief, locally.

3. Should it at any time be necessary to render form S.537 when a rating is temporarily detached from his proper ship, *e.g.*, lent for any purpose, care should be taken that the name of the proper ship is recorded.

4. For the following ratings duplicate forms S.537 are to be prepared, the duplicates being disposed of as follows:—

Dominion ratings

Canada.....	The Chief of the Naval Staff, Department of National Defence, Ottawa.
Australia.....	The Official Secretary, Commonwealth of Australia, Australia House, Strand, London, W.C.2.
New Zealand.....	The Secretary, The Navy Office, Wellington, New Zealand.

In the event of a man or boy being absent on the date referred to in clause 1, the particulars are to be inserted on form S.537 from his service certificate, and verified or corrected as soon as possible by enquiry of the man or boy himself. If such later information involves any alteration, the alteration is to be notified on another form S.537 to the appropriate officers indicated in clauses 2 and 4. If neither the rating nor his service certificate is available on the date concerned, a form S.537 showing the man's name, rating, port division and official number only, is to be prepared and details of any change furnished later.

Forms for naval ratings are to be sorted into branches and ratings, and arranged alphabetically for each rating. They are to be despatched in a sealed envelope marked with the name of the ship and date of despatch, and labelled "Forms S.537." Forms for men serving in tenders are to be kept distinct and separately sorted and arranged.

Royal Marines.—The names and addresses of the nearest relative or friend of Royal Marines embarked are to be verified on the dates laid down for naval ratings and all forms are to be forwarded to the Royal Marine division or the Royal Naval School of Music. Forms for Royal Marines are to be arranged in order of register number and not alphabetically.

R.A.F. Personnel.—The names and addresses of the nearest relative or friend of Royal Air Force personnel are noted on their service certificates and recorded by the Officer i/c R.A.F. Records, and are to be checked as laid down in the King's Regulations and Air Council Instructions for the Royal Air Force. (*See* Appendix XXXII, K.R. and A.I.)

Any change in the name or address of the nearest relative or friend of Royal Air Force airmen serving in Naval Units is to be notified direct to the Rear Admiral, Naval Air Stations, on Form S.537 as soon as possible. The Rear Admiral, Naval Air Stations, will be responsible for informing the R.A.F. Officer i/c Records, of any such change at the earliest opportunity. Particulars regarding allotments are not required in respect of Royal Air Force airmen on Form S.537.

5. **A Poster,** form S.585, is to be permanently displayed on the Notice Boards of H.M. Ships and Establishments drawing the attention of all ratings to the importance of prompt notification, on Form S.537, of any change in the name, address and relationship of nearest relative or friend.

868. Religious Denominations.—On 31st December of every year the Captain is to render a report (S.203) of the number of men belonging to the several religious denominations. The return is to be made out under the direction of the Chaplain, or of the Accountant Officer if no Chaplain is borne.

869. Birth or Death.—When a birth or death occurs on board any of His Majesty's ships in commission, the Captain is to record in the log book the particulars of the birth or death, as directed in Article **1208,** clause 3, and so soon as possible is to send form S.544, duly completed, to the Registrar General of Births and Deaths in England, Scotland, the Irish Free State or Nothern Ireland, in accordance with the instructions on the back of the form. *See* **1709** *(Deaths on Detached Service).*

2. When a death occurs on board a hospital ship or other non-commissioned ship, the Master of the ship will report the death to the Registrar-General of Shipping and Seamen.

3. When a death occurs in a naval hospital or sick quarters on shore, the officer in charge of the establishment is to report the death to the local registrar on the special form provided for the purpose.

4. When a death has occurred on board a ship and the body is brought ashore for burial. application should be made to the Registrar of the sub-district in which it is intended to dispose of the body for a certificate of no liability to register, and this certificate must be produced at the burial.

870. Wills.—The mode of executing the wills of Naval ratings and Royal Marines is described in the Navy and Marines (Wills) Acts, 1865 and 1930, and also on form S.545. This form is to be used, and the directions given thereon are carefully to be observed, whenever any such person shall desire to make a will. Nomination (on form S.537) of a relative or friend for purposes of communication does not constitute a will.

871. Supersession of Captain.—When a Captain is superseded, he will transfer to his successor the originals of all unexecuted orders, the receipts for which he will forward to his Commander-in-Chief.

872. Admiralty Fleet Orders are to be issued from the office of the Commander-in-Chief or local distributing authority. Ships on detached service will receive supplies direct from the Admiralty.

2. Orders in Council.—The Admiralty orders in council are only issued to Flag and other officers in command for their information.

873. Ships serving under another Flag, etc., Officer.—All communications from a Flag or Senior Officer intended for a ship placed or serving under the orders of another Flag or Senior Officer, whether absent or present, are to be sent open through the Flag or Senior Officer under whose orders the ship may be serving, to be by him duly delivered or forwarded.

Section III—Correspondence

874. By Junior Flag, etc., Officer to Admiralty.—No junior Flag or other officer in command of a squadron or of a single ship, while serving under the orders of a superior officer, shall communicate direct with the Secretary of the Admiralty on matters of importance or in which principle, secrecy or controversy is involved, except he be specially instructed to do so. All such correspondence for the information or consideration of the Lords Commissioners of the Admiralty, is to be addressed by him to his superior officer, who, should he think fit, will forward it with such remarks as he may see occasion to offer thereon. If any circumstances should occur, or any intelligence be obtained which ought, in such junior officer's opinion, to be communicated to the Admiralty sooner than the report could reach the Admiralty if made through his superior officer, he is still to address his report to such superior, but he will transmit a copy direct to the Admiralty, by the earliest safe conveyance, informing his superior officer of his having done so.

2. Flag and other officers in command of a squadron or of a single ship may communicate direct with the Secretary of the Admiralty and Heads of Admiralty departments on routine and unimportant matters, and for such correspondence the memorandum form of communication or reference sheet is to be used.

875. Communications to Admiralty by others.—All officers and others belonging to the fleet, not referred to in Article **874,** having any communications or applications to make to the Admiralty, or to the Commander-in-Chief or Senior Officer of the station on which they are employed, are invariably to transmit them through their respective Captains, who, should they see fit, are to forward them by the earliest convenient opportunity, through the proper channel, with their own observations thereon. And all officers who may have occasion to correspond with, or furnish reports or accounts to, the several departments of the Admiralty, are to submit them for the perusal of their respective Captains, who will append to them such remarks as they may deem necessary. Exceptions to this rule are laid down in Articles **876** and **877.**

2. Formal and routine enquiries may be addressed by reference sheet by depôts at the ports, and by harbour establishments generally, direct to the department of the Admiralty dealing with the subject, provided that care is taken that communications, in which matters of principle are involved, are forwarded through the Commander-in-Chief or Senior Officer. The classes of subjects, concerning which direct correspondence between the depôts and establishments and Admiralty departments is permitted, are at the discretion of the Commander-in-Chief or Senior Officer.

876. Correspondence on questions relating to Accounts and Pay.—Correspondence on purely routine matters connected with cash accounts, pay, travelling and subsistence allowances, pensions, national health and unemployment insurance, allotments, marriage allowances, recovery of overpayments and similar subjects may be carried on by the Accountant Officers of the ships, etc., with each other and with the Director of Navy Accounts. Such direct communication is limited to matters which do not involve any modification of, or exception to, the regulations, or any question of principle, discipline or controversy, or any appeal against previous Admiralty decisions. Should such issues as these be involved, the correspondence is to be signed by the Commanding Officer, and if forwarded to the Admiralty in accordance with Article **875,** is to be addressed to the Secretary of the Admiralty.

2. Communications to the Director of Navy Accounts should be transmitted in duplicate, except when they are purely formal and no further correspondence on the subject is anticipated.

877. Correspondence relating to Stores, Defects, etc.—Correspondence on purely routine and unimportant matters connected with stores may be carried on by the accounting officers of the ship with the Naval Store Officer and Victualling Store Officer at a port, or with the Director of Stores and Director of Victualling at the Admiralty, subject to the reservations in Article **876.**

All correspondence relating to the following questions, which affect the sea-going or fighting efficiency of the ship, is to be conducted through the Commanding Officer of the ship:—defects, alterations and additions, stores not allowed by establishment, alterations to establishment, deficiencies in quantity or quality of stores, losses of stores.

2. Communications to the Director of Stores or the Director of Victualling should be transmitted in duplicate, except when they are purely formal and no further correspondence on the subject is anticipated.

878. For Admiralty, addressing of.—All letters, returns and other documents, packages, etc., for the Admiralty are to be addressed:—

On His Majesty's Service.

The Secretary of the Admiralty,
Whitehall,
London, S.W.1.

Those for departments other than that of the Secretary should have the name of the department for which they are intended conspicuously written in the lower left-hand corner of the envelope (*e.g.*, Director of Navy Accounts; Director of Navy Contracts).

2. **Acknowledgments.**—Admiralty letters are to be acknowledged only in cases in which a request to that effect is inserted in the letter.

Correspondence from Commanders-in-Chief and Senior Officers abroad will be acknowledged by letter at convenient intervals. If for any special reason a telegraphic acknowledgment is desired, a request to that effect is to be inserted in the letter requiring this special treatment.

3. **Numbering Letters.**—Commanders-in-Chief, officers on detached commands, Superintendents, and other officers who are authorized to correspond direct with the Admiralty, are to number their letters, enclosing them in docket sheets. A fresh series of numbers is to commence on 1st January of each year.

4. **Manner of Forwarding.**—Letters and reports on ordinary matters, forwarded through the Commander-in-Chief or Senior Officer, may be "submitted for the consideration" or "information," as the case may be, "of the Lords Commissioners of the Admiralty" without covering letters; but when for consideration, the officers forwarding them are never to omit to state their opinion; all such submissions must be numbered, dated and otherwise dealt with, as part of the correspondence of the officer who forwards them.

5. **Schedule.**—Commanders-in-Chief and other officers having a regular correspondence with the Admiralty are to forward a schedule (S.587) with all letters transmitted, the submissions being entered on the schedule in numerical order.

The schedule is to be placed in the same envelope or packet as the correspondence to which it relates. Should a communication noted on the schedule not be included in the packet, an explanatory note is to be inserted on the schedule.

6. **Duplicates, etc.**—Commanders-in-Chief and Senior Officers abroad are to forward by different conveyances, as they may deem necessary, duplicates or triplicates of important letters they write, either to the Secretary of the Admiralty, or to any of the departments with which they may be directed to correspond, stating at the top of each duplicate or triplicate, in red ink, when, and by what conveyance, the original or duplicate, as the case may be, was sent.

7. **References.**—When answering, complying with, or referring to communications from the Admiralty or from departments, whether by letter or special returns, the communication is not to be referred to as "the attached letter," etc., but the initial letters, numbers and dates of the communications are invariably to be quoted.

8. **Hastening Replies.**—If it should be necessary to hasten the reply to a communication addressed to the Admiralty, the number and date of the relevant correspondence, and a brief but clear statement of the nature of the information notified or required, is to be furnished, unless it is practicable to forward a copy of the original document.

9. **Covering Letters.**—Letters merely forwarding accounts or documents to the Admiralty departments are unnecessary, but any explanation that may be requisite to elucidate or to explain accounts or documents transmitted, or with regard to delay in their completion, is to be given in a special letter which is to accompany them, to prevent unnecessary correspondence and delay.

In forwarding reports to the Admiralty with a covering submission only, use is to be made of available space at the end of the report.

10. All lists of proposed alterations and additions, and other reports from the fleet dealing with suggested alterations and additions, etc., or which might involve work on ships, are to be forwarded in copyable ink. Hektograph ribbons and hektograph carbons should be used in such cases.

879. Method of conducting Correspondence.—The following general regulations are to be observed by officers in their official correspondence:—

(*a*) **Marking of Cover.**—All official correspondence should be so marked on the outer cover as to enable it, in the event of non-delivery, to be returned to the sender without being opened in the post.

(*b*) **Secret and Confidential Documents.**—Letters and other documents which it is desired to treat as secret or confidential are clearly to be marked as such. They are to be enclosed in envelopes marked "Secret" or "Confidential" and sealed, and further enclosed in an unmarked addressed envelope.

Secret documents forwarded from one naval authority to another are to be accompanied by a receipt note, unless they are sent direct to the addressee by closed of such documents to enable their safe arrival to be checked. If the return of a receipt note should be unduly delayed, the addressee is to be asked by telegram whether the document in question has been received.

Care is also to be taken that the instructions for the treatment of confidential documents contained in C.B. Form U2D are complied with.

NOTE.—The following sections in particular of C.B. form U2D contain matter which is relevant to all confidential documents:—

"Books not to be taken away from ships."
"Books lost or missing."
"Books to be kept locked up."
"Destruction in an emergency."
"Conveyance of books."

bag containing a schedule of contents. Receipt notes are to be signed by the recipient and returned to the sender as soon as possible. A record is to be kept of the despatch

(*c*) **Indications of Relative Urgency.**—The relative urgency of correspondence between the Admiralty and the fleet and naval establishments is determined according to the following classification:—

(i) First and absolute priority to be used in cases of vital importance only—the words "MOST IMMEDIATE."

NOTE.—The use of the words "MOST IMMEDIATE" should be very exceptional, *e.g.*, it should be reserved for vitally important matters in war crises or emergencies.

(ii) Second priority—the word "IMMEDIATE."

(iii) Third priority, indicating that the matter should be given precedence over other business, but is of less urgency than the preceding categories—the word "IMPORTANT."

(iv) All other communications—no indication of urgency.

The indications "MOST IMMEDIATE," "IMMEDIATE," or "IMPORTANT" are to be used, when necessary in correspondence, on the top of letters to indicate their relative urgency, and, when a letter or submission is sent in docket form, the indication is to be put on in manuscript or with a rubber stamp. Envelopes are similarly to be marked as necessary.

The indication "MOST IMMEDIATE" may be authorized only in the circumstances shown in the Note to (i) by Commanders-in-Chief, and, in exceptional cases, the Senior Officer present, including the Commanding Officer of a single detached ship.

The indication "IMMEDIATE" may be used only by the authority of the Commanding Officer.

(*d*) **Signature to Letters.**—Except as provided in Articles **876** and **877,** letters connected with the ship are in all cases to be signed by the Captain of the ship and not by the officers in charge of the special departments. Reports from such officers dealing with special or technical details may be enclosed in the letter only if thought necessary to elucidate the subject.

(*e*) **Signatures generally.**—Officers are to sign their names legibly, stating their rank after their signature in all documents.

(*f*) **Separate Subjects.**—Separate letters are to be written on separate subjects, and every paragraph is to be numbered.

(*g*) Both sides of the paper are to be written on.

(*h*) **Clearness.**—All letters are to be written or typed clearly and legibly.

When remarks or reports are continued on an original communication, each report or minute is to be numbered consecutively, and the paragraphs of each communication are also to be numbered where there is more than one paragraph.

(*i*) **Letters at Sea.**—When letters or documents are dated at sea, the latitude and longitude are to be stated.

(*j*) **Margin.**—A margin of one-sixth the breadth of a foolscap page is to be left blank on every page. As one of the objects of this margin is the fastening of papers, the margin is to be always at the same edge of the leaf, *i.e.*, on the left of front pages, and consequently on the right of back pages. In forms printed across their length, the top is to be the margin edge, and when writing on the back, the margin will be on the right as above directed.

(*k*) **Fastening.**—All pages and such forms as defect lists are to be fastened or strung in their proper order, through the left upper corner. Forms printed lengthways should be attached by their right upper corner to the left upper corner of manuscript or forms printed breadthways.

(*l*) **References to Regulations.**—In every document transmitted to the Admiralty a reference to the Article in these Regulations, or to the special authority under which it is rendered, is to be inserted in MS, when not printed on the form.

(*m*) When any special applications are made for allowances or compensation for losses, the particular Regulations under which the claims are preferred are always to be quoted, and if an official letter treats of a subject in any way provided for by these Regulations or other instructions they are always to be quoted.

(*n*) **Enclosures** are to be attached to their covering letter, and are to be numbered separately as—

"Enclosure No. in 's letter
No. dated 19 ."

(*o*) **Certificates, etc.**—Original certificates are always to be forwarded with accounts. Baptismal and marriage certificates are also to be forwarded in original. No other original certificates, unless specially called for, are to be forwarded, but certified copies only. When original papers are transmitted, it is to be understood that they will be retained in Office.

(*p*) **Models, Plans, etc.**—All models, plans, or specimens are to have the name and address of the person who forwards them affixed thereto, with a reference to the date of the letter, or other explanatory document, which may accompany them.

Drawings, charts, tracings, etc., forwarded with letters are to be signed by the officer responsible for their correct preparation. They should also bear the name of the ship or office of origin and title of the drawing. If forwarded separately in a box or case, a reference to the letter should appear on the lid, in addition to the address.

(*q*) **Translations, etc.**—All letters and documents transmitted in a foreign language, except French, are, when possible, to be accompanied by translations, and whenever reference is made to local currencies, weights, or measures, the corresponding British equivalents are to be given, the rate of exchange of the day being also stated in reference to currency.

(*r*) **Time.**—Time is to be expressed in four figures, of which the first two denote the hour from 00 midnight, up to 23, 11 p.m.; and the last two denote the minutes (00 to 59). Thus 2 a.m. = 0200, 11.30 a.m. = 1130, 3.20 p.m. = 1520.

0000 on the 20th means that hour of the night of the 19th-20th. The term midnight should be avoided.

(*s*) **Personnel and Steamboats.**—The following particulars are invariably to be stated in all returns or correspondence relating to the undermentioned:—

Officers	Initials of the Christian names and rank.
Seamen, etc.	Rating, Port Division, and official number, also non-substantive ratings when necessary.
Royal Marines	Register number and rank (*see* **758**).
Engine-Room Artificers	Trade.
Band ranks	Instruments played.
Steamboats	Register number, length, and class.

(*t*) **Matériel-Personnel.**—Correspondence initiated in the Fleet dealing with matériel matters which affect the conditions of service of naval personnel is invariably to be given the dual prefix "Matériel-Personnel" by the authority initiating the proposal.

(*u*) **Safe Custody of Ship's Seal.**—The ship's seal is to be kept locked up when not in use.

880. The term "Admiralty Letter" is to be applied only to letters signed by or for the Secretary of the Admiralty. Departmental letters are to be referred to as "Director of Stores' Letter," etc.

881. Questions relating to Regulations, etc.—All questions relating to the interpretation of, or departure from, regulations issued by the Admiralty are to be addressed by Captains to the Commander-in-Chief, who, when necessary, will submit them to the Admiralty in accordance with Article **874.**

882. Telegrams, General Instructions.—With a view to economy, telegrams are to be expressed as concisely as is consistent with clearness, particular care being taken to omit every superfluous word. When a letter will answer the purpose, a telegram is not to be sent. Detailed instructions as to the wording, etc., of telegrams are contained in the General Signalling Instructions and Coding Instructions.

In peace time, W/T is to be substituted for L/T whenever practicable by naval wireless route, for the purpose of keeping open W/T lines of communication, in the interests of economy, and when time will be saved thereby.

2. The following instructions are also to be observed, namely:—

(*a*) Telegrams sent by, or at the request of, officers applying for leave, supersession, exchange, or on other points entailing a modification of the rules of the Service for their own convenience, and the answers thereto, will be charged to such officers at the full ordinary rate. The cost is not to be included in the cash accounts rendered by His Majesty's ships or establishments, but is to be recovered at the time from the officers or private individuals concerned.

If, however, an officer is at a place far distant from the ship from which the telegram is sent, the amount may be brought to account as a charge against him, but he is to be requested to refund it at once, in order that the transaction as a whole may appear in the same account.

(*b*) Telegrams addressed to the Admiralty, or to other naval headquarters, are not to be repeated to other Government departments or to individuals. It is to be understood that the information contained in such telegrams will be communicated by the proper department to all concerned.

3. **Cypher Telegrams.**—The special regulations as to telegrams sent in cypher are to be observed most strictly.

4. **Cost.**—The cost of telegrams is not chargeable to the public unless the subject of the message relates strictly to the Naval Service. Messages of congratulation or condolence are chargeable to the senders. *See* **1135** *(Officers' grave illness, and all deaths to be reported) and* **1764** *(Stoppage of allotments).*

5. **Payments.**—A return (S.547) of all payments made abroad on account of telegrams is to accompany the cash account as a voucher.

6. **Certificate.**—Attention is particularly directed to the certificate which officers are required to sign on form S.547.

883. Telegrams at Home.—As telegrams on the public service are sent by the post offices in the United Kingdom without pre-payment, officers sending such telegrams are not to make any payments on account thereof. Officers will receive such messages without charge, either for transmission or porterage. The cost of messages on Naval Service is, however, recovered from the Admiralty by the General Post Office, and to facilitate the financial adjustment between the departments, the Home station has been divided into groups, and the senders of such messages are to be careful to see that the telegram forms are marked with appropriate group letters (A.B.C., etc.) as laid down in the Coding Instructions and Message Instructions. The appropriate group letters should also be indicated in the case of phonograms which are intended for transmission wholly or in part over the Post Office telegraph system.

2. If from any cause the understanding between the Admiralty and the Post Office is not recognized, payment is to be made, but a full statement of the circumstances and of the telegram sent is to be forwarded to the Admiralty before the amount so paid will be admitted in the officer's account or claim.

3. No telegrams are to be sent on official forms which are not essentially on purely Service matters.

4. The Post Office Regulations printed on the back of the forms for "Inland Official Telegrams only" are strictly to be adhered to. *See* **882,** clauses 2 and 4 *(Expense chargeable to Sender).*

884. Payments for Postage.—Payments for official postage are to be certified by the Captain on form S.24 in the following manner:—

"Approved for payment after inspection of the postage book."

Expenditure on Foreign and Colonial postage stamps is to be distinguished on the form from the value of British postage stamps used.

885. Mail Arrangements.—Mail addresses of His Majesty's ships are arranged by the Admiralty, and not by the General Post Office.

2. Commanding Officers of His Majesty's ships should forward any communications as regards their mail arrangements to the Admiralty, through the naval mail office if lying at a port where there is a naval mail office, otherwise through the Senior Officer or to the Admiralty direct. On foreign stations, requests should be sent direct to the Admiralty or through the Senior Officer as arranged by the Commander-in-Chief on the station.

3. Communications about changes of address of vessels are always to state the latest time at which correspondence can be received at the port of departure.

4. Communications as to mail addresses should not, in any circumstances, be addressed to the General Post Office, London; but His Majesty's ships should, before leaving a port where there is no naval mail office, arrange with local Postmasters for the re-direction of any mails which may arrive after their departure.

886. Transmission of Bulky Documents from Ships Abroad.—All bulky documents, such as periodical returns, ledgers, and victualling and store accounts, are to be made up and sent as parcels, when practicable, instead of as letters; and, if forwarded by mail steamer or private ship, they are to be sent on freight, in charge of the mail agent or master, from whom a receipt is to be taken for the parcels that may be delivered for transmission. Such parcels so sent, when for the departments of the Admiralty, are to be addressed to the department for which they are intended, instead of to the Secretary, as directed in Article **878,** clause 1.

2. **Engine-Room Registers and other Books.**—Heavy expense being incurred by the practice of each ship sending to England its own engine-room registers, and other heavy documents, the charge for freight on a single book being frequently as much as if a collection of books were sent, it is desirable that, except as provided in clause 4 of this Article, each ship on a station should send its books, etc., directly they are ready, to the Naval Store Officer, or officer in charge of the naval depôt, for him to collect and to forward to England, in one box, on freight, by the first mail in every month, consigned to the Secretary of the Admiralty.

3. The above need not be considered as an absolute rule in cases where more expense might be incurred by carrying it out than by transmitting the parcels direct to England, and discretionary power is left with Commanders-in-Chief, Senior and Commanding Officers to make the most economical arrangements practicable to meet exceptional cases, advantage being taken of the parcel and book post for this purpose.

4. **Ledgers and Accounts.**—Ledgers and all accounts having to do with money, with the exception of cash accounts and savings bank returns, are to be transmitted without delay by the quickest possible route (*see* **1700,** clause 4). Cash accounts from ships at home are to be sent by letter post, registered if necessary, and cash accounts and savings bank returns from ships abroad by mail steamer, as it is important that they should reach office as early as practicable after completion.

5. **Bulky Documents from Ships at Home.**—Accounts and other bulky documents from ships at home should be transmitted in the following manner by the ship's officers responsible for them.

Parcels weighing 15 lbs. and under should be posted, and those above 15 lbs. should, when possible, be sent to the Naval Store Officer's shipping store for despatch, accompanied by particulars as to contents and address to which to be sent; otherwise they may be sent by rail direct to the Admiralty.

6. **Postage at Home.**—Correspondence from His Majesty's ships or naval establishments on shore is to be prepaid, except when letters are sent through the post offices of Great Britain, Northern Ireland, or the Irish Free State to the Admiralty, or to any of the departments of the Government in London, Edinburgh, Belfast or Dublin. Parcels so sent must be prepaid by means of postage stamps, in accordance with the rates of postage fixed for the inland parcel post.

7. **Letters from and to Officers in Ship.**—Except as provided in Articles **876** and **877,** all accounts and letters from the officers of a ship to the Admiralty departments are to be transmitted by the Captain, and letters from those departments to the officers will be sent under cover to him.

8. **Method of Despatch.**—To save trouble and delay to the Post Office, letters and packages should not be despatched loose in mail bags from His Majesty's ships, but should, when practicable, be tied in bundles, with the addresses facing in one direction, and with the stamps in the top right-hand corner. *See* **1097,** clause 3 *(Letter Bills to accompany Mails from Ships on Foreign Stations).*

Chapter XXIV

PRIZE AND PRIZE MONEY, INCLUDING AWARDS FOR SALVAGE AND SPECIAL SERVICES

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Section I—Prize Money

887. Definition.—The term Prize Money includes all awards distributable under the Naval Agency and Distribution Acts, 1864, *i.e.*, prize, prize bounty, salvage (*see* **896** and **903**), awards for seizures under the Slave Trade, Foreign Enlistment, Pacific Islanders Protection, Customs, Merchant Shipping and Piracy Acts, or other special service in respect of which any reward is payable.

2. **Ships' Agents.**—Provision is made in the Act for the appointment of agents to act on behalf of His Majesty's ships in any of the matters referred to (*see* **675**, *and* Navy List). When their services are required, they should be given instructions to take the necessary action and be provided with all the pertinent documents, but under modern conditions their employment is not called for in respect of Prize of War.

Ships' agents' commission is at the rate of 2½ per cent, calculated on the net amount distributable, except in Prize Bounty, where it is limited to 1 per cent.

888. Legal Expenses under Naval Agency Act.—Where any proceedings shall have been instituted in any court, or other action taken on instructions by, or on behalf of, any of His Majesty's ships in respect of any of the matters referred to in Article **887** (other than Prize of War) in which an award may be payable, the liability for the legal expenses incurred in such proceedings rests in the first place with the Captain of such ship. Where the Captain shall be unable himself to pay such legal expenses, or to obtain the necessary advance from or negotiate a bill for the amount on the ship's agent, he will be at liberty to demand from the Accountant Officer an advance of public money for the purpose. Such advance, which must not exceed £100, is to be debited by the Accountant Officer in the ledger against the pay of such Captain, and must be reported specially to the Admiralty.

2. When an award is obtained, the taxed costs and expenses of the claimants (except such as may be ordered to be paid from other sources) are defrayed therefrom before its distribution.

889. Reports.—Whenever a capture shall have been made, or any service performed by a ship, for which a claim is being made or an award has been made, or for which it is expected that an award will be made, or in respect of which proceedings have been instituted, a report of the circumstances is to be made to the Admiralty.

2. The Captain is also, except for Prize of War, to transmit to the Admiralty for the Director of Navy Accounts—

(*a*) A complete list of all the officers, Naval ratings, Royal Marines and other persons actually on board on the occasion, specifying therein whether any other ship, including those of His Majesty's allies, was in sight at the time and entitled to share, the name and description of the prize, etc., and also the place and date of the capture or service; a special notation being made against the names of all

supernumerary officers above the rank of Midshipman, who were doing duty by order at the time. This notation is also to be made against their names in the ledger for the period.

(*b*) A complete list of all persons who were absent on duty or otherwise at the time, specifying in each case the cause of such absence.

3. Each list is to contain the rank or rating of each person named therein, his number on the ship's books, and, in the case of Naval ratings and Royal Marines, their official or regimental numbers as well, and is to be signed by the Captain and three of the chief officers on board, of whom the Accountant Officer is to be one.

4. The date of the capture of the vessels or slaves is to be inserted on all vouchers for the supply of, or expenditure on, provisions, clothing or stores for the vessels or the slaves captured, or for other expenses incurred thereon after capture.

5. Any money which may be received in His Majesty's ships as a reward for any of the special services referred to in this Chapter is to be taken on charge by the Accountant Officer in his cash account, under the head "Naval Prize Remittances."

890. Distribution.—All awards of prize money are distributable solely by the Director of Navy Accounts, according to the Prize Proclamation or Order-in-Council relating to such awards, or in such other manner as the Admiralty may direct.

2. Any Captain or other person making unauthorized distribution on the spot of any such money will be held personally liable to make good the £5 per cent payable to the naval prize cash balance, and for any shares omitted or inadequately paid.

3. The Prize Proclamation or Orders-in-Council in force, containing the scale of shares for the various ranks and ratings, are printed in the Appendix to the Navy List.

4. Awards when ready for distribution are notified in Admiralty Fleet Orders and the *London Gazette*. Applications for payment of shares are to be made to the Director of Navy Accounts on form S.540.

5. **Assignments.**—No assignment of prize or salvage money may be made in respect of any advance or consideration.

6. **Shares not claimed,** or to which a claim has not been proved to the satisfaction of the Admiralty, shall be deemed to be forfeited after the expiration of six years from the 1st day of April following the date when the award first became distributable, but until the relative accounts have been closed finally (ten years after the date of distribution), the Admiralty may, if good cause be shown, remit such forfeiture.

Section II—Prize of War

891. Guide for Officers.—In all matters connected with naval prize of war, officers are to be guided by such instructions as may be furnished by the Admiralty from time to time.

892. Expenses of Sending in Prizes.—Payments from naval funds for expenses of sending in prizes should be avoided as far as possible. Where expenses are necessarily incurred, or fuel or stores supplied, full particulars of the services and circumstances should be shown on vouchers. Claims for dues and services at the port of adjudication should be referred to the Marshal of the Court in which proceedings are instituted, and a memorandum of any expenses paid from naval funds, or supplies made, should be given to the Marshal.

893. Proceeds of Prizes.—Any proceeds of vessels or goods taken as Prize of War which may be received in His Majesty's ships should be remitted to the Marshal of the Court dealing with the prize, or, if that is not possible, should be taken on charge by the Accountant Officer in his cash account, under the name of the prize.

894. Right or Claim to Proceeds.—The officers and crews of His Majesty's ships have no right or claim to the proceeds of Prize of War, except as may from time to time be granted by the Crown (*see* **895**, clause 4, *as to recaptures*).

2. Special regulations will be issued when any such grant of proceeds is made.

SECTION III—CAPTURES OTHER THAN PRIZE OF WAR; SALVAGE AND SPECIAL SERVICES

895. Claims to Awards may usually be made in respect of all seizures referred to in Article **887** (other than Prize of War) which may lead to the forfeiture of the seized vessel.

2. A book of instructions for the guidance of Captains and Commanding Officers of H.M. Ships employed in the suppression of the Slave Trade is issued to H.M. Ships on the Africa and East Indies Stations and in the Red Sea, and further special instructions are promulgated from time to time as necessary. Instructions in regard to the Foreign Enlistment Act are given in Article **955**, and in regard to Piracy in Article **957**.

3. **Prize Bounty** for the capture or destruction of enemy armed vessels may only be claimed when the Crown has declared its intention to grant this award in respect of any particular war (Naval Prize Act, 1864, S. 42).

4. **Prize Salvage** for the recapture of British property in time of war is a statutory award to the actual recaptors, not affected by the withholding of a grant of prize proceeds. It cannot be claimed if the recaptured vessel has been used as a ship of war by the enemy.

In certain circumstances such salvage may be granted in respect of the recapture of neutral property, and if the ship or goods are not immediately sent to a Prize Court, the recaptors should obtain any security necessary to safeguard their claims before parting with the property.

5. Claims for salvage awards for services rendered to merchant vessels should be made in accordance with the instructions in Chapter XXV, Section 1.

CHAPTER XXV

SALVAGE SERVICES RENDERED BY AND TO HIS MAJESTY'S SHIPS, ETC., RECOVERY OF GOVERNMENT PROPERTY. CLAIMS AND AWARDS

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SECTION I—SALVAGE SERVICES RENDERED BY HIS MAJESTY'S SHIPS, SALVAGE VESSELS AND TUGS TO PRIVATE SHIPS. CLAIMS

896. Aid to Ships in Danger.—All officers of His Majesty's ships are to afford every possible aid to vessels in danger, distress, or in want of assistance, and in saving life. They are to use their best efforts to save and protect property on board any vessel in danger or distress and, if necessary, to remove such property to a place of safety.

Public economy and policy, however, require that His Majesty's ships should not take action in this respect to the prejudice of any private ship which may be present and capable of affording effective help (*see* **900** as regards the employment of His Majesty's Salvage Vessels and Tugs).

2. **Salvage Services** are services rendered by persons by whose assistance a ship, its apparel, cargo or wreck, has been saved when in danger, either at sea or in tidal waters or on the shores thereof. It is not necessary that the danger should be imminent; it is sufficient if, at the time when the services are rendered, the ship has encountered any danger or misfortune which might possibly expose her to injury or destruction if the services were not rendered. Services rendered to ships not amounting to salvage services will in this chapter be referred to as "assistance."

2a **Services to Aircraft.**—The law relating to wreck and to salvage of life or property and to the duty of rendering assistance to vessels in distress applies (subject to certain modifications) to aircraft on or over the sea or tidal waters as it applies to vessels. The instructions contained in this chapter are to be read as applying to such aircraft.

3. No officer or man in the Navy may make a claim for salvage without Admiralty sanction, which will not be given unless unusually arduous service or service accompanied by unusual personal hazard has been rendered, and no court of law or arbitrator can finally adjudicate upon any claim made by officers or men belonging to His Majesty's ships without such consent of the Admiralty. This regulation, however, is not intended to debar the salvors from taking the preliminary steps which are hereafter authorized.

4. When salvage services or assistance have been rendered by one of His Majesty's ships, the Captain is to report the matter to the Commander-in-Chief for the information of the Admiralty, with special reference to the following points:—

(*a*) Whether he considers the services amounted to salvage services as defined in clause 2, and why.

(*b*) Whether it is desired to make a claim for salvage on behalf of the officers and men.

If it is desired to make such a claim, a copy of the ship's log should be forwarded, and it should be stated:—

(*c*) In what respect the salvage was unusually arduous or accompanied by unusual personal hazard.

(*d*) Whether an agreement has been entered into or a bond has been given, and if so which, as provided in Articles **899** and **900**, and whether the vessel or property has been released in consequence.

(*e*) Whether the salved ship was in the service of His Majesty's Government or of a foreign Government, and if it is known whether that Government has undertaken the risk for the ship and cargo.

5. In every occurrence of salvage or assistance, the Captain's report should be accompanied by a list of expenses incurred, including claims for damage to clothing and any extra pay which he may consider should be granted (*see* **1620** (12) *and* **1771**).

It is to be understood that any compensation or extra pay granted will be deemed part of the salvage award, if any, and deducted from the amount received before distribution.

897. All articles, other than those belonging to the Crown, found in or on the shores of the sea or any tidal waters are to be delivered to the Receiver of Wrecks for the district. On foreign stations, application for instructions as to the disposal of such articles should be made to the dominion, colonial or consular authorities.

A report is always to be rendered to the Admiralty stating:—

(*a*) whether it is desired to make a claim for salvage on behalf of the officers and men;

(*b*) in what respect the salvage was unusually arduous or accompanied by unusual personal hazard.

898. Directions of Receiver of Wrecks.—On any vessel being stranded or in distress at any place on the shore of the sea, or of any tidal water within the United Kingdom, it is the duty of every officer or man belonging to His Majesty's ships in the neighbourhood present at the wreck to obey the directions of the Receiver of Wrecks, or of the person duly authorized to act in his behalf, and to afford him every assistance in the performance of the duties imposed upon the Receiver by the Merchant Shipping Acts.

899. Salvage Services rendered by Officers and Men of His Majesty's Ships not being Special Salvage Vessels or Tugs. (*See* Article **900**).—The Admiralty do not initiate or prosecute claims on behalf of officers and men, and salvors are recommended to communicate with the ship's agent by telegraph as soon as possible after the commencement of the salvage operations. The ship's agent should be informed of the name of the ship and her owners and of her cargo, together with short particulars of the place where the vessel is lying and the nature of the services necessary. Where more than one of His Majesty's ships are concerned, it is suggested that, as a rule, the ship's agent of the senior officer's ship should be asked to act on behalf of all the salvors and that the ship's agents of other ships should be instructed accordingly, as it is desirable that all claims in respect of a particular salvage should be dealt with through one agency. Subject to Article **901**, clause 1 (*c*), the salvors should not consent to the release of the vessel or property salved until they have been informed by the ship's agent that proper security has been given. This is specially important when the services are being rendered to a foreign ship, or to a British ship with cargo owned by a foreigner. In all cases covered by this clause, it will be for the ship's agent to arrange for security, either by the deposit of a reasonable amount of bail sufficient to cover the sum likely to be awarded for salvage and costs, or by the guarantee of a reputable bank or a firm of solicitors in this country that such bail will be forthcoming, upon the understanding that service of a writ will be accepted in this country.

2. **If the services have been rendered abroad,** and the steps recommended above for the enforcement of claims have proved abortive, or if it is impossible to communicate with the ship's agent as recommended, it will be necessary to adopt one or other of the methods authorized by the Merchant Shipping Act as follows:—

(I) The salvor should first endeavour to obtain the agreement of the master of the vessel salved to abide the decision of the High Court in England, or of a

Vice-Admiralty Court or of a Court of Admiralty in the British Dominions, and if necessary to give his bond with security to answer the claim against the vessel and her cargo and freight in such manner and in such sum as may be agreed on by the parties to the agreement.

This is a course which it will be found very desirable to take when the destination of His Majesty's ship and of the vessel salved are such that they cannot proceed to a place where there is a consular officer or judge without inconvenience to one or both.

Such an agreement involves the abandonment by the salvor of his lien upon the ship, cargo or property salved; therefore, if the vessel or cargo salved is owned by persons not domiciled in His Majesty's Dominions, the master should provide a guarantee of a reliable bank or other security for the due performance of the agreement to the satisfaction of the salvor, and for the payment to the salvor of any amount found or agreed to be due.

The sum inserted in the agreement must depend on circumstances; it should not in any case exceed one-half of the value of the property salved, and such maximum should be required only in exceptional circumstances; £150 should be included to cover costs.

(II) Where such an agreement is made it must be in writing; it must be attested by two witnesses and should be in the following form:—

> Whereas certain salvage services are alleged to have been rendered by His Majesty's ship (insert names of ship and of Captain) Captain, to the merchant vessel (insert names of vessel and of Master) Master, belonging to (name and place of business or residence of owner of vessel), freighted by (the name of the freighter), and to the cargo therein, consisting of (state very shortly the description and quantities of the goods, and the names and addresses of their owners and consignees).
>
> And whereas the said (insert name of Captain of ship) has voluntarily agreed to abandon his lien upon the said vessel (insert name of merchant vessel), and the cargo thereof, upon the Master of the said vessel entering into such agreement as hereinafter contained, as is testified by the said (insert name of Captain) signing this agreement, and the parties hereto have agreed the amount to be inserted in this bond at the sum of (state the sum).
>
> Now I, the said (name of Master), do hereby, in pursuance of sec. 554 of the Merchant Shipping Act, 1894, and in consideration of the premises, bind the several owners for the time being of the said vessel, and the cargo therein, and of the freight payable in respect of such cargo, and their respective heirs, executors and administrators, to pay among them such sum, not exceeding the said sum of (state the sum fixed) in such proportion and to such persons as the High Court in England (or if the parties agree on any other Court, substitute the name of it here) shall adjudge to be payable as salvage for the services so alleged to have been rendered as aforesaid.
>
> In witness whereof we have hereunto set our hands this day of 19
>
> Signed by the said
>
> (Captain's Signature.)
> (Master's signature.)
>
> In the presence of us of and of } Signatures and full description of witnesses.

(N.B.—Any of the particulars not known, or not required, may be omitted.)

(III) On the agreement being made, the salvor and the master shall respectively make statements in writing, which need not be on oath, specifying so far as possible, and so far as they are applicable, the following particulars:—

(1) The place, conditions and circumstances in which the vessel, cargo or property was at the time when the services were rendered for which salvage is claimed.

(2) The nature and duration of the services rendered.

Additional particulars to be stated by the salvor:—

(i) The proportion of the value of the vessel, cargo and property, and of the freight which he claims for salvage, or the value at which he estimates the vessel, freight, cargo and property respectively, and the several amounts that he claims for salvage in respect of the same.

(ii) Any other circumstances which he thinks relevant to the said claim.

Additional particulars to be stated by the said master or other person in charge of the said vessel, cargo, or property:—

(*a*) A copy of the certificate of registry of the said vessel and of the endorsements thereon, stating any change which (to his knowledge or belief) has occurred in the particulars contained in the certificate; and stating also, to the best of his knowledge and belief, the state of the title to the vessel for the time being, and of the incumbrances and certificates of mortgage or sale, if any, affecting the same, and the names and places of business of the owners and incumbrancers.

(*b*) The name and place of business or residence of the freighter (if any) of the said vessel, and the freight to be paid for the voyage on which she then is.

(*c*) A general account of the quantity and nature of the cargo at the time the salvage services were rendered.

(*d*) The name and place of business or residence of the owner of the cargo and of the consignee thereof.

(*e*) The values at which the master or person making the statement estimates the vessel, cargo and property, and the freight respectively; or if he thinks fit, in lieu of the estimated value of the cargo, a copy of the vessel's manifest.

(*f*) The amounts which the master thinks should be paid as salvage for the services rendered.

(*g*) An accurate list of the property saved, when the vessel itself is not saved.

(*h*) An account of the proceeds of the sale of the vessel, cargo or property in cases when they or any of them are sold at the port where the statement is made.

(*i*) The number, capacities and conditions of the crew of the vessel at the time when the services were rendered; and

(*j*) Any other circumstances he thinks relevant to the matters in question.

Should the parties be unable to give all the above particulars, the reasons for omitting any of them should be stated.

The salvor must, as soon as practicable, transmit the statements so made, together with the agreement, to the Court in which the agreement is to be adjudicated upon.

(IV) If the salvor is unable to obtain from the master the agreement above referred to, or from the owners or agents of the vessel salved a satisfactory guarantee for the payment of any salvage which may be awarded, he is justified by the circumstances of the case (subject to Article **901,** clause 1 (*c*) in detaining the property salved. He must therefore take the vessel to some foreign port where there is a consular officer, or to some British port where there is a Court of Admiralty, or a Vice-Admiralty Court; and, in so doing, the salvor is, so far as his primary duty to the King's Service permits, to be guided by the convenience of the vessel salved. Within 24 hours after arriving at such port, the salvor, and the master or other person in charge of the property alleged to be saved, are each to deliver to the consular officer or to the judge of the Court of Admiralty, or Vice-Admiralty Court, a statement containing, so far as possible, the particulars set out in sub-clause (III) above. In this case the statement must be on oath.

(V) Upon receiving these statements, the consular officer or judge must proceed within four days to fix the amount of the bond in such sum as he thinks sufficient to answer the demand for salvage service and to cover any additional claim for costs. In doing this, he is instructed to remember that the claim will have to be decided by the Court to which the matter is referred after the consent of the Admiralty shall have been obtained, and that for a British vessel, the only security required is a bond by the master. For a British vessel, therefore, he is to fix a sum which will cover the claim actually made by the salvor, with an additional sum of about £150 for costs. For a foreign vessel, where sureties are

required, it is important that the amount secured should not be excessive, and the consular officer or judge is, therefore, to exercise special discretion. He should approximate as nearly as he can to what he considers sufficient compensation for the services rendered; and will be guided, so far as he has the means and knowledge, by the rules which ordinarily guide Admiralty Courts in such cases, adding to the amount £150 or thereabouts to cover the costs. He is to remember that, the bond being substituted for the property by way of security for the claim, the amount should be large enough to cover it; on the other hand, that no award is ever made exceeding one-half of what is considered to be the true value of the property saved.

(VI) Should either party fail to make the statement referred to in sub-clause (IV) within 24 hours after arrival at the port, the consular officer or judge may proceed *ex parte*, but he should not, except in pressing circumstances, do so without giving notice; and, if the property or vessel saved is to be sold, he is to allow a reasonable time for the purpose of giving the particulars of the sale. He has no power ever to require the cargo to be unladen.

(VII) Should the consular officer or judge require additional information, he may examine the parties or witnesses upon oath, and the evidence is then to be taken in writing, and is to be attached to or to accompany the statements.

(VIII) When the consular officer or judge has determined the amount, he is to give notice to the parties to cause a bond to be prepared in the form of the agreement set out in sub-clause (II) hereof, and to see that it is properly filled up with the particulars as given to him, and with the sum which he has determined. If the parties wish that the cause should be adjudicated on in any Court of Admiralty, or Vice-Admiralty Court in the British Dominions, the name of the Court, and the place for which it acts, is to be inserted in the bond. If not, the High Court in England will be the Court to adjudicate upon it. This bond must be executed by the master in the presence of the consular officer or judge, and must be attested by him. The consular officer or judge will then deliver it to the salvor, and thereupon the lien of the salvor on the property will cease and his remedy will be upon the bond.

(IX) Should, however, the vessel or property saved be owned by persons who reside in any foreign country, such additional security must be given as the consular officer or judge may approve; for this purpose, it is his duty to see that the persons giving the security are solvent persons, and that the security is one which is capable of being enforced in a British Court of Justice. When duly executed and attested, it must be given to the consular officer or judge, or, should the salvor so desire, it must be placed in the joint possession of the consular officer, the judge, and any other person whom the salvor may appoint for the purpose, to be dealt with afterwards as the Court which shall adjudicate upon it may direct.

(X) If the master or other person in charge of the salved property is still unable or unwilling to execute the bond in the form set out in sub-clause (II) hereof in such amount as the consular officer or judge shall fix, the salvor is free to take proceedings in the Court having jurisdiction over the place where the salved vessel or property is at the time of the institution of the proceedings and (subject to Article **896,** clause 3) to proceed to judgment, and may detain the salved vessel or property through the proper officer of the Court until the claim is satisfied or security given.

3. (i) **Conduct of Proceedings.**—Where Admiralty tugs and/or vessels specially equipped with salvage plant have also been concerned in the rendering of the salvage services, and the Admiralty Standard form of Salvage Agreement (D.46.) referred to in Article **900,** clause 1, has been signed, the claim will be put forward by the Solicitor to His Majesty's Treasury in the name of the Admiralty as the salvage contractors, and permission will not be granted to personnel to claim separately on their own behalf, but the Admiralty will consider an apportionment to the personnel of a part of any award which they may receive. If the Form D. 46 has not been signed, the ship's agents should be directed to instruct their solicitors

to communicate at once with the Solicitor to His Majesty's Treasury, so that all claims may, if possible, be presented at the same time and disposed of with the minimum of delay, trouble and expense to all parties.

In the latter case, copies of any other agreements or statements made under the preceding paragraphs should be sent to the ship's agent, together with any preliminary instructions.

(ii) **Notification and Claim.**—Notification of the institution of claims, together with copies of any agreements or statements made under the preceding paragraphs, should be sent to the Secretary of the Admiralty, stating the name of the agent, or solicitor, who is acting on behalf of the salvors.

(iii) **Nominal Lists.**—Nominal lists as specified in Article **889,** clauses 2 and 3, should be forwarded whenever a claim is made. Officers and men who performed any special services, *e.g.,* boat, boarding and steaming parties, etc., should specially be indicated.

900. Salvage Services rendered by Salvage Vessels (*i.e.,* Vessels specially equipped with Salvage Plant) or Tugs, in respect of which the Admiralty is entitled to claim an Award under the Merchant Shipping (Salvage) Act, 1916.

NOTE.—Such vessels are not to be sent to the assistance of a vessel when any private British ship or tug is present and capable of giving effective assistance, unless their help has been specially requested.

1. **Salvage Agreement.**—When salvage services or assistance are rendered to a private vessel by salvage vessels and/or tugs belonging to the Admiralty, or by any such vessels hired on conditions which amount to a demise to the Crown, the Captain or owner or agent of the private vessel should be asked to sign the form D. 46, the Admiralty standard form of Salvage Agreement, a supply of which should be kept on board all tugs and salvage vessels. It is important that this agreement should be signed before the operations commence, if reasonably possible, but where insistence on this condition would entail danger to human life, or is for other reasons impracticable, every endeavour should be made to make it clear at the time to the owner or captain of the vessel that the services are being rendered subject to the terms of the agreement, which should then be signed later, and, if practicable, before the termination of the salvage operations.

2. **Telegraphic Report.**—A short report of the services is to be made immediately to the Admiralty by telegram stating the name of the salved ship, also the name of her owners and the port to which she belongs, the nature of her cargo, if any, and where she is, also whether the form D. 46 has been signed, and whether bail or security has been given and for what amount bail has been given or should be required, and, if D. 46 has not been signed, whether the vessel or property has been arrested. (*See also* **901,** clause 1, *Preliminary Steps*).

3. **Detailed Report.**—A full report is to be made in writing in duplicate at the first opportunity to the Admiralty, describing in detail in narrative form and in chronological order the services rendered.

4. **Contents of Report.**—The report should, in particular, give the following information:—

(*a*) *As regards the property salved:*—

(i) The nature, extent, cause and effect of the damage to, or disablement or distress of, the salved ship.

(ii) The dangers to which the ship and cargo were exposed and the dangers from which they were saved, whether failure of the operations undertaken would have resulted in loss of either ship or cargo or human life, or whether further operations would have been practicable, and, if so, describe them. Whether there was any prospect of effective assistance from any other source.

(iii) The description and probable value of the ship, cargo and freight saved, so far as it is possible to form any estimate.

(iv) Whether or not the salved ship was in the service of, and at the risk of, His Majesty's Government or of a foreign government, and whether or not her cargo belonged to His Majesty's Government or a foreign government.

(*b*) *As regards the salvors:*—

(i) The description of the salving ships and their value and effective horse-power, details of any special equipment of salvage plant, and names and ranks of the crew employed.

(ii) The date and hour when the service of each salving ship or salvor began and finished, and, if the services were not continuous, during what periods of time they were rendered.

(iii) The nature, difficulty, and danger of the work done by each salvor at each stage of the services rendered, and in what respect any particular work done was of special benefit to the property salved, with any recommendations as to the special recognition of particular vessels or persons for consideration in allocating the award.

(iv) The state of the weather and the sea, the force and direction of the wind and tide on each day of the services, and in what respect the weather increased the danger to the property salved and added to the difficulties and dangers of the salving ships and their crews.

(v) Details of expenses incurred, and damage or loss sustained, in the performance of the salvage service, including injury or strain caused to the salving ship, boats, gear or machinery, etc., and the probable cost and duration of repairs and cost of replacing lost or damaged gear, etc.

(vi) If other vessels, naval dockyard or other working parties have taken part in the services, the work done by them should be stated and clearly distinguished from the work done by the tugs or salvage vessels owned by the Admiralty.

901. Procedure to enforce Claims for Salvage Services rendered by Salvage Vessels or Tugs.

1. **Preliminary Steps.**—When the services are completed, the first step is to obtain bail or security for the amount of the salvage likely to be awarded to the Admiralty and personal salvors. This step will usually be taken by the Treasury Solicitor on the Admiralty's reference to him of the report by telegram mentioned in Article **900,** clause 2.

(*a*) If the Salvage Agreement (D.46) has not been signed, and if it is likely that the ship or cargo salved will be removed before action can be taken by the Treasury Solicitor, or advice can be received from him, and the master, owners or agents of the vessel salved will not provide a satisfactory guarantee or security, the salvors should, subject to sub-clause (*c*) hereof, take such steps as may be necessary to get the salved ship and cargo arrested or detained by the local court or detaining officer at the nearest port until bail or security is given.

(*b*) If the Salvage Agreement (D.46) has been signed, the provisions of clause 7 of the Agreement must be carefully observed. Only if an attempt is made, or is known on good evidence to be contemplated, to remove the property salved without the consent of the Admiralty before security has been given, is it justifiable to arrest or detain the vessel and/or cargo. If such an attempt is made or is believed to be contemplated, steps should be taken to enforce the possessory lien conferred on the Admiralty by clause 7 of the agreement by placing an officer on board the salved ship, if this can be done without the exercise of force. If, notwithstanding this action, the intention to remove the vessel or cargo is apparent, the vessel and/or cargo may be detained by legal process until bail or security has been given.

(*c*) If the vessel salved belongs to British owners of good standing and reputation, she should not in any circumstances be arrested or detained without the authority of the Admiralty.

2. **Treasury Solicitor.**—When a claim is being made by the Admiralty, the officers and crews of vessels (other than ships of war) belonging to the Admiralty,

or hired by the Admiralty on conditions amounting to a demise to the Crown, and officers attached to shore establishments, are at liberty to utilize for the purpose of their personal claims the services of the Treasury Solicitor, to whom a letter of retainer should be sent direct by the Commanding Officer of the vessel or other officer. These services will only be given on the terms that the Treasury Solicitor may enforce, compromise, or withdraw the claim as he in his absolute discretion may think advisable and without prior communication with the officers and crews concerned. Where a lump sum is recovered in respect of the joint claims of the Admiralty and of officers and crews represented by the Treasury Solicitor, his apportionment of that sum as between the respective claimants or groups of claimants must be accepted as final. The letter of retainer should be directed to the Treasury Solicitor, Storey's Gate, London, S.W.1, and should be in the form of a request to him to claim salvage, *e.g.*, on behalf of the officers and crew of the ship named or other officers and men concerned. The names and ratings of those on whose behalf the claim is to be made should be stated, with the names of those who performed any special services. The treasury Solicitor should also be informed whether the report mentioned in clauses 3 and 4 of Article **900** has duly been forwarded.

902. Claim by other Vessels.—When salvage is effected by yard craft or other vessels ineligible to appoint agents under the Naval Agency and Distribution Act, 1864, and not being non-commissioned tugs or special salvage vessels under the Merchant Shipping (Salvage) Act, 1916, the prosecution of their claim against the owners is a matter for the officers and men concerned, but Admiralty permission to proceed with it must be obtained. There would be no objection to the services of the usual ship's agents being utilized under special arrangements with them if desired, and it would be well that any agreements with such agents should limit their remuneration to that allowed for ships-of-war, *i.e.*, 2½ per cent on the net amount distributable. The liability for costs is as stated in Article **888.** To enable the Director of Navy Accounts to arrange for distribution, he should be supplied with a copy of any award made by the Court or an Arbitrator, lists of the officers and men present, showing their ranks and ratings, particulars of any payments already made on account of extra pay or compensation for damage to clothing, and any recommendations as to special services.

903. Awards, Distribution of Salvage Awarded.—No salvage remuneration for the services of officers and men of His Majesty's ships (including salvage vessels, tugs and yard craft), irrespective of whether the award results from a decision of a Court, or an Arbitrator, or a Receiver of Wrecks from settlement out of Court, or from a voluntary gift of the owners, shall be accepted without the consent of the Admiralty.

2. Any such money received is to be taken on charge by the Accountant Officer in his cash account under the head "Naval Prize Remittances," and reported immediately to the Director of Navy Accounts in order that it may be transferred to the naval prize account for distribution (*see* **890**). Any salvage remuneration received before the Admiralty decision as to its acceptance is obtained is provisionally to be taken on charge in the same way. When an award has been obtained, the Director of Navy Accounts should at once be notified by the salvors, or by their agent or solicitor, in order that the necessary steps may be taken for its receipt and distribution.

3. Any Captain or other person making unauthorized distribution on the spot of any such money wil be held personally liable to make good the £5 per cent payable to the naval prize cash balance under Section 17 of the Navy Agency and Distribution Act, 1864, and also liable for any shares omitted or inadequately paid.

4. **Allocation of Awards.**—In the absence of a special apportionment by the terms of an award of the Court or Arbitrator, or other special circumstances, the allocation of an award is made under the order in council or proclamation relating to such distributions in force at the time of the service. Where varying services have been rendered, it is desirable that the Court or Arbitrator should be invited to make special apportionment between the several ships or persons engaged according to the value of their respective services. Recommendations for such special apportionment may also be made for the consideration of the Admiralty.

5. **Costs.**—Approved expenses, including ships' agents' commission of 2½ per cent when employed, incurred by the salvors in obtaining an award (over and above the party and party costs usually ordered to be paid by the salved vessel) are deducted from the award before distribution.

Section II—Salvage and Recovery of His Majesty's Ships, Stores, Etc.; Rewards to Private Individuals

904. Salvage of His Majesty's Ships in Distress.—Any claims in the nature of salvage made by private individuals should invariably be forwarded to the Admiralty, together with a full report of the services rendered, which should state the degree of danger in which His Majesty's ship was placed and the perils from which she was saved. Reference should also be made to any special danger or difficulty encountered by the salvors in rendering the services.

905. Salvage of Stores or Articles which are Admiralty Property.—If any articles lost from one of His Majesty's ships shall be brought on board and the Captain shall be satisfied that the person who brings them did not obtain them by improper means, he is to give a receipt for them. Particulars as to the description, quantity and condition of the articles recovered are to be shown on this receipt, and a copy kept with the ship's store accounts in which they are taken on charge.

2. **Cost of Recovery.**—When losses occur of important stores which cannot be recovered by the ship or the local naval authorities and the employment of private individuals or local authorities is desirable, it should carefully be considered, before a contract is entered into, whether the expenses likely to be incurred would be justified. It should be understood that the Courts of Admiralty very seldom, if ever, grant salvors more than half the value of the property salved, except where the services have been highly meritorious and the value of the property is small. In forwarding the report of loss to the Admiralty, the arrangements made in regard to the recovery of the articles should be stated.

3. **Local Payments for Salvage.**—The Captain is to authorize small payments for salvage by private individuals without previous submission to the Admiralty in cases where the salvage value does not exceed £5. The payments should be governed by the following scale:—

(*a*) When the estimated net value of the articles salved does not exceed £2 10s., a sum not exceeding two-thirds of such value may be paid.

(*b*) When the estimated net value of the articles is over £2 10s., but under £5, the sum paid should not exceed half such value.

4. **Documents Required.**—The following documents are required in connection with the salvage of Admiralty property, namely:—

(*a*) Duplicate copy of the receipt given for the articles salved.

(*b*) Report of survey showing condition and estimated present value of the articles.

(*c*) Statement indicating—

(i) the service for which the articles are expected to be required.

(ii) whether the parties claiming salvage were assisted by part of the crew of any of His Majesty's ships;

(iii) why the crew had not been able to recover the articles; and

(iv) the proper amount of salvage to be paid or proposed to be paid.

This statement should also give an expression of opinion whether the salvors were put to any expense or experienced any risk in recovering the articles.

If the salvage value exceeds £5, these documents are to be forwarded by the Commanding Officer, through his Commander-in-Chief, to the Admiralty.

Where the salvage value is £5 and under, and payment is authorized locally, these documents are to be attached to the cash account voucher.

906. Salvage or Recovery of Torpedoes.—The following rewards are to be paid in respect of the salvage of torpedoes.

	Serviceable torpedo	Unserviceable torpedo
	£	£
(*a*) For furnishing information to the nearest maritime authority, port or customs resulting in the recovery of a torpedo lost	2	1
(*b*) For recovery of a torpedo found on shore, or not more than 2 miles from the coast, and delivery to the local authority	10	5
(*c*) For torpedo salved more than 2 miles from the coast and delivery to the local authority	30	15

2. Beyond the rewards quoted at (*a*), (*b*) and (*c*), no payment is to be made for loss, material damage, loss of earnings or other damages incurred in the salvage of the torpedo.

3. **Payment of Claims.**—The payment of an award in connection with the recovery of a torpedo in home waters is not to be made by the ship concerned. Claims on receipt are to be verified by the officer in charge of the Naval Shore Signal Station or Coastguard Station where the torpedo is landed. The claims are then to be sent to the Commander-in-Chief of the station, who will pass them for settlement to the depôts concerned, if payment is authorized.

907. Mines. Awards for Recovery of, etc.—The following awards will be paid for the recovery of a *floating* mine, or for the first report of a mine washed up on shore:—

(*a*) For recovery of a *floating* mine found at 2 miles or less distance from the coast of, and delivery to the local authority in, the United Kingdom	£2 0 0
(*b*) For recovery of a *floating* mine found at a distance of more than 2 miles from the coast of, and delivery to the local authority in, the United Kingdom	£5 0 0
(*c*) For the first report of a mine washed up on the shore of the United Kingdom	£0 10 0

Beyond the awards quoted at (*a*), (*b*) and (*c*) above, no payment is to be made for loss, material damage, loss of earnings, or other damage incurred in the salvage of the mine.

2. No award is payable in respect of sunken mines brought up in fishing trawls, nor is compensation payable for damage to trawls, nor for damage sustained in destroying or sinking a mine.

Instructions for the guidance of fishermen in dealing with mines caught in the trawl are given in Board of Trade Notice to Mariners.

3. Reports and claims should be made to the nearest Naval Authority.

4. Awards under clause 1 may be approved for payment by a Commander-in-Chief or Senior Naval Officer, as a charge to Vote 9. L.

908. Salvage or Recovery of Paravanes.—When a lost paravane is recovered, a reward up to £5 may be paid to the salvor.

In exceptional circumstances, a claim for reward above £5 will be considered on the matter being reported to the Admiralty.

Should only a portion of the paravane be recovered, payment of the reward is to be made *pro rata*. Payment should be made as directed in Article **906.**

909. Salvage by Persons in His Majesty's Service.—No claim is to be made for salvage or recovery of His Majesty's ships, stores, etc., by any person in His Majesty's Service.

909a. Before local payments are made for salvage of stores, torpedoes, mines or paravanes, steps are to be taken to verify that further claims will not be preferred in respect of the same service, e.g. by the owners of the vessel concerned when a payment is made to the Master.

Chapter XXVI

QUARANTINE AND CUSTOMS REGULATIONS

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Section I—Quarantine

910. At Home Ports.—Officers in command of fleets and squadrons or single ships, arriving from abroad at ports in the United Kingdom, are to be guided by the rules contained in the pamphlet entitled "Quarantine Regulations," and issued for the information of the Captains of His Majesty's ships.

911. At Foreign, Dominion or Colonial Ports.—Officers in command of fleets, squadrons, or single ships, are to be very careful when arriving at a port out of the United Kingdom, whether British or foreign, to comply strictly with all local regulations relative to quarantine; in cases of doubt, and when the local regulations may not be known, no communication should be held with the shore, with boats or with other ships, until a sufficient time has elapsed to allow of the visit of the health officer.

2. **When Quarantine Flag to be flown.**—If the ship or ships shall have arrived from an infected port, or shall have any infectious or contagious disease on board, or shall have communicated with a ship from an infected port, or with contagion or infection on board, the quarantine flag is to be hoisted and kept flying until pratique is received.

3. Every facility is to be afforded to health officers when performing these duties.

912. Bill of Health.—Before a ship sails from a home, dominion or colonial port for any port outside Great Britain, the Captain will take care to obtain a bill of health from the proper officer of Customs.

Section II—Customs

913. Customs Regulations and Concessions.—All dutiable or prohibited articles must be declared and produced to the Customs Officers on demand, and must not be shipped, unshipped or landed except under regulations jointly approved by the Admiralty and the Board of Customs. Officers and men are to bear in mind that the concessions allowed to the Navy are considerable and that attempts to evade the regulations may not only expose the actual offender to serious penalties, but also endanger the continuance of the concessions generally.

2. Under the existing tariff, all articles imported from abroad are, with few exceptions, liable to duty in the United Kingdom. The principal dutiable articles are:—

Tobacco, Cigars, Cigarettes, Spirits, Liqueurs, Wine.
Silk and Artificial Silk in all forms.
Wearing Apparel, including Hats, Gloves, and Shoes.
Woollen, Linen and Cotton Articles, including Household Linen and Handkerchiefs.
Leather goods of all kinds.

Toilet Requisites and preparations of all kinds, including Scent, Soap, Toilet Waters, Powders, etc.
Furniture, Cutlery. China and Glass Articles, Household Goods.
Clocks and Watches. Jewellery.
Cameras, Field and Opera Glasses. Wireless Sets and Valves. Cinematograph Films.
Motor Cars, Motor Cycles, Pedal Cycles and parts thereof.
Musical Instruments, Gramophones and Gramophone Records, Typewriters.
Saccharin, Sugar, Tea, Coffee, Chocolate, Dried, Preserved and Candied Fruits, including Currants, Raisins, Prunes, etc.
Ginger, Confectionery of all sorts.
Stationery. Playing Cards.
Pipes, Cigarette Holders.
Athletic Appliances.

3. The following are the principal articles subject to prohibition or restriction:—
Firearms, Ammunition, Explosives.
Dogs. Cats, Parrots, Musk-rats.
Opium, Cocaine, Morphine, Heroin and Hashish.
Plumage of certain kinds.
Plate. Merchandise in baggage.

914. Non-observance of Customs Regulations.—Any officer belonging to His Majesty's Navy, and borne on the books of, or embarked for passage in, any of His Majesty's ships, who shall fail to comply with, or who shall commit a breach of, the Customs regulations, either by smuggling, or attempting to smuggle, dutiable goods, or in any other way evading or attempting to evade such regulations, will incur the severe displeasure of the Admiralty.

2. The Captain is to investigate without delay any breach of the Customs regulations on the part of an officer, and to forward a report thereon to the Admiralty through the Commander-in-Chief.

3. Breaches of the Customs regulations committed by ratings are to be similarly investigated by the Captain, and the necessary disciplinary action taken.

4. **Notice as to Dutiable Goods.**—A notice is to be posted in conspicuous parts of His Majesty's ships to the effect that dutiable goods unshipped or landed without due authority from the Customs Officers are liable to seizure, and the offending persons to naval punishment or to prosecution.

915. Assistance to Customs Officers.—Under the law a Customs Officer has the right to go aboard His Majesty's ships and search every part for contraband. Commanding Officers are to render every assistance to the Customs Officers in carrying out such searches.

2. When officers of the Customs arrive on board one of His Majesty's ships in pursuance of their duty, the Captain is to give them every possible assistance in discovering such articles of contrabrand as may be on board, and is to take care that they are allowed to execute their duty without obstruction. The Board of Customs, on the other hand, engage that their officers will exercise their right of search with discretion, and will only proceed to a detailed and exhaustive search on receiving information which would render such a course desirable.

3. On arrival on board, the Customs Officers will report to the Officer of the Watch, who is to detail a petty officer (a member of the Regulating staff, if one is available) to accompany the Customs Officers while their search is in progress.

4. When the Customs Officers have finished their examination, they will, accompanied by the petty officer detailed in accordance with clause 3, see the Officer of the Watch before leaving the ship, and, for the purpose of prompt enquiry, furnish him with particulars of any irregularity discovered.

916. Stores allowed Duty Free.—Certain dutiable goods may be shipped as stores duty free for consumption or use in messes and canteens on board His Majesty's sea-going ships and vessels in commission, subject to certain restrictions as to quantity of wines and spirits, and on the understanding that the stores are for consumption on board only. Sea-going tenders to such ships and vessels can only obtain duty-free stores through their parent ships, except that, when the tender is unable to ship sufficient stores to cover her period of absence from her parent ship, or is commissioned at a port where her parent ship is not present, dutiable stores may be shipped direct on board the tender under the usual regulations. Commanders-in-Chief of Home Ports should keep the local Principal Officer of Customs and Excise informed of the ships based on their ports which are privileged to ship stores duty free, and of all changes in the status or employment of individual ships which may affect their title to continuance of the privileges.

2. **Application of shipment.**—When dutiable mess and canteen stores are required the authorised form of application should be filled up, signed and countersigned by the responsible Commissioned Officers as indicated on the form.

3. **Receipt of stores.**—All dutiable mess and canteen stores must be entered in the gangway wine book (S. 251) which must be produced on request to Customs Officers. The shipping bills forwarded by the Customs Officers must be completed by a receipt signed by the responsible Commissioned Officers as indicated thereon, and be returned by the Officer in Command of Base Port or the Commanding Officer of the ship as the case may be immediately to the Customs Officer (*see* **619,** clause 1). This receipt is accepted by the Board of Customs and Excise as evidence that the goods have been duly shipped on board and the responsible Commissioned Officer must check the goods against the quantities shown on the shipping bills and indicate thereon full particulars of any deficiencies before certifying to their receipt on board.

4. **Ships and Shore Establishments not entitled to Duty Free Stores.**—Hulks, ships on harbour service, tenders not regularly sea-going, ships under construction before commissioning for service (including contract-built ships commissioned for trials and service before acceptance), and shore establishments are not entitled to mess and canteen stores duty free, nor may such stores be transferred to them from duly qualified ships.

5. **Victualling Yard Stores.**—It is to be noted that victualling yard provisions are allowed duty free without special Customs permission to His Majesty's ships, and also to such shore establishments as are on a list jointly approved by the Admiralty and Board of Customs, but not otherwise, except with special Customs permission.

Service tobacco is allowed duty free to His Majesty's ships; it is not allowed to officers and men serving on shore, except in a few naval establishments where the privilege has specially been conceded by the Board of Customs.

917. Conveyance of Packages.—Packages are not to be received on board any of His Majesty's ships for conveyance without the knowledge and approval of the Captain. The Captain is to see that the contents are stated on the outside of all packages containing anything but letters, which are received on board for conveyance to the United Kingdom. If packages are made up into bags, the contents of all packages included are to be stated on the outside of each bag.

2. **Merchandise.**—So far as possible, such packages are to be limited to articles brought or sent by naval, military and air force officers and Government officials to their friends, and the shipment of anything in the way of merchandise is distinctly forbidden.

3. The Admiralty accepts no responsibility for damage or loss by pilfering or otherwise for goods purchased from private firms for individual officers, messes, etc., deposited in Admiralty establishments, and any expense incurred in connection with the handling of such goods will be recovered from the officer or officers concerned. Ordinary commercial facilities for the despatch of private goods to officers, messes, etc., are to be employed, and such stores are not to be consigned to the care of the naval store officers of any yard or store depôt.

4. **Parcels Book.**—If not intended to be cleared with baggage on arrival, the marks and stated contents, with the names and addresses of the shippers and consignees, are to be entered in a book (S. 568), which is to be initialled by the Captain at each port of shipment, and is to be produced, if required, to the officers of Customs at the port of delivery.

5. **Landing Packages.**—Unless previously cleared on board, all such packages are to be landed within 48 hours of the ship's arrival in harbour, and removed to the Customs baggage warehouse to await the authority of the Customs for delivery.

918. Arrival from a Foreign Port.—On the arrival of one of His Majesty's ships from a foreign port (or from the Channel Islands), the Captain is to make the following returns to the Collector of Customs before any goods which have been shipped beyond the seas are taken out of the ship :—

(*a*) An account of all goods brought home in the ship (S. 216).

(*b*) A list of all messes and canteen stores, and private dutiable goods (S.569).

NOTE.—Officers and men of the ship's company will be allowed to retain reasonable quantities of dutiable goods declared on this form, on the clear understanding that they are for use on board only and are not to be landed except under Customs authority. Dutiable goods in excess of the quantities allowed duty free for use on board must be cleared, on payment of duty on board, as soon as possible after arrival from foreign ports, or removed to the King's Warehouse. Any of the ship's company found with dutiable goods not so declared may be held guilty of attempting to smuggle.

(*c*) A list of dutiable goods in the possession of each passenger (S. 569a).

2. These three forms are to be prepared according to the instructions printed thereon, and given to the Customs Officer who boards the ship, or (if he fails to do so within 24 hours of the ship's arrival) sent direct to the Principal Officer of Customs and Excise at the port.

3. Any of His Majesty's vessels which intend to fly off aircraft prior to arrival, or to land parties of men very shortly after arrival, are to give notice of the fact to the Commander-in-Chief within whose area of jurisdiction the aircraft propose to land. This information is to be sent by W/T as early as circumstances will permit, in order that the Customs authorities may be informed in advance by the Commanders-in-Chief.

919. Unshipment and Landing of Dutiable Goods.—The following rules govern the unshipment and landing of dutiable goods from His Majesty's ships, including shore establishments, mutatis mutandis, and any breach of them without Customs permission may be treated as a disciplinary or smuggling offence. (In these rules tobacco includes Service and other tobacco, cigars and cigarettes).

1a. Officers and men may not—

(*a*) sell or give away tobacco or any other dutiable stores to any person not authorised to receive them, or

(*b*) receive tobacco or any other dutiable stores unless entitled to do so.

It is an offence against the Customs regulations for civilians in the United Kingdom to receive duty-free tobacco or other goods, and officers and men must not do any act tending to assist in the commission of such offences.

2. If it is desired to reland any dutiable stores, other than Victualling Yard or Naval Stores (*e.g.*, mess and canteen stores for return to the merchant supplying them), previous notice is to be given to the Principal Officer of Customs and Excise at the intended port of landing, who will then make the necessary arrangements. Before any dutiable goods, the property of a private or official personage, are landed at the conclusion of a voyage in one of His Majesty's ships, the same procedure is to be followed.

2a. **Transfer of Dutiable Stores from one ship to another.**—In home waters, the transfer of such stores from one of His Majesty's ships to another will not be allowed unless both ships are at the same port. Previous notice of any proposed transfer is to be given to the Customs authorities.

3. Except as provided in clauses 2 and 6 to 10, officers and men may not unship or land dutiable goods unless either :—

(*a*) duty has previously been paid to a Customs Officer on board ship, *or*

(*b*) a customs landing pass has been issued by a responsible commissioned officer.

NOTE.—The Customs Landing Pass is to be used only for tobacco (including cigars and cigarettes), perfumes, coffee, cocoa, tea, dried fruits, matches, sugar and sugar composite goods. The duty on all other dutiable goods must be paid on board on arrival.

4. **Payment of Duty on Board.**—Special visits of Customs Officers to His Majesty's ships or Royal Naval barracks for the purpose of taking duty may be arranged by the Commanding Officer with the local Principal Officer of Customs. Where duty has been paid on board, a landing pass is not required, but the receipt of the Customs Officer must be produced if asked for on or after landing.

5. **Customs landing pass.**—Special attention is called to the regulations printed on the form. These passes must be produced to any Customs Officer on request. They are not to be issued to Royal Naval Reserve or Royal Naval Volunteer Reserve officers or men while under training, or to naval ratings leaving the ship on discharge from the service or being transferred to a shore establishment for early discharge. Should these desire to land more than the duty-free allowance, they must give early notice to the Regulating Staff, who will arrange for the attendance of a Customs Officer to receive the duty on board.

6. **Proceeding on Leave.**—Officers and men proceeding on leave may land for their personal consumption, 1 oz. of tobacco (or 20 cigarettes) a night for periods of leave up to 6 nights, or ½ lb. (or 160 cigarettes) for 7 nights or more, without payment of duty and without a landing pass. When proceeding on long leave on the arrival of His Majesty's ships from a foreign port, they may also land perfume not exceeding ½ pint duty free and without a pass on one occasion. All dutiable goods must, however, be produced to the Customs officer on demand, and when landing quantities of dutiable goods in excess of the above duty free allowances, the procedure laid down in clause 3 must be followed.

7. **Proceeding to Hospital.**—Not more than 1 lb. of tobacco, if declared on the sick voucher (S. 47), and no other dutiable goods whatever may be landed on proceeding to hospital. The tobacco, if correct, is passed duty free.

8. **Leaving Hospital.**—Tobacco taken from hospital on leaving must be declared on form M. 22, which is to be signed by a hospital officer, and is then passed duty free. If no tobacco is taken, the fact must be stated on the form.

9. **Transfer by land.**—Officers and men transferred by land from one ship or establishment to another may take with them in foreign waters not more than 2 lbs. of duty free cigarettes or tobacco each, and in home waters not more than 1 lb. of Service tobacco and either 2 ozs. of tobacco or 50 cigarettes of proprietary brands. Whenever such transfers take place, a form of tobacco permit (S. 543) prepared in accordance with the instructions on the form, is to accompany the men and must be produced to any Customs Officer on request.

10. **Landing on Duty.**—Dutiable stores when landed on the public service must be accompanied by a pass (S. 263) signed by the Commanding Officer, showing the quantities, and this pass must be produced to any Customs Officer on request. The men's tobacco must also be shown on the pass.

11. **Examination for Suspected Contraband.**—If a Customs officer requests that a Service package be examined for suspected contraband at the port of landing, the package need not be examined there, but it is to be taped and sealed by the Customs Officer, and it will then go forward to its destination. The Customs Officer at the same time will advise the Customs Officer at the place to which the package is addressed, that it is being forwarded, and the naval authorities likewise will advise the consignee that it is only to be opened in the presence of the Customs Officer, and should nothing wrong be found, it will at once be delivered out of Customs charge. The procedure, which is an exception to the general rule that Customs Officers have the right to examine all packages, etc., landed from ships, is solely to avoid delay in transit, and only applies to Service packages; private parcels are liable to be examined at any time.

12. **Parcel Post.**—No dutiable goods may be posted on board His Majesty's ships in home waters, unless the full duty thereon has previously been paid to a Customs Officer and his receipt obtained.

Private parcels posted from His Majesty's ships in home waters are to have the name of the ship and the sender's name and number on ship's books clearly written on the outside.

Private parcels posted on board His Majesty's ships in foreign waters must be accompanied by a Customs declaration form (S. 534).

Commanding Officers should hold the ship's postman, or the rating performing this duty, responsible for checking the accuracy of the information as to the sender's name, etc., which is noted on the parcel or on the Customs declaration form.

12a. **Letter Post.**—Dutiable articles may be posted on board His Majesty's ships in foreign waters in packets prepaid at the letter rate of postage. A green Customs label (form C. 1), on which the contents must be declared, must be affixed to the address side of such packets.

13. **Officers and Men Residing on Shore.**—The landing of tobacco or other dutiable goods for officers and men whose duties compel them to reside on shore is prohibited.

14. **Tobacco Stalks.**—Tobacco stalks or stems must not be landed from His Majesty's Ships or thrown overboard when the ship is in harbour. In ships in Home Waters they should be collected and returned to a Victualling Yard or Depôt, and in ships on Foreign Stations they should be collected and destroyed on board to the satisfaction of a responsible officer.

920. **Officer's locked baggage.**—A locked bag sent ashore in charge of an attendant or other person will, as a rule, be exempt from Customs examination, if the owner makes himself personally responsible for its contents by sending with it a signed pass (S. 569c), which must be given up on demand, but the right of examination is retained.

Section III—Conveyance of animals to and from Great Britain and places abroad

920a. Exportation.—A permit is necessary from the Ministry of Agriculture and Fisheries before any horse, ass or mule is shipped from any port in Great Britain to any port in Europe outside Great Britain, Ireland, the Channel Islands and the Isle of Man.

2. The required permit from the Ministry of Agriculture and Fisheries is to be produced by the owner or applicant for freight before any animal is shipped in an Admiralty Store Carrier or other of His Majesty's ships or vessels.

920b. Importation.—Every horse, ass or mule brought to Great Britain from any other country (except Ireland, the Channel Islands and the Isle of Man) must be accompanied by a certificate of a qualified veterinary surgeon of the district in the country of origin whence the animal was brought, stating:—

(*a*) the breed, age, and sex;

(*b*) that the animal was examined by him immediately before being sent to Great Britain and found free from symptoms of glanders (including farcy), epizootic lymphangitis, ulcerative lymphangitis, dourine (maladie du coix), horsepox, sarcoptic mange, psoroptic mange, influenza, ringworm or strangles; and

(*c*) that the animal was tested by a veterinary surgeon with mallein within ten days before date of shipment and did not re-act.

In the case of—

(i) thoroughbred race horses,

(ii) trained polo-ponies,

(iii) *bona fide* performing animals, and

(iv) horses, asses or mules intended for exportation within fourteen days after landing,

paragraph (*c*) of the above certificate may be omitted, but in such cases *the certificate must be accompanied by a declaration* of the owner or person in charge or consignor of the animal stating:—

(i) the estimated value of the animal;

(ii) the name and address of the consignor in Great Britain;

(iii) the address of the stables to which the animal is consigned; and

(iv) that the animal is being imported for one of the above-mentioned purposes only.

A certificate or declaration may refer to more than one animal. These documents must be in the prescribed form and must be delivered up to an officer of Customs and Excise at the port of landing—*see* the Importation of Horses, Asses and Mules (Great Britain) Order of 1921.

920c. Landing Dogs and Cats from Abroad.—The landing in Great Britain of any dog or cat from any other country (except Ireland, the channel Islands or the Isle of Man), whether originally taken from the British Isles or not, and of any dog or cat which has been in contact therewith, is prohibited except with a licence previously obtained from the Secretary, Ministry of Agriculture and Fisheries, Whitehall Place, London, S.W.1, requiring six calendar months' quarantine on landing on premises approved by the Ministry. (*See* the Importation of Dogs and Cats Order of 1928. This order applies to the re-landing of dogs or cats taken out of the United Kingdom on board His Majesty's Ships.)

2. **Detention of Dogs and Cats on Ships in Port.**—Every dog or cat brought to Great Britain (except from Ireland, the Channel Islands and the Isle of Man), which is not accompanied by a licence issued by the Ministry of Agriculture authorizing its landing, must at all times while on board a vessel in any port in Great Britain:—

(*a*) be confined in an enclosed part of the vessel from which the animal cannot escape;

(*b*) or alternatively, if a domestic dog, secured to some part of the vessel by a collar and chain and muzzled with a wire cage muzzle so constructed as to render it impossible for such dog while wearing the same to bite any person or animal, but not so as to prevent such dog from breathing freely or lapping water.

If a dog or cat should die, or be lost from a vessel in any port in Great Britain, the person in charge of the dog or cat is required to give notice forthwith of such death or loss to the Ministry. (*See* address in clause 1 above.)

3. **Transhipment of Imported Dogs and Cats.**—An imported dog or cat may not be transhipped in a port in Great Britain, except with the written permission of an Officer of the Ministry of Agriculture and Fisheries or an Officer of the Customs and Excise.

4. Canine and feline animals, including lions, tigers, leopards, lynx, cheetahs, foxes, wolves, are subject to the regulations as for dogs and cats.

920d. Dogs: Landing at Gibraltar.—A dog may be imported into Gibraltar—

(*a*) from the United Kingdom, provided the animal is not undergoing a period of quarantine there:—

(*b*) from a place other than the United Kingdom where rabies is not endemic, but it must have been in such place for at least six months. If it has to pass through an area where rabies is endemic, it cannot be admitted until it has undergone six months' quarantine in the United Kingdom;

and in each case only upon a licence to be granted by the Governor.

2. Among the conditions for the grant of such a licence, it has been laid down that an application for a licence to land a dog in Gibraltar should be made, and a licence obtained, before the dog leaves the country of shipment; application for a

licence must be made on a form, copies of which can be obtained from the Colonial Secretary, Gibraltar, giving full details as to breed, sex, age, colour, etc., and vessel in which the dog is to be sent, with approximate date of landing.

3. Before a licence is granted by the Governor, the applicant must admit a veterinary certificate that the dog is free from disease, and has not come from a district scheduled on account of rabies.

4. The dog must be brought direct to Gibraltar from the country of shipment by a vessel which touches at no intermediate ports.

920e. Parrots.—The importation of parrots into England and Wales is prohibited by the Parrots (Prohibition of Import) Regulations, 1930. This prohibition refers to the Order *Psittaciformes*, and includes not only the birds commonly called parrots, but also to parrakeets, lovebirds, macaws, cockatoos, cockatiels, conures, caiques, lories, lorikeets.

PART II—INSTRUCTIONS TO OFFICERS, &c.

CHAPTER XXVII

INSTRUCTIONS TO OFFICERS IN GENERAL

921. Officers on Special Services.—All officers belonging to, or having duties to perform in connection with, cadets' training colleges, boys' training ships, the recruiting services or other special services, will be guided by any special instructions issued relative thereto in so far as they in any way add to, or modify, the Regulations contained in this Volume.

922. Meeting with a Senior Officer.—If an officer in command of one or more of His Majesty's ships should meet with a senior officer, and the state of the weather admits, he is to wait on such senior officer, to show all the orders, which are not secret, that he is acting under, and inform him of the state and condition of the ship or ships under his orders. Officers commanding His Majesty's yachts in home waters are not to be required to wait on any officer under the rank of Commander; but on foreign stations they are to report to the senior officer present, whatever may be his rank.

923. Senior Officer's Conduct towards Junior.—A senior officer is not to require a junior officer to show him any secret orders, nor is he to divert him from his service, take him under his command, or interfere with the orders he may have received; should, however, any pressing exigency of the public service require the senior officer to depart from these injunctions, and his measures have tended to delay the junior officer, he is to allow him to proceed in execution of his orders as soon as possible, if it is still advisable that they should be carried out. He will lose no time in acquainting the Admiralty with what he has done, and if the ship or ships so diverted belong to another officer's command, he is to inform that officer also without delay.

924. Surveying Ships.—Although a surveying ship is to be considered as under the orders of the Commander-in-Chief of the station on which she happens to be, her program of work and the directions for her movements will as a rule emanate directly from the Admiralty. Should it be necessary for the good of the Service to divert her from her important duties or to interfere with her establishment, full particulars of any change are to be reported to the Admiralty without delay by the senior officer so acting.

2. Surveying ships, when not diverted from their special duties, are not to be required to follow the senior officer's evolutions for exercise.

925. Confidential Reports.—All officers and others belonging to the fleet, having any communication to make containing professional and political information concerning foreign countries, or their naval and military preparations, are invariably to mark such reports either "secret" or "confidential," according to the nature of the information which they contain.

2. It is distinctly to be understood that it will be considered a breach of the Official Secrets Acts to communicate a copy, or extract from, or the substance of, a confidential document to any unauthorized person. See Article **879** (*a*) and (*b*), and C.B. Form U2D, for detailed instructions as to the treatment of confidential documents. It should be understood that the use of the word Confidential in the general sense includes the terms "secret" and "confidential." (*See also* **12a** (*Official Documents*).)

925a. Confidential Information.—It is an offence against the Official Secrets Acts for a person, whether still belonging to the Fleet or not, to divulge any confidential information, or any information acquired by him as a member of the Naval Service, unless authorized by the Admiralty to do so. When instruction is given in confidential matters, officers and men should be reminded of this and warned that the provisions of the Official Secrets Acts will still apply to them after they have left the Naval Service. Care should be taken when instruction is given in confidential matters to explain what is confidential and what is not. (*See also* **12a** (*Official Documents*).)

926. Addresses of Officers.—No agency address such as that of a bank or club can be accepted as the address of an officer for more than 48 hours. Before the expiration of this period the actual address at which an officer can be found in person is to be reported.

2. Every officer discharged abroad is to report by letter, on his arrival in England, the date of his arrival and his address. This report is required in addition to the notation of officers' addresses on form S. 48, which is to be rendered, as laid down in Appendix XXII, whenever an officer is discharged from his appointment. The addresses whilst on leave of officers allowed to spend foreign-service leave abroad are to be shown on form S. 48.

3. The report called for by clause 4 is to be addressed by officers discharged to continuous full pay under Article **235**, to the Commanding Officer of the officer's depot, or appropriate Gunnery or Torpedo School; by Medical, Dental, and Ward-master officers, to the Medical Director-General; by other officers to the Secretary of the Admiralty, Whitehall, London, S.W.1.

4. Any change in the address of an officer on full-pay leave, full-pay sick leave, or otherwise unemployed, is to be reported at once to the Secretary of the Admiralty, and also to the other authorities mentioned in clause 3, when appropriate, and an officer is to arrange that any Admiralty communication will be forwarded to him without delay when he is absent from his reported address.

(*See* **640** (*Movements on leave*); **1448** (*Medical and Dental officers*).

926a. Address, etc., of nearest relative or friend.—On joining a ship or establishment, an officer is to furnish the name, address, and relationship of his nearest relative or friend to whom information of his death or serious illness should be communicated, and he will be responsible for reporting any changes in such particulars which may occur from time to time. (*See* **601a**).

927. Illness of Officers not serving.—When, owing to illness, an officer on full-pay leave under Article **1556**, or otherwise unemployed is not immediately available for employment, a report to that effect is to be made to the Secretary of the Admiralty, accompanied by a medical certificate stating the nature of the illness and its probable duration. (*See* **1439**—*Illness and Medical and Dental Treatment of Officers.*)

928. Care of Machinery or Articles.—Officers in charge of, or responsible for the proper use of, machinery or articles of store are to be careful to make themselves masters of the purposes for which they are respectively fitted or furnished, and are to take care that they are kept in efficient working order and in a proper state of preservation, and, when necessary, properly packed; that as a general rule the articles are not used for purposes other than those for which they were intended, and that no alterations are made in them without the sanction of the Senior Officer; this injunction is specially applicable to labels on shells and other naval armament stores of a combustible character.

929. Naval Witnesses in Civil Courts.—Officers on full pay or in the service of the Admiralty are required to obtain Admiralty approval before agreeing, or on being subpœnaed, to give evidence as expert witnesses in legal proceedings or arbitrations.

When any such officer is allowed, or compelled under subpœna, to give evidence in Court or at an arbitration as an expert witness in matters coming before him in his official capacity, or where his evidence is likely to involve statements of Admiralty or Naval practice, or, though not in the nature of expert evidence, has been obtained in the course of his official duties, the fees to be paid for his services will be settled direct by the Admiralty with the parties asking for them, and will be credited to Navy Votes as public money. The officer will be entitled to be repaid his actual reasonable travelling expenses and subsistence allowance appropriate to his rank, as prescribed for an officer on duty.

When the evidence to be given involves no reference to Naval or Admiralty practice, or has not been obtained in the course of his official duties, the officer may submit to the Admiralty that he be allowed leave of absence, subject to the exigencies of the Service, to give such evidence and to retain any fees which may be offered. Any leave with pay so taken will be treated as part of ordinary leave allowed by the Regulations.

On foreign stations, it will not be necessary for Commanders-in-Chief or Senior Naval Officers to obtain Admiralty approval in applying the foregoing principles to cases of minor importance. Care is to be taken that all expenses chargeable to Navy Votes by way of travelling expenses, etc., are covered by the fees received, but in these circumstances the rules laid down in Article **1771** do not apply.

Similar rules will apply to ratings who are required to give evidence.

930. Official Residences.—All King's taxes, with the exception of the land tax due in respect of houses or premises occupied in their official capacities or permitted to be occupied by naval officers, are to be paid by the occupiers; and all the regulations of the establishment within which the residences may be situated, or to which they may be attached, as to furniture, coal, repairs, and other matters of detail, are to be observed by the occupants.

931. Registration and Voting as Parliamentary Electors.—Officers are personally responsible in all matters relating to their registration as parliamentary electors under the Representation of the People Acts, and for notifying their whereabouts to the Registration Officer of the constituency in which they are registered on the occasion of a general election, or a general election for the parliament of Northern Ireland, or any bye-election. (*See* Appendix XXI.)

932. Notification of Marriage.—In order to facilitate the decision upon the claim of his family after his decease, to the benefit of these Regulations every officer, whether on the active or retired list, shall notify his marriage, within one month after its taking place, to the Admiralty, according to the form shown in the Appendix to the Navy List. If the wife is of alien birth, attention should specially be drawn to the fact when notifying the marriage, and her nationality before marriage should be given. (*See* **505**—*Marriage with an Alien.*)

2. With respect to marriages contracted in Scotland, none will be admitted for the purposes of these Regulations which cannot be proved, either by an extract of the register of the Kirk Session, or other legal record of the place in which the marriage shall have been celebrated, or by an acknowledgment of a marriage to be transmitted to the Admiralty, made and subscribed by the parties themselves in Scotland, in the presence of a magistrate, according to the form given in the Appendix to the Navy List, or a decree of Declaration of Marriage.

933. Resignation of Commissions.—Applications from officers to resign their commissions are to be made in accordance with the regulations as to correspondence laid down in Article **875**, with the approval of the Captain, and with the certificate prescribed by Article **1112**; they will duly be considered with reference to the urgency of each individual case and the exigencies of the Service.

Confidential and other books belonging to a ship, which may have been lent to individual officers for information, and also "personal copies" of such books, are to be dealt with as provided for in C.B. form U2 D.

Chapter XXVIII

INSTRUCTIONS TO THE COMMANDER-IN-CHIEF OR OFFICER IN COMMAND OF A FLEET, SQUADRON OR STATION

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Section I—Operations

934. Preparation and Revision of War Orders.—He is to prepare and keep up to date War Orders in accordance with standing or other instructions issued from time to time by the Admiralty.

935. Intelligence.—He is to ensure that the instructions regarding the intelligence organization of his command are carried out by the responsible officers.

936. Communication and Co-operation with Authorities.—(*a*) *Communications with Governors, Ministers, etc.*—On arriving within the limits of his command, the Commander-in-Chief or Senior Officer is to lose no time in placing himself in communication with the Governors of His Majesty's dominions, colonies and dependencies, and the officers commanding His Majesty's military and air forces, within the limits of his station, as also with His Majesty's Ministers or Consuls residing at places within or bordering on the same. *See* **97** and **99** (*Visits to Governors or Ministers*).

In communicating with the Naval Authorities of Canada, the Commonwealth of Australia and New Zealand, the following procedure should be adopted:—

Communications intended for the Canadian Naval Authorities should be sent to the Chief of Naval Staff, Ministry of National Defence, Ottawa.

All communications concerning the Australian Station should be addressed to the Secretary, Navy Office, Melbourne.

Communications for the New Zealand Station (excluding Admiralty General Messages by W/T which are subject to special arrangement) should be addressed to the Secretary, Navy Office, Wellington, unless they relate to ships which may be attached to the Station but are not part of the New Zealand Division of the Royal Navy, when the communication may be sent direct to the Commodore, New Zealand Squadron.

Copies of communications may be sent direct to the Senior Naval Officer of the New Zealand Squadron where this course is considered necessary for reasons of urgency or any special cause.

(*b*) *Co-operation with Civil, Military and Air Authorities.*

He is to co-operate with the civil, military and air authorities regarding preparation for war or the defence of His Majesty's possessions in emergency.

(*c*) *Duties to Dominion Governments, Colonial Governors, Ministers etc.*

It being a general obligation on all His Majesty's civil and military officers to afford mutual assistance to each other in cases affecting the King's Service,

the Commander-in-Chief of a station, or the Senior Officer present at a port, is to pay due regard to such requisitions as he may receive from any of His Majesty's Governments, in Dominions, Officers Administering the Governments of Colonies and Dependencies, Ministers in foreign countries or consular officers which have for their object the protection of his possessions, the benefit of the trade of his subjects, or the general good of his Service. In urgent cases, when the requisitions may conflict with the instructions from his superior naval authority under which he is acting, and when reference by telegram or otherwise to such superior authority is impracticable, he is to consider the relative importance and urgency of the required service as compared with his instructions, whether general or special, and he is to decide as in his judgment may seem best for His Majesty's Service; in so doing he is always to bear in mind the grave responsibility that would rest on him if the circumstances were not such as to warrant fully the postponement of the instructions from his naval superior to the more pressing requisition from His Majesty's civil servant. The formation of the crews of His Majesty's ships into naval brigades for operations on shore is impolitic and not to be resorted to except on the strongest representations from the Governor or other constituted authority. See **945** (*Landing Armed Men*); **955** (*Foreign Enlistment Act*); and **956** (*Aid to Civil Power*), &c.

936a. His Majesty's Governments in Canada, The Union of South Africa and the Irish Free State desire that official communications for these Dominions should be addressed to the Ministers dealing with External Affairs. His Majesty's Government in the Commonwealth of Australia desires that similar communications should be addressed to the Prime Minister of the Commonwealth of Australia, Canberra (Telegraphic address:—"Kindlier, Canberra"). Any official communications with these Governments should be addressed accordingly, unless the subject be one on which the Commanders-in-Chief are authorized to communicate direct with the Naval Authorities of the Dominions.

937. Acquaintance with Ships and Officers.—As soon as possible, he is to make himself acquainted with the state and condition and the capabilities of the ships placed under his orders, and with the manner in which they are officered and manned. He is to ascertain the skill, capacity, and intelligence of the several Captains, in order that he may make the fittest selection for any particular service. He is to use every exertion to equip the ships expeditiously, and keep them ready for service, and if he should discover any defects in their stores or fittings, or in the ships themselves, of such a character as to render them in any way unfit for their destined service, he is at once to inform the Admiralty. *See* **709** (*Defects on Foreign Stations*); **711** (*Defects in Ships from other Ports*); **865**, clause 2 (*Report on Commanding Officer*); **924** (*Surveying Ships*); and **1236**, clause 2 (*Mine Laying Tests*).

938. Preparation for Battle. Tactical Development.—He is to ensure that arrangements are complete in all ships under his command for battle on the lines laid down in publications issued by the Admiralty from time to time, and that these arrangements are put into effect periodically for exercise, and, as far as possible, for test. The instructions issued by the Admiralty are not to be regarded as defining hard and fast rules, but are to be taken as a guide whereupon to base each ship's plan for preparing for battle.

Relations between Ships of the Royal Navy and Dominion Navies

938a. When ships of the Royal Navy and ships of the Naval Forces of the Dominions meet in a British port, the Senior Officer will have the right of command in matters of ceremony or international intercourse, or where united action is agreed upon; but he will not take ships of the other service or services under his command, unless the ships are ordered to co-operate by mutual arrangement between the respective Government Departments.

2. In foreign ports, the Senior Officer will, in addition to the above, take command, but not so as to interfere with the orders that the junior may have received from his own Government.

3. While ships of the Royal Navy and of the Dominion Naval Forces are taking part in Fleet exercises or joint training, all ships will be under the command of the Senior Naval Officer, but such Senior Naval Officer is not to interfere in the internal economy of the ships of another service further than is absolutely necessary.

4. The above instructions apply to the Royal Australian and Royal Canadian Navies and to the New Zealand Division of the Royal Navy. They will not apply when a vessel has been placed by its own Government specifically under the orders of another force.

Relations with Foreigners

939. Foreign Ships at British Ports.—When a foreign friendly ship-of-war visits a port in His Majesty's dominions, at home or abroad, care is to be taken that the regulations laid down in Articles **22, 75, 96** and **1154** are complied with according to circumstances. *See* **726** (*Docking Foreign Ships of War*).

940. Conduct in Foreign Ports.—When visits are paid to foreign ports or places, particular care is to be taken to avoid giving any just cause of offence or dissatisfaction to the authorities or inhabitants; due deference is to be shown by officers and men to the established rights and local regulations, and to the ceremonies and customs peculiar to the place; and all are to do their best by their correct conduct to ensure the goodwill and respect of the inhabitants. *See* **72** (*Salutes to National Flag*); **75** (*Salutes to Foreign Flag Officers*); **96** (*Visits of Ceremony*).

941. Dealings with Foreigners.—In all dealings with foreigners, naval officers are to show an example of moderation and courtesy. They are to preserve a strict neutrality in all cases of civil dissensions, and are not to interfere directly or indirectly in any political questions which may be in agitation; and in the absence of any diplomatic or consular officer, the Senior Officer should urge upon British subjects the like forbearance. *See* **952** (*Territorial Waters*).

942. Foreign Ships of War.—Communications from Governors to Captains of foreign men-of-war are not to be made through officers of His Majesty's Naval Service, except in cases when, having been made through the ordinary channels, they have failed to produce any effect.

942a. Fleet Air Arm. Invitations to Foreign Personnel to Fly in Fleet Air Arm Aircraft and to British Personnel to Fly in Foreign Aircraft.—Invitations to the personnel of foreign air services to fly as pilot in British service aircraft embarked in His Majesty's ships are not to be given. In the case of foreign personnel, invitations to fly as passenger are only to be given after obtaining the prior consent of the Senior Naval Officer present. Permission to carry out a flight of this nature should be granted exceptionally on such occasions as are considered to be in the public interest. All such flights will be undertaken at the risk of the person making the flight, who must complete an indemnity in the form hereunder before any such flight is carried out.

2. The acceptance of invitations to fly as pilot in the service aircraft of any foreign power is forbidden. Invitations to fly as passenger in such aircraft are not to be accepted without obtaining the prior consent of the Senior Naval Officer present. Such consent is only to be given in exceptional circumstances in which the acceptance of the invitation would be in the public interest. Personnel of the Royal Navy and Royal Marines, and Royal Air Force personnel serving in the Fleet Air Arm afloat, carried in foreign service aircraft with due authority under this clause, will be dealt with for non-effective purposes in the event of injury or death as if the aircraft had been a British service aircraft.

Form of Indemnity

In consideration of my being carried at my request as a passenger in aircraft the property of the Crown and/or in charge of any officer or man of the Royal Navy, Royal Marines or Royal Air Force, or to make parachute descents therefrom, I undertake and agree that neither I nor my executors or administrators will make any claim against the Admiralty or Air Council, or against any officer or man of

the Royal Navy, Royal Marines or Royal Air Force, or against any person in the service of the Crown, in respect of any loss or injury to property or person (including injury resulting in death) which I may suffer while or in consequence of my being so carried, or to make parachute descents as aforesaid, and I understand that no compensation will be paid by the Admiralty or Air Council, or by any officer or man of the Royal Navy, Royal Marines or Royal Air Force, in respect of any such loss or injury, and I agree so as to bind myself, my heirs, executors and administrators, to indemnify the Admiralty or Air Council, and any officer or man of the Royal Navy, Royal Marines or Royal Air Force, and any person in the service of the Crown, against any claim which may be made by any third party against them or any of them arising out of any act or default on my part during, or in connection with, the said flights or parachute descents as aforesaid.

Signature of Applicant.....

Address and Designation of Applicant.....

Signature of Witness.....

Address and Designation of Witness.....

Dated.....19

943. Remonstrance with Civil Authorities.—Any remonstrance with foreign civil authorities which may be necessary can only be the duty of a naval officer in the absence of the British resident or consul, and in such cases it must only be made by the Senior Naval Officer present.

944. Communications with Local Authorities.—As a general rule, all communications with the local authorities or with the foreign consuls at a foreign port should be made through His Majesty's diplomatic or consular authorities at the place.

945. Landing armed Men.—No armed force is to be landed from His Majesty's ships for exercise or any other purpose, on foreign soil, without the permission of the local authorities, nor should leave be given to large bodies of men, nor any measure taken for apprehending leave-breakers, without such permission.

946. Protection of British Subjects.—As a general rule, protection to British subjects in foreign lands is to be limited to affording them an asylum on board ship, and to securing them by boats an escape from the shore when their departure may be a measure of necessary precaution. Interposition by the landing of an armed force is only to be had recourse to when the lives or property of British subjects are actually in danger from violence which cannot otherwise be controlled.

947. Refugees.—Ships in the ports of a foreign country are not to receive on board persons, although they may be British subjects, seeking refuge for the purpose of evading the laws of the foreign country to which they may have become amenable.

2. During political disturbances or popular tumults, refuge may be afforded to persons flying from imminent personal danger. In such cases care must be taken that refugees do not carry on correspondence with their partisans from His Majesty's ships, and the earliest opportunity must be taken to transfer them to some place of safety.

3. Except in extreme cases, passages should not be given to the subjects of foreign Governments.

4. Whenever circumstances may permit, naval officers should communicate with His Majesty's diplomatic or consular officers on the spot before taking steps for the reception of refugees on board their ships.

948. Joint Action with Foreign Ships.—The foregoing limitations apply equally to cases of joint action with foreign ships-of-war, when the interests of their fellow-subjects are involved with those of British subjects. In such cases, naval officers

may act in concert with the foreign naval officers so far as amicable representation is concerned, but such concert is not to be carried beyond the limits prescribed to them in cases where British interests alone are concerned.

2. **Protection to Foreigners.**—Applications for the protection of subjects of foreign Powers in amity with His Majesty may be entertained in case none of their ships-of-war are present; the application should, however, be made through His Majesty's minister or consul, and should only be acceded to where the protection does not interfere with any important public service, nor with the orders under which the naval officer is acting.

949. British Ships in Foreign Ports.—The foregoing rules are also applicable to the protection to be afforded to British ships in foreign ports; they are only to be protected by force against actual and wrongful violence and when remonstrance has failed.

950. Neutrality.—When Powers in amity with His Majesty are in a state of war, or are engaged in hostilities, it is the duty of all His Majesty's officers to observe a strict and impartial neutrality between the contending parties, and to respect unreservedly the just exercise of their respective belligerent rights.

951. Entry into Neutral Ports.—Subject to any limit which the neutral authorities may place upon the number of belligerent cruisers to be admitted into any one of their ports at the same time the Senior Officers, by the comity of nations, may enter a neutral port with his ships for the purpose of taking shelter from the enemy or from the weather, or of obtaining provisions or repairs that may be pressingly necessary.

2. He is bound to submit to any regulations which the local authorities may make respecting the place of anchorage, the limitation of the length of stay in the port, the interval to elapse after a hostile cruiser has left the port before his ships may leave in pursuit, etc.

3. He must abstain from any acts of hostility towards the subjects, cruisers, vessels, or other property of the enemy which he may find in the neutral port.

4. He must also abstain from increasing the number of his guns, from procuring military stores, and from augmenting his crew even by the enrolment of British subjects.

952. Respect of Territorial Limits.—The territorial limits of foreign powers in amity with His Majesty are scrupulously to be respected, in so far as they do not exceed the limits generally recognized in international law. No exercise of authority over the persons, the ships, or the goods of another nation is permissible in territorial waters, nor are any gun firing or other practices or hydrographic surveys to take place within such limits without the permission of the authorities for each place and occasion.

953. Coercion of a British Ship.—If any British merchant ship, the nationality of which is unquestioned, should be coerced into the conveyance of troops or into taking part in other hostile acts, the Senior Naval Officer, should there be no diplomatic or consular authority at the place, is to remonstrate with the local authorities and take such other steps to assure her release or exemption as the case may demand, and as may be in accordance with these Regulations.

954. British Seamen ill-treated.—If it should come to the knowledge of the Senior Naval Officer that any British seamen serving in foreign merchant ships are being ill-treated, he will at once apprise the consul; should there be no consular officer on the spot, he will inform the local authorities of the circumstances.

INSTRUCTIONS AS TO THE COURSE TO BE PURSUED BY NAVAL OFFICERS IN CARRYING INTO EFFECT THE PROVISIONS OF THE FOREIGN ENLISTMENT ACT, 1870.

955. Foreign Enlistment Act, 1870.—The responsibility for the due execution of the Foreign Enlistment Act of 1870 (which will be found in the Admiralty Statutes) does not rest with the civil authorities only; direct responsibilities will

devolve upon naval officers under the Act and under these Instructions, and they are to be vigilant against any breach thereof, and to assist the civil authorities with any naval force under their orders.

2. In virtue of Section 21 of the Act, any commissioned officer on full pay in the naval service of the Crown may act as the local authority, and as such has special duties imposed on him under the various sections of the Act.

The most important of these duties will relate to the seizing and detaining of ships in respect of offences committed against Section 7 and Section 8, but he will also assist in enforcing Sections 4, 5, 6, 10, and 11.

3. Whenever any officer has reason to suspect that any offence has been or is about to be committed, he will at once report to his superior authority.

4. The Commander-in-Chief or Senior Officer present will not exercise authority over any ship unless he shall have received a written requisition or warrant to do so from the civil authorities, except in cases of extreme urgency admitting of no delay.

5. Should he have no reason to believe that an offence against Section 7 of the Act has been committed, he will communicate with the civil authorities, as directed in clauses 9 and 10 of these Instructions, except in case of emergency admitting of no delay; but in such cases of emergency he will proceed himself to seize and detain such ship, without waiting to communicate with the civil authorities, and take, or cause to be taken, on shore all illegally enlisted persons, and will not allow them to return to the ship.

6. With respect to breaches of Section 8 of the Act, he will in no case exercise authority over any ship without such written requisition as aforesaid, unless it be credibly represented to him that there is reasonable and probable cause for believing—

that a ship in British territory or in British territorial waters not only has been, or is being built, commissioned, or equipped, contrary to Section 8, but is about to be taken beyond the limits of British territory and British territorial waters;

or

that a ship is about to be despatched contrary to Section 8.

But where it is so credibly represented to him, it will be his duty at once to detain such ship on his own responsibility, under Section 24 of the Act, and forthwith to communicate the fact of her detention to one of His Majesty's Principal Secretaries of State, or to the chief executive authority, and await their further instructions.

What is meant by a chief executive authority will be ascertained by reference to Section 26 of the Act, and to the interpretation clause, Section 30.

7. Every officer of His Majesty's Navy or Royal Marines may be called on under Section 22 of the Act by any of the local authorities mentioned in Section 21, to aid in seizing or detaining any ship liable to be seized or detained in respect of any offence against the Act.

When called upon, he will give his aid with the naval force (if any) under his command.

8. Every commissioned officer on full pay in the naval service of the Crown, on receiving a warrant from any of His Majesty's Principal Secretaries of State or the chief executive authority defined in Sections 26 and 30 of the Act, stating that there is reasonable and probable cause for believing—

that a ship within His Majesty's dominions has been or is being built, commissioned or equipped contrary to the Act, and is about to be taken beyond the limits of such dominions;

or

that a ship is about to be despatched contrary to the Act,

will have the power, defined under Section 23, and it will also be his duty at once to seize, search and detain the same.

9. In the event of the Commander-in-Chief or Senior Officer present having reason to suspect that any offence against the above sections of the Act has been or

is about to be committed by or on board any ship, except where it is his duty at once to seize and detain the ship himself under these Instructions, he will forthwith communicate with the civil authorities and await the arrival of their requisitions, taking up in the meantime a position whence he will be able to observe the movements of the ship, and to comply without delay with any requisitions he may receive to prevent her putting to sea; and for this purpose he will keep his ship under steam when he thinks it expedient.

10. As soon as he has received the requisitions or warrant of the civil authorities, he will take proper measures to give effect to them, using his own discretion as to the mode of disposing of the naval force under his command.

11. Special caution is to be used in dealing with armed ships.

12. Whenever he or any other officer is required to act under these Instructions, a commanding force is, if possible, to be employed, so as to prevent all resistance.

13. The powers of seizure and detention given to officers as above are exercisable in British territorial waters over any private ship, whatever be her nationality.

14. These powers are also exercisable on the high seas, not being territorial waters, over British ships, but over no other ships.

15. They are not exercisable over any ship in foreign territorial waters.

16. They are not exercisable in any waters over any ship of war of any foreign State.

17. As soon as the determination has been arrived at to exercise the powers of seizure or detention given, the Commander-in-Chief or Senior Officer present will announce the fact to the master of the ship and take proper measures to secure the ship.

18. The officer seizing or detaining any ship will use his own discretion, in the absence of special orders, as to whether he will detain her on the spot or bring her into the nearest British port, and as to whether he will take possession of her or allow her to be navigated by her own crew.

19. He will not use force, except in the last resort; but he is authorized, in the absence of special orders to the contrary, to use force should he meet with resistance from the ship or if the ship, after having been duly warned, should pertinaciously attempt to escape.

20. Any officer authorized to seize or detain any ship in respect of any offence against the Act may call in such assistance as is mentioned in Section 22, for the purpose of enforcing such seizure or detention.

21. Having secured the ship, the officer seizing or detaining her will forthwith apply to the civil authorities for instructions.

22. In addition to the above duties, he will have the power, on receipt of a warrant under Section 18 of the Act, to convey any prisoner to any place or places named in such warrant, and to deliver him, on arrival, into the custody of any authority designated by such warrant.

23. The following acts are not breaches of the Foreign Enlistment Act, 1870:—

(*a*) Building or equipping a merchantman, in order that, as such, she may carry a cargo contraband of war;
(*b*) Putting on board a merchantman a cargo contraband of war;
(*c*) Despatching a merchantman with or in order that, as such, she may carry a cargo contraband of war;
(*d*) Building, equipping or despatching a merchantman, in order that, as such, she may run a blockade;
(*e*) Building, causing to be built, or equipping a ship in any of the cases mentioned in the proviso in Section 8 of the Act;

provided that such ship is not to be employed in the military or naval service of any foreign State at war with any friendly State.

24. **Interpretation of Terms.**—The interpretation of terms in the Act and in these Instructions will be found in clause 30 of the Act.

Aid to Civil Power

956. Aid to Civil Power in United Kingdom.—The following instructions as regards aid to the civil power within the United Kingdom are to be observed by His Majesty's Navy:—

(*a*) The landing of a naval force for the express purpose of aiding the civil power is never to be resorted to except in cases of emergency, when, in the opinion of the magistrates, no other sufficient means are available to quell civil tumults on shore.

(*b*) The party is to be landed only on the requisition of the civil authority (such requisition to be confirmed in writing without delay), and the officer in command is to act in aid of, and in subordination to, the civil authority, subject to sub-clauses (*c*) to (*h*) of this clause. Whenever a party is landed, a telegraphic report is to be made to the Admiralty followed by day-by-day reports of the situation.

The presence of a magistrate, which is inferred in the following directions, is a matter of the highest importance, and steps should invariably be taken to secure his attendance with the party.

The civil authority by whom the request should be made is:—

In the Metropolitan Police District.—The Commissioner or an Assistant Commissioner of Police.

In English Counties.—A County Magistrate. The Magistrate's requisition will in ordinary circumstances be forwarded by the Chief Constable, but in an emergency the requisition may be accepted if made by the Magistrate direct or by the Chief Constable.

In English Cities and Boroughs.—The Mayor or, in case of emergency any Magistrate having jurisdiction in the city or borough.

In Scotland.—The Sheriff having jurisdiction in the place where the services of the armed forces are required.

In Northern Ireland.—The Inspector General or Deputy Inspector General of the Royal Ulster Constabulary, or a Sheriff or Resident Magistrate, or an Officer of the Royal Ulster Constabulary.

(*c*) The officer in command of the party landed should not use force unless called upon to do so by the magistrate present, and even then he must exercise his own judgment as to whether force is really necessary, and as to the mode and degree of force to be used. He should not order the men to fire unless the use of firearms is plainly necessary; and generally he should bear in mind that it is his duty to use no more force than is necessary, and to discontinue its use altogether the moment he can safely do so.

(*d*) The officer in command is alone to give the order to fire, but he shall give no such order until he has consulted with the magistrate who accompanies the force as to the urgent necessity of firing upon the rioters, and has been commanded by him to disperse them by force.

(*e*) Full and distinct warning must be given to the rioters that the party is about to fire, and that the fire will be effectual. The officer in command, and the magistrate who accompanies the force, shall consult together as to the best practicable means of giving such warning.

(*f*) Every possible care should be taken that innocent persons may not suffer from the fire.

(*g*) The above directions to act under the orders and by the authority of and after consulting the magistrate, are to apply to all cases except (i), those of special emergency where, in order to secure the safety of the force employed, it becomes indispensably necessary to take immediate action, and where such action cannot safely be deferred until the order or authority of

the magistrate has been obtained, or consultation with him has taken place, or (ii) extraordinary occasions of immediate or pressing danger, when violent crimes are being or are likely to be committed, and for some special reason consultation with the magistrate is not possible.

(*h*) It is undesirable that firing should take place over the heads of rioters, or that blank cartridge should be used.

2. It will generally be advisable that the party should be divided into four sections, two sections to have their arms always loaded, and every precaution should be taken, according to circumstances, to guard the party from being surprised or overpowered by the rioters.

3. Officers are to understand that, while a close adherence to the sub-clauses (*a*) to (*g*) is imperative, it is not intended to be so with regard to sub-clause (*h*), liberty being left to them to use their own discretion or to give discretionary orders to the officers under them in regard to making such modifications as may be deemed expedient.

General

957. Piratical Acts.—If any armed vessel, not having a commission of war or a letter of marque from a foreign *de facto* Government, should commit piratical acts and outrages against the vessels and goods of His Majesty's subjects or of the subjects of any other foreign power in amity with His Majesty's and if credible information should be received thereof, such armed vessel is to be seized and detained by any of His Majesty's ships falling in with her, and sent to the nearest British port where there is a court of competent jurisdiction for the trial of offences committed on the high seas, together with the necessary witnesses to prove the act or acts, and with her Master and crew in safe custody, in order that they may be dealt with according to law. In the event, however, of an attack by a ship in the possession of insurgents against their own domestic Government, upon ships-of-war of that Government, upon merchant ships belonging to their own country, or upon the cities, ports, or people within the territorial limits of their own nation, His Majesty's ships have no right to interfere, except as mentioned in Article **946**, and then the operation must be restricted to such acts as may be necessary to attain the precise object in view.

958. Recourse to Force.—Recourse to force can, however, never be sanctioned, except in such peculiar and urgent circumstances as may not have admitted of the delay which reference to superior authority would have entailed; the justification of a naval officer so acting would, of necessity, depend upon all the attendant circumstances.

959. Conveyance of Troops, etc.—When His Majesty's ships are required to convey troops or a body of the air force, the Senior Officer present will take the necessary steps in accordance with Article **805**.

960. Transports. Application for Assistance.—If the shipowner, his agent, or Master of a transport chartered by His Majesty's Government, is unable to fill essential vacancies in the complement at a port abroad, the Master is authorized to apply to the Senior Naval Officer for assistance. Assistance should be rendered at the discretion of the Senior Officer, and the circumstances reported to the Admiralty and to the Director of Sea Transport.

961. Convoys. Authority, etc., of Commanding Officer.—The authority and responsibility of the Commanding Officer of a convoy are defined in the Naval Discipline Act, Sections 30 and 31, and in the Naval Prize Act, 1864, Section 46.

962. Limits to Movements of Ships.—When commanding a station, he will not send any Flag Officer, squadron or ship beyond the limits without orders, except upon some very urgent considerations, which are at once to be reported to the Admiralty.

Ships on the Mediterranean station are, however, authorized to proceed to Aden, as may be necessary, to obtain supplies of oil fuel from the Admiralty Installation.

963. Speed of Ships.—On every occasion of ordering a ship to sea, he is to indicate to the Captain generally or specifically at what speed the service is to be performed, according to circumstances. *See* **1258** (*Classification of Powers*).

964. Important Information.—Commanders-in-Chief are to ensure that the Admiralty are kept, at all times, fully and promptly informed of all occurrences of moment, or of important intelligence obtained. *See* **32** (*Movements of Ships*) *and* **874** (*Direct Communication with the Admiralty*).

965. Royal Yachts.—He will take care that no orders are issued to, or authority exercised in respect to, His Majesty's yachts while His Majesty's Standard is flying, or while His Majesty's yachts are acting under special instructions from His Majesty, or from the Admiralty in accordance with His Majesty's commands. *See* **148** (*Firing of Morning and Evening Guns*).

966. Docking of Ships.—Subject to the general instructions contained in Article **718**, Commanders-in-Chief are to make arrangements for the periodical docking of His Majesty's ships to ensure the preservation of the hulls and prevent undue loss of speed.

967. Hiring Wharves.—He is only to sanction the hire of wharves or warehouses when absolutely necessary, and he will be careful to set out the manner and period of their use in the order for so doing.

968. Pilotage of Merchant Vessels.—When he considers it necessary or advisable to order a naval officer to take charge, as pilot, of a chartered or other vessel of the mercantile marine, he is to bear in mind that an order to this effect may involve the acceptance of responsibility by the Admiralty in the event of collision or other damage. Naval officers are not to be sent as pilots in such vessels unless the circumstances of the case justify the acceptance of this responsibility. This need not prevent an officer being sent to advise and assist the master at his request, but he should not assume control except in the circumstances stated above. An officer acting under this regulation is to make sure that the master is aware of the capacity in which he is acting, whether as pilot or adviser.

969. Unexecuted Orders on giving up Command.—A Commander-in-Chief or officer in command of a fleet, squadron or station, on resigning his command, will deliver to his successor the originals or authenticated copies of all unexecuted orders, general regulations, books of reference and other documents he may have received for his information or guidance, and he will furnish him with all other information likely to be of service.

970. Attendance at Admiralty.—A Commander-in-Chief, or officer in chief command, on striking his flag on the expiration of his appointment is to attend at the Admiralty to give such information respecting his command as he may think likely to prove beneficial to the public service.

Section II—Training

971. Training of Officers and Ratings.—He is responsible for the training of all officers and men under his command, and is to see that the training of Naval cadets and midshipmen, boys and ordinary seamen is carried out on progressive lines, as laid down in the regulations from time to time.

972. Disciplinary and Seamanship Training.—He is to see that every opportunity is taken for carrying out field training, boat pulling and sailing, and seamanship exercises, and that all junior officers, petty officers and leading ratings are given the necessary experience in taking command.

Exercise.—He is to use his judgment in regulating the amount of general exercise, which should depend on the state of the ships. He will impress on the Captains that divisional exercises, patient instruction and judicious organization are the foundation of an efficient and seamanlike performance of every evolution, and that men already perfect should not be exercised more than may be requisite to keep up their knowledge and activity.

973. Gunnery and Torpedo Training.—He is to maintain the gunnery and torpedo efficiency of the ships placed under his orders at the highest standard.

2. The primary object to be kept in view in the training of officers and men is to be good shooting and efficiency in gunnery and torpedo. In judging the general state of efficiency of a ship, these considerations should therefore take priority.

3. In the event of any ship displaying a marked degree of excellence, a special report is to be forwarded bringing to the notice of the Admiralty the names of the Executive Officer, Gunnery Officer, Torpedo Officer, or any other officer to whose efforts the good results may be considered to be due.

4. When any ship obtains very markedly poor results, a full inquiry is to be held into the circumstances, especially as to the method of training employed in the ship and the conditions under which the practices were carried out. The report, with the minutes of evidence and an expression of the opinion of the Commander-in-Chief on the conclusions arrived at, should be forwarded to the Admiralty.

973a. Air Courses for Junior Officers.—On stations where aircraft carriers are available, he is to arrange for air courses for junior officers to be held on board the carriers at convenient intervals, and should take steps to ensure that all officers in ships under his orders, for whom the course is compulsory, are enabled to take it as opportunity offers (*see* **342a** and App. XII, Part I).

974. Signal Department and Cyphering Organization.—He is to ensure the adequacy and efficiency of signal departments and cyphering organizations of the ships and establishments under his orders.

He should satisfy himself that reliable and rapid communication is available, and that confidential or secret messages are strictly safeguarded.

To this end he should take care that all orders for exercise and instruction in coding and cyphering, as well as all forms of signalling, are carried out.

975. Boys and Ordinary Seamen.—He is to ensure that adequate arrangements exist for the training of boys and ordinary seamen (*see* **401** *and* **402**).

976. Fighting Efficiency of the Ships. Close Co-operation of Flag Officers and Captains. Efficiency Tests.—Final responsibility for the fighting efficiency of the Fleets rests with the Admiralty. The Commander-in-Chief is immediately responsible for the fighting efficiency of the forces under his command.

2. Practices form the basis of efficiency, and the results of practices and inspections afford its criterion. The Firing Manuals supply a guide to Commanders-in-Chief in framing their programs of gunnery and torpedo practices. The great value of the collective practices sometimes known as efficiency tests, wherein all departments and functions of a ship or of a squadron are simultaneously exercised and proved, is particularly impressed on Commanders-in-Chief and on Senior Officers afloat.

He is to be responsible that the closest co-operation is maintained between the Flag Officers and Captains under his command, with the object of maintaining the fighting efficiency of the fleet, by consulting them personally from time to time regarding the development of weapons, the efficiency of the equipment and the combatant training of the personnel.

977. Trade and Shipping.—He is to ensure that the instructions regarding the defence of British shipping on his station are understood by the officers concerned, and that preparation is made for the institution of such measures as are authorized in peace for the protection and control of trade in war.

978. The Study of War.—He is to see that young officers are encouraged to study history and the problems of war, and that arrangements are made, when practicable, for debates and discussions to be held by officers on naval subjects, and for lectures to be given to officers explaining the tactical and strategical exercises carried out by the fleet.

979. Tactical Training.—The Commander-in-Chief is responsible that the tactical training in time of peace should be planned and arranged, as far as possible, to train squadrons and units to perform those duties which will be required of them when the fleets are mobilized and concentrated for war; and that the Flag Officers, Captains and personnel are exercised in the duties which will be required of them in action. Further, he should constantly discuss with the officers commanding units under his orders the tactics he intends to use in battle and the particular rôle which he will require the various units to play, both when in company with and when separated from him.

2. In order that other officers may possess a knowledge of current tactics, the Commander-in-Chief should arrange for such instructions to be given in that matter as he considers advisable.

3. He should arrange for a prompt and careful analysis to be made of each exercise carried out, and should arrange to promulgate the lessons learned therefrom in so far as is desirable.

4. To counterbalance to a certain extent the lack of opportunity for fleet exercises due to necessary economy in the expenditure of fuel, arrangements should be made to utilize the time in harbour for investigation work on the tactical board, to ensure attention being paid to, and progress made in, fleet tactics and cognate questions.

980. Combined Exercises with other Services.—In order to ensure perfect understanding and co-operation between the services, the Commander-in-Chief should consult the appropriate authorities concerning the most useful form of combined exercises or investigations, and should, when opportunity offers, arrange exercises in co-operation with them, particularly with the view to testing arrangements for war.

981. Study of Foreign Languages.—He is to encourage the study of foreign languages on his station, and officers on foreign stations may be given leave to visit adjacent countries for short periods when they can be spared from their duties with the fleet. He is to see that every opportunity is given to qualified interpreters to maintain their standard of knowledge, both by instructing others and by employment as interpreters.

982. Examinations.—The Commander-in-Chief, or Senior Officer present, is to give the necessary orders for all examinations as directed by Article **376**, clause 2, and is to arrange, when required, for the return of officers to England to complete their examinations, as provided for in Chapters VI and VII.

Section III—Administration

983. Station Orders.—On assuming command, he should report whether he is adopting the Station Orders of his predecessor.

Six copies of any general orders issued by him should be forwarded to the Admiralty as soon as issued.

2. All orders issued by an officer in command of a fleet, squadron or station, are to remain in force after he ceases to hold such command, until cancelled or modified by any of his successors.

984. Divine Service.—Commanders-in-Chief and officers in command are to take care that effect is given, by those under their orders, to the provisions of Articles **492** to **500** (*Divine Service, etc*).

985.—Officers recommended for Promotion. Executive Officers.—Promotions to the rank of Rear Admiral, Captain and Commander will be made by selection, normally half-yearly.

2. **Zones of Promotion and Recommendations.**—The claims of all Officers who are eligible will be reviewed each half-year, but promotion will be made as a general rule only from those who are within the zones of seniority promulgated by the Admiralty from time to time.

3. Promotion to Rear Admiral.—Commanders-in-Chief are to forward half-yearly, to reach the Admiralty by the 1st May and 1st November, the names of any Captains in the promotion zone who have, in the opinion of the Commander-in-Chief, the necessary qualifications and sea experience to fit them for Flag appointments afloat and who are so outstanding as to justify immediate promotion. Such recommendations may include any Captains in the promotion zone considered fit for immediate promotion irrespective of whether they are then serving in the Command of the reporting Officer.

(*a*) Recommendations by the Commander-in-Chief under whom the Officers are then serving are to be accompanied by a report on Form S. 206a on each officer.

(*b*) Reports on Form S. 206a are also to be rendered at the same time on all Captains in the senior two batches on the Captains list whether they are recommended for immediate promotion or not.

4. Promotion to Captain and Commander.—Commanding Officers are to forward their recommendations for half-yearly promotions to the Commander-in-Chief or Senior Officer, using Form S. 206. These forms are to accompany the recommendations forwarded to the Admiralty and are to be used whether the Officer is recommended for promotion or not. Officers who are permanently unfit for sea service for any reason, e.g., defective vision, loss of limb, etc., are not to be recommended for promotion.

(*a*) Commanders-in-Chief and Officers in Command of Fleets, Squadrons and Stations are to forward their recommendations each half-year on Form S. 596 so as to reach the Admiralty not later than 1st May and 1st November. Two lists are to be sent in for both Commanders and Lieutenant-Commanders on Form S. 596 as follows :—

(i) One list for each of the half-yearly batches within the promotion zones, to include all the Officers in each batch who are serving under the orders of the recommending authority or who have so served since the preceding recommendations for promotion were forwarded, whether recommended for promotion or not. In these lists, the order of merit in each batch is to be stated and those Officers recommended for immediate promotion are to be indicated by a star.

(NOTE : The limits of the half-yearly batches will be 31st December to 29th June, inclusive, and 30th June to 30th December inclusive).

(ii) One general list showing the order of merit of all Officers who are recommended for immediate promotion. This general list is to cover all Officers within the promotion zones who are serving under the orders of the recommending authority or who have so served since the preceding recommendations for promotion were forwarded. Officers, who although above or below the zones, are considered to be specially worthy of promotion may be inserted in this list, with a special note against their names.

(*b*) In every recommendation of a Commander or Lieutenant-Commander for promotion a report is to be made whether, so far as can be judged, he is likely to do well in the higher ranks of the Service.

5. Non-Executive Officers.—Promotion to Engineer Captain and Captain (E), Engineer Commander and Commander (E), Surgeon Captain, Surgeon Captain (D),

and Surgeon Commander (D), Paymaster Captain and Paymaster Commander, will be by selection. As in the case of Executive Officers, promotion will be made mainly from those who are within certain zones of seniority promulgated by the Admiralty from time to time.

6. The names of Engineer Commanders, Commanders (E), Surgeon Commanders, Surgeon Commanders (D), Paymaster Commanders, Engineer Lieutenant-Commanders, Lieutenant-Commanders (E), Surgeon Lieutenant-Commanders (D), and Paymaster Lieutenant-Commanders recommended for promotion by Commanders-in-Chief and Officers in Command of Fleets, Squadrons and Stations are to be forwarded to the Admiralty half-yearly to arrive not later than 15th May and 15th November.

(*a*) The reports from Commanding Officers to the Commander-in-Chief or Senior Officer recommending Officers for promotion are to be made on Form S. 206. These forms are to be sent to the Admiralty by the Commander-in-Chief or Senior Officer with his recommendations.

(*b*) Recommendations are to be made on Form S. 596 (modified as necessary) separate forms being used for Officers of different branches or rank.

(*c*) The names of all Officers who are within the zone of promotion are to appear on form S. 596 whether they are, or are not, recommended for promotion.

(*d*) If more than one Officer is recommended for promotion, the Commander-in-Chief is to indicate on the form the order in which the Officers are recommended.

(*e*) Commanders-in-Chief and Officers in Command of Fleets, Squadrons and Stations will be allowed to include in the recommendations for promotion of Engineer, Medical and Accountant Officers, the names of a limited number of Officers of outstanding ability whose early promotion is desirable, notwithstanding the fact that they have not reached the zone of promotion, in the same way as is laid down for Executive Officers under Clause 4.

(*f*) The names of these Officers should be shown separately on Form S. 596, but they should be classified in one order of merit with Officers within the zones, as is laid down for Executive Officers.

(*g*) In every recommendation of an Engineer Officer for promotion, a report as to his suitability for the higher ranks is to be made in the same way as for Executive Officers (*see* paragraph 4 (*b*) above).

7. Officers serving in Submarines.—Confidential reports recommending Officers specialised in Submarines for promotion are to be forwarded to the Admiralty in a similar manner to those for all other Officers, i.e., through the Administrative Authority and the Commander-in-Chief.

8. Officers serving at the Admiralty, etc.—Recommendations in respect of Officers serving at the Admiralty, or in positions under Officers at the Admiralty, e.g., Engineer Overseer, are to be forwarded on Form S. 596, in the manner laid down in Admiralty Office Instructions.

9. General.—It is not necessary that the Officers recommended should actually be serving at the time on the Station ; therefore, in considering Officers for recommendation, the claims of those who have recently left a Station should be considered with those on the Station.

10. **Dominion Naval Officers.**—Recommendations for promotion of R.A.N., R.C.N., and R.N.Z.N. Officers serving in the Royal Navy are to be forwarded on separate forms, and are to include particulars of the position, if any, in the Station order of merit in which each Officer would have been placed had he belonged to the Royal Navy, the total number in order of merit, and the total number recommended.

(*a*) Duplicate copies of Forms S. 596 and S. 206 relating to R.A.N., R.C.N., and R.N.Z.N. Officers are to be transmitted by the Commander-in-Chief or Senior Officer concerned, direct to The Secretary, Naval Board, Navy Office, Melbourne, The Secretary, Naval Board, Ottawa, Canada, or the Secretary, Naval Board, Navy Office, Wellington, to arrive by the 1st June and 1st December, each year.

986. Filling Vacancies.—The Commander-in-Chief, or Senior Officer present, is to fill vacancies for commissioned officers as directed by Article **237**, but not by an officer on unemployed or half pay without express permission from the Admiralty. *See* **244** (*Vacancies during War*).

Other vacancies in the complement are to be filled as directed in Article **398.**

2. The absence of a man sent sick at home or abroad to a hospital or sick quarters for a period of 60 days or more may be considered to create a vacancy in the complement of the ship from the 61st day ; if final discharge from the ship's books takes place before the expiration of 60 days, the vacancy will commence from the date of discharge. (*See also* **1116** and **1725** (2).)

3. Any Cook or Officers' Steward rating, or Officers' Attendant in home waters, who contracts or is suffering from venereal disease, is to be relieved from all duties as such while any degree of infectivity remains. At home, the man is to be discharged to hospital, his pay account being transferred to his depôt, and a relief applied for. Other men sent to hospital, or to prison or detention, will not be relieved unless it is certain that they will not be available for return to the ship before their absence has exceeded 60 days.

987. Discharge of Time-expired Men.—If abroad, he is to order the discharge of all men entitled thereto under the Naval Enlistment Acts, 1835 and 1853, when they ask for it, unless he shall see fit to detain them under the provisions of these statutes on account of any special emergency, the reasons for such detentions being reported to the Admiralty on Form S. 221. *See* **395,** clause 3 (*Return of Men who will complete Time*) ; **1120,** clause 11 (*Discharge by Purchase*) ; and **541**, clause 5 (*Dismissed with Disgrace or from His Majesty's Service*).

988. Time of Discharges or Transfers.—So far as practicable, he will arrange that the days and hours at which discharges or transfers are to take place are fixed in sufficient time to admit of the accounts being properly closed by the Accountant officers, and that the times are not afterwards altered. *See* **1724** (*Discharges before and after Noon*) ; *and* **1750** (*Quarterly Settlement*).

988a. The Commander-in-Chief will arrange, where necessary, for the records of the whereabouts and movements of native ratings, and of temporary movements of other personnel on the station, to be kept as convenient on the station. (*See* **389a.**)

989. General Arrangements for Supply and Equipment of the Fleet.—He is responsible for ascertaining the store requirements of his fleet for all circumstances which may reasonably be anticipated, and for reviewing the arrangements for the supply of these requirements to ensure that they are satisfactory.

2. **Regulation of Supplies.**—He is to correspond with the Admiralty on matters connected with supplies of stores to ships and vessels under his command when necessary, and to report all important or exceptional orders issued by him which may affect the supplies of stores.

3. **Suggestions as to Supplies.**—He is to offer any suggestions for improving the mode of receiving supplies of provisions and stores from home, or of obtaining local supplies, and he will inform Captains on detached service where they can most readily and economically replenish their provisions, fuel and stores in case of need.

990. Replenishing Stores.—In making arrangements for the disposition of the ships under his orders, he will take measures to obviate, so far as practicable, the necessity of their replenishing with stores, fuel and provisions by local purchases in the open market. It is generally far more advantageous to maintain adequate supplies, which will enable ships to replenish from naval establishments, than to rely on local purchases, except when the required articles are the produce of the country or procurable there at cheaper rates than from home. When from necessity he authorizes local purchases, he will be careful to attend to the regulations under that head, and he will adopt every proper measure to ensure their due observance in the ships under his orders.

2. He is to cause all coal, stores, provisions and public money that can be spared from ships returning home to be returned or transferred to other ships, the usual transfer vouchers being used in the latter instance. During peace time, in order to enable naval explosives, for which commercial or other freight cannot be obtained, to be shipped in His Majesty's ships, the cartridges and projectiles, including small arm ammunition, machine and quick-firing gun ammunition, may be reduced at the discretion of the Commander-in-Chief to two-thirds of the proportion of each description allowed, and particulars of the ammunition landed should be reported in detail to the Admiralty.

If special circumstances appear to warrant a greater percentage being landed, Admiralty approval must be obtained prior to the ship leaving the station.

The ammunition landed is to be taken into store at the local Naval Armament depôt.

991. Standing Contracts.—Whenever the Commander-in-Chief on a foreign station shall deem it for the good of the Service that standing local contracts should be entered into for the supply of provisions or other articles of store, for the use of ships or of naval establishments, he is to cause tenders to be invited as laid down in Article **1901.**

992. Supplies of Public Money.—Abnormal drawings of cash may be authorized in exceptional circumstances. *See* **1775.**

992a. Verification of money balances and examination of Cash Accounting procedure.—He will issue such directions as may be necessary to give effect to the instructions in Article **1105a.** As the duty of Inspecting Officers is to investigate all possibility of fraud as well as to check and suggest possible improvements in procedure, not more than 24 hours prior notice should be given. In the case of large harbour establishments, however, notice may be extended to 48 hours.

2. A copy of the report of the Examining Officers is to be forwarded to the Admiralty and to the Captain of the ship.

3. Where the verification at an uncertain date has been carried out by the Captain under the provisions of Article **1105**, clause 1, a report of the verification is to be forwarded by that officer to the Commander-in-Chief, who is to arrange for an examination in accordance with Article **1105a** to be carried out at the earliest possible date.

993. Accidents.—All accidents affecting the readiness for sea of any of the ships or vessels under his orders, or which involve, or are considered likely to involve, any disciplinary action by the Admiralty in regard to an officer, are to be reported to the Admiralty with an expression of his opinion where necessary, whether an inquiry under Article **1130**, clause 2, is held or not.

994. Defects.—The Commanders-in-Chief at the home ports, and Flag and other officers in command of fleets and squadrons, are to call the special attention of the commanding officers of His Majesty's ships under their orders to the importance of keeping their ships in a thoroughly efficient state of repair, by means of the skilled artificers and artisans borne on the ships' books expressly for this purpose.

2. To affect this, the officers commanding sea-going fleets and squadrons should arrange that the artisan ratings are not employed at drills, such as "man and arm boats," anchor work, fire engines, etc., for a longer time than is absolutely necessary for efficiency, but that, as far as circumstances will admit, the artisan ratings are constantly to be employed in repairing the defects of their ships and other work requiring skilled labour.

3. Should the Commander-in-Chief or Senior Officer have reason to believe that there has been any lack of attention on the part of a Captain or his officers in the care and maintenance of their ship, he should make an inquiry as to her condition, and, if necessary, report any negligence to the Admiralty.

4. When framing programs of movements of the fleet or squadron, or when fixing dates for exercises under way, passage trials, etc., he should endeavour to arrange that the ships under his orders are afforded reasonable intervals at anchor, when defects, especially those of the engine-room department, may be taken in hand.

5. On each occasion of completing a voyage, he should, if the exigencies of the Service permit, on the day before arrival in harbour, or earlier if possible, inform the commanding officers what time is available for examining and making good defects, in order that they may acquaint the officers concerned, so that the latter may make the necessary arrangements for completing the work, if possible, by the time the ship is next required, or for proceeeding with it in such a manner as to enable them to undertake that which is the most urgent and important whilst keeping the vessel ready for service within a given number of days' notice.

6. When dealing with ships' defects on foreign stations, he will take care that they are made good with all economy that may be consistent with due expedition and efficiency; and he will be guided, so far as they may be applicable, by the directions given in Articles **707** and **709** as to whether defects are to be made good by the ship's own artificers, by artificers of other ships, by a dockyard, or by hired men; but except in special circumstances, he is not to sanction the employment of men other than those of the ship or those of other ships present. *See* **711** (*Defects in Ships fitted in another port*).

995. "Large Repairs."—He is to cause a report to be forwarded, to reach the Admiralty not later than the end of September in each year, containing the names of any ships and vessels under his command that will probably need to be taken in hand for "large repairs," at a home dockyard, during the ensuing financial year.

2. The report is to be accompanied by brief statements describing the nature and extent of the important items of work expected to be required in each of the ships concerned, and particulars of any auxiliary machinery that may need replacement are also to be given.

3. In the event of it being desirable to drill test the boilers of any vessel, to enable a more accurate forecast of the requirements to be furnished, he is to cause the test to be made, so that the facts may be known before the report referred to above is transmitted.

4. The term "large repairs" is to be understood as covering a thorough overhaul by dockyard, and items of work which can be done during the period of an ordinary refit in commission should not be regarded as bringing a ship whithin the scope of this instruction.

996. Ship ordered home.—When a ship is ordered to return to England, or to proceed to another station, he is to call on the Naval Store Officer for the particulars

of any special articles, such as instruments of a delicate character like range-finders, etc., which may be waiting conveyance; and if they can be conveyed conveniently and without impairing the fighting efficiency of the ship, he is to arrange for such articles to be taken on board the departing ship for conveyance.

2. He is also to send home in such ships all invalids and others entitled to passages. Nominal lists of the invalids and other ratings embarked for passage home are to be despatched by mail direct to the Commodores of the Royal Naval Barracks concerned immediately the passages have been finally arranged. Copies of the nominal lists are to be handed to the Commanding Officers of the conveying ship, who is to notify the Commodores of the Royal Naval Barracks, by signal if necessary, of any subsequent changes.

997. Change of Armament.—On all occasions of a change of armament in any ship, at home or abroad, the trials of the new gunnery or torpedo fittings are to be carried out by officers deputed by the Commander-in-Chief, acting in conjunction with the dockyard officials. (*See* **1246** *and* **1247**).

998. Courts-Martial.—The Commander-in-Chief is to examine carefully the proceedings of all courts-martial held on board ships under his command, with a view to enabling him to comply with the provisions of Articles **471,** clause 3, and **472a,** clauses viii, ix, and x.

999. Deserters.—Commanders-in-Chief on foreign stations are to make such special local regulations in regard to the apprehension of deserters, and payment of rewards, as the circumstances may require, subject to the instructions contained in **Articles 588 to 595** (*Desertion, etc.*).

1000. Admiralty Moorings.—Whenever there are any Admiralty moorings laid down within the limits of his station, at such a distance as to render it impracticable for the dockyard officer responsible for them to examine them frequently and regularly, he will make arrangements for their being periodically examined by one of the ships under his command. The result is in every case to be communicated to the officer in charge of the moorings, who will make thereon such representations as he may deem necessary.

1001. Inspection of Sailors' Homes, etc.—He is to take the necessary steps to ensure that all Sailors' Homes and kindred institutions to which the Admiralty subscribe are visited and reported on by a naval officer at least once a year. He will be informed from time to time of the names of the institutions which should be inspected.

2. Applications for grants to Sailors' Homes (on form S. 588) are to reach the Admiralty not later than 1st October in each year, and are to be accompanied by a statement of the previous year's accounts.

1002. Naval Overseas W/T Stations. Periodical Inspections.—He is to take the necessary steps to ensure that arrangements are made to inspect periodically the naval overseas W/T stations under his command.

2. The inspections should be carried out once a year if the exigencies of the Service permit.

3. A specimen form of inspection report is available at each W/T station, this form containing a number of questions, the answers to which should enable the general condition of the W/T station to be ascertained. In addition, there should be included with the inspection report any recommendations which it is considered will improve the condition and usefulness of the station, or the efficiency and well-being of the crew.

4. The inspecting officers should be accompanied by a qualified W/T officer, if available, a Medical officer and such dockyard technical officers as necessary. If the station is equipped with steam or oil engines, an Engineer officer should also take part in the inspection.

5. W/T stations under care and maintenance parties should be inspected if possible, half-yearly.

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6. W/T stations closed down should be inspected at frequent intervals, opportunities to carry out this inspection being taken when a suitable ship visits the vicinity of the W/T stations concerned.

1003. Gaols.—He is to obtain information as to the state of the gaols on his station as directed in Articles **553**, clause 2, and **554**, clause 2.

1004. Admiral's Contingent Account.—The account of the Commander-in-Chief's postage and other contingent expenses is to be made up to the last day of each quarter—and for the broken period to the date of his striking his flag—and the amount thereof will be repaid to him under his own order, by the Accountant Officers of the flag-ship. The account itself (S. 589), accompanied by supporting receipts, if available, is to be delivered to the Accountant Officer, who will transmit it as a voucher to his cash account. *See* article **884** (*Payments for Postage*).

1005. Officers and Men retained on paying-off.—The Commander-in-Chief will regulate, in accordance with Article **1555**, the officers and men who are to be retained after paying-off to close accounts, complete surveys, or replace machinery, as the case may be.

1006. Correspondence.—Commanders-in-Chief and Senior Officers in command are to be guided in regard to correspondence by Articles **878** to **886**.

1007. Returns and Reports called for by the table of returns, Appendix XXII, are to be transmitted as indicated therein.

1007a. Records.—Station records are to be retained on the station for not more than 40 years, older records being forwarded to the Admiralty Record Office at intervals of 5 years (*see also* Article **737**, para. 2 (*d*).)

1008. Staff and Servants on decease.—If a Commander-in-Chief should die at home, the Flag-Lieutenant, the Admiral's Secretary and Assistant Secretary, the Accountant officers appointed for duty in the Admiral's office, and the coxswain are to continue their services until the arrival of his successor; should he die abroad, they are to continue their services, should they be required, with the officer upon whom the command devolves, until the successor arrives. Should their services not be required, they are to be sent home, as well as any servants who do not wish to remain in vacancies open to them.

1009. *Deleted.*

1010. Communication with Colonial Authorities.—In a British colony or possession the Colonial Secretary, as such, should not be the normal channel of communication between the Government and Naval authorities. Should the senior naval officer be of or above the rank of Commander, the Governor, or in his absence, the Governor's Deputy if one has been appointed, will communicate with him; otherwise the private secretary in the name of the Governor. The Commander-in-Chief of the station in which the colony or possession is situate may, however, authorize exceptions to this rule, as well as direct communication between other officers or departments of the Government and particular Naval authorities, concerning such matters (other than questions of policy, or matters involving major expenditure) as seem to him appropriate.

2. The foregoing instructions do not apply in the Dominions or India.

1011. Consular Court.—Consuls are not authorized to call upon naval officers to assist them in enforcing the civil process of a consular court.

1012. Distressed British Subjects.—No person shall be received on board any of His Majesty's ships as a distressed British subject at a port where there is a British consular officer, without his written requisition.

2. If there should be no consular officer present, the Senior Naval Officer on the spot is to exercise his discretion in regard to the claim of any applicant for a passage at the public expense. The relief is only to be granted in case of destitution and, in his order to ship, he will state fully the circumstances under which he has ordered the passage.

3. The requisition and order, or a full report of the circumstances, are to accompany the victualling store account for the period.

4. **Persons of Unsound Mind.**—Persons of unsound mind not belonging to the naval, military or air service are not to be received on Board His Majesty's ships-of-war, or fleet auxiliaries, except with the special sanction of the Admiralty.

1013. Prisoners from Merchant Ships.—No British merchant seaman is to be received in one of His Majesty's ships abroad as a prisoner, unless the witnesses necessary to substantiate the charges, or the depositions taken upon the charge under which the prisoner is in custody, accompany him, or unless the Senior Officer is satisfied that the witnesses will be in attendance on the arrival of the prisoner at the place where he will be handed over to the civil power.

1014. Fugitive Slaves.—The regulations in respect to fugitive slaves will be found in the book of instructions for the guidance of Captains and Commanding Officers of His Majesty's ships-of-war employed in the suppression of the slave trade. (*See* **895** (2).)

1014a. Loan of Vessels.—Vessels belonging to the Fleet may be lent to private persons or used for their convenience free of charge, if the loan or use serves the interests of the Naval service and involves no extraordinary expenditure from public funds nor any expenditure which would fall on dockyard votes. When the loan or use of the vessel is not directly in the interests of the Naval service but is for a purpose which deserves naval support, the persons using the vessel are to be required to defray the out-of-pocket expenses and no expense is to be allowed to fall on public funds.

Whenever a vessel belonging to the Fleet is lent to private persons under these conditions, the persons to whom the vessel is lent are to be required to undertake to indemnify the Crown against any loss or damage not directly attributable to the negligence of any person in the public service.

Civil and Medical Establishments

1015. Authority over Civil and Medical Establishments.—The Commander-in-Chief or Senior Officer is to have authority and control over all the dockyards and victualling yards, the naval hospitals, naval armament depôts, torpedo and mining depots, and other civil and medical establishments within the limits of his command, in regard to the general transactions of the Service; but he is not to interfere with the management of any of those establishments at home, nor abroad where there are superintendents or medical officers in charge, unless in his opinion a particular and sufficient cause shall render it necessary, when he is to report to the Admiralty the nature of the order given, and his reasons for interfering. If a superintendent or an officer in charge should consider that any public inconvenience is likely to arise from compliance with an order received from the Commander-in-Chief, such superintendent or officer in charge is to represent the same to him, stating the objections, after which, if the Commander-in-Chief should still direct his order to be complied with, it is to be obeyed without further delay or discussion, the officer so repeating the order becoming wholly responsible to the Admiralty for the necessity of the measure; but the superintendent or the officer in charge on receiving the order, if he deem proper, may send to the Admiralty any observations upon it he may be desirous of submitting for consideration.

2. **In the absence of the Commander-in-Chief** all the control and authority vested in him over the civil or medical establishments of the Navy under Articles **1015** to **1018** are to be exercised fully and effectually by the Senior Officer of His Majesty's ships present, provided such officer is not below the rank of Commander.

1016. Vacancies in Civil or Medical Establishments Abroad.—If a vacancy should occur among the officers of a civil establishment abroad, or among the civil officers of a medical establishment abroad, the Commander-in-Chief or Senior Officer is not to fill such vacancy by appointing an officer from the fleet with an

acting order. If, however, in consequence of the vacancy the temporary services of an officer are urgently needed, the Commander-in-Chief or Senior Officer may lend to the establishment a qualified officer from one of the ships under his orders, if his services can be spared, reporting his reasons for so doing to the Admiralty, by whom any question of remuneration beyond the officer's naval pay and allowances will be dealt with.

1017. Civil and Medical Establishments Abroad without Superintendents.—In regard to civil and medical establishments out of the United Kingdom in charge of which there are no superintendents or medical officers, the Commander-in-Chief is further to be guided by the following directions, and all officers and persons belonging to such establishments are to obey his orders in all matters relating to the public service.

2. **Supervision of Officers.**—He is to do his utmost to ensure that all the officers perform their duties satisfactorily, and that they comply with their special instructions; he is not to give any orders contrary to, or differing from, the established practice of the Navy, nor from the instructions issued for the guidance of officers of these establishments, except for good cause, which is duly to be reported.

3. **Economy.**—He is to be careful that all work undertaken is performed with proper economy, and that no supplies are purchased from, nor repairs executed by, private persons for His Majesty's Service, except through the proper officers, unless otherwise specially directed.

4. **New Works, Repairs, etc.**—Subject to such powers as are conferred upon him in connection with reserves under subhead C. of Vote 10, and with petty services under subhead E. of Vote 10 up to a limit which is fixed annually, he is not to order any new works or alterations to be undertaken without express directions; nor any repairs except such as may be absolutely necessary for the preservation of the buildings, but he is to submit, as proposals for estimates, any new works, alterations, or improvements he may consider necessary, placing them in the order of relative importance, and certifying that they can be undertaken within the year if approved.

5. **Replacing Officers.**—Under Article **1016,** he may lend an officer from the fleet in the place of any officer of these establishments who may die or be obliged to quit his station on account of ill-health, but he is only to permit an officer so to quit his station on the report of three of the senior medical officers present, including the officer in charge of the naval hospital, if any. Leave is not to be granted to officers of these establishments to return to England without the sanction of the Admiralty.

6. **Suspending Officers.**—He may suspend any officer for misconduct, lending, if necessary, an officer in his place under Article **1016;** but he is to report at once most fully his reasons for so acting. If the suspended officer is in charge of money or stores, he will cause surveys at once to be held to transfer the remains to the officer lent to do the duty, and will direct him to open new accounts, in order that those of the suspended officer may be investigated properly.

7. **Creating New Office.**—He is not to create any new place or office, nor to make any alterations in the arrangements or emoluments of the persons he shall find established or employed; nor is he to add to the numbers employed on day pay, beyond those sanctioned, except in urgency, which is to be reported to the Admiralty. When working parties are sent from ships, he is to be careful that the men are only employed as laid down in Article **1036.**

8. **Cash, Supplies of.**—He or the Senior Officer (whenever either is present) is to approve requisitions for money upon the Treasury Chest for naval services, but before so doing he will take care that they clearly show the balance of public money in the hands of the cash accountant officer, and the services for which the further supply is required. He will also satisfy himself that the amount does not exceed the probable requirements.

9. If there be no Treasury Chest, he or the senior naval officer (whenever either is present) if satisfied of their necessity, is to approve bills drawn by the cash accountant officer on the Accountant General, taking care that the most favourable terms for the public are secured.

10. Upon every occasion of approval being given to bills, he or the senior naval officer will receive from the cash accountant officer, and forward to the Admiralty, a letter of advice containing the particulars referred to in clause 8 of this Article, and when the bills are drawn, the rate at which they were negotiated.

11. **Verification of Cash Balances.**—He will, as opportunity offers, verify, or cause to be verified, the remains of public money in the hands of the cash accountant officer, whether actually in the chest or standing to the officer's public credit at the bank, and compare the same, or cause it to be compared, with the balance shown in the daily cash book. The verifying Officer will certify, on the face of the cash book, that the balance shown there as due from the cash accountant officer to the Crown is actually in the chest and has been inspected by him, or is to the public credit of the cash accountant officer at the bank, stating the amount both in words and figures. He will also forward the prescribed certificate (Form D. 205) to the Director of Navy Accounts.

12. On the discovery of any difference between the balance shown and that in the hands of the cash accountant officer, he is to call on that officer for an explanation, which he is to send to the Admiralty with any remarks he may have to make thereon.

13. **Local Audit and Stocktaking.**—He will take care to observe the regulations that may from time to time be issued to these establishments in reference both to the local audit of the naval store ledgers and to stocktaking, whether continuous or special, and also in reference to the payments of extra pay with respect to those duties, and, when necessary, he will give directions to the Senior Officers of divisions within which any such establishments are situate, to ensure their attention to these important duties.

14. **Hiring of Property.**—Where property is hired for naval purposes and the urgency of the requirement does not permit of Admiralty approval first being obtained, he is to take care that the right to terminate at short notice is reserved to the Admiralty.

15. **Precautions against Poisoning of Cattle.**—He is to ensure that every precaution is taken to prevent paint or other poisonous articles being left about, either on or adjacent to naval establishments where cattle have access.

1017a. Trees, Care of, in Admiralty Establishments.—Trees included in the categories shown below, growing on land in the occupation of the Admiralty, are not to be destroyed without prior Admiralty sanction, except when so damaged by storm as to render them unsafe:—

(*a*) Ornamental trees,
(*b*) Trees to which special interest is attached, and
(*c*) Trees exceeding twenty years of age which are not included under (*a*) and (*b*).

When pollarding or lopping becomes necessary, care is to be taken to ensure that it is done with due regard to the general effect and appearance of the trees and, when possible, advice should be obtained from a local representative of the Forestry Commission or someone with a knowledge of the subject.

1018. Definition of "Superintendent."—For the purposes of the regulations contained in Articles **1015** to **1017**, the Rear-Admiral (or Vice-Admiral) in Charge, Malta, the Rear-Admiral in Charge, Gibraltar, the Commodores in Charge at Hong Kong and Malaya, and the Captains in Charge of Simonstown, Bermuda, and Ceylon, are to be considered as Superintendents.

Royal Fleet Auxiliaries

1018a. Royal Fleet Auxiliaries. Examination of Accounts and Cash Balances.—The examination of the cash accounts and cash balances of Royal Fleet Auxiliaries, other than oilers on freighting service, will usually be carried out by the Cashiers of

His Majesty's Dockyards (*a*) on the last day of the month, and (*b*) whenever the responsibility for cash and accounts is transferred from one officer to another. When, however, a Royal Fleet auxiliary is with the Fleet at these times, the Commander-in-Chief or the Senior Naval Officer is to arrange for an Accountant Officer to examine the accounts and to count and verify the balance of public money in the hands of the officer in charge of the accounts.

2. The certificates on the monthly cash account are to be completed at the time the inspection is made, and a summary of the cash account on form S. 452 is to be completed and signed by the Naval Accountant Officer. The summary (S. 452) is to be forwarded to the Admiralty separately by the Commanding Officer of His Majesty's ship.

3. The cash account and money balance of freighting oilers not managed by commercial firms on behalf of the Admiralty are to be similarly examined, provided delay to the vessels is not involved. No such examination is to be made in respect of oilers managed on behalf of the Admiralty by commercial firms.

Section IV—Inspections

1019. Muster and Inspection. When to be Carried Out.—He is to muster and inspect every ship placed under his orders as follows:—

(*a*) so soon as practicable after he assumes command;
(*b*) so soon as practicable after a ship joins his flag;
(*c*) annually from the date of such first inspection;
(*d*) immediately before her departure from the fleet or station;

reporting the result to the Admiralty on form S. 425.

The inspection of destroyers and flotilla leaders is to be reported on form S. 427, and of submarines on form S. 428.

1020. Inspecting Officer.—If he should be prevented from performing this important duty, he will depute it to an officer under his orders, senior to the Captain of the ship to be inspected, who will render to him the report, which is then to be dealt with as directed in Article **1019.**

1021. Intermediate Musters, etc.—In addition to these periodical musters and inspections, he will arrange for other intermediate musters or inspections, or musters only, when he deems it necessary, whether the ships are present or on detached service. These reports are not to be sent to the Admiralty unless, from special causes, he should think it expedient to do so.

1022. Inspections. General Observations.—In conducting this duty, the inspecting officer will always take into consideration the length of time the ship has been in commission. Should any other considerations weigh with him in forming his judgment, such as any particular service on which the ship may have been engaged, he is to refer to it in his report.

2. For the guidance of the inspecting officer, certain headings are printed on the inspection forms. These headings are not intended to be exhaustive and afford a general indication only of matters requiring inspection.

3. The inspecting officer is fully authorized to examine and inquire into any subject which bears upon the order, discipline and efficiency of the ship, or upon the proper observance by all on board of the regulations and customs of the Service. Any opinion he may give as to the ship's proficiency in any particular may, however, be based on previous observation and knowledge.

4. *Deleted.*

5. He is to look into any suggestions offered by the Captain, or any of the other officers, calculated to improve the ship, so that he may be enabled to give his own opinion upon them in forwarding the report.

Suggestions which involve alteration and additions to the ship are to be put forward as directed in Article **710.** Such suggestions, when made in the Report of Inspection, are to be accompanied by a statement to the effect that they have been so put forward or, provided that the Flag Officer making the inspection considers they are necessary, that they will be put forward at the next opportunity.

6. He is to satisfy himself that the regulations regarding the keeping of logs, books, confidential books, accounts and officers' wine bills, and for the administration of all funds in the ship, are strictly carried out. See **608 (5)** (*Service Certificates*): **620** and **635a** (*Mess and Wine Accounts*); **635** and **635a** (*Subsidiary and other Non-Public Funds*); **1527** (*Range Funds, also Gunnery, Torpedo, W/T Communications and Air Observation Improvement Funds*); **1073 (12)** (*Matches*); **1155** (*Instruments*).

7. **Complaints.**—He is to take care to inquire into any complaints that may have been made as to the quality of the provisions supplied, in case the subject should not already have been investigated. He will also ascertain that there have been no undue delays in the payments to the ship's company.

8. **Closing Water-tight Doors.**—He is to make strict inquiry as to the observance of the regulations laid down in Articles **1075** and **1078** in respect to closing water-tight doors, and is to satisfy himself of the efficiency of the system adopted for carrying them out.

9. **Preservation of Hull, etc.**—He is to look particularly into the means taken to preserve the hull, decks, fittings, machinery and boilers, guns and mountings, as well as the masts, rigging and stores; and should make a point of inquiring closely into the state of the ship generally. He is to inspect the "Record of defects," and if there are any existing defects within the capacity of the ship's artificers to repair, he should mention them in his report. He is to give his personal opinion as to the state of the ship, whether she has been well maintained, and he should not fail to notice in his report any neglect he may discover on the part of the Captain and officers in the important duty of preserving the ship in the highest possible state of efficiency. *See* **1961** to **1963** (*Chain Cables, Steel Wire Hawsers, etc.*).

Where exceptional care has been shown in the maintenance of the hull, machinery or equipment of a ship, the inspecting officer should, at annual or paying-off inspections, report the same to the Admiralty, forwarding the names of the Executive, Engineer and warrant officers to whom the credit is due.

10. **Recognition Signals.**—He is to satisfy himself that the Captain and the officer next in command of destroyers and smaller ships, and in larger ships, the Captain, the officer next in command, the Signal Officer and the officer in charge of confidential books, are fully acquainted with all forms of recognition signals which may be issued for use in His Majesty's Navy at the time.

1023. Medical Inspection.—He is to cause a systematic medical inspection of every ship placed under his orders to be carried out by the Fleet or Squadron Medical Officer as frequently as prescribed in Article **1019,** clause 1.

1024. Inspection of Hospitals.—He is to inspect the naval hospitals and any permanent sick quarters within his command, once a year or more often as he considers necessary, reporting to the Admiralty, on form S. 601, the state in which he may find them, and whether every proper attention is paid to the care and comfort of the patients. When unable to perform this duty himself, he will direct one of the Flag or other Senior Officers under his orders to do so. When temporary sick quarters are hired or established, he will take care that they are frequently visited and inspected, in such cases not necessarily by one of the Senior Officers. *See* **1350** *and* **1351** (*Temporary Sick Quarters*).

SECTION V—DUTIES OF THE COMMANDER-IN-CHIEF AT A HOME PORT

1025. General Duties.—The Commander-in-Chief at a home port is to be guided in the conduct of his general duties by the foregoing instructions to Commanders-in-Chief, particularly as regards preparation for war and the training of the personnel, and is also to observe the following instructions relative to the special duties connected with his command.

1026. Ships and Officers generally.—He is to be responsible for the prompt and complete equipment and manning of all ships at the port when commissioning, refitting or paying off. He is to consider all Flag Officers, who are junior to himself, and all ships present as under his orders, except such as are actually under the orders of a senior Flag Officer then present, but such vessels are to be under his control in all matters provided for by the regulations of the port.

He will not interfere with ships arriving or lying at ports within his station but not in sight of his flag, unless specially directed to take them under his orders; and, except in some emergency which does not admit of reference to the Admiralty, he is not to send any ship to sea except those which have specially been placed under his orders.

2. **During War** he is to see that the authorized local regulations for the control of traffic are properly enforced, and he will further ensure the safety of the port by disposing the vessels under his special command in whatever manner may seem to him best suited to secure that end.

1027. Inspections.—He is to muster and inspect every ship when ready for sea on first commissioning, or on newly commissioning after long refit out of commission, but a ship commissioning for a flag shall be inspected before the flag is hoisted on board, and a ship which has been a flag-ship shall not be inspected by the Commander-in-Chief if the Flag Officer shall have returned home in her.

2. If a ship arrives at a home port to pay off, recommission, and return to her own fleet, he is to hold a muster, on the ship recommissioning, to see that his responsibilities for her prompt and complete equipment have been fulfilled, that the ship is in all respects ready for service, and that the organization and stationing of the men are understood and put in train by the officers. The result of the muster is to be reported to the Admiralty on such parts of form S.425 as deal with the organization of a newly commissioned ship.

3. A similar procedure is to be followed when a ship is completed from reserve complement for the purpose of conveying reliefs to ships on foreign stations, or for the purpose of being refitted at naval yards abroad, the muster being held before the vessel sails and the result reported to the Admiralty as directed in clause 2. On returning to England, vessels conveying relief crews are to be inspected before the complement is reduced, forms S.425 being completed as far as possible, having regard to the service on which the ship has been engaged, and forwarded to the Admiralty.

4. In the case of a ship in commission with full crew which either—

(*a*) pays off from a fleet at a home port and recommissions with a reserve complement for another fleet; or

(*b*) pays off from a fleet at a home port, recommissions with a full crew and joins another fleet;

the inspection by the Commander-in-Chief at the port, which is held before the ship pays off, may be restricted to the object of deciding whether the vessel is in good condition and fit for her further service.

5. In the case of a ship paying off into dockyard hands, he may inspect such ship or not at his discretion.

6. In the case of a reserve complement ship recommissioning with a reserve complement for service in the same fleet, he may inspect such ship at his discretion *See* **752**, clause 2 (*Royal Marines when embarked*).

See SECTION IV. (*Inspections.*)

1028. Postponement of Completion.—Whenever the time fixed for the completion of a ship's refit or readiness for any purpose is postponed, he is to require from the Captain a report of the cause, which he will communicate, if necessary, to the Admiralty by telegram or letter, adding his own opinion as to the necessity for the delay.

1029. Completing Ships.—On the commissioning of a ship, he will appropriate her ship's company from the men in the depôt or port in accordance with the Drafting Regulations.

1030. Delay in Sailing.—He is not to allow the Captain of any of His Majesty's ships to prolong his stay in port after receiving his sailing orders, should the state of the weather permit him to put to sea, and he is to report whenever he considers that a ship has been put back or brought into port unnecessarily.

1031. Important Information to Admiralty.—He is to keep the Admiralty informed by telegram of all matters of importance that occur, including the arrival, sailing, and passing of all ships-of-war.

1032. Letters, etc., from Ships.—He will receive all letters, returns and reports from the Flag Officers and ships placed under his orders, as well as from such ships as may become subject to his control by the regulations of the port, but in that case only in regard to such matters as are affected by those regulations.

1033. Test of Fittings.—Before one of His Majesty's ships or vessels (*see* NOTE *as to Submarines*) is placed in commission for the first time, and on any occasion of the armament being altered, the gunnery fittings generally are to be examined and tested by the Captain, H.M.S. "Excellent," or by the Captain of the Gunnery School at Devonport or Chatham, and the torpedo and electrical fittings are to be tested and examined as directed in Chapter XXVI, Home Dockyard Regulations, the dockyard officials responsible for the fittings being represented at the trial each time.

The reports of these trials are to be forwarded by the Commander-in-Chief to the Admiralty. *See* **663** (*Gunnery, Torpedo and Electrical Trials*).

NOTE.—Submarines may be placed in commission before completion of trials, but will remain under dockyard or contractors control until the date of final acceptance. During this period the Commanding Officer's responsibility is confined to ensuring the safe conduct of basin dives and sea trials and the training and discipline of his crew.

1034. Test of Electrical Fittings.—Shortly after commissioning, a trial of all the electrical fittings is to be made by officers of the ship under the direction of the Commander-in-Chief, in the presence of the dockyard officers, in order to ensure that everything is in perfect order. In cases where the final electrical trials were carried out while the reserve complements of care and maintenance parties were on board, the commissioning trial need not be held.

1035. Officers exempt from general Port Duties.—So far as the convenience of the Service will admit, he is to arrange that the Captains and Executive officers belonging to the gunnery and torpedo establishments, as well as the officers in training, surveying, and store ships, and the Captain of the dockyard and Executive officers specially borne on the books of the depôt for duty under him, are not called upon to attend surveys out of their own ships, nor to perform any other of the ordinary duties of the port, which are unconnected with the special services on which they are respectively employed.

1036. Working Parties for Dockyard.—On receiving an application from the Superintendent to the effect that an additional number of men are required to perform any work connected with the yard, he is to send them if they can be spared, under proper officers, to be employed as the Superintendent shall direct; but he is not to allow them to be employed on work other than that ordinarily done by seamen or stokers, except upon his special authority, and he is to be careful to define in his order the nature of the exceptional work so permitted, and the period of its duration.

2. Men under training are not to be employed in working parties.

1037. Flag Officer entering Port.—Any Flag Officer in command entering the port limits at Portsmouth, Plymouth, Rosyth, or Sheerness-Chatham, who is senior to the Commander-in-Chief of the port, is not in any way to interfere with the port duties, but is, after receiving the visit of such junior Flag Officer, to direct by order or signal that the duties of the port are to be carried out by the appointed port authorities without reference to him even should his flag remain flying.

2. Ships under the actual command of such a senior Flag Officer are, while in the port, to be subject to the control of the port Commander-in-Chief in all matters governed by the port regulations.

1038. Absence of Port Commander-in-Chief.—In the absence of the Port Commander-in-Chief, his duties are to be carried out by the Admiral Superintendent, and, failing him, by the Senior Officer present.

1039. Residence, Termination of.—A Commander-in-Chief at a home port who has had due notice of his successor's appointment, or who has been enabled otherwise to reckon with certainty on the date of his supersession, is not to occupy his official residence for more than one week from such date; in other cases, when the termination of his command could not have been foreseen, the occupancy is to be extended to 14 days.

Section VI—Duties of the Senior Officer Present

1040. The Senior Officer present is to be guided in the conduct of his general duties by all foregoing instructions.

Chapter XXIX

INSTRUCTIONS TO A FLAG OFFICER OR A COMMODORE OF THE FIRST CLASS NOT COMMANDER-IN-CHIEF

1041. General Duties.—He is to superintend, with great attention, all the ships of the division of the fleet or of the squadron which is put under his directions; he is to see that their crews are properly disciplined; that all orders and regulations are punctually attended to and obeyed; and that the fuel, stores, provisions, and water are kept as complete, and the ships in every respect as fit for service, as circumstances will admit.

1042. Reports, etc., from Division.—He is to receive all reports of the state of the ships and of their defects, applications for repairs or refitting, demands for stores or provisions, and representations of the state of their crews or of the misconduct of their officers or men, as being responsible to the Commander-in-Chief for the good order, discipline, and efficiency of the division or squadron which he commands.

1043. Keeping Station.—When at sea, he is to be particularly attentive in observing that the ship which carries his flag, and all the division or squadron under his orders, preserve very correctly their station in whatever order or formation the fleet may be; when any evolution is being performed, he is to be attentive to the manner in which the ships under his direction carry it out, always correcting immediately, by signal or otherwise, as he shall think fit, every apparent want of activity and exertion, and every mistake or appearance of neglect.

1044. Mistakes of Ships in other Divisions.—He may correct, by signal or otherwise, the mistake or negligence of a ship in another division or sub-division, whenever it is probable that, from their relative situations, the ship cannot distinctly be seen by the officer commanding the division to which she belongs; or whenever, being in the presence of an enemy, the officer commanding the division or sub-division, whatever may be his situation, does not himself immediately correct such mistake or negligence.

1045. Conduct of Ships in Battle.—When in battle, he is to observe the conduct of every ship near him, whether of the division he commands or not; at the end of the battle he is to report his observations to the Commander-in-Chief, so that the conduct of every officer may be represented as he shall really deserve. Should he observe any ship evidently avoiding battle, or not doing her duty properly, he is immediately to make such signal to her, or to take such steps, as the case may appear to him to require, for ensuring her more efficient co-operation; and he is to report, without loss of time, to the Commander-in-Chief any case of this nature in which he shall have so interfered.

Chapter XXX

INSTRUCTIONS TO THE STAFF

Note.—*The term "Admiral" in this Chapter includes all Commanders-in-Chief and other Flag Officers, Commodores, and Senior Officers.*

1046. The Staff consists of those officers appointed to assist the Admiral in the functions of command.

2. **Staff Officers** (Article **233**) are in two categories:—

(*a*) Those who assist the Admiral in the preparation for, and conduct of, the operations of war; these are entitled "Staff officers for operations and intelligence."

(*b*) Those who assist the Admiral in technical and administrative matters these are entitled "Technical and administrative staff officers."

1047. The Chief of the Staff, or Chief Staff Officer, is, under the direction of the Admiral, to supervise and co-ordinate the work of the staff, and, subject to any special directions given by the Admiral, will direct that section which falls under the head of operations, including training, exercises, investigations, movements and intelligence. He will be assisted by the Captain of the Fleet or Maintenance Captain, where appointed, in the administrative duties of the command.

1048. The Captain of the Fleet, or Maintenance Captain, is, under the direction of the Chief of the Staff or Chief Staff Officer, and subject to any special directions given by the Admiral, to attend to the administrative details of the command, and to supervise that section of the work and of the staff which deals with the maintenance of material.

1049. Delegation of Duties.—The Admiral may delegate to the Chief of the Staff or Chief Staff Officer, and to the Captain of the Fleet or Maintenance Captain, such matters as he thinks fit, authorizing them when dealing with these matters to issue orders and instructions in his name, signing documents "for Admiral."

1050. The Secretariat, which is under the immediate control of the Admiral, serves all branches of the staff. The Admiral's Secretary is head of the secretariat, and is in administrative charge of its personnel and their work. He is responsible for the circulation of correspondence to the staff, and will ensure that clerical assistance is afforded them as required.

1051. The Personal Staff consists of the Admiral's Secretary and the Flag Lieutenant or Flag Lieutenant-Commander.

2. The Admiral's Secretary, in addition to his duties as personal secretary to the Admiral and as head of the secretariat, is the adviser on legal, commercial and diplomatic questions.

Chapter XXXI

INSTRUCTIONS TO CAPTAINS

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Section I—On Appointment

1052. First Inspection.—On appointment to the command of a ship, the Captain will visit her throughout with the officers of the ship named in Article **713.** In newly commissioned ships he will be accompanied, in the case of dockyard-built ships, by the Captain of the dockyard, and in the case of contract-built ships, by the Naval Superintendent of Contract-built ships. These latter officers are to inspect the ship with him to afford him such general information in regard to the armament, hull, engines, boilers, internal fittings, etc., as he may require.

2. **Alterations.**—They are to acquaint him with any alterations which the Admiralty may have authorized, and if further alterations or any additions are deemed by the Captain to be necessary, they are to inform him that they cannot be made without obtaining the special sanction of the Admiralty.

3. In such a case application is to be made by him immediately through the proper channel, with all necessary explanations, but such applications after commissioning are to be avoided as much as possible. No proposals are to be made for any alterations that would not add to the efficiency of the ship. *See* **710** *(Alterations and Additions).*

1053. Commissioning. Hastening Equipment.—On commissioning a ship, the Captain will be guided by the instructions contained in Chapter XVII. When a ship is first commissioned, as well as at all other times, the Captain is to be diligent in getting the ship ready for sea or for any other service ordered; he is to inspect continually and forward, so far as he is able, all work on board. If it is found necessary to extend the date originally fixed for being ready, he is forthwith to report the reasons by letter to the Commander-in-Chief for the information of the Admiralty, and in the event of there being any neglect or delay in her fitting on the part of the dockyard, he is to represent the same, when no Senior Officer is present, to the Superintendent or to the Admiralty as circumstances may require.

2. **Local Regulations, etc.**—He is to make himself acquainted with the regulations of the dockyard, victualling yard, gun wharf, etc., in respect of all matters necessary for his guidance, and he is to co-operate with the heads of all the public departments in the furtherance of the service.

1054. Provisioning.—He will take on board such quantities of provisions as may be considered necessary, having due regard to the service and station on which

the ship is to be employed. In sea-going ships, the stocks of provisions should be regulated so far as possible throughout the commission so that the quantities on board do not fall below the minimum stocks and special reserves laid down in Appendix XIX, part 2.

2. If it is considered desirable to take on board as much provisions as can conveniently be stowed, the proportion of each kind is to be regulated by the average consumption so far as it can be estimated from general experience.

1055. Quartering Officers and Men.—As early as possible after commissioning he is to make arrangements for quartering all the officers and men of the ship, including Royal Marines, as laid down in the Gunnery Manual. In order that the necessary supervision may be given to all quarters at drill and preparation for firing and action, as well as in action, he is to detail an officer of quarters for all quarters, even though such officer may be stationed elsewhere in action. (*See* **1151** and **1245.**)

1056. Armament Ready for Use.—The Captain is to take care that the armament is all on board, and, whether in peace or in war, that everything is kept ready for immediate use.

Section II—Fighting Efficiency and Exercises

1057. Readiness for War.—When at sea, the Captain is at all times to keep the ship in readiness for war, and in time of war, he will, every evening before dark, cause the quarters to be cleared and every other arrangement made for a night action to prevent surprise.

2. When at anchor in any harbour or roadstead, he is, especially at night, constantly and fully to be prepared to repel any attempt of an enemy to board or to destroy the ship by torpedoes or otherwise.

1058. Approaching Foreign Ships.—He is not to approach a foreign ship-of-war at any time without being prepared to defend his ship in case of necessity; but in taking all proper precautions, he is to give no reasonable cause of offence to such foreign ship by exhibiting any outward marks of preparation.

1059. Gunnery and Torpedo System.—He is to take care that the systems of gunnery, of torpedo and of drill laid down in the current issues of the following books, viz.:—

Gunnery. Gunnery Training Manual and the appropriate Firing Manuals.
Handbook of Gunnery Organization.
Naval Magazine and Explosives Regulations.

Torpedo. Torpedo Training and Firing Manuals.
Naval Magazine and Explosives Regulations.

Rifle, Pistol and Machine Gun Practices and Field Exercises.
R.N. Handbooks of Field Training.
R.N. Handbook of Musketry and Pistol Practices.

and in gunnery and torpedo drill books, are strictly carried out; he is to allow no deviations whatever therefrom, unless compelled to do so owing to special fittings or peculiarities in the armament, but any alterations that his experience, or that of the Gunnery and Torpedo Officers, suggests as likely to be improvements may be submitted to the Admiralty.

1059a. Delicate Instruments.—If it is found that the complement of the ship while in commission is not sufficient to ensure adequate care of delicate instruments, he is to inform the Superintendent of the dockyard, in order that appropriate arrangements may be made by the dockyard and ships' officers, either to return the instruments to store, or to maintain them in a proper condition on board.

1059b. Degaussing Equipment.—He is to ensure that the Degaussing Installation is maintained in an efficient state and is at all times ready for immediate use and that, where no Torpedo Officer is borne, an Officer is detailed for its proper maintenance.

2. He is to ensure that the Navigating Officer, or where none is borne, the Officer detailed to perform (N) duties, is thoroughly conversant with all the instruc-

tions appertaining to the correct use of the D.G. protection fitted and understands its use.

1060. Paravanes.—He is to arrange that either the Executive Officer or such other commissioned officer as he may consider suitable shall have charge of the handling of the ship's paravane equipment and minesweeping gear.

1061. Mines and Depth Charges.—In ships and vessels carrying mines or depth charges, he is to take care that the instructions relating thereto in the several handbooks and addenda thereto are strictly carried out.

1062. Night Quarters.—The Captain is to exercise the crew by night at general quarters once every three months, at a time not earlier than 2200.

Ships newly commissioned are not to carry out night firing until the guns' crews are sufficiently trained, and have been exercised for this purpose in the daytime, to show the ship's company clearly what would be required at night.

1063. Drills and Exercises.—He is to take care that the prescribed drills and exercises are carried out as laid down in the Gunnery and Torpedo Training and Firing Manuals and appropriate drill books, and that they are reported on forms S.425, Part I., S.427, S.428, S.303, S.310, etc., as requisite. He is also to see that the officers and instructors adhere strictly to the established exercises. General quarters should take place once a week.

Section III—Armaments and Magazines

1064. Use of Ammunition, etc.—He will take care that the officers and men are carefully instructed in the description and use of all the ammunition, etc., supplied to the ship, and that the details of their action and application are periodically shown and explained to them by the instructors.

1065. Expenditure of Ammunition.—The Captain is to cause the quantities of ammunition and stores specified for practice to be expended according to the instructions laid down.

2. Both in peace and war he is not to suffer the quantity of service ammunition to be reduced below two-thirds of the proportion of each description allowed to the ship, except in action with an enemy.

3. A half-yearly return showing the quantities of ammunition (including small arms ammunition, fuzes and tubes) expended is to be rendered as laid down in Appendix XXII, Part 1.

1066. Reports, etc., on Armament and Fittings.—The Captain is to make himself acquainted with the details of the reports of gunnery and torpedo trials and other reports and correspondence relating to the armament and electrical fittings of the ship.

Copies of these reports are to be retained by the technical officers concerned.

1067. Opening Magazines.—He is to take care that the magazines are opened only in accordance with the instructions contained in the Naval Magazine and Explosives Regulations.

2. When hatches of shell rooms or magazines, necessarily left open for ventilation, are not under the immediate eye of a sentry, one is specially to be placed during the time the hatches are open to prevent the entry of unauthorized persons.

3. All submerged torpedo flats should, when the warheads are on the torpedoes, be treated in the same manner as shell-rooms as regards precautions to be observed, locking up, custody of keys, etc. It is not the intention, however, to prohibit electric heating arrangements in submerged flats.

1068. Important Keys.—He will cause the keys of the spirit-rooms and all other important keys in the ship except those issued personally to individual officers to be kept in a case having a glass front, supplied for the purpose and provided with two keys. In time of war the glass front is to be replaced by stout woven wire of a suitable mesh to enable the contents to be identified. This case is hereinafter referred to as the important keyboard. The important keyboard is to be fixed outside the door of the Captain's cabin and is to be in the charge of the sentry. In ships where there

is no sentry as in Flotilla Leaders, Destroyers, Escort and Patrol Vessels, Minesweepers and small ships the important keyboard is to be combined with the Magazine Keyboard (See Art. **1069,** clauses 2 and 8) where it is to be kept:—

(*a*) In harbour:—

In the Quartermaster's lobby.

(*b*) At sea:—

In the Charthouse.

This combined keyboard is to be made portable by securing slotted metal plates to the keyboard, to engage over roundhead screws in battens fixed to the bulkhead. Battens with round-head screws in the appropriate positions will need to be fitted in the Quartermaster's lobby and the charthouse, wheelhouse or signal office.

In submarines the important keyboard may be placed in the Ward-Room.

2. The keys of the important keyboard are to be kept by the Captain, who may, at his discretion, place one key under the charge of the sentry. In the latter case, the sentry is to be furnished with a list of persons to whom access to the important keyboard is authorized.

3. The name of each key should be marked distinctly over its hook on the board, so that the absence of a key from its hook will show which key is in use.

4. When it is necessary to open the important keyboard, the authorized person to whom the keys contained therein may be entrusted, is himself to obtain the key of the important keyboard from the Captain or sentry, as the circumstances may require. When the purpose for which the keys were removed from the important keyboard is accomplished, he is carefully to lock the compartment, return the keys to the important keyboard, and the key of the important keyboard to the Captain or sentry. The issue and return of the keys is to be entered by the sentry in the book kept for the purpose, and initialled by the person receiving the keys. When there is no sentry, the person receiving the keys is to enter in the book the time of receipt and return, and initial the entry.

5. The key of the padlock for securing the drop keel releasing gear in submarines is to be kept in a locked glass-fronted keyboard (see clause (1)), situated near the operating position for this gear, and the issue of the key is to be restricted to essential occasions under proper safeguards. The key of the keyboard is to be kept on the ship's keyboard.

1069. Magazine Keyboard.—The keys of the magazines, shell-rooms, and all compartments containing explosives, are to be kept in a case having a glass front provided with lock and duplicate keys. In time of war the glass front is to be replaced by stout woven wire of suitable mesh to enable the contents to be identified. This case is hereinafter referred to as "the magazine keyboard."

2. The magazine keyboard is to be fixed near the door of the Captain's cabin, and is to be in the charge of his sentry. In ships where there is no sentry as in Flotilla Leaders, Destroyers, Escort and Patrol Vessels, Minesweepers and small vessels *see* Art. **1068,** Clause 1.

3. The keys of the magazine keyboard are to kept by the Captain, who may, at his discretion, issue one key to be kept in the personal possession of the sentry, or, where there is no sentry, a commissioned or warrant officer.

4. A system of grouping and bunching the keys of the several quarters as laid down in the Naval Magazine and Explosives Regulations is to be adopted, and the names of the quarters and the group number of the keys are to be marked distinctly

over their hooks on the magazine keyboard, so that the absence of a bunch of keys from its hook will show which bunch is in use and the compartments to which the keys give access are to be assumed to be open.

5. An indicator board is to be hung in close proximity to the magazine keyboard and is to be painted red on one side, with the words "Magazine Open", and black on the other side, with the words "Magazine Closed," and every time any No. 1 key (*see* Naval Magazine and Explosives Regulations) is taken away or returned, the board is to be turned accordingly. When the magazine keyboard is placed inside the Captain's cabin, the indicator board is to be hung up outside in a conspicuous position.

6. When the magazine keyboard is under the charge of a sentry, the key of the board is not to leave his possession; he is personally to lock and unlock the board and issue and return the keys kept on it.

Persons to whom keys are issued are to retain them in their possession until the compartments concerned are again locked; the keys are then to be returned to the magazine keyboard.

7. The sentry, or, where there is no sentry, the person removing the keys from the magazine keyboard, is responsible that the indicator board is turned, and is to see that all indicating lamps are burning correctly. (*See* Naval Magazine and Explosives Regulations.) If at any time the indicating lamps do not agree with the state of the magazine keyboard, he is immediately to cause the Officer of the Watch or Officer of the Day to be informed, who is to take steps at once to have the matter investigated.

When there is no sentry, the Commanding Officer is to make the necessary arrangements for the indicating lamps to be inspected frequently and for an immediate investigation to be made if they are at variance with the state of the magazine keyboard.

8. Two sets of magazine keys are provided, one set of which is to be dealt with as outlined above, the other, known as the duplicate keys, are to be kept as follows:—

In PEACE time the duplicate set of keys is to be kept in the Captain's steel chest when the ship is in harbour, and under the Captain's charge in a locked position, distant from the Magazine keyboard, when the ship is at sea.

In WAR time the duplicate set of keys (and where applicable other important keys) are to be kept forward in a locked stowage both when in harbour or at sea. The key of the stowage is to be kept as may be directed by the Captain.

The position selected forward for the duplicate set of keys is to be such as renders it improbable that both sets of keys will be inaccessible in the event of fire, flooding or damage to ship's structure.

1070. *Deleted.*

1071. Explosives on Docking.—The Captain is strictly to observe the instructions laid down relative to the removal or otherwise of explosives, in the case of his ship going alongside a dockyard wharf, or into a basin or a dock. *See* **1237** *(Explosives on board Ships).*

Section IV—Organization of Ship's Company

1072. Divisions.—To ensure that a considerable measure of responsibility for the discipline, ship work and welfare of the men is delegated to divisional officers, that officers are kept in close and constant touch with their men, and that officers and petty officers are enabled to develop to the fullest extent their powers of command and leadership, the Captain of a battleship, battle cruiser or cruiser, is to organize the ship's company in accordance with the following principles, and is to take care that the divisional officers conform in every particular to the directions contained in Chapter XXXII, Article **1158a,** *Instructions to Divisional Officers.*

2. Principles to which the organization is to conform are:—

(i) Command and responsibility should be decentralized to the greatest possible extent.

(ii) Officers should be responsible for the work, training and advancement of their men and for their general well being. They should study their men's interests sufficiently to be well acquainted with their conditions of life both on board and ashore.

(iii) Men should work under their own officers and petty officers on all occasions as far as practical considerations will allow.

(iv) Officers and petty officers are to be given the fullest possible responsibility in charge of their men.

3. (*a*) *Seamen.*—Divisions of seamen should therefore normally be organized on the armament basis, so that the quarters of each divisional officer are manned, so far as possible, by men of his own division. The Lieutenant-Commander or Lieutenant of the division will be assisted by as many junior Lieutenants or Sub-Lieutenants as the Captain may consider desirable, having regard to the number of men in the division.

(*b*) *Torpedo Ratings.*—The torpedo ratings may form a separate division.

(*c*) *Ordinary Seamen.*—Ordinary seamen may form a separate division or may be placed in the seaman divisions. In either case they may be given separate messing accommodation if the Captain considers this to be desirable.

(*d*) *Boys.*—Boys are to be placed in a separate division, the officer and petty officers of this division being most carefully selected.

(*e*) *Engine-Room Ratings.*—Engine-room ratings are to be organized in divisions on the principles stated in clause 2 of this Article. The divisions are to be controlled by the officers, chief petty officers and petty officers under whom the men usually work. Engine-Room Artificers and Mechanicians are to form a separate division.

(*f*) *Other Ratings.*—The remainder of the ship's company are to, for the purpose of welfare, advancement and training, be organized divisionally under their departmental officers, being divided into sections where necessary according to the duties of the various departments, under definitely assigned chief petty officers and petty officers of the department. Questions of a disciplinary nature for these divisions are to be dealt with according to the custom of the Service.

Section V—Fire Precautions

1073. The Captain will observe, and cause to be observed by everyone on board, the following regulations against fire:—

1. **Naked Lights.**—No naked lights are to be used in any part of the ship below decks, except the secondary lighting as fitted.

Blow lamps may be used, by permission of the Commanding Officer, for effecting repairs between decks, except in any compartment containing explosives. A careful examination of all compartments in which blow lamps have been used is to be made after work has ceased, to ensure that no inflammable matter has been left about.

1a. When welding or burning operations are being undertaken in spaces below decks, the quantity of water or sand in buckets is to kept ready to hand.

1b. Where welding or burning is being undertaken on a bulkhead, etc., care is to be taken that the side remote from the operator is clear of combustible material before commencing and during the welding or burning operation, and every precaution is to be taken, *e.g.* by the use of sheets of asbestos cloth behind the work being cut or welded, to prevent damage by fire to clothing, stores, etc.

1c. No welding or burning operations are to be carried out on any pipe in place without the sanction of a responsible officer being first obtained, and the operation should not be carried out until it has been ascertained—

(*a*) That the pipe does not pass through spaces containing inflammable materials; and

(*b*) That the pipe does not contain, or is not likely to contain, any trace of combustible material for a length of at least 6 ft. from the weld or cut.

Pipes which are fitted as drains for water are not necessarily to be assumed to be free from combustible matter, as in certain compartments, where oil can accumulate, this is carried away by the drain water and in time forms a combustible film on the inside of the pipe.

In deciding on the necessity for dismantling a pipe, before welding, the source of the drain is to be traced in order to ascertain whether the pipe is likely to contain any oily deposit.

Where the conditions are doubtful the pipe should be taken down before welding.

Welding in place is to be entirely prohibited on pipes, any portion of which pass through compartments containing explosives.

2. **Lights in Confined Spaces.**—Lights, other than the fitted electric lights, or portable magazine lanterns, when used in store rooms or other confined spaces, except in coal bunkers and petrol compartments *(see Engineering Manual)*, are to be in lamp, pattern 275.

3. **Compartments containing Plant for Production or Storage of Oxygen or Enriched Air.**—No naked lights whatever are to be taken into these compartments.

4. **Spirit Room, etc.**—No lights or lamps whatever are allowed to be taken into the spirit room, nor into the store-room specially appropriated for inflammable liquids.

5. **Magazines and Handing Rooms.**—No naked lights whatever are allowed to be taken into magazines and handing rooms unless the magazine has been emptied of explosives.

Other Compartments Containing Explosives.—No naked lights are to be taken into other compartments containing explosives except lamps for alternative lighting in action and matches for lighting same (*see* clause 12). For petrol compartments *see* clauses 2 and 14.

6. **Submerged Torpedo Flats.**—The same regulations are to apply as stated above for other compartments containing explosives and in addition, except when in the vicinity of explosives, tapers may be used for testing air leaks of torpedoes, and blow lamps for the repair of torpedoes, provided they are under the direct supervision of a Torpedo Officer, Warrant Electrician, Electrical Artificer or Petty Officer holding a torpedo rating.

7. **Workmen's Lights.**—Care is to be taken that all lights which have been used by dockyard or other artificers are properly extinguished.

8. **Lights after Rounds.**—Only the authorized lights are to be used after the evening rounds of inspection, except by permission.

9. *Deleted.*

10. **Electric Lighting.**—As any danger of fire from electric lighting can only be due to improper fitting of the circuits or neglect of the necessary precaution in working the lights, strict attention is to be paid to the instructions contained in the Electrical Manual and other orders bearing on the subject. No alterations in the circuits fitted by the dockyard are to be made without Admiralty sanction.

The connections of portable lamps in store-rooms and confined spaces are to be unshipped from their sockets when not in use, and the switches of all portable lamps left "off" when done with.

All electrical power should be cut off as quickly as possible from cables passing through a compartment where a fire is discovered, particularly if the fire is adjacent to the electric leads.

11. **Mineral Oil.**—No mineral oil of any kind other than that specially approved by the Admiralty is to be used for lighting or any other purposes.

12. **Matches.**—Only safety matches are to be allowed on board, and precautions are to be taken in their use and stowage. They are never to be taken into magazines, store-rooms, slop-rooms or holds. They are not to be taken into other compartments

containing explosives, or into gun houses or gun positions, except in cases where matches are required for lighting secondary lights, when they are to be kept by an officer or responsible petty officer detailed.

At inspections, the inspecting officer is to satisfy himself that proper precautions have been taken to prevent accidents from their use.

12a. **Patent Cigarette or Pipe Lighters.**—The use of patent cigarette or pipe lighters in His Majesty's ships carrying aircraft is prohibited.

13. **Inflammable Liquids.**—A special store-room under protection, fitted with flooding and ventilating arrangements, should be appropriated for spirits of turpentine, varnishes, light shale oil, floor and metal polish, black harness composition and any other highly inflammable liquid which may specially be allowed. Where an existing inflammable liquid store-room is not under protection, alternative war stowage should be provided in the spirit-room, if no other suitable place can be found below.

Inflammable liquids are not to be stowed elsewhere, except that:—

(*a*) approved quantities of light shale oil for ready use may be stored in the submerged flats, in addition to that kept (in special 2-gallon cans) in the inflammable liquid store-room or spirit-room, and

(*b*) a ready use supply of methylated spirit, not exceeding two gallons, may be kept in a special two-gallon can in the W/T office when Type 14, 15, 16 or 18 W/T installation is fitted.

Approved Pattern Receptacles.—Inflammable liquids are only to be stowed on board in approved pattern casks, drums or cans with screwed bungs, as specified against each in the list mentioned in clause 21. Care is to be taken to ensure that such containers are tight and sound.

Special care is to be exercised when stowing and using inflammable liquids. Where a special store is provided, its roof, floor or sides are not to be in common with a magazine.

Inflammable Mixtures.—Heating.—The heating of inflammable mixtures, such as beeswax and turpentine, on stoves or radiators is prohibited and the only heating of such materials to be allowed is by steam jet.

14. **Petroleum Spirit or Mineral Vaporizing Oil.**—The instructions in clause 13 do not apply to petroleum spirit or mineral vaporizing oil, for which the following arrangements are to be made:—

(*a*) Where bulk storage has not been provided, the authorized 5-gallon drum (pattern 4743) is to be used for the storage of petroleum spirit and paraffin (mineral vaporizing oil) on board His Majesty's ships.

(*b*) The drums are to be stowed in open racks on the weather or upper deck—clear of the smoking places selected for officers and ship's company, and remote from all fan intakes, electric motors and other possible causes of ignition. Each rack is to be provided with a saveall under, clear of the deck, and arranged to be capable of being readily examined and wiped out. Emergency access to the drums is to be provided.

(*c*) Attention is directed to the danger that would arise from any mineral vapourizing oil or spirit vapour finding its way into the lower compartments of the ship, and every care is to be taken to prevent such a possibility.

(*d*) The drums are not to be opened, nor the spirit or mineral vaporizing oil poured into the engine, on a wood deck. An iron saveall is to be provided specially for these purposes and used.

(*e*) The drums are to be stowed in a position from which they can readily be thrown overboard in an emergency.

(*f*) The spirit and mineral vaporizing oil are to be placed in the custody of a responsible officer of the ship, whose duty it will be to watch for leakage.

The special instructions as to the bulk storage of petrol and paraffin in His Majesty's ships, and the precautions against fire in aircraft hangars contained in the Naval Magazine and Explosives Regulations, the addenda and Pamphlet Supplementary thereto, are strictly to be observed.

See also clause 32.

15. **Labelling Receptacles.**—Every cask, drum and can which contains any of the inflammable stores mentioned in clauses 13 and 14 is to be labelled distinctly, before issue, with the words:—"INFLAMMABLE, NO LIGHT TO BE BROUGHT NEAR THIS."

16. **Receptacles. Restrictions as to Filling.**—No cask, drum or tank, etc., containing inflammable liquid is to be filled beyond 95 per cent of its capacity, in order to allow sufficient space for the expansion of the liquid when subjected to increase of temperature. After emptying, the casks, etc., are to be drained and the threads of the screw bungs and screw lids carefully cleaned and oiled, and screwed up tightly, so as to exclude the air and keep them clean until again required for use. For Admiralty pattern steel drums the capacity shown in the authorized list (Naval Rate Book) allows for expansion of the contents.

17. **Receptacles. Drawing off Contents.**—Inflammable liquids are never to be drawn off from any cask or receptacle anywhere else than on the weather deck or the next deck below, and only in daylight, away from any fire and, if possible, from any artificial light, but if such a light is absolutely necessary a safety lamp of the hand battery gastight miner's type is to be used.

This does not apply to light shale oil in the pattern 29A cans, which are suitable for use at the torpedo, without any intermediate exchange of receptacles. These cans are not to be used for any other purpose whatever.

Petroleum spirit and mineral vapourizing oil are only to be drawn off on the weather deck.

18. **Bottom Composition.**—The supply of composition for the ship's bottom is to be limited to the small quantity necessary to make good defects at the waterline, and is on no account to be used inside the ship.

Attention is directed to the necessity for the cleaning and touching up, by the ships' staffs, during the period between dockings, of the waterline area of His Majesty's ships coated with boot topping compositions.

The touching up should only be done with the ready mixed glossy black anti-fouling composition which is allowed for this purpose.

The use of any other paint or composition is prohibited.

19. **For Completing Defects.**—No inflammable liquids other than those specified on the sea store establishments are to be received on board for completing defects.

20. **Limit to Inflammable Liquids on Board.**—No inflammable liquids other than those specified on the sea store establishments, and spirits for consumption, are to be received on board, except for conveyance, or in accordance with Article **1929**, clause 4.

21. **Authority for Conveyance.**—No inflammable liquids other than those included in the list inserted in poster S. 564, "Precautions against fire on board H.M. Ships," are to be received on board for conveyance without special written authority.

22. **Photographic Materials.**—Photographic films (including cinema films) are not to be stowed in compartments adjacent to magazines. (*See* clause 30 *in regard to acids.*)

23. **Private Inflammable Stores and Ammunition.**—No inflammable liquid nor any substance of an explosive or dangerous character, nor anything susceptible to spontaneous ignition, is to be on board as private property without the special sanction of the Admiralty, except the following which are to be stowed as indicated:—

(*a*) Spirits for use of officers.—If in casks, to be stowed in the spirit room, and, if in bottles, in the proper store-rooms.

(*b*) Photographic materials. *See* clause 22.

(*c*) Private ammunition.—May be brought on board only by permission of the Captain. The quantity is strictly to be limited; it is not to be stowed with other explosives, but in a position above the waterline approved by the Captain.

24. **Report at Evening Quarters.**—At evening quarters, the responsible persons are to ascertain and report that all tanks, casks, drums and cans containing inflammable liquids in use are in good condition, do not leak, and are stowed in their proper places with their taps and bungs properly turned off or screwed down.

25. **Oil, Tallow, Cotton Waste** and wipings are to be kept in the iron tanks supplied for the purpose which should be placed as far from the boilers, or from any high temperature, as possible. Cotton waste and other wipings which are saturated with oil or grease are to be destroyed immediately after use. (*See Engineering Manual.*)

26. **Rope Gear or other Inflammable Material** is not to be stowed in the vicinity of the funnelling from stoves.

27. **Ventilators.**—All ventilators are to be examined periodically to guard against accumulations of rubbish in them.

28. **Phosphide of Calcium Lights**, for night life-buoys and for torpedoes, etc., are always to be kept in the boxes provided for them, which are not to be stowed in the magazine; they are to be kept in a store-room where they are not likely to ignite by being damaged and coming into contact with water. Any leak in the cases will readily be detected by the strong odour of phosphorus it will emit. Immediate attention should be given to this, and, if damaged, the case should be thrown overboard.

29. **Calcium Carbide.**—The precautions with regard to the storage of calcium carbide set forth in the Engineering Manual are strictly to be observed.

30. **Acids** are not to be kept near any substance or article of an easily inflammable character, nor where they can damage other stores. Valerianic acid-caramel mixture has the usual corrosive properties of acids and in addition, an odour which would penetrate and possibly spoil other stores.

The stowage for acid carboys is not to be fitted in a compartment adjacent to a magazine.

30a. **Lime.**—The following precautions are to be observed when mixing unslaked lime and water:—

(*a*) The water is to be added to the lime, stirring carefully meanwhile, and not the lime to the water.

(*b*) When necessary to increase the strength of the mixture, lime in powdered form only is to be added very gradually. On no account are lumps to be used or explosion may result.

(*c*) Protective goggles are to be worn by ratings employed in the mixing, and when lime-washing. Whiting is to be used for marking lines on parade grounds and for similar purposes, and the use of unslaked lime limited by keeping a stock of previously slaked lime, if practicable.

31. **Smoke-Producing Apparatus.**—Smoke apparatus is not to be stowed between decks, except as allowed by the Naval Magazine and Explosives Regulations.

Chlorosulphonic Acid should be stored under conditions similar to those used for the storage of strong sulphuric acid for submarine batteries. The drums are best kept in a dry cool place, stored with bungs uppermost but are not to be kept on wooden floors owing to the corrosive nature of the contents.

Titanium Tetrachloride and Stannic Chloride should be dealt with in a similar manner (*see* warning Poster S. 563.)

31a. **Incinerators.**—Great care is to be exercised in the loading of incinerators and precautions are to be taken to prevent large quantities of highly combustible materials, such as wood and shavings, being burnt unless slower burning materials are included at the same time.

32. **Engineering Manual.**—The special instructions regarding the stowage and management of petroleum spirit and paraffin (mineral vapourizing oil) and other inflammable liquids and substances, as contained in the various articles of the Engineering Manual, are strictly to be observed.

32a. **Submarine Repairs, etc.**—Before any electric or acetylene welding work is begun in a submarine, the Commanding Officer is to see that compartments are cleaned up and made safe. He is also to take care, when closing down for disinfection, to ensure that every electrical circuit is rendered dead by the removal of all electric cables from the shore, the main battery fuses, and the fuses supplying the police lights and other circuits, if any, fed direct from the batteries.

33. **Notices.**—Printed copies of this Article are to be hung conspicuously on the mess decks and in engine-rooms and officers' quarters.

1074. Fire Stations.—The Captain will establish proper fire stations and regulations for the guidance of the officers and men, in case a fire takes place in the ship, either during "Action" or at any other time; in doing this he will be guided by the Admiralty Watch Bill and Gunnery Manual at the time in force.

2. He will cause copies of the drawings showing the position and lead of all pumps, pipes, cocks and valves connected with the fire service and flooding arrangements of the ship to be hung in some conspicuous position for the use of the officers and men.

Section VI—Regulations for Closing Water-tight Doors

1075. The Captain will take care that the following rules relative to closing water-tight doors and valves are strictly observed:—

The signal for closing water-tight doors is to be given in all ships by continuous short sharp blasts on the fog-horn. In every ship and vessel a fog-horn is to be kept ready for use at a moment's notice, both by day and night, in such a position as will ensure its being heard at all stations. In large vessels, or in those of peculiar construction, it may be necessary, for this purpose, to place more than one, in different parts of the ship.

2. **When to be Closed.**—Water-tight doors and hatches are classified and marked "A," "B" or "C."

"A" Group. To be closed at the signal for closing water-tight doors.

"B" Group. Always to be closed when manœuvring, entering or leaving harbour, at night, and in fogs.

"C" Group. Always to be closed when under way, except when otherwise ordered.

Both "B" and "C" doors may be opened for purposes of ventilation or access for so long as is considered necessary by the Captain, and men are to be specially stationed to close such of these doors as are left open.

Valves communicating with compartments are to be in the same category as the doors of the compartments in which the valve is situated or with which it communicates.

3. **At Sea, doors** are to be kept closed in the engine-rooms and stokeholds except:—

(*a*) One bunker door in each stokehold and one door between each two bunkers from which the coal is being worked.

(*b*) Shaft tunnel doors may only be open for the time necessary to visit bearings.

1076. Precautions in Action.—In action, at general quarters, or in a fog, when water-tight doors would be closed generally, certain doors such as magazine, ammunition passage doors, etc., may have to be opened, but men who are working in these spaces are to be told off to be responsible for closing the doors and hatches in cases of collision or damage to the ship. Special means are to be provided for conveying the orders for closing all such doors in the most expeditious manner possible.

Thus, at sea, ships will be under the same conditions in regard to water-tight doors as if going into action, except that magazines, etc., will be closed.

2. **The collision bulkhead** is always to be kept intact.

3. **Doors, etc., which are to be kept closed.**—All empty water-tight compartments are to be kept closed. Doors or openings which are required for giving the necessary facilities for removing certain parts of the auxiliary machinery should be kept closed and water-tight until required for use.

4. Gunports and Armoured Doors.—The collision stations are to include the closing of gunports and armoured doors. If necessary, ladders are to be rigged for facilitating traffic on these occasions.

5. **Ventilation of Enclosed Spaces.**—So far as the construction of the ship will allow, the following general rules for the ventilation of enclosed spaces when in action are to be observed:—

(*a*) All the means for ventilating the fighting spaces between decks, such as transmitting stations, telephone exchange, wireless telegraphy rooms, etc., should be maintained open and in full use, provided the supply ventilators are not in a position where sea water or heavier than air gases from bursting shell may be sucked in through the system.

(*b*) It may be assumed that poisonous gases generated on the upper deck of a ship travelling at a high speed will be diluted and removed so quickly as to be harmless.

(*c*) In ships where sea water is liable to enter the deck ventilators these must be closed, and ventilation effected by the exhaust system.

(*d*) Table fans fitted in enclosed fighting spaces should be used throughout the period in which these stations are occupied, in order to prevent stagnation, which is one of the most harmful factors of bad ventilation.

The working efficiency of occupants of entirely closed spaces can be maintained for long periods solely by keeping the air in sensible motion, but chemical purity of the air should be maintained by free ventilation whenever possible, for the sake of the health of the occupants as distinguished from their temporary fighting efficiency.

The above instructions do not apply to magazines, the ventilation of which is dealt with in the Naval Magazine and Explosives Regulations.

Notes on the subject of ventilation in His Majesty's ships are contained in an appendix to the Home Dockyard Regulations.

1077. Compartments to be Tested Periodically.—The compartments of ships are to be tested periodically for water-tightness. Once a year in each ship a compartment, selected by the Commander-in-Chief, will be especially tested by flooding or by air pressure as the Commander-in-Chief may direct. If the test is by air pressure, the instructions contained in the Engineering Manual are to be observed. If the test is by flooding and the compartment selected is a small one, no previous notice will be given. If it is intended to flood a large one, opportunity should be taken of the ship being in dock. The keel should rest entirely on the blocks, sufficient water only being removed from the dock to allow this to be done, the vessel being adequately shored for that purpose by dockyard staff as necessary. Due precautions are to be taken to remove any stores or fittings liable to damage. The result of the test is to be reported.

For detailed instructions as regards air tests of W.T. compartments, *see* Engineering Manual, Art. 467.

Effect upon Stability.—If it is at any time decided to test a large compartment by flooding when the ship is afloat, special attention should be given to the effect upon the stability of the ship and its range, according to the amount of water admitted at one time and the position of the compartment flooded.

2. Officers in command of His Majesty's ships are to pay constant attention to the care of all water-tight fittings, so that the efficiency of the ships may not be impaired through any defect in the water-tightness of the comparments.

3. **Inspection.**—Whenever ships are inspected, inspecting officers are to satisfy themselves that the condition of the water-tight compartments, fittings, etc., is satisfactory, and that the periodical tests have been carried out properly.

1078. Practice in closing Water-tight Doors.—The Captain is to pay the strictest attention to the necessity of frequently exercising the crews in closing water-tight

doors without previous warning, in order that the fullest advantage may be derived, in case of need, from the means provided for the protection of ships from the risks incident to collision or fire, and a record of such practice is to be inserted in the log.

2. **Stations.**—In every ship men are to be detailed whose duty it will be, when the fog-horn sounds, to proceed with all speed and close the doors to which they are severally appointed. This is to be a peremptory arrangement in all ships, and the Captain is to take special care that the numbers of men so detailed shall be sufficient to provide for the casualties from sickness and other causes of absence.

3. All water-tight doors are to be kept clear for immediate closing. No fitting of any kind is to be allowed which will require to be removed before the doors can be shut.

1079. Responsibility for Water-tight Doors, Ventilating Trunks, etc.—With the exception of weather doors and hatches fitted on the upper deck, all water-tight doors and all water-tight hatches of whatever nature and wherever fitted, with their securing arrangements and gear, as well as all armoured hatches, with their lifting and securing gear, are in charge of the Engineer Officer, who is responsible for their efficiency.

All ventilating trunks, pipes and valves in connection with the ventilating system are in charge of the Engineer Officer, who is responsible that they are maintained in efficient working order. (*See* **1086,** clause 7.)

The Shipwright Officer is responsible for the efficiency of all weather doors, hatches, skylights, ventilators, etc., on the upper deck, and the side-scuttles and ports.

The responsibility for closing all water-tight doors and hatches is to be allocated by the Captain to those officers principally concerned in the part of the ship in which the doors are situated.

2. **Watertight Doors, Hatches and Valves.—Care and Maintenance.**—All water-tight doors, hatches and valves, and their operating arrangements are to be maintained in proper and efficient working order. They are to be examined and worked regularly under the directions of the Engineer Officer.

2a. **Drop keel releasing gear in submarines.**—The drop keel releasing gear in submarines is always to be unlocked at collision stations. A responsible officer is to be present when the releasing gear is worked for test purposes. (*See* **1068,** clause 5.)

3. **Artificial Ventilation.**—In ships with artificial ventilation, the various water-tight cocks and slides, which can only be worked below the water-line, are carefully to be closed immediately after the ventilating fans have ceased to work, so that, in the event of accident, the water shall be prevented from passing from one compartment into another.

1080. Letters on Water-tight Bulkheads, etc.—The distinguishing letters of water-tight bulkheads and doors, as shown in the drawings furnished by the dockyard (**Article 1305**), will be painted on them by the shipbuilders in prominent positions and in conspicuous characters, and, when necessary, the lettering is to be renewed so that the letters may at all times be readily distinguishable.

Section VII—Smoking Regulations

1081. The following regulations with regard to smoking are to be observed in all His Majesty's ships:—

1. **Appointed Places.**—The Captain will appoint the places in the ship where during prescribed hours, the officers and ship's company are to be permitted to smoke subject to the approval of the Commander-in-Chief or Senior Officer of the Station, who is to ensure that the regulations in ships of the same class or type on his station are similar.

In the interests of safety, health and cleanliness, smoking in enclosed spaces is to be strictly limited and when permitted, the extent of this privilege is to be clearly defined. It should, as a rule, be granted as follows:—

(*a*) in messes, to ratings of petty officer rank and above. In destroyers, and in small ships in which there is no suitable covered-in smoking place available, this privilege may be extended to lower ratings;

(*b*) in recreation spaces between decks in ships thus fitted. In ships not so fitted smoking may be permitted in inclement weather in any suitable covered-in space not used as a mess place, when available;

(*c*) in such offices as are approved by the Captain, to ratings whose duty necessitates continuous work in the office.

2. Regulation Hours.—Smoking is to be permitted at the discretion of the Captain, during non-working hours from "Reveille" to the following times:—

Chief petty officers and petty officers.....	At sea	2145
	In harbour	2215
Other ratings.....	At sea	2125
	In harbour	2155

3. Night Watches.—The Captain may also, at his discretion, permit smoking during the night watches.

4. In Boats.—Smoking in the boats of His Majesty's ships is prohibited when on duty, unless such boats are detached on service for any length of time, in which case smoking may be allowed within the hours already prescribed.

5. Alongside Yards, etc.—Officers and men of ships alongside dockyards, wharves, or jetties may be permitted to smoke on board at the hours and places sanctioned by the regulations, but not in ships in docks or basins unless with the written sanction of the Superintendent.

All Officers and men are to be careful to obey any regulations which prohibit smoking on board ships under dockyard control in dockyards, armament depôts, magazines, etc, or while embarking explosives.

6. Officers on shore in uniform are not to smoke pipes in any public place.

7. Training Service.—Subject to such exceptions as may be allowed by the Admiralty, no officer or boy under 18 years of age is to be allowed to smoke, either on shore or afloat, while serving in a harbour training ship or training establishment.

Section VIII—Clothing, Cleanliness and Health

1082. Adherence to Regulation Kit.—The Captain will take care that the established uniform and regulation kit for petty officers and other naval ratings is strictly adhered to; he is not to permit any deviation from the sealed patterns or drawings, and is to require that attention shall be paid to every detail, so that on transfer to other ships men and boys may be spared the expense of alterations or of making good excessive shortages.

The numbers of the articles allowed by the Uniform Regulations may be exceeded when the articles are of the authorized pattern and can be stowed conveniently.

2. Ribbons and Medals.—He is to see that the men are in possession of, and wear the proper ribbons for, the medals which may have been awarded to them, as noted on their service certificates.

Any cases of missing medals or clasps should be dealt with as shown in Article **1698** *(Replacement of Medals)*.

1083. Issue of Clothing.—The Captain is to satisfy himself that the most convenient arrangements practicable are made for the issue of clothing to the ship's company. In large ships under normal conditions he is to arrange for the clothing issue room to be open daily, except on Saturdays and Sundays, at definite fixed times. In small ships, and in all vessels during long leave periods or in other special circumstances, he is to make such definite arrangements as he considers necessary and practicable to ensure that the facilities for the ship's company to obtain clothing are adequate and as ample as conditions permit. The procedure for issuing clothing is laid down in Article **1873,** and the arrangements made must be such as to enable this procedure to be complied with strictly. Particular attention is drawn to the Captain's responsibility under clause 13 of that Article.

1084. Proper and Dry Clothing.—The Captain is to see that the men are properly clothed in the established uniform, according to the nature of the climate in which they may be serving; that they are generally clean in their persons and dress, and that they are never permitted to remain in wet clothes, nor sleep in wet bedding, when it can possibly be avoided.

2. Bedding.—The bedding is to be aired once a week when the weather will permit it, each article being exposed separately to the air. Twice in every year the blankets are to be washed with soap, in warm water, and once a year the bed tickings are to be washed and the hair beaten and teazed.

1085. Beards and Moustaches.—The Captain is to permit all the officers and men of the ship, including the Royal Marines, to wear beards and moustaches if they so desire.

When the permission is taken advantage of, the use of the razor is to be discontinued entirely, as moustaches are not to be worn without the beard, nor the beard without moustaches, except in the case of Non-C.S. Officers' Steward, Officers' Cook and Cook (O) ratings, and Royal Marines who, whether afloat or ashore, may wear their beards and moustaches, or moustaches only, or be clean shaven, as each may elect.

2. The hair of the beard and moustaches or whiskers is to be kept well cut and trimmed. The Captain is to give such directions as may seem to him desirable upon these points, and is to establish, so far as practicable, uniformity as to the length of the hair, beard, moustaches, or whiskers of the men. If the moustache is grown, no part of the upper lip is to be shaven.

1086. Cleanliness, Ventilation, etc.—The Captain will use his best endeavours to ensure that cleanliness, dryness and good ventilation prevail throughout the ship; that all compartments are kept dry, and that the drains are frequently flushed and maintained in good order, also that all ventilation pipes and fittings are efficient and ready for use.

2. He is to take every means to ensure a thorough natural circulation of air throughout the ship at all times, subject to the regulations in regard to the watertightness of compartments; and he is frequently to examine the ship in company with the Medical Officer, and when any part is found to be not perfectly clean or free from obnoxious smells, he will cause a thorough examination to be made, so as to detect the cause and remove whatever may tend to engender disease. *See* **1385 (3)** *(Samples of Air)*.

3. He is to cause an officer to inspect all parts of the ship below every morning, and to report to him whether they are in a clean and well-ventilated state or otherwise.

4. He will take care that such parts of the ship below as are usually distempered are re-coated every six months, or as often as may be necessary.

5. If the weather should prevent the ports from being open for a considerable time, fires are to be lighted in the stoves and windsails freely used, so that the mess decks and flats may be kept as dry and airy as possible.

6. Ventilation Party.—He is to cause a properly organized ventilation party (which should include the senior Shipwright rank or rating borne), in charge of a senior non-specialist Executive officer, to be formed. The party is to work under careful supervision, and is to follow a regular routine for operating and regulating valves, louvres and deflectors, making full use of the ventilating arrangements of the living spaces.

7. The Medical Officer is to co-operate with the officer in charge of the ventilation party; and the latter is to collaborate with the Engineer Officer, to ensure that on the one hand no valve is left open which might compromise the watertightness of the ship, and on the other hand that any defects of material are made good as soon as practicable. (*See* **1079** (1).)

Notes on the subject of ventilation in His Majesty's ships are contained in an appendix to the Home Dockyard Regulations.

8. **Improvised Accommodation.**—Whenever it becomes necessary to improvise accommodation for officers and men ashore or afloat, he is to cause the same to be inspected and reported on by a medical officer before being used.

9. **Poisons.**—No poisons or poisonous acid is to be used to clean mess traps; nor is virus or poison to be used for the extermination of rats without the prior concurrence of the Medical Officer.

1087. Washing Facilities.—He will take care that the officers and men are permitted to avail themselves of the special fittings provided in the ship for personal ablutions; that as much fresh water as practicable is issued for the purpose; that the bathroom, when so fitted, is kept supplied with both hot and cold water; that it is open for use every evening after quarters; and that proper times are appointed for men to wash their persons, so that it may be part of the daily routine.

2. Commanding Officers may, at their discretion, re-allocate bathrooms when, owing to changes in complement or numbers borne, this appears necessary. The details of any re-allocation are to be reported to the Admiralty.

1087a. Tuberculosis.—He is to ensure that the necessary arrangements are made for the six-monthly weighing of the ship's company, and that the requisite assistance is given to the Medical Officer (*see* **1393**, clause 2).

SECTION IX—LOGS, REGISTER AND CONFIDENTIAL BOOKS, ETC.

1088. Ship's Log.—The Captain is to examine the ship's log book weekly in order to see that it has been properly kept, and at the end of every calendar month he is to receive the log book from the Navigating Officer in a complete state. *See* **863**, clause 1, *for disposal.*

2. **Deck Log.**—He is frequently to examine the deck log book to ascertain that the officers in their respective watches have entered with accuracy, and according to the instructions, all the particulars required to be recorded.

3. **Night Order Book.**—When the ship is at sea, and at such other times as he may think necessary, the Captain is to leave his orders for the night in the book supplied for the purpose.

4. **Magazine Log.**—He is frequently to examine the magazine log, which is to be submitted for his approval and signature each week.

1089. Engine-room Register.—The Captain is to inspect the engine-room register weekly, taking care to satisfy himself that all the information required is fully and properly noted, so that a complete record of work done and changes made may be preserved.

1090. Signal Log and Cypher Log.—These logs are to be examined once a week by the Captain, who is responsible that the instructions for keeping the logs and for their custody and disposal as laid down in the General Signalling Instructions and/or in the logs themselves are complied with. Logs are also to be produced on all occasions when the ship is inspected. (*See* Article **1451** (5) regarding *discretionary powers to delegate responsibility for cypher duties to the Accountant or other Commissioned Officer acting as Cypher Officer.*)

2. Message forms from the signal logs of flagships will be preserved at Deptford for five years, and those of other ships for three years. At the end of these respective periods they will be destroyed, except those of the flagships of the Commander-in-Chief of the main fleet in home waters, whose message forms will be preserved as permanent records.

The message forms from the signal logs of ships on active service, during time of war, will also be permanently preserved in so far as they are of historical importance.

1091. Safe keeping and Correction of Secret and Confidential Books and Documents and Books "For Official Use Only."—The Captain is responsible for

the correction and safe keeping of all secret and confidential books and documents, and books "For Official Use Only," and is to comply with the instructions as laid down in C.B. form U.2D.

SECTION X—INSTRUCTION OF OFFICERS

1092. Course of Instruction.—The course of instruction to be observed in the ship as laid down from time to time is diligently to be pursued, under the inspection of the Captain, during the whole period of the commission. *See* **344** *and* Appendix XII, part 1 (*Instruction of Midshipmen and Cadets*).

The Captain is to detail a Lieutenant-Commander or Lieutenant from the ordinary complement, who is to be responsible to him for the general arrangement of the Midshipmen's instruction.

2. **Midshipmen and Cadets.**—Subject to the Captain's approval, the officer detailed is to arrange their time tables in consultation with the Instructor Officer and heads of departments in accordance with the routine of instruction laid down in Appendix XII, part 1.

3. He will generally watch the progress of each junior officer, and will see that advantage is taken of any opportunities that may offer for assisting in or witnessing any work of special interest which may be in progress. If a Midshipman should be backward in any particular branch he should arrange his work individually, with a view to making good the deficiency before the examination. Any special degree of success in progress will be noted in favour of the supervising officer.

4. **Journal.**—He will see that the journal of each Midshipman and sea-going Naval Cadet is properly kept according to the instructions contained therein.

The Captain is to have the journal produced for his inspection from time to time, and is to initial it at each inspection.

1093. *Deleted.*

1094. Opportunities for Instruction.—The Captain is to take advantage of all opportunities afforded by the service upon which the ship is employed to cause the officers whom it may concern to be instructed in manœuvring the ship, signalling, pilotage, surveying, handling boats under all conditions, and in such other branches of knowledge as will add to their professional efficiency.

For training of Boys and Ordinary Seamen, see **401** *and* **402.**

SECTION XI—MAILS—ARRANGEMENTS FOR DESPATCH AND DELIVERY

1095. Postman.—The Captain is to take care that a trustworthy non-commissioned officer, petty officer, or (in ships where it is impossible to provide a petty officer) leading seaman, is selected to do duty as postman, to whom he will give written authority to receive all postal packets and mail bags from the Naval Mail Office or Post Office. The authority, which should be signed by the Commanding Officer, is to be directed to a particular Naval Mail Office or Post Office and dated for the anticipated period of use; it should also bear the postman's signature. The postman should produce the authority at the Naval Mail Office or Post Office, signing in a duplicate book (Postmasters No. 1134) for all registered postal packets received, and should be given the duplicate copy of the list—the original being retained at the Naval Mail Office or Post Office. It is the duty of the postman to check the list with the articles received before leaving the office.

2. **Postal Packets for Ships at Home.**—On arrival on board the postman is to deliver the postal packets, whether for his own or for other ships, to the Executive Officer, together with the list of all registered postal packets, bags and packages which he received before leaving the issuing office. The postal packets for the ship will then be entrusted by the Executive Officer to the Master-at-Arms, who, before they are distributed, will date, time and paste into form S. 568 (form S. 568a should be used in destroyers) the duplicate list (Postmasters No. 1134) for his own ship. Registered postal packets for other vessels of the same squadron or flotilla

are to be dealt with as provided in clause 3. The registered postal packets entered on the list are to be signed for in S. 568 or S. 568a on delivery, by the persons to whom they are addressed and by the postman who issues them, and each entry is to be countersigned by the Master-at-Arms. If any registered postal packets cannot be delivered immediately, the fact is to be reported at once to the Executive Officer, in order that steps may be taken for their safe custody in the meantime. Registered postal packets are not to be entrusted to any other person for delivery without being duly signed for. It is important that the signatures thus obtained should be legible, to enable missing packets to be traced throughout.

3. When one postman is authorized to receive the mails for several vessels of the same squadron or flotilla, the Executive Officer to whom he delivers the mails is to see that full particulars of the registered packets for each ship other than his own are entered in form S. 568 (or S. 568a), and the packets placed in safe custody until called for. The relative lists (Postmasters No. 1134 or S. 566) should not be used, as they will be required in the vessel to which the packets are addressed. If the registered packets for other vessels are in sealed bags, these should not be opened, but full particulars of each bag are to be entered in S. 568 (or S. 568a). Each registered packet or bag is to be signed for in S. 568, or S. 568a, by the authorized postman from the vessel to which it is addressed.

4. Where registered postal packets are received on board in a sealed bag, they should be checked against the advice list enclosed in duplicate in the bag. If correct, the list should be signed and dated, one copy duly pasted into S. 568 (or if a destroyer, S. 568a) and the other returned by first post to the Naval Mail Office or Post Office from which the mail was despatched. If there is a discrepancy between the postal packets advised and those received, the matter should at once be reported to the Executive Officer, the bag, string, label and seal being returned for the purpose of any necessary enquiry. These items should accompany any written report made to the Admiralty.

5. **Re-addressing of Postal Packets.**—Postal packets addressed to persons no longer serving in the ship are to be re-addressed and forwarded, or returned to the Naval Mail Office or Post Office authorities without delay. If returned to the Naval Mail Office or to the Post Office authorities, the reason of non-delivery must always be endorsed upon the cover by the Master-at-Arms, who must initial the endorsement. Registered postal packets so returned should always be entered on the list of outgoing registered postal packets (S. 579a) sent to the Naval Mail Office, or Post Office, for transmission. The office of origin, registration number, and name of addressee should be entered, followed by the word "Re-directed" or "Undelivered."

A note should also be made in form S. 568 (or S. 568a) showing how the registered article was disposed of, including date of disposal.

The original list received, with the packet or packets should always be signed, cleared and promptly returned when necessary.

1096. Registered Postal Packets sent from Ships.—A certificate of posting on the form S. 579b supplied for the purpose, in each case, is to be given on board His Majesty's ships to the sender of a registered postal packet when handed in for posting.

At home, in time of peace, all postal packets sent from a ship or naval establishment to a Post Office to be registered are to be given to the Master-at-Arms, to be recorded by him in the triplicate book S. 579a. The original and duplicate forms S. 579a are then to be extracted from the triplicate book and handed with the registered postal packets entered thereon to the ship's postman, who would sign the triplicate form S. 579a (which is retained by the Master-at-Arms in the book for reference) as an acknowledgment that the registered postal packets have been entrusted to him by the Master-at-Arms for conveyance to the Post Office. One copy of form S. 579a will be retained by the receiving officer at the Post Office, and the other will be dated, signed and returned by him to the ship's postman. On his return to the ship, the latter copy is to be delivered by the ship's postman

to the Master-at-Arms, who will paste it into the book S. 579a next to its triplicate copy. In time of war or emergency, however, postal packets intended for registration will be sent through Naval Mail Offices or direct to the General Post Office, and the procedure shown in clause 2 is to be followed.

2. Abroad, and during hostilities in home waters, postal packets intended for registration should be placed in a separate bag which must be securely tied, sealed and addressed to:—

G.P.O. for transmission
(Registered Mail)

From H.M.S..... Date.....

This bag should be enclosed in the ship's bag unless delivered direct to a Naval Mail Office.

All registered postal packets so despatched must be entered in the triplicate book S. 579a. The triplicate list should be retained in the book for reference. The original and duplicate lists should accompany the registered mail, being enclosed in the sealed bag to the General Post Office .

One list will be retained at the General Post Office, the other will be dated, signed and returned to the ship, where it should be pasted into S. 579a. Lists not returned within a reasonable time should be written for.

When more than one sheet of the triplicate book S. 579a is used for despatch, each sheet should be numbered consecutively, and the final sheet should carry a summary showing the grand total of registered items forwarded in the mail.

When no registered postal packets are forwarded in the mail, form S. 579a should still be sent in duplicate enclosed in one of the ordinary ship's bags, but it should be marked "nil."

3. Registered postal packets sent from England to His Majesty's ships on a foreign station, which may be undeliverable, should not be re-posted on shore, but should be returned to England by the next mail enclosed in the registered bag and advised on list S.579a. The office of origin, registration number and name of addressee should be furnished, followed by the word "Re-directed" or "Undelivered," as the case may be.

4. Both at home and abroad, care is to be taken that registered postal packets pass through as few hands as possible, and all possible precautions should be taken to prevent their being tampered with while in naval custody. They should not be left about, but whenever possible should be kept under lock and key. A signature must be obtained when they are transferred from one person to another.

1097. Mail Bags for Home.—The Captain will take care that the bags containing postal packets for England are directed as follows:—

On His Britannic Majesty's Service.

Bag No. *From* .....
at .....

Serial No. *Date*

MAIL FOR

ENGLAND

The position of the ship is to be omitted in time of war or emergency.

2. **Bags containing parcel mails** are, when practicable, to be forwarded to Great Britain, either by the ships regularly used for the conveyance of mails or by one of His Majesty's ships. (*See* **919** (12)—*Private Parcels posted.*)

3. **Letter Bills to accompany Mails from Ships on Foreign Stations.**—Mails from ships on foreign stations are to be accompanied by a Letter/Parcel Bill (form S. 579c) which is to be made out in triplicate. The original and duplicate copies are to accompany the mail and the triplicate copy is to be retained for reference. The duplicate copy will be signed by the Post Office and returned to the issuing authority.

The copies accompanying the mail are to be attached to the label of the inner bag containing the registered packets; if there is no registered bag, they should be attached to the label of one of the other inner bags, or should there be a single bag from an individual ship, they should be tied on the outside of one of the bundles of letters inside the bag. *See* **886**, clause 8 (*Method of Despatch*).

1098. Postal Bags to Foreign Stations.—Separate bags are made up for each of His Majesty's ships on foreign stations, and such registered postal packets as there may be for each ship are enclosed in the several bags. The total number of registered postal packets is advised on a Letter Bill which is enclosed in duplicate in one of the ship's bags. The officer who opens the mail is to see that a Letter Bill is received, that the number of registered packets advised on the Letter Bill is actually received in the mail, and, should no registered packets be enclosed, that the word "Nil" in indelible pencil or in ink appears on the Letter Bill in the space provided. One copy of the Letter Bill is to be signed by the officer who opens the mail, and promptly returned to the General Post Office in accordance with the instructions printed on the form. The other copy is to be retained on board.

The registered packets are also entered in detail on a separate list (G.P.O. Form E.C.I.S. 103). The date and time of receipt of the registered mail on board is to be noted on the list, and the list signed by the officer opening the mail. It is then to be pasted in form S. 568, or, if in a destroyer, S. 568a.

If the Letter Bill does not bear the word "Nil" when no registered packets are enclosed, or bears a number differing from the number of registered packets enclosed, the fact is to be noted on the Letter Bill, the matter reported to the Executive Officer, and dealt with as prescribed in Article **1095**, clause 4. The discrepancy should also be reported to the Admiralty by W/T. The absence of a letter bill, or other discrepancy in the mail, should be similarly reported.

2. **Registered Postal Packets received.**—All registered postal packets and packages are to be entrusted by the officer who opens the mail bag, to the Master-at-Arms to enter in form S. 568, or if a destroyer, in S. 568a, and to be dealt with in accordance with the regulations contained in Article **1095**, clause 2, for ships at home.

The procedure detailed in Article **1095**, clause 5, should be followed in the case of postal packets which may be received for persons no longer serving in the ship.

3. **Unpaid Postage.**—Where insufficient postage has been prepaid on a postal packet (other than a parcel), the amount of the deficiency marked on the packet should be recovered from the recipient. These sums are to be collected by the Master-at-Arms and handed to the Accountant Officer, who is to debit himself with the amount in his current cash account, as an extra receipt, under the head "His Majesty's Postmaster General. Unpaid postage recovered."

The debit in the cash account is to be supported by a voucher, made out on form B, A.G.D. No. 358. In all cases of disputed charges, the amount charged should be paid, and the covers of the packets sent to the General Post Office in order that an explanation may be furnished.

If no Accountant Officer is borne in His Majesty's ship cruising in foreign waters, postage stamps are to be affixed to the relevant letter bill in settlement of surcharges collected on unpaid or insufficiently prepaid postage. Where this procedure is followed, British stamps only are to be used and the stamps are not to be cancelled. Letter Bills to which stamps have been affixed are to be returned to the Post Office in closed covers.

4. **Mails received in a Ship for Conveyance.**—A record is to be kept in form S. 568, or, if a destroyer, in S. 568a, of all bags of mails which may be received for conveyance, and a receipt should be obtained when they are transferred. This receipt should be pasted into form S. 568 or S. 568a.

Naval Mail Offices

1099. Fleet Mail Officer's Duties.—The Fleet Mail Officer is to be responsible for the work of the Naval Mail Office, which is to be carried out in accordance with the instructions in the following clauses, also as laid down in Arts. **1095-1098** so far as these may be applicable. He is:—

(i) always to be present when a mail arrives;

(ii) to witness the opening of the sacks and verify the mails received by the accompanying way bills or letter bills;

(iii) to report in writing any discrepancies or errors, insecure bags, etc., he may discover;

(iv) to check, sign and retain advice lists (G.P.O. Form E.C.I.S. 102).

(v) to see that mails are issued only to duly authorized ships' postmen (**1095**, clause 1);

(vi) to take personal charge of registered postal packets or bags;

(vii) to take personal charge of the key of the mail room or shed.

These duties are not, under any circumstances, to be left to a Mail Corporal. If the Fleet Mail Officer is absent, another officer is to be detailed for the duty.

1a. **Registered Postal Packets received from the Post Office or Naval Mail Offices.**—Upon receipt of a mail containing registered postal packets, the bag must carefully be examined to see that there is no tear in it, that it is securely tied, that it bears the seal of the despatching office, and that it has not been tampered with in any way. The contents of the bag should be checked against the advice list. Each entry should be ticked and the total of the items should be written at the foot of the entries and should be initialled. If a registered letter or registered bag advised on the list cannot be found, its absence should immediately be reported by service message to the despatching office, the bag, string, label and seal being retained for the purpose of enquiry if the discrepancy is not rectified. In the absence of any report, it will be assumed that the registered letters and bags were duly received as advised. The registered letters should be sorted and listed to the various ships as explained below. The advice lists should be dated and filed.

2. **Registered Parcels received from the General Post Office, London.**—Registered parcels will be enclosed by the Post Office in bags addressed direct to the various ships, the bags being enclosed in an outer bag addressed to the Mail Officer. An advice list of the several bags will be enclosed in the outer bag. The list should be checked, and if correct, signed, dated, and retained in the Mail Office for record. Any irregularity should be reported to the Admiralty by W/T. The ship's bag should not, of course, be opened, but should be passed to the ship as shown below.

3. **"Hand to Hand" Check.**—Great importance is attached to the "hand to hand" check, which must be maintained. No one in a Naval Mail Office may transfer a registered postal packet or a registered bag to another person in the office, or to a ship's postman, without obtaining a signature for it.

4. **Registered Postal Packets forwarded to His Majesty's Ships through other Naval Mail Offices.**—Owing to frequent movements of His Majesty's ships at short notice, registered postal packets received at a Naval Mail Office should as far as possible be listed direct to Flag and Senior Officers, individual ships, depôt ships, etc.

When a registered letter bag is made up, the registered letters should be entered on form S. 566 which should be prepared in triplicate, the original page being retained and the other two enclosed with the registered postal packets in the sealed bag. The lists should be numbered consecutively and the final list (or the single list if only one is sent) should be marked "Final." The final list should carry a summary showing the grand total of registered items forwarded in the mail, followed by the words "In one sealed bag," and the despatching officer (or if the bag is transferred to another person that person) should sign against the entry. The bags should then be passed, advised on form P. 1166, from one Naval Mail Office to another, separate forms invariably being used for each squadron, flotilla, etc. The triplicate copy of the form S. 566 is due to be returned to the Naval Mail Office after the bag has been opened on board the ship (Article **1095**, clause 4), and if not returned within a reasonable time it should be written for.

5. **Number of Registered Letters not sufficient to necessitate making up of a Registered Bag.**—If less than six registered letters for any ship are received (as may happen in the case of many auxiliaries or other ships attached to a particular base)

and have to be forwarded to another Naval Mail Office, they should be entered individually on form P. 1166, the consecutive numbering indicated in clause 4 being continued. The registered postal packets should be tied up with the list and enclosed, with any sealed bags containing registered postal packets, in the outer bag for the Mail Officer.

6. **Auxiliaries temporarily at Ports where there is no Naval Mail Office.**—In cases where auxiliaries are temporarily at ports where there is no Mail Officer or Naval Mail Office, registered postal packets and registered bags should be listed to the Postmaster on form P. 1166, and he will deal with their disposal in accordance with Post Office procedure.

7. **Delivery of Registered Postal Packets and Sealed Bags containing them to Ship's Postman.**—Registered postal packets and sealed bags containing them, which are called for at a Naval Mail Office by a ship's postman, should be entered on list P. 1134 and must in all cases be signed for by the postman. The lists are in duplicate. One copy should be retained, and the other handed with the items advised on it to the postman, who will proceed as indicated in Article **1095**, clauses 1 and 2.

A separate list should be prepared for each ship. A registered bag should always be made up if there are six or more registered postal packets for a ship. The postal packets should be listed on form S. 566 as described in clause 4, two copies of the list being enclosed in the bag, which should then be entered on list P. 1134 and signed for as explained above.

8. **Ship's Postman not able to Call at a Naval Mail Office.**—If it is impossible for a ship's postman to call at the Naval Mail Office for registered postal packets, the person who conveys them to the ship should give a receipt for them on the copy of list P. 1134 which is retained at the Naval Mail Office. On the other copy he should obtain the signature of the person in the ship to whom he delivers the packets and should bring that list back to the Naval Mail Office, where it should be filed.

9. **Registered Postal Packets for Ships that have Sailed.**—In cases where registered postal packets or registered bags are received at a Naval Mail Office for a ship that has sailed, the packets or bags should be forwarded to the appropriate Mail Officer and should be listed as shown in clause 4. A note indicating how the packets or bags have been disposed of should be made on the list which accompanied them when they reached the Naval Mail Office.

10. It is not necessary for one Mail Officer to give a receipt to another Mail Officer or Postmaster for registered postal packets received. As the receiving office is a stationary one from which further trace can be pursued, it is sufficient for the purposes of the despatching office to know from the duplicate copy of form P. 1166 that all the postal packets have duly been sent. In the event of any discrepancy a Service message should have been received (*see* clause 12).

11. All postal packets made up in sealed bags for Flag Officers, Senior Officers of flotillas, individual ships, etc., should be labelled accordingly, and again enclosed in outer bags, sealed, and addressed to the Senior Officer of the base, to the Mail Officer, or to the Postmaster, as the case may be. Should the amount of ordinary postal matter not justify separate bags, a miscellaneous bag should be made up for the Senior Officer, or Mail Officer, of the base.

12. Except in the cases mentioned in the following clause, the despatching office should always advise the next office by Service message of the number of bags of mails despatched, both of unregistered and registered postal packets, and it is the duty of the receiving office immediately to acquaint the despatching office by Service message of any discrepancy, either in the number of bags advised or in the registered postal packets and lists contained in the bags. Should no such message be sent, it will be taken that the mail and contents were correctly received.

13. In those cases where regular despatches are made up by certain Naval Mail Offices to Senior Officers, or other Naval Mail Offices, the number of bags of mails sent need not be advised by Service message, provided that the number of bags sent is clearly indicated on the labels by any suitable method. The method adopted should be explained to all concerned.

SECTION XII—ANCHORS AND CABLES

1100. Chain Cables.—The Captain is to attend most carefully to the state and preservation of the chain cables to ensure every precaution being taken to keep them from undue wear or corrosion, and he is to see that the Navigating Officer and the Boatswain pay the same attention to this very important subject. *See* **1961** to **1964** (*Surveying and Testing Cables*).

1101. Cables Cut or Slipped.—The Captain is never to cut or slip a cable while there is a possibility of weighing the anchor, except in a case of emergency, such as chasing an enemy or for the safety of the ship, but if necessary to do so, or if the cable is parted, he is to use his utmost endeavours to recover it and the anchor immediately the weather and other circumstances admit of the attempt being made. If the ship should be sent to sea, the Senior Officer left at the anchorage is to take steps to recover them if possible.

2. **Loss of Anchor or Cable.**—If an anchor or cable should be lost in any harbour or roadstead, or if an attempt made to recover it should prove unsuccessful, the Captain is to report it to the Admiralty through the Commander-in-Chief, if under the orders of one, and also to the Superintendent of the nearest dockyard, detailing the circumstances in which the loss occurred, and transmitting a plan of the harbour or roadstead on which is marked, as near as possible, the spot where the anchor is supposed to lie, giving also any transits, bearings and/or distances, of any shore objects or navigational marks that may have been taken from the spot.

3. He is to leave similar full written particulars with the Consul or other chief British authority at the place, for the guidance of the Captain of any of His Majesty's ships calling there, who, if consistent with his orders, is to endeavour to recover the lost articles.

1102. Report of Loss.—On every occasion of the parting of a cable or the loss or breakage of an anchor, a report, on form S. 541, is at once to be made to the Admiralty through the Commander-in-Chief, giving full information as to the cause of the parting or breakage, and the circumstances in which it occurred.

1103. Precautions as to Moorings.—When lying at moorings, he is to take care to observe every precaution with regard to them which the Captain of the dockyard may think necessary, and he will see, so far as he is concerned, that no moorings of any description are laid down at any of His Majesty's naval ports without the permission of the dockyard authorities.

SECTION XIII—PAYMENTS, CASH AND STORE ACCOUNTS, AND SURVEYS

1104. Precautions as to Payments.—The Captain, whenever payments are to be made, is to be careful that they take place at regular hours, and that all persons who are to be paid are in attendance so far as practicable. *See* **1741** (*Payments in General*).

2. **Miss-muster Payments.**—He is to give all necessary facilities for miss-muster payments, removing any causes for money transactions being conducted, except by strict Service methods, and is to ensure that form S. 6 is kept conspicuously exhibited in the pay office and on the notice boards of the ship, and at other convenient and conspicuous places outside the pay office. *See* **1451**, clause 4 (*Officers authorized to receive and to disburse Public Money*).

1105. Counting of money in charge of Accountant Officer.—During the last three days of every month the Captain will count the money remaining in the charge or custody of the Accountant Officer. He will also verify the balance on an uncertain date in the manner laid down in Article **1105a**, should the service on which the ship is engaged render it impracticable to carry out the procedure laid down in that article: a report of the verification is to be forwarded to the Commander-in-Chief (*see* Article **992a**). Except on such occasions the Captain's duties are limited to counting the money in the Accountant Officer's charge and certifying that it agrees with the balances remaining as shown in the cash account and on form S. 452a.

Special attention is directed to Article **1528** which enjoins that laxity which permits or conduces to the loss of public money renders the Examining Officer liable to make good the deficiency.

2. **Delegation of the Duties in Special Circumstances.**—If circumstances should arise which render it impossible for the Captain to carry out these duties, he is to delegate the duties to two or more officers and should attach to the cash account a certificate stating the circumstances in which this was necessary. The duties should not be delegated as a rule, though it is recognized that in large harbour establishments the delegation of the monthly verification may from time to time be necessary.

3. On all occasions the Accountant Officer will prepare and place before the Captain or Examining Officers the following books and documents:—

S. 39. Cash balance book showing details of moneys to be counted.
S. 29. Cash book completed to date.
S. 1002. Certificate of examination of cash balances showing balances on previous occasion of counting money.
S. 29. Monthly cash account complete and with accompanying vouchers.
S. 37. Account of moneys deposited with Accountant Officer.
S. 452. Summary of cash account. Two completed forms.
S. 452a. Statement of non-public moneys. Two completed forms.
D. 568a. Accountant Officer's Bank record.
Bank pass book.
Cheque books and counterfoils.
} In ships or establishment for which a banking account has been opened.
S. 2 and S. 3. Navy Bill Books.
S. 5 and S. 5a. Requisitions for money.

4. **Public and Non-Public Cash.**—

(*a*) All the public and non-public cash in the charge of the Accountant Officer must be brought before the Captain at one and the same time. Cash includes British and foreign coins, bank notes, currency notes, postal orders, postage stamps, and national health and pension and unemployment insurance stamps. Public cash and the non-public cash of the various funds and monies deposited for custody (S. 37) are each to be kept separate from each other and should be counted separately.

(*b*) Bank and currency notes which are loose or in broken packets, postal orders and stamps, are to be counted in detail; loose cash is either to be counted or measured in pay trays.

(*c*) Unbroken packets of bank and currency notes, sealed up by bankers or responsible persons other than members of His Majesty's Service, may be taken, on the first occasion of being included in the balance, at their marked contents, provided that such packets are closely inspected to make sure that they have not been opened or tampered with, subject, however, to the Captain opening and verifying the contents of at least one packet of each denomination which he will himself select. The label of every packet so inspected is to be endorsed by the Captain "Accepted at marked value," the endorsement being initialled and dated. If a packet so initialled and dated is presented at a second count, the wrapper should be broken open and the packet examined with sufficient care to ensure that it does to all appearances contain notes to the amount indicated. If such a packet should still be presented on the occasion of a third count, it is to be examined in detail Bags of silver and copper may be treated in the manner indicated in the first sentence of this clause but need not be especially examined when presented on the second or third occasion.

Bags of gold are to be opened and their contents verified.

(*d*) Money conveyed in cases, boxes or bags for a yard or for another ship, etc. which may be part of the Accountant Officer's balance may be taken at its marked value, should the Captain be satisfied on a close inspection that they have not been opened or tampered with.

(*e*) The public cash produced as above is to be compared and should agree with the details shown in the cash balance book (S. 39).

The totals of the cash representing non-public moneys are to be compared and should agree with the several aggregate sums shown in the cash balance book (S. 39) and also on S. 452a.

5. **Contingent Advances to Sub-Accountants, etc., and Unmatured Bills of Exchange.**—Certain entries may appear in the cash balance book (S. 39) as representing part of the public cash in hand; the Captain is to check the individual amounts by receipts or other documentary evidence. They are as follows:—

(*a*) Contingent advances to "sub-accountants" (i.e. all persons holding monies forming part of the Accountant Officer's balance). The individual receipts held by the Accountant Officer are to be checked with the amounts entered in the cash balance book (S. 39). It is for the Accountant Officer to verify the balances in the hands of his sub-accountants.

Postal orders and stamps held by sub-accountants for issue may be included in these contingent advances.

(*b*) Advances to Medical Officer for Sick Mess fund, the Medical Officer's receipt being accepted by the Captain as in lieu of a corresponding sum of public money. These are to be checked in the same way as advances to other sub-accountants under (*a*).

(*c*) Advances made to meet postage and for contingent accounts. These are to be checked in the same way as advances to sub-accountants under (*a*).

(*d*) Unmatured Bills of Exchange (i.e. bills which have been lodged in advance of the date on which money is to be drawn).

6. **When a Banking Account has been opened.**—Should a banking account have been authorized by the Admiralty the Captain is personally or by letter under his own signature to obtain from the bank as shortly as convenient before the date arranged for the counting of money, a statement of the balance held.

It will be obvious that the balance shown on this statement will generally disagree with the balance shown in the Accountant Officer's bank record (D. 568A) owing to cheques previously drawn by the Accountant Officer not yet having been passed through the bank.

The Accountant Officer is to enter in this record in red ink a reconciliation statement explaining the differences between the balances. A copy of this statement is to be handed to the Captain to be subsequently verified by him. (See item (ii) below).

The Captain is to check:—

(i) *For current month.*—(*a*) Entries in pass book with entries in Accountant Officer's bank record and counterfoils of cheques.

(*b*) Figures shown in reconciliation statement with counterfoils of cheques.

(*c*) Balance as shown in Accountant Officer's bank record with figures entered in S. 39 Cash Balance Book.

(*d*) That cheques drawn subsequent to the date of the bank certificate and details of which are shown in reconciliation statement are, in fact, accounted for by vouchers included in the cash account for the period under review.

For this purpose he is to call upon the Accountant Officer to produce such documents or accounts as may satisfy him on this point.

It will be found convenient when the Captain himself is counting the money in a ship or establishment in which a banking account has been opened, for another officer to be associated in this section of the count.

(ii) *For previous month.*—Entries in reconciliation statement *for previous month* with entries in pass book. This check is always to be carried out by the Captain himself, but at any time convenient to him after the count.

The above regulations will apply generally in the case of banking accounts of non-public funds held by the Accountant Officer.

7. The grand total of the public cash (clause 4), the contingent advances to sub-accountants, etc. still outstanding (clause 5), together with the bank balance (clause 6), represent the total of the public money on the charge of the Accountant Officer. The grand total should be compared with and should agree with the balance shown in S. 29 (Cash Book), in S. 29 (Monthly Cash Account) and in S. 39 (Cash Balance Book).

8. On completion of the count the following action is required:—

(*a*) Total shown in S. 1002 for previous count to be compared with balance from former account shown in S. 29 (Monthly Cash Account).

(*b*) *If count is conducted by Captain.*

Sign S. 39.
Sign S. 1002.
Sign S. 452 (in duplicate).
Sign S. 452 (*a*) (in duplicate).
Sign S. 29 (Monthly Cash Account).
Sign D. 568A (Reconciliation statement).

(*c*) *If duties have been delegated.*

Counting Officers to
Sign S. 39.
Sign S. 1002.
Sign S. 452 (*a*) (in duplicate).
Sign S. 29 (Monthly Cash Account).
Sign D. 568A (Reconciliation statement).

Captain subsequently to
Sign S. 452 (in duplicate).
Countersign S. 452 (*a*) (in duplicate).
Sign S. 29 (Monthly Cash Account).
Check reconciliation statement with Bank pass book (see clause 6. (ii)).

9. **Disposal of S. 29 (Monthly Cash Account), S. 452 and S. 452(a).**—As soon as the count is completed the Captain is to take custody of the S 29 (Monthly Cash Account) with its accompanying vouchers, giving the Accountant Officer a receipt for it, and is to transmit it with supporting vouchers at the first opportunity to the Director of Navy Accounts, the date, place of despatch, and route being recorded in the correspondence register.

Should the monthly cash account of a large harbour establishment not be ready for examination on the day on which the balance is verified, the certificate of examination of the balance on the last page of the account (S. 29) is to be completed and signed at the time the balance is verified, and the account is then to be returned to the Accountant Officer for completion and return, not later than the tenth day of the following month, to the Captain for approval and transmission.

S. 452 and S. 452 (*a*) are to be transmitted to the Director of Navy Accounts independently of the Cash Account, a duplicate of each being retained by the Captain.

10. **Balance on Supersession, Paying-off, etc.**—On the supersession or relief of the Accountant Officer, or on paying-off, the money need not be counted but the Captain is to see that the balance due to the Crown before the cash account was closed has duly been transferred by the Accountant Officer to his relief, or to the Cashier of the Dockyard, and that the cash account and a supporting receipt show to whom the balance has actually been transferred. The Captain is to transmit the cash account to the Director of Navy Accounts as provided in clause 9.

11. **Non-Public Funds on Paying-off.**—On paying-off, the Captain is to take steps to ensure that all non-public accounts are closed and audited, and that proper arrangements are made for the disposal of the balances of such funds, receipts for such balances being produced to and approved by the auditors.

12. These instructions contain all the information necessary to enable the Captain to conduct the count.

The following references are given in the event of more detailed information being required on certain points:—

1004 *Admiral's contingent Account.*
1774 (1), (*h*), *Unmatured Bills of Exchange.*
1777 *Money deposited for custody.*
1779 *Money for conveyance.*
1786 *Banking accounts.*
1792 *Advances for Sick Mess.*
1798 *Disposal of public money on paying-off.*
1802 *Cash Balance book.*
1804 *Monthly cash account.*
1806 *Sub-Accountants.*

1105a. Verification of balance in charge of Accountant Officer and examination of Cash Accounting procedure at an uncertain date.—Not less frequently than once every six months, a counting of money in the charge of the Accountant Officer and an examination of accounts will be conducted by one or more Accountant Officers detailed by the Commander-in-Chief, or Officer in command of a Fleet, Squadron or Station.

The duties of these Officers will be:—

(i) To verify the balance of public money in the hands of the Accountant Officer, the procedure in **1105**, clauses 4, 5 and 6 being followed, and the entries in the cash book and vouchers for the current month being examined.

(ii) To examine the entries in the cash book and duplicate cash vouchers subsequent to date of last examination conducted under this article, or to the date to which the cash account has been passed in office whichever may be the later.

(iii) To examine generally the cash procedure in the ship as regards accounting for both public money and non-public funds controlled by the Accountant Officer.

At the time of their examination, the Inspecting Officers will sign the certificate on the back of S. 29 (Monthly Cash Account); they will insert the necessary details in S. 1002 and they will forward a separate report in triplicate to the officer from whom they received their instructions. A copy of this report will be forwarded, in due course, to the Captain of the ship whose cash accounting procedure has been inspected (see **992a**).

1106. Demands for Money.—The regulations to be observed by the Captain in approving demands for the supply of money for the public service and preventing excessive balances are laid down in Article **1775**.

1107. Payments made under the Captain's authority for services not immediately connected with the Accountant Officer's duties will be allowed on the production of satisfactory vouchers, but the amounts will be charged against the Captain should there be any irregularity or deficiency in the vouchers attributable to him, or should he have sanctioned an excessive or improper expenditure.

1107a. Aircraft Carriers. Instruction of Royal Air Force Personnel.—In aircraft carriers the Captain will be responsible for disbursing, on the advice of the Senior Royal Air Force Officer, such financial grants as may be allocated by the Headquarters, Coastal Command, Royal Air Force, for the purpose of paying part-time instructors (service personnel) for courses of instruction which the Naval Schoolmaster is not in a position to undertake or when no Schoolmaster is borne.

1108. Accounts of Officers in charge of Stores.—When officers in charge of stores are ordered to be discharged, the Captain is to satisfy himself that their accounts have been kept in accordance with the Regulations and are complete. Should this not be the case, the Captain is to report the circumstances for the consideration of the Admiralty. In the event of an officer who is required by the Regulations to keep a log-book or journal having failed to do so, the same course is to be adopted.

1109. Officers' Receipts before sailing.—Before sailing, or on being ready for service ordered, the Captain is to take care that the respective officers in charge sign the necessary receipts for supplies obtained and procure receipts for stores returned.

1110. Surveys.—The Captain's approval is required to all surveys connected with the ship he commands, except surveys upon invalids; he is to deal with or report any partiality or injustice on the part of the surveying officers that may come to his knowledge, and, should he dissent from the recommendations, he is to state his reasons either on the report or by separate letter.

1111. Death or Removal of Accountant Officer.—The Captain will take care, on the death of the Accountant Officer, or on his removal from any cause, that the necessary steps are taken for an immediate survey on the public money, and all stores in his charge. *See* **1466**, **1467** (*Incapacity or Death of Accountant Officer*), *and* **1780**, clause **4** (*Keys of Money Chests*).

1111a. Foreign and other Currencies.—Captain's responsibility.—On a station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by His Majesty's Government, the Captain will take care that any abnormal use of naval facilities, such as those for the conduct of Post Office Savings Bank business, the issuing and cashing of postal orders, the arrangements for the purchase or repayment of National Savings Certificates or the remittance system, is not permitted for the purpose of effecting thereby a gain by exchange.

Section XIV—Discharge of Officers and Men

1112. Applications for Discharge or Transfer.—The Captain will bear in mind that no application for the discharge or transfer of an officer from his ship, nor for such lengthened leave of absence as might render his return improbable, will be entertained unless he shall certify on the application that he is satisfied with the conduct of such officer; and he is also to certify in every application for survey on an officer, as well as for his discharge or transfer, that the request is not made for the purpose of removing the officer from the ship in consequence of any misconduct.

2. Where officers are liable to refund outfit allowance or a portion thereof under Article **1582**, an application to resign is to be accompanied by a statement that the officer is aware of such liability and is prepared to refund the amount due in the event of his request being approved.

3. **Exchanges.**—When application is made for the discharge of officers, men or boys (S. 222), or for their exchange from one ship to another, the Captains of the respective ships, on forwarding such applications to the Commander-in-Chief, are to state that they have no objection to the request being complied with; if, however, they have objections, these are to be specified. *See* **1546**, clause 3 (*Officer delayed by Sickness*)

Exchanges of ratings serving in ships of the Home Fleet may, however, be made without the approval of the Commander-in-Chief, provided that:—

(*a*) The ratings concerned give sufficient reasons for the exchange.

(*b*) Both ratings belong to the same Port Division (or on application to change Port Divisions has been approved) and hold the same substantive and non-substantive ratings.

(*c*) Both the Commanding Officers and the Commodore of the Depôt concerned concur in the exchange.

1113. Officers Absent: Ship about to Sail.—If any officers should be absent from a ship about to sail for a distant port, the Captain is to report their names to the Commander-in-Chief so that, if necessary, other officers may be appointed in their stead

1114. Discharge from Ship.—He is not to discharge any person from the ship's books without the authority of the Admiralty or of his superior officer, except for

one of the following reasons, namely, death, desertion, transfer to some other ship, supersession (*see* Article **245**, clause 6), sickness or dismissal by sentence of court-martial; and, at home, discharge to shore on expiration of engagement, except where the men have completed time for pension and in the circumstances referred to in Article **1115**. (*See* **589** (1a) *and* **1720a**.)

2. **Movements of Men in Home Waters.**—Whenever transfer of a man or a party of men from a ship or establishments in home waters, excluding the depôts, to another ship or establishment in home waters involves a railway journey or sea passage, the receiving ship or establishment is to be advised at least 24 hours before the man or men are due, as follows:—

(*Number*) men for (*name of ship or establishment*) with (*number*) bags, (*number*) hammocks, (*number*) chests, will leave (*place*) at (*time*) on the (*date*) and arrive (*place*) at (*time*) on the (*date*). (*Breakfast, dinner, tea or supper*) required on arrival.
Service certificates and a nominal list should always be sent with the party.
See **919** (9) (*Tobacco Permit*), *and* **1734** (*Transfer Lists*).

1115. Special Service Men unfit for R.F.R.—If any special service man is not considered to be fit in all respects for enrolment in the Royal Fleet Reserve, the fact is to be reported to the Commander-in-Chief of his port division for decision, whether the man is serving at home or abroad.

1116. Men in Hospital on Sailing.—Men and boys sick in hospital from a ship in home waters which is about to sail for service on a foreign station, or for a cruise of 60 days or more without calling at a port in Great Britain, are to be transferred to the books of their respective depots or divisional headquarters. *See* **1740** (*Pay Tickets—Home Waters*).

2. On the discharge of such men and boys to the depots or Royal Marine divisions, the date on which they were checked sick to hospital is to be noted on the transfer list in addition to the other particulars required by the form.

3. The Captain is to acquaint, by letter, the Medical Officer in charge of the hospital of the depot or Royal Marine division to which any such man or boy has been discharged, so that the necessary notations may be made at the hospital.

4. When men and boys are dealt with under clause 1, their service certificates are to be sent to the depot or Royal Marine division. If it subsequently becomes necessary to invalid them from the Service, their certificates are to be sent to the hospital in time for the survey.

1117. How Borne when Discharged from Hospital.—Naval ratings who may be left in hospital when discharged from the books of their proper ships under Articles **1116** and **1740**, are, when sent from the hospital to the depot, to be borne for disposal. Royal Marines are to be sent to the nearest divisional headquarters.

1118. Hospital Patients due for Discharge, Time Expired.—Any Naval rating or Royal Marine who is under treatment in hospital at the date due for discharge on expiration of his period of engagement is to be retained in the Service on full pay (subject to the usual hospital stoppages when the sickness is due to his own misconduct, carelesssness or neglect, as provided for under Article **1585**) until—

(*a*) he has recovered from his illness and is discharged from hospital cured or relieved; or

(*b*) he is invalided and the period of the 28 days' invaliding benefit has expired.

Vacancies resulting will not reckon until the date of discharge. Men retained in hospital after discharge as at (*b*) are not to be subject to the Naval Discipline Act. (*See* **1587**—*Maltese ratings*).

1119. Men serving on foreign stations, who are desirous of residing abroad for family reasons after invaliding, may be invalided at naval hospitals abroad.

2. The medical invaliding forms D. 145, D. 145*b*, and for tuberculosis, M. 133 also, duly completed, are to be forwarded without delay to the Secretary of the Admiralty accompanied by a copy, on form S. 1243, of the man's service certificate.

The original service certificate, completed to the date of ceasing pay, should be handed to the man. The Board of Survey should inform the officer ordering the survey as to the appropriate notation to be made in the "Cause of Discharge" column on the service of certificates of men invalided (*see* **606**, clause 9).

3. Such men are to be required to certify in writing that they renounce all claim to passage to England or elsewhere at Government expense.

4. The Commodore of the man's depot, or the Commandant of the man's division (Article **786**, clause 4), is always to be informed of invalidings under this Article.

1120. Discharge by Purchase.—Men and boys serving in the Royal Navy, under continuous or special service engagements are permitted, in exceptional cases, to purchase their discharge.

Discharge cannot be claimed as a right, however, and nothing in these Regulations shall interfere with the power of the Admiralty to suspend discharge by purchase at any time, or to refuse discharge in a particular case.

2. Except in very special circumstances, applications for discharge by purchase from men who are eligible for the Royal Fleet Reserve will only be approved on condition that such men enrol in the Reserve, provided that they are fit and recommended for it.

3. Application for the discharge of a man or boy by purchase should be made to his Captain. The Captain is to be careful not to entertain or forward an application without fully satisfying himself that the applicant has good and substantial reasons for seeking the discharge, and is to state whether or not the application is recommended by him as in the real interests of the man.

4. **Discharge on Compassionate Grounds.**—Priority will be given to applications for discharge on compassionate grounds, *i.e.*, those in which it is clear that undoubted material hardship to a man's dependents is involved by his retention in the Service.

Proof will be required that the circumstances of the dependents have changed for the worse since the man entered the Service, and that the applicant is contributing to their support, through Service channels, an amount of his pay which inflicts hardship upon him, and which he could better afford as a civilian.

5. **Free Discharge.**—It is the intention to allow free discharges only on compassionate grounds when the necessary money cannot be raised for discharge by purchase. In forwarding applications, therefore, for discharge on compassionate grounds, the Commanding Officer should state whether or not the purchase money has been offered or lodged and, if not, whether he is satisfied that the circumstances of the applicant and/or his family preclude the possibility of purchasing his discharge.

6. **Method of Forwarding Applications.**—With a view to such discharges as it may be possible to grant being effected in order of the urgency of circumstances of each application, commanding officers are to investigate each application and forward to the Commander-in-Chief or Flag Officer commanding the squadron those which they recommend. Applications are not to be forwarded to the Admiralty direct.

Applications are to be made on form S. 222, and are to be accompanied by certificate of service (or an attested copy) and all relevant particulars, including details of intended employment and rate of wages offered (and, for applicants who are candidates for colliery employment, full details of their industrial record) and medical certificates where applicable.

7. Flag Officers in home waters are to transmit periodically (not more than once in each month) to the Admiralty lists of men whose discharge they recommend—

(*a*) On compassionate grounds.
(*b*) Ordinary applications.

The names should be shown in each list in the order in which release is recommended, and it should be stated, when the application is forwarded on compassionate grounds, whether free discharge is recommended.

8. Lists are to give full name, rating, port division and official number of each applicant, together with a brief summary of the grounds on which discharge is recommended. All applications on compassionate grounds must, in addition, be accompanied by the full particulars referred to in clauses 4 and 5.

9. The names of naval ratings on whose applications no decision has been received should be included in subsequent lists if still recommended, a reference to the previous lists being given.

10. Where the applications are specially urgent, they may be submitted by Flag Officers without waiting for the periodical lists.

11. Discharge by purchase may be authorized by the Commanders-in-Chief at the three Home Ports and the Admiral Commanding Reserves, without reference to the Admiralty unless the applicant is a candidate for colliery employment:—

(*a*) Where the applicant, irrespective of branch, has less than three months' service from date of entry;

(*b*) Where the applicant, if not an Artificer or Shipwright rating trained from apprentice, produces evidence that he has good employment to go to and has over 6 years', but not more than 16 years', service, from the age of 18, or from date of joining if entered after the age of 18;

(*c*) Where the applicant, if an Artificer or Shipwright rating trained from apprentice, produces evidence that he has good employment to go to and has over 6 years' service from date of advancement to 5th class rating, but not more than 16 years' service from the age of 18.

A quarterly return is to be rendered to the Admiralty showing the number of discharges granted under the above authority.

For all others at home, Admiralty authority is to be obtained.

12. On foreign stations, discharges by purchase are not to be allowed without Admiralty approval, except under pressing circumstances, when the decision will rest with the Commander-in-Chief, or, in his absence, with the Senior Officer present, if of flag rank.

Whenever discharge by purchase abroad involves the despatch of a relief from England, Admiralty approval is, as a general rule, to be sought by telegram, if necessary, before discharge is authorized. When discharge by purchase abroad is authorized, form S. 222, showing the circumstances, is to be forwarded to the Admiralty (see **1456**, clause 5).

13. The foregoing instructions do not apply to Royal Marines, whose discharge is governed by Articles **786** and **788**.

14. Admiralty authority is to be obtained before granting free discharge, either at home or abroad.

15. **Scale of Payments.**—The following is the scale of payments for discharge from the Service for Naval ratings and Royal Marines:—

	£
I. Ratings of all branches including apprentices, and Royal Marines—	
(*a*) if within 3 months of entry	20
(*b*) if with more than 16 years' service from the age of 18 (*see* clause 14)	Free
II. Ratings of Artificer and Shipwright branches—	
(*c*) Engine Room Artificer Apprentices, Ordnance Artificer Apprentices, Electrical Artificer Apprentices, and Naval Shipwright Apprentices, other than those embraced under I	75
(*d*) Ratings advanced from apprentices—	
(i) with 4 years' service or less from date of advancement to 5th class rating	75
(ii) with more than 4, but not more than 6, years' service from date of advancement to 5th class rating	50
(iii) with more than 6 years' service from date of advancement to 5th class rating, but not more than 16 years' service from the age of 18	24

III. Ratings of all branches, including Royal Marines, other than Artificer and Shipwright ratings trained from apprentices—

(*e*) Boys and Royal Marines under 18, including boys specially advanced to man's rating under 18 years of age, other than those embraced under I.. 40

(*f*) Men

(i) with 4 years' service or less from the age of 18, other than those embraced under I.. 48

(ii) with more than 4, but not more than 6, years' service from the age of 18.. 36

(iii) with more than 6, but not more than 16, years' service from the age of 18.. 24

15a. **Calculation of Service for Discharge by Purchase.**—The amount of purchase money payable for the discharge of men and boys, who make application within three months of entry, is to be governed by the date of application, provided that there is no undue delay in depositing the sum required; in all other cases the governing factor is the actual date of discharge. When, however, discharge by purchase is sanctioned of a boy rating entered from a mercantile training ship, for whom a capitation grant has been paid, the amount of purchase money is to be arrived at by reckoning the time served on board the mercantile training ship as if it had been served in a training ship in the Royal Navy.

Service must be actual service in receipt of pay as recorded on the service certificate calculated to the date of discharge (Article **1456**, clause 1), and no period shown thereon as time forfeited or as in desertion will be allowed to reckon, although time prior to desertion, being actual service in receipt of pay, will count for the purpose.

Ratings, including Artificer and Shipwright ratings, entered direct from the shore after the age of 18, will count service for the purposes of discharge by purchase from the date of entry.

16. *Deleted.*

17. The amount of any debt due to the Crown at the time of discharge must be paid in addition to the purchase money.

18. As a rule, payment of the purchase money will not be required before the discharge has been approved. If the man is serving in home waters, it is to be paid in the man's ship before his discharge to depôt or Royal Marine headquarters, if approval of discharge has been received; otherwise, and for men serving abroad who are required to proceed to a home depôt to join the Royal Fleet Reserve, to the Accountant Officer of the depôt or Royal Marine headquarters.

In any case, however, where the Captain may consider it desirable, he may require or allow the purchase money to be deposited at the time of application. It is to be made clear in such cases to all concerned that the deposit of the money merely enables the Commanding Officer to forward the application for consideration, and does not imply any promise that the discharge will be granted. Alternatively, where it appears desirable, the Captain may require or allow the purchase money to be deposited before sending the man home, or discharging him to a depôt or Royal Marine headquarters after the discharge has been approved; and this course is always to be followed as regards men who are discharged whilst serving abroad and who are not required to proceed to a home depôt to join the Royal Fleet Reserve (*see* **1588**, *Men discharged; date of ceasing pay*). If a man is discharged to another ship or to a depôt or Royal Marine headquarters after his discharge is approved, form S. 222 is to bear a statement signed by the Captain showing the authority for discharge. (See **1879** (*Disposal of Kit*).)

19. *Deleted.*

1121. Re-entry after Discharge by Purchase.—One half of the amount paid for a continuous or special service man's discharge from the Navy will be refunded if he is allowed to re-enter the ___ Royal Navy, or joins the Army or the Royal Air Force, within two years of discharge.

2. One-half of the purchase money paid for the discharge of a boy, entered under a continuous service engagement, from the Navy will be refunded if he is allowed to re-enter the Royal Navy, or joins the Army or the Royal Air Force, within six months. No repayment will be made if the period of absence exceeds six months, whether he re-enters in a man's rating or not.

3. For men and boys who entered the Royal Navy on or after 26th July, 1937, after discharge by purchase from the Army or Royal Air Force, a partial re-fund of the purchase money will be allowed, subject to the conditions laid down in the Army and Royal Air Force Regulations respectively in regard to re-entries therein after discharge by purchase.

NOTE.—No repayment will be made in respect of enrolment in the Royal Fleet Reserve or re-entry in the Navy for non-continuous service. (*See* **788** *regarding Royal Marines*).

1122. Where Discharged.—Men and boys whose discharge from the Navy is due (or has been ordered) in the United Kingdom are to be discharged to the shore direct from their ships without passing through the depôts. (*See* **786**, clause 2 (*Royal Marines, and* **1664** (*Travelling Expenses*)).

2. Men who are about to enrol in the Royal Fleet Reserve are to be enrolled prior to the settlement of their pay and the delivery to them of their service certificates. (*See "Regulations for the Government and Payment of the Royal Fleet Reserve"*).

1123. Employment after Discharge.—All men of the Royal Navy and Royal Marines who have no employment to go to on discharge from the Service in the United Kingdom are to be registered at the appropriate Ministry of Labour Employment Exchange.

2. In addition, men with three years' service (or less, if discharged "Below Naval physical standard" or "Physically unfit for Naval Service" through causes beyond their own control) who desire the assistance of the National Association for the Employment of Regular Sailors, Soldiers, and Airmen in obtaining civil or government employment are to be similarly registered with the appropriate branch of the National Association. In accordance with their rules, the National Association will only register applicants shown by their annual assessments to have been of general good character throughout their service.

3. Government Employment.—The rosters of applicants for all forms of government employment reserved for ex-regulars, other than those for temporary and auxiliary posts under the General Post Office, are maintained by the National Association for the Employment of Regular Sailors, Soldiers and Airmen. Particulars of such employment and of the qualifications required appear in the Admiralty Fleet Orders.

4. Form S. 1300.—Registration with the Ministry of Labour and the National Association for all forms of employment is to be effected by means of form S. 1300, detailed instructions for the compilation and disposal of which are contained in the cover to the form.

5. Registration is to take place at any time within three months of, but whenever practicable at least one month before, the man's discharge from the Service, and, if a man is completing time for pension, before he proceeds on pension leave. For Government employment, registration may take place at any time within three months prior to discharge.

6. Forms S. 1300a and S. 413.—Copies of form S. 1300a, "Employment for men discharged from the Royal Navy and Royal Marines," and, when appropriate, of form S. 413, "Naval Ratings and Royal Marines discharged to pension or invalided—Conveyance of Families and Furniture," are to be issued to each man discharged in the United Kingdom.

1123a. Vocational Training.—Regulations relating to Vocational Training to prepare men for civil life on discharge are contained in the "Instructions regarding Vocational Training in the Royal Navy and Royal Marines."

SECTION XV—IN CASE OF WRECK

1124. Lives, Stores, Books and Papers.—If a ship is wrecked or otherwise lost or destroyed, the Captain or senior surviving officer will use every exertion to preserve the lives of the crew; and when as many of them as possible have been saved, he is to use his utmost endeavours to save the confidential books and fittings, stores, provisions and furniture. If confidential books and fittings cannot be saved, he is, if possible, to cause them to be destroyed to prevent them falling into improper hands. This especially applies to a vessel wrecked on a foreign coast.

He is himself to take especial care to prevent all cyphers and codes, all secret orders, signals and instructions, falling into improper hands. Unless their preservation can absolutely be assured, these cyphers and codes, &c., are to be destroyed by fire.

He is to give his particular attention to the saving of all books and papers relating to the ship's accounts, that he may be enabled to cause the necessary books to be made out for transmission to the Admiralty immediately after the court-martial to inquire into the loss of the ship has taken place. Should he find himself unable to comply with these directions, he is immediately to report the cause to the Admiralty, in order that, if judged proper, directions may be given for the books to be made out from the last accounts received in Office.

2. **Disposal and Guarding.**—He is to dispose of the crew in the manner most conducive to their comfort and to economy, that the circumstances admit, but as the Admiralty is, generally speaking, in the best position to make arrangements for the passages from abroad of officers and men, and the freight of stores, the Admiralty is to be consulted before action is taken to send home the ship's company and stores. He is to place sufficient guards over the stores and provisions saved to prevent their being embezzled, and is to be careful that the wine and spirits are so disposed of that they cannot be tampered with. He is to keep the crew together, and is to be very particular in preserving regular and perfect discipline among them, and in preventing the committal of any irregularities or the giving offence to the inhabitants of the country they are in. Should a sufficient quantity of provisions not be saved, he is to authorize the Accountant Officer to purchase whatever may be required; and should the men be in want of clothes, he is to cause whatever may be absolutely requisite for their comfort to be purchased, and duly charged against them. Should the ship be wrecked on the coast of a foreign Power in amity with His Majesty, he is to apply to the Governor or chief officer of the place for such assistance as he may stand in need of, and he is to be particularly attentive in observing and conforming to all the laws and regulations of the country, so long as he shall continue in it.

Where a vessel is actually sunk, or is stranded, and salvage operations are abandoned, a list of the survivors should be made and the crew kept together, so far as possible, pending the holding of a court-martial. The ship will be paid off as soon as possible after the court-martial, or when the main body of her crew arrives at their home port, whichever is the later. Any ratings who may be retained for the purpose of guarding stores, &c., will be transferred to the books of a convenient ship, or of their depôt, as from the date on which the main body of the crew leaves for England, and the Accountant Officer or a responsible officer will arrange as may be necessary for payments to be made to the men.

See **181** (*Authority of Captain and others*) *and* **1519** (*Pay to continue*).

SECTION XVI—GENERAL INSTRUCTIONS

1125. Musters.—The Captain is to muster the ship's company once in each quarter. If the entire ship's company cannot conveniently be mustered on one day, he may muster part on one day and part on another.

1126. Machinery and Boilers.—He will pay the most careful attention to all matters connected with the preservation of the machinery and boilers, and is to take steps to ensure that they are carefully looked after by the staffs on board, and that frequent opportunities are taken to examine and overhaul them, with a view to reducing the possibility of mishaps as well as the number of defects requiring to be taken in hand by the dockyard.

2. He is to arrange for a practical test of the eyesight of all Mechanicians, Chief Stokers, and Stoker Petty Officers, when they reach 40 years of age and annually thereafter, to ascertain whether they can read gauge glasses. The result of the examination is to be noted on the service certificate. A rating who fails in the practical test is to be examined by a Naval Ophthalmic Specialist, in order that suitable glasses may be prescribed or the case referred to the Admiralty for consideration.

1127. Engine-room, etc.—He is to visit periodically the engine and boiler rooms and machinery spaces, as well as all other ordinarily accessible parts of the ship.

1128. Defects.—The Captain is to keep the ship as free from defects and as ready for service as the means on board will permit.

2. **Artificers and Artisans of Ship to make good Defects.**—He is to cause the artificers and artisans of the ship to repair all such defects, including those of guns, mountings, torpedoes and their discharges, and other naval armament stores, as may be within their means, in order that on arriivng in port as little assistance as possible may be required from the dockyard or other establishments For detailed list of defects to be made good by ship's staff, *see* Article **707**, also B.R.4 (Instructions relating to the supply of Naval stores to H.M. ships, etc.).

3. He is to see that proper attention is paid to the casings of water-tube boilers, and that defects in them, and also generally all other defects within the capabilities of the ship's staff, are duly made good, the necessary opportunities being afforded by Commanders-in-Chief and Senior Officers so far as the exigencies of the Service will admit.

4. **Relief of Commanding Officer.**—An officer appointed to succeed another in command of one of His Majesty's ships is, so far as possible, to make himself acquainted with the state of the ship by going round her with the officer whom he is relieving.

5. He is to be furnished with a report, prepared by the head of each department, and approved by the officer he is relieving in the command, showing all existing defects in the respective departments; and he should also see the latest form of inspection (S. 180).

6. Should he be dissatisfied with the general state of the ship, or any part of her, he will report the matter to the Commander-in-Chief or Senior Officer.

1129. Boats.—The Captain is to take care that all the boats of the ship are kept efficient and ready for any service at the shorest notice, and that the men are properly stationed for getting them out or in, and exercised in manning and arming them.

2. He is to cause the special regulations in Articles **1504a** and **1504b** to be observed, with a view to preserving the non-sinking properties of boats and floats.

3. He is to take care that the instructions in regard to boats contained in the signal manual, boarding book, and boats' signal book, as well as any other instructions that he may have received or issued on the subject, shall be known and observed by the officers and men.

4. It should be brought to the knowledge of all officers and men that the present service launches and pinnaces, and generally any boats fitted with motors, will not float when filled with water, even if the mast is unstepped and the removable iron fittings are out of the boat. When such boats are under sail in circumstances which render accidents not improbable, as in sailing races and in bad weather, such precautions as appear desirable are to be adopted to minimize risk of the boats sinking with consequent loss of property and possibly of life. The negative buoyancy of a 42-foot sailing launch in ordinary condition of boat service is 38 cwt., which is increased to 45 cwt. when a motor is fitted. The following casks have been found sufficient to maintain buoyancy and stability when the boats were swamped:—

	No. of barrels (36 gals.)	No. of half-hogsheads (27 gals.)
42-foot sailing launch	14	18
42-foot launch with auxiliary motor	17	22
36-foot sailing pinnance	9	12
36-foot pinnace with auxiliary motor ...	12	16

If casks of other sizes are used, the total capacity should be not less than the minimum given in the above table.

5. The safety of men in a boat depends so largely upon their behaviour and upon the skill with which the boat is managed that it is not practicable to state with certainty the number of persons that may safely be carried, but the numbers carried should never exceed those given in the statement of the carrying capacities of the various classes of boats in smooth water, (*see* Manual of Seamanship, Vol. I.) As soon as the weather begins to change from "smooth water" conditions, the numbers must be reduced according to the judgment of the responsible officer present with due regard to the character of the service to be undertaken, the experience of the persons in charge of the boat, and the weather likely to prevail while the boat is away.

It is especially important to prevent persons sitting on top of any cabin, or large numbers standing on the deck when the boat is loaded.

Bilge water rapidly reduces the righting power of a sailing boat if the area of the surface of the free water is considerable, although the depth and the total quantity of water in the boat may not be very great.

1130. Accidents and Losses of Stores.—The Captain is to report for the information of the Admiralty, in detail, and by the earliest opportunity, whenever any gun, boat, anchor, or any other valuable or important stores are lost, or any mast, yard, or spar is materially injured, or whenever any accident of a serious nature occurs to the ship's hull, machinery, or boilers, or whenever an outbreak of fire occurs on board.

If the loss is considered to have been due to fraud, negligence or gross carelessness, full particulars are to be furnished of any disciplinary action taken.

2. When any accident happens which causes entire or partial disablement of the ship for service, or when any serious defect is discovered in the hull, machinery, or boilers, the cause of which is not clear, the senior officer present should direct an inquiry to be held at once as to the cause of the accident or defect, and a full special report with evidence, finding, and sketches should be forwarded to the Admiralty. Pending the inquiry, the defective parts are, if it can be done without inconvenience to the Service, to be left as nearly as possible in the condition in which they were found immediately after the accident occurred or the defect was discovered.

3. The loss overboard of any filled shell, whether fuzed or not, or of other armament stores which are liable to explode if recovered and mishandled by untrained people, is to be reported to the Senior Officer at naval ports or to the local port authorities at other places, to enable them to take steps to prevent accidents occurring.

The report should include all necessary information as to the nature of stores concerned and locality in which lost. Reports to local port authorities should also include a warning as to the nature of the risk and the precautions to be taken.

The port authority is also to be informed that if the stores are recovered they should be placed in a safe position, and the Senior Officer at the nearest naval port, or the Admiralty should be asked for instructions as to their disposal. (*See* Chapter XXV, Section II).

4. *Deleted.*

5. *Deleted.*

6. **Contact with Floating or Sunken Objects.**—In the case of a ship coming into contact with floating or sunken objects, or with wharves or piers, the facts are fully to be stated, with a view to a careful examination being made of the plating affected, in case it should seem to be necessary. *See* **720** *and* **721** (*Ships entering Docks or Basins*).

1130a. Flying Accidents.—The term "flying accident" is deemed to include all accidents arising from causes (other than enemy action) connected with flying, and thus includes not only those arising in flight, but also those arising—

(*a*) in starting the aircraft for its flight, including airscrew accidents;
(*b*) in landing or alighting on water;
(*c*) in hoisting aircraft out of, or into a ship, and securing it on board.

2. The Captain of the ship to which the aircraft belongs is normally responsible for reporting a flying accident, but if the accident occurs to an aircraft out of touch with its parent ship, the senior officer present must take such action as is possible to ensure an early report to the appropriate authorities.

3. **Telegraphic Reports.**—Flying casualties, however slight, are to be reported by telegram in accordance with Article **1135**, clause 5 (ii). Flying accidents which do not involve personal injury are, in the following circumstances, to be reported in the same way as flying casualties, except that the word "Casualty" and particulars of the pilot and passengers are to be omitted:—

(*a*) whenever there is evidence of negligence or default connected with the loss of, or damage to, an aircraft.
(*b*) whenever the accident may, in the opinion of the Captain, be due to:—
(i) failure of any part of the aircraft (including the engine) when taking off, in flight, or on landing.
(ii) a defect in workmanship, design, or material.
(iii) a part of the aircraft catching fire in the air.
(iv) compass defects.
(v) any obscure cause.
(*c*) whenever a parachute descent is made, other than for practice or test purpose.

4. When, in circumstances other than those mentioned in clause 3, a flying accident occurs which involves write off of airframe and/or engine, or where there is damage to the aircraft and/or engine which is beyond the resources of the ship to repair, and there is no replacement aircraft, airframe or engine immediately available, a telegraphic report is to be made to the Admiralty, repeated to the Air Ministry, the senior naval officer and other appropriate naval authorities, and the Air Officer Commanding Coastal Command, in home waters, or the appropriate air force authority on foreign stations. This clause applies to accidents to aircraft whether embarked or disembarked.

5. **Written Reports.**—Flying accidents which may require investigation by board of inquiry (*see* Article **488a**) are to form the subject of a written report by the

Captain. Ten copies of this report are to be forwarded to the administrative authority if in company, otherwise to the senior naval officer present. Two copies are at the same time to be sent to the Air Officer Commanding, Coastal Command, in home waters, or the appropriate air force authority on foreign stations, and a copy to the administrative authority if not in company. In this report the Captain is to state:—

(*a*) his opinions as to the cause of the accident, and whether free from doubt;

(*b*) whether he considers there is evidence of negligence or default;

(*c*) that the instructions in clause 3 have been carried out, or explain why not complied with;

(*d*) any particulars available regarding other matters (e.g., removal to hospital) upon which the Admiralty and Air Ministry should be informed.

The purpose of this report is that the Admiralty and Air Ministry may be in early possession of details without awaiting a full report; the report should therefore not be delayed until the result of the board of inquiry is known. (*See* **1135**, clause 5 (v): *regarding letter to next of kin.*)

6. The administrative authority (or senior naval officer) is to forward the Captain's report to the Admiralty, and a copy to the Air Ministry and appropriate naval authorities, stating his opinion and the action he is taking. Three copies are to accompany the reports of the board of inquiry.

7. Flying accidents which do not require further investigation by board of inquiry need not be reported in writing to the senior naval officer unless he so directs, but a written report is to be sent direct to the Air Ministry on any flying accident that has been the subject of a telegraphic report under clause 3. R.A.F. form 515 (*Report of Accident to Aircraft and Request for Disposal Instructions*) is to be rendered to the Air Officer Commanding, Coastal Command, and the Rear-Admiral, Aircraft Carriers, in home waters, and to the appropriate air force authority on foreign stations.

8. **Special Investigations.**—On receipt of the report of a flying accident in home waters, the Accidents Investigation Branch, Air Ministry, will decide whether a special investigation, in addition to any service board of inquiry, is required, and will notify the Captain accordingly by telegram, confirming such notification in writing. If the aircraft has been salved, the Rear-Admiral, Aircraft Carriers, or in his absence the Air Officer Commanding, Coastal Command, will detail a suitable R.A.F. specialist officer or warrant officer to be present when the wreckage is examined by the Accidents Investigation Branch, if an investigation is carried out by that branch; this officer or warrant officer will be available to give evidence at the board of inquiry. If no investigation is carried out by the Accidents Investigation Branch, the specialist officer or warrant officer is to supervise a preliminary examination of the wreckage before it is moved, so that any available evidence which may ultimately explain the cause of the accident is not impaired or destroyed. On foreign stations, a similar examination is to be carried out by a specialist officer or warrant officer, if available, detailed by the appropriate air force authority or senior naval officer.

(*See* **488a**.—*Boards of Inquiry into Flying Accidents.*)

1131. Working Parties.—The Captain will take care that detached working parties are, when practicable, placed in charge of a commissioned officer, with a proportion of subordinate and petty officers to assist him. When Royal Marines form part of a detached working party, a non-commissioned officer is to accompany them if possible. The officer in charge is on no account to quit the party to follow his private affairs, nor is he to allow any person under his orders to do so, and he is to conform to the regulations of the establishment in which he may be employed at the time.

2. Arrangements are always to be made for men in working parties, or employed out of the ship, to return to their dinners at the usual time, as no men should be absent from the ship during the meal hours except in cases of necessity. Working parties for the shore are on all ordinary occasions to breakfast before being sent away from the ship.

1132. Reporting Proceedings.—The Captain is to report his proceedings from time to time to the officer under whose orders he may be placed, or, if not under the orders of any officer, to the Admiralty. He is to report all events which require permanent record, and all intelligence which is worthy of notice.

Routine exercises and events of merely temporary interest are not to be mentioned, but the following are to be included:—

(1) Dates and times of arrival at and departure from all ports visited.

(2) Details of any communications or courtesies exchanged with foreign ships or personages of importance.

(3) Details of any occurrence which may lead at some future date to claims or complaints.

(4) Hydrographical information not already reported on Form S. 378, when ship is employed on special service, such as trooping, long passages, or cruises to unfrequented places. *See* **1200** (*Hydrographic Information*).

Questions which require an answer or other action are to be dealt with by signal or separate letter; it may also be more convenient to report some other matters by separate letter. In these cases a brief reference may be required in the Letter of Proceedings, in order that it may present a clear narrative of the period under review.

1133. Port or Station Orders.—On commissioning, and during the commission on arrival from sea, the Captain will take care to obtain or complete from the office of the Commander-in-Chief or Senior Officer, his copies of the standing orders of the port or station, and ships abroad falling in with each other are to compare and correct, to the latest date, the Admiralty or station orders they may each have received, the Senior Officer being careful that this is done.

1134. Charge of Ship.—The Captain is not to entrust the charge of the ship when under way to any officer, whether confirmed or acting, or to any other person, unless he has satisfied himself that such officer or person is acquainted with the regulations for preventing collisions at sea.

2. He is to take care that inexperienced officers are never left in sole charge of heavy ships, but are to be supervised by officers of experience who, whilst not taking the ship out of the hands of the Officer of the Watch, except in case of emergency, are yet to see for themselves that all orders given by him are correct and safe. Only thus can the younger officers gain experience without endangering ships.

3. The Captain is never to allow an officer of a foreign navy, who may be borne as a supernumerary, to be placed in charge of a watch.

1135. Reports of Casualties to Personnel.—All casualties, including deaths from any cause whatever, wounded, missing, and prisoners of war, are to be reported by telegram, bearing an indication of priority, at the earliest possible moment, as directed in the following instructions.

These instructions apply also whenever the condition of an officer or rating gives cause for grave anxiety, or, when an officer is serving abroad, is so serious as to make it clear that he will be unable to return to his ship, when, unless good reasons exist for withholding the information, the required telegrams should state, when appropriate, the nature and cause of the illness or injury, if known, or give such information as the relatives are likely to desire.

Particulars of funeral arrangements are to be communicated similarly as soon as settled. (*See also* clause 7.)

(NOTE.—The term "all officers" in the following clauses includes commissioned, warrant and subordinate officers of the Royal Navy, Royal Naval Reserve, Royal Naval Volunteer Reserve, and Royal Marines.)

PEACE PROCEDURE: AT HOME. (*a*) *All officers other than R.A.F. Officers and Naval and Marine Officers holding R.A.F. Commissions* (*for whom see* clause 5).—The telegram is to be addressed direct by the responsible reporting officer, as defined in clause 4, to the nearest relative or friend (*see* Article **601a**) and confirmed by letter.

A telegraphic report is similarly to be made to the Admiralty and to the Commander-in-Chief, stating, in addition, the name, relationship, and address of the nearest relative or friend, and whether the nearest relative or friend has been informed.

(*b*) *All ratings, ranks, and boys other than R.A.F. ranks* (*for whom see* clause 5).—The telegram is to be addressed direct by the responsible reporting officer, as defined in clause 4, to the nearest relative or friend (*see* Article **867**) and confirmed by letter. A telegraphic report is similarly to be made to the Admiralty and to the following officers, stating, in addition the rating, port division, official number, reserve or pensioner number, if any, and whether the nearest relative or friend has been informed. The following officers will be responsible for ensuring that the nearest relative or friend is notified by telegram, if this has not already been done.

(NOTE.—In port divisions at home, for a single casualty the Commodore may at his discretion substitute for the telegram the personal oral notification of an officer, specially sent to the home of the nearest relative or friend.)

(i) *All naval ratings, except those stated below.*	The Commodore of the rating's Port Division.
(ii) *Boys not appropriated to a Port Division.*	The Commanding Officer of the Training Establishment.
(iii) *Royal Marines, including Band ranks.*	The Commandant of the Division to which the man belongs, or, for band ranks, the Superintendent, Royal Naval School of Music.
(iv) *R.N.R. and R.N.V.R.....*	The Commodore of the Depôt from which the ship is manned (*see* clause 2).
(v) *Maltese .....*	The Commanding Officer, H.M.S. St. Angelo
(vi) *Native Stewards and Cooks entered on the East Indies Station.*	The Captain-in-Charge, Ceylon.
(vii) *Somalis on East Indies Station.*	The Port Officer, Aden.
(viii) *Other natives and Chinese....*	In accordance with local arrangements.

PEACE PROCEDURE: ABROAD. (*c*) *All officers other than R.A.F. Officers and Naval and Marine Officers holding R.A.F. Commissions* (*for whom see* clause 5).—The report is to be addressed by telegram to the Admiralty and to the Commander-in-Chief as required for officers at home, and by letter only to the nearest relative or friend. The Admiralty will notify the nearest relative or friend by telegram.

(*d*) *All ratings, ranks, and boys other than R.A.F. ranks* (*for whom see* clause 5).—The report is to be addressed by telegram as required for men at home, except that it is to be made by letter only to the nearest relative or friend. The officers referred to in sub-clause (*b*), will notify the nearest relative or friend by telegram. (*See Note* to sub-clause (*b*).)

WAR PROCEDURE: AT HOME OR ABROAD. (*e*) *All Officers other than R.A.F. Officers and Naval and Marine Officers holding R.A.F. Commissions* (*for whom see* clause 5).—The same procedure is to be carried out as in peace time, except that:—

(i) No official communication is to be made to the nearest relative or friend except by the Admiralty.

(ii) Details of the name, relationship, and address of the nearest relative or friend need not be included in the telegraphic report.

(*f*) *All ratings, ranks, and boys other than R.A.F. ranks* (*for whom see* clause 5).—The same procedure is to be carried out as in peace time, except that no official communication is to be made to the nearest relative or friend by other than the officers mentioned in sub-clause (*b*).

2. The names and addresses of the nearest relative or friend of R.N.R. and R.N.V.R. ratings are kept by the Registrar-General of Shipping and Seamen, Tower Hill, E.C. 3, and by the headquarters of the R.N.V.R. division to which the rating belongs respectively, and the Commodore of the ship's manning port is to acquaint these authorities by telegram on receipt of the official telegraphic report in order that they may inform the nearest relative or friend by telegram.

3. **Further reports** should be telegraphed immediately any change in the condition of the patient takes place and progress reports furnished at intervals of not more than seven days until the condition of the patient ceases to occasion anxiety. When the illness has reached this stage, a telegram is to be transmitted to this effect.

4. **Responsible Reporting Officer.**—For officers and ratings serving in His Majesty's ships and naval establishments, the reports and notifications required by the foregoing clauses are to be made by their Commanding Officers. If the ship is not an independent command, particulars are to be reported at once to the Commanding Officer of the parent ship, who will take the necessary action. The Commanding Officer of a ship which is an independent command, but whose accounts are kept elsewhere, *e.g.*, a destroyer, is responsible for sending the necessary telegrams and letters direct, at the same time telegraphing a report of the action taken to the Commanding Officer of the ship in which the accounts are kept, who will forward such supplementary information as may be necessary in respect of allotments, etc., and will render form S. 1121. For officers and ratings under treatment in a naval hospital or sick quarters, the reports are to be made, and form S. 1121 is to be rendered, by the Medical Officer in charge. When a patient is left in a civil hospital abroad, notification, with full particulars of the patient and of his nearest relative or friend, is to be made to the Consular Officer of the district who will forward any necessary further reports to the Admiralty. In other instances, when a patient is left in a civil or military hospital, instructions for making the necessary reports, etc., should be given to the medical officer in whose charge the patient is left. In all instances at home of discharge to a civil or military hospital or to the care of a Surgeon and Agent, particulars of the nearest relative or friend should be sent with the patient. The sick voucher (S. 47) may be used for this purpose.

When a rating is left at a port where a naval representative is not stationed, the local authority who will be responsible for arranging his passage to the ship or depôt on discharge from hospital, is to be given written instructions stating:—

(*a*) the class and grade of travelling accommodation to which the man is entitled (*see* **834**);

(*b*) that if accommodation of this class or grade should not be available or suitable, superior accommodation is to be provided; and

(*c*) the method of payment for the passage.

Arrangements are also to be made for the despatch of form S. 215 (T. 397), and, if necessary, of the telegrams required by Articles **832** and **832a.**

5. **Royal Air Force Personnel** (*See also* clause 9—*Loss of Ship*).

PEACE PROCEDURE. (i) The Senior Officer, R.A.F., will report all casualties among Royal Air Force personnel to the Captain. (*See also* clause 1.)

Telegraphic Reports

(ii) The Captain is to telegraph to the authorities specified below, such casualty reports as are required to be made by the King's Regulations and Air Council Instructions (*see* Appendix XXXII, K.R. and A.I.).

Flying Casualties (*however slight*), to Admiralty, repeated to the senior naval officer and other appropriate naval authorities, the Air Ministry, and the Air Officer Commanding-in-Chief, Coastal Command, in home waters, or the appropriate air force authority on foreign stations.

Non-flying accidents involving death or serious injury, to Admiralty, repeated to the senior naval officer and Air Ministry.

Deaths from natural causes	to Air Ministry, and as regards Naval and Royal Marine officers holding R.A.F. commisions, to Admiralty, repeated to the senior naval officer etc., and Air Ministry.
Serious or dangerous illness	

The above telegrams, when concerning casualties to airmen, are to be repeated to "Records, Ruislip" and, when concerning airmen serving in His Majesty's ships other than aircraft carriers, are also to be repeated to the R.A.F. headquarters or unit on whose strength the airmen are borne.

NOTE.—Telegrams concerning flying casualties to Naval ratings and Royal Marines are also to be reported to the officer referred to in clause 1, sub-clause (*b*).

Written Reports

(iii) Any injury (however slight) sustained by Royal Air Force personnel in a flying accident, which does not form the subject of a written report to the senior naval officer, is to be reported by the Captain in writing direct to the Air Ministry.

(iv) The circumstances attending the accidental death of, or serious personal injury to, any member of the Royal Air Force on board, due to causes other than a flying accident, are to be reported in triplicate to the senior naval officer, who is to proceed as laid down for flying accidents.

Next of Kin

(v) When a casualty (unless of a trivial nature) to Royal Air Force personnel occurs on active service or as the result of an accident not on active service, or in the event of death or dangerous or serious illness due to natural causes, the Captain is to telegraph immediately to the next of kin, if:—

(*a*) the casualty occurs at home and the next of kin resides in the British Isles, or

(*b*) the casualty occurs abroad and the next of kin resides in the country where it occurs.

In other cases the next of kin will be informed by Air Ministry upon receipt of the report rendered under sub-clause (ii).

The message to the next of kin is to state definitely whether the officer or airman is killed, or dangerously or seriously injured or ill, the nature of the injuries or illness being briefly stated.

Death.—When a death occurs at home or abroad, *and whether a telegram (as above) has been sent to the next of kin or not,* a letter, signed by the Captain, is to be sent to the next of kin giving information of the nature of the fatal accident or illness, together with such other particulars as may be considered appropriate.

Forms, etc.

(vi) The Captain will be responsible for rendering direct to the Air Ministry where necessary, R.A.F. forms 551 and 659 and burial reports.

WAR PROCEDURE. (vii) In time of war, casualties will be reported in accordance with the procedure laid down in R.A.F. War Manual, Part II, Chapter XIII, but such procedure will not be brought into force unless and until instructions are issued by the Air Ministry.

6. **Loss of Ship.**—Where the ledger is available the responsible reporting officer, or officer delegated by the senior naval officer to act in his stead, will take action as regards the reports and notifications required by the preceding clauses, but where addresses of the next of kin are not available he will transmit particulars of the casualties by telegram to the authorities shown in clause 1, sub-clause (*b*), who will then be responsible for notifying the nearest relative or friend.

When a ship whose pay accounts are kept on board is lost with the ledger, the procedure will be as follows:—

(*a*) The Admiralty will be responsible for compiling a list of Naval and Royal Marine officers on board (except those holding R.A.F. commissions) and for notifying the nearest relative or friend of those lost.

(*b*) The Commodore of the manning port of the ship, with the assistance of other authorities to whom movements (other than R.A.F.) are reported (*see* Article **1732**, **389a**, clause 3, and **988a**) will be responsible for the compilation of a complete list of the crew on board, for determining the casualties.

and for transmitting particulars of the casualties by telegram to the appropriate authorities shown in clause 1, sub-clause (*b*), who will be responsible for notifying the nearest relative or friend. The Commodore of the ship's manning port should forward to the Admiralty (Naval Branch) by the quickest means, a written list of the lost.

If the lost ship is a submarine parent ship, the senior surviving officer of the flotilla is to ascertain and communicate to the manning port of the lost ship a list of all submarine ratings known to have been on board the parent ship when lost.

(*c*) The R.A.F. authorities will be responsible for compiling a list of any R.A.F. personnel on board (including any Naval and Royal Marine officers holding R.A.F. commissions) and for notifying the nearest relative or friend of those lost.

In order to facilitate the compilation of the lists referred to, which will be published as a combined Naval and Air Force casualty list when appropriate, the senior naval officer concerned is immediately to cause particulars of any recent changes in the personnel of the lost ship to be communicated as follows:—

(i) To the Admiralty for Naval and Royal Marine officers.

(ii) To the Air Ministry for R.A.F. officers and Naval and Royal Marine officers holding R.A.F commissions.

(iii) To the Commodore of the ship's manning port for naval ratings (including naval ratings of the Fleet Air Arm) and Royal Marine other ranks.

(iv) To the Officer in Charge, R.A.F. Record Office, Ruislip, for R.A.F. ratings.

In home waters the reports at (ii) and (iv) should be repeated to the R.A.F. Base Unit concerned.

For the reports at (i) and (ii) the latest Navy and Air Force Lists should be used as a basis, the dates of issue being quoted by the reporting officer.

With a view to establishing the personnel on board at the time of loss, the senior naval officer is to obtain from other ships of the fleet, all relevant information available as to recent movements of personnel of the lost ship and, if the casualty occurs abroad, from shore establishments, hospitals, etc. on the station, including the authorities referred to in Article **389a**, clause 5. In home waters, enquiries of shore establishments will be made by the Admiralty as regard officers and by the Commodore of the ship's manning port as regards ratings.

When Maltese, Chinese, or natives were on board at the time, the officer responsible for the particulars of these ratings, as shown in clause 1, sub-clause (*b*), (v) to (viii), is to telegraph to the port from which the ship is manned a complete list of all such ratings.

If R.A.F. personnel should have been serving in the lost ship, the closest collaboration is to be maintained with the Air Officer Commanding in the area, and in home waters with the R.A.F Base Unit, who are to be notified immediately of the loss of the ship. Information respecting R.A.F. personnel is to be sought in ships and establishments on the lines previously indicated, and reported to the local R.A.F. authorities, who will in turn communicate to the senior naval officer (abroad) and to the senior naval officer and manning port (at home) any information as to Naval and Royal Marine personnel which they will have obtained from R.A.F. establishments.

In the event of serious accidents or losses of ships, the officers specified in clause 1, sub-clause (*b*), (i) to (iv) are, as soon as possible, to report to the Admiralty by telegram that action has been taken, in the following form:—

"H.M.S. '. . .' accident. Names and particulars of ratings checked and correct as per Fleet telegram No. . . (*or* Following corrections require to be made to names and particulars in Fleet Telegram No. . . .). Notifications to relatives have been sent."

7. **Deaths** (*See also* clause 1).— The Commanding Officer is to forward immediately, direct to the Admiralty, reports on Form S. 1121 of the death of all officers, men and boys (other than Royal Air Force personnel and Naval and Marine Officers holding Royal Air Force Commissions, for whom the form is to be sent to the Air Ministry), who are borne on the books of his ship for pay, victuals, or discipline only. When the death occurs in a naval hospital or sick quarters, the Medical Officer in charge will render the form. *See* **1764**, clause 5, (*Allotments*).

Attention is called to Article **869** (*Deaths to be recorded in the log and reported to the Registrar-General of Births, Deaths, and Marriages*).

A formal acquaint, containing a direction that any applicaition which the nearest relative or friend, or legal representative of the deceased may wish to make should be addressed by letter to the Inspector of Seamen's Wills, Admiralty, S.W.1, is to be sent to the nearest relative or friend, by the appropriate officer as indicated in clause 1, sub-clause (*b*).

Cost of Telegrams.—Any telegrams concerning casualties, illnesses, deaths, etc., which are sent from a ship or establishment to relatives, whether of officers or men, except as specifically provided for in this Article, must be considered as private messages and paid for accordingly.

8. **Drowning.**—In drowning fatalities, where the body is not recovered at the time, particulars of the occurence, with a full description for purposes of identification, are to be forwarded to the local senior officer at home, or left with the consular authority abroad. Form S. 243, altered as necessary, should be used for the purpose. If the fatality occurred in home waters, a similar notification should be sent to the Editor *Police Gazette*, New Scotland Yard, London, S.W.1, for publication. Should the body subsequently be recovered, the Editor of the *Police Gazette* is to be informed by the local naval authority by whom recovery is made or to whom the body is conveyed for burial.

9. **Insensibility.**—An officer or rating found to be unconscious from any cause is to be examined by a medical officer as soon as possible.

10. **All Injuries sustained on Duty to be Reported.**—It is to be brought to the notice of all ranks and ratings that any injury received in carrying out any act of duty (which includes participation in games or other forms of physical recreation definitely organized by naval authority—*see* Article **1419**), is to be reported at the first opportunity to the Medical Officer of the ship or establishment.

This instruction applies particularly to damage to the ears by gunfire, and claims to compensation on the ground of attributability to the Service, in the event of disability developing from such an injury as to necessitate invaliding from the Service, cannot be accepted unless the injury is reported and a hurt certificate awarded at the time or unless other satisfactory evidence is available that the injury was actually sustained as claimed.

See **1386**, clause 5.

1136. Accidental Death or serious injury.—The circumstances attending the accidental death of, or serious bodily injury to, an officer or other person belonging to His Majesty's Navy and borne on ship's books, are at once to be investigated by a board of inquiry composed of members specially qualified to deal with any technical questions involved. One member of the board should, if possible, be a medical officer, and medical evidence as to the cause of the death or injury should always be taken.

For the investigation of fatal or serious injury to Royal Air Force personnel, the board may consist of naval and/or air force officers, as may seem most appropriate.

2. The board is to be convened by the Senior Officer present under the provisions of Article **488**. It is to sit with closed doors, and no part of the report or of the proceedings is to be divulged without the sanction of the Admiralty, except on foreign stations, when the Senior Officer present may use his discretion in the matter.

3. The minutes and proceedings are to be forwarded to the Admiralty with as little delay as possible, a copy being sent to the Commander-in-Chief in the case of ships detached from the flag.

4. If a formal board of inquiry cannot be held, a full and detailed report of the occurrence is to be forwarded to the Admiralty, together with a statement of the reasons which prevented the holding of a formal inquiry.

5. The disappearance of a man who is missing in circumstances that point to the possibility of accidental death is similarly to be investigated and reported.

6. When a report of the circumstances of the death of a Naval Officer in the Fleet Air Arm is sent to the Air Ministry, a copy of the report is also to be sent to the Admiralty.

1137. Inquests.—When it may be necessary to hold an inquest in England, Wales or Ireland touching the death of any person on board and belonging to a ship, the Captain will acquaint the coroner, within whose jurisdiction the ship may be, with all the circumstances of the case, care being taken to have all the witnesses in attendance at the time the coroner may appoint for holding the inquest. In no case will any officer of the fleet, on actual service and full pay, be called upon to serve as a juror on these inquiries.

If any person on board, or belonging to, a ship is killed by accident or dies suddenly in Scottish waters, information should be given to the local Procurator Fiscal who is charged with the duty of collecting evidence for the information of the Crown authorities. The Procurator Fiscal will hold a private investigation into the matter, either on shore or on board the ship, and in certain cases of fatal accident or sudden death, a public inquiry may be ordered. In the latter event, intimation as to time and place will be made by the Sheriff Clerk.

2. In order that the Admiralty may, if possible, be legally represented at the coroner's inquest or, in Scotland, at the public fatal accidents and sudden deaths inquiry, the Captain will, except as stated in clause 2a of this article, immediately acquaint—

(*a*) if in England—the local agent of the Treasury Solicitor, or, if there is no local law agent and if time permits, the Admiralty. In an emergency, when time does not permit of instructions being obtained by telegram, a local firm of solicitors of repute may be employed to represent the Admiralty;

(*b*) if in Scotland—the legal Adviser to the Admiralty in Scotland;

(*c*) if in Northern Ireland—the Chief Crown Solicitor, Royal Courts of Justice (Ulster), Belfast;

(*d*) if in the Irish Free State—the Admiralty.

The list of Law Agents, etc., is given in the Navy List.

2a. When the deceased is on leave at the time of his death, the Admiralty will not be legally represented unless there is reason to believe that death occurred in circumstances which might give rise to a claim against the Admiralty or to legal proceedings against any Naval or Royal Marine or Civil employee of the Admiralty in respect of an act committed on duty. Arrangements should, however, be made for the attendance of any Naval witnesses whose evidence is required, and a formal report of the result of the proceedings is invariably to be obtained.

3. In cases where the Admiralty is legally represented, the legal representative is to be shown the full transcript of the proceedings before the board of inquiry, as well as the report of the board, and is also to be given all such further information as he requests, or the Senior Officer may think necessary. He is, however, to be reminded that the board of inquiry documents must be treated as confidential, and not referred to in the course of the inquiries, and his attention is also to be drawn to matters connected with the case which ought to be regarded as confidential.

4. It is not usually necessary for the Admiralty to be legally represented at the private investigation held by the Procurator Fiscal, but the latter should be furnished, either direct or through the legal adviser to the Admiralty in Scotland, with as full particulars in writing as possible regarding the circumstances of the death and the conclusions arrived at, based on all the information at the Senior

Officer's disposal. If the Procurator Fiscal, after he has received these particulars, so desires, witnesses should be made available, and a summary of the evidence furnished to him on request.

5. The legal representative's report of the inquest, or the fatal accident or sudden death inquiry, is to be forwarded to the Commander-in-Chief for the information of the Admiralty. In cases where the Admiralty was not legally represented, the Captain is to furnish a report.

1138. Officers' Messes.—The Captain is to take care that the officers' messes are conducted in an orderly manner, and as a rule so economically as to be within the means of every member. He is to see that the regulations as to the use of wine and spirits, and for the adjustment and payment of mess debts, are strictly complied with.

2. **Mess Accounts.**—He is to see that all mess accounts are properly kept and regularly audited in accordance with the Regulations, and that mess presidents and mess committees carry out their duties efficiently.

If the Captain should discover from any of the books or mess statements brought before him, or from the audited accounts or by any other means, that excess, extravagance, or irregularity has occurred, either in the case of any mess generally or in that of individual officers, he is to give such directions as he may think proper in order to prevent a repetition of it, and, if necessary, report the matter to the Commander-in-Chief

3. **Wine Bills.**—In particular he is to limit or stop any wine bills which he may consider excessive or extravagant, having regard to the description of liquor consumed and the amount of hospitality exercised.

4. **Closing of Bars and Pantries.**—The bars and pantries in officers' messrooms are to be closed at the following times:—

Gunroom and Warrant Officers' messes	At sea	2200
	In harbour	2230
Wardroom Mess	At sea and In harbour	2300

No refreshments are to be served after these hours without the express permission of the Captain, or in his absence, the Executive Officer.

5. The Gunroom and Warrant Officers' messes are to be closed at the same time as the bar and pantry. Permission to keep the gunroom open after these hours is only to be granted with the special authority of the Captain, or in his absence the Executive Officer.

The wardroom is to be closed as directed by the Captain.

1138a. Miscellaneous Funds.—He is to ensure that the various funds authorized by him (Article **635**) are conducted in a proper manner and are audited periodically, as required by the Regulations, also that a statement of the audited accounts is publicly exhibited He is to keep for this purpose a list of all such funds, the list being publicly exhibited in the ship and produced when the audited accounts are submitted for approval at inspections.

1139. Officers without Cabins.—The Captain will take care that commissioned officers not provided with cabins pay to their hammock-men 2s. 6d. a month as a remuneration, or, when two are employed, 1s. 3d. a month each, the men providing their own brushes and soap.

1140. Legal Actions.—In case an action is brought in any court of law on a foreign station, which has reference to his ship, the Captain will make a full report to his Commander-in-Chief of all the proceedings in the matter, together with all papers connected therewith, for transmission to the Admiralty.

1141. Legal Assistance.—In criminal cases of such urgency that immediate action is absolutely necessary, legal assistance may be obtained as follows:—

(*a*) In England—from the local Agent to the Treasury Solicitor.

(*b*) In Scotland—from the Crown Agent, Edinburgh; but when an ordinary criminal prosecution requires to be conducted, application should be made direct to the Local Procurator Fiscal, who undertakes such prosecutions in the public interest.

(*c*) In Northern Ireland—from the Chief Crown Solicitor, Royal Courts of Justice (Ulster), Belfast.

A report of the circumstances is to be forwarded to the Admiralty.

2. In criminal cases which are not so urgent, and in all other cases, except inquests (Article **1137**), when legal aid is required for official purposes, the matter is to be referred to the Admiralty.

1141a. Requests for information concerning Naval personnel which may be received from solicitors and others, in connection with actual or potential litigation, are to be submitted to the Admiralty, or, on distant stations, to the local legal adviser, for advice as to the action to be taken.

1142. Treasure Shipped.—Treasure is not to be embarked in His Majesty's ships, except upon receipt of definite instructions from the Admiralty or from the Commander-in-Chief on a foreign station

2 When treasure is conveyed in His Majesty's ships (except on behalf of His Majesty's Government or of a British Dominion or Colonial Government), a charge will be made for freight. The rate of charge will be assessed on the declared value in sterling of the treasure accepted for conveyance For freight only, the charge will be at the current market rate, which, if it be not ascertainable from local representatives of shipping companies, may be learnt by telegraphic inquiry of the Admiralty. On rare occasions, when the conveyance of treasure is of national utility and the consignor is unable to effect his own insurance, the insurance risk may be undertaken on behalf of the Admiralty, and a charge made for freight and insurance at the rate of twenty-five shillings for each hundred pounds sterling The charges are to be collected, whenever possible, either on receipt of the treasure for conveyance or on its delivery to the consignee, and are to be taken on charge by the Accountant Officer, who is to debit the amount in his cash account.

3. On the occasion of each conveyance of treasure in His Majesty's ships, a report is to be made to the Secretary of the Admiralty stating the nature and value of the treasure, from whom it was received and to whom consigned whether it has been safely delivered and a receipt for its safe delivery obtained, whether charges cover insurance as well as freight, their rate and amount, and whether they have been paid

1143. Arrest of Offenders.—When he has occasion to send on shore in any part of His Majesty's dominions to arrest an offender against the Naval Discipline Act, he is to furnish the person sent on that duty with a warrant (S 243), as provided by Section 50 of the said Act (*See* **591** (4)—*Arrest by Naval Warrant*)

1144. Deserters from other Ships.—If he should discover in the ship deserters or absentees from other ships, he will forthwith report the particulars to his superior authority, or he will send them to their proper ships, if present, and if the directions of the superior authority for their disposal cannot be obtained without inconvenience. When deserters are discovered from the Army, Royal Marines, Air Force or Territorial Army, information is immediately to be forwarded to the Secretary of the Admiralty with a description of their persons and every particular likely to lead to their identification On foreign stations, if the regiment or corps to which the deserters belong be present, he is also to communicate with the Commanding Officer thereof, and on the offenders being identified, with the permission of his Senior Officer, he is to deliver them up to him; but no such deserters are to be sent to England from ships abroad, without orders from the Admiralty (*See* **591** (8)—*Investigation of Desertion*)

1145. Rolling and Pitching.—The Captain is to utilize every favourable opportunity of observing the rolling and pitching of his ship under various conditions

of wind and sea; and, in order to obtain as much information as possible in regard to the motion of His Majesty's ships, the instructions contained in form S. 561 are strictly to be attended to.

2. A series of observations is to be recorded in return S. 561, at least every six months during a ship's commission. The officers taking the observations are to be detailed at the discretion of the Captain, and the return is to be forwarded to the Admiralty on each occasion of the ship paying off.

3. Complete extracts from the returns are to be forwarded to the Admiralty at least once a year, showing the observations made since records were last forwarded.

1146. Life-saving.—Extraordinary merit in saving life, which, in his opinion, deserves the Albert Medal or the rewards of the Royal Humane Society, is to be represented through the proper channels to the Admiralty. Recommendations for the Royal Humane Society are to be made in duplicate as per specimen form S. 556 printed in form S. 1—Supplement.

1147. Watch and Quarter, Station and Fire Bills.—The Captain is to cause the established watch and quarter bill and station and fire bill books, which are supplied on commissioning, to be used as far as they are applicable to the ship. Copies of these books (S. 250 and S. 250a) are to be distributed as follows:—

Two copies of each to the Executive Officer, one for deck use, for the correctness of which he will be held responsible; one copy of each to the senior Lieutenant-Commander or Lieutenant in ships where a Commander is borne, and to the Gunnery, Torpedo and Engineer Officers, to the Gunner and to the Master-at-Arms.

These copies are to be considered as belonging to the ship during the period of the commission, and on any of these officers leaving the ship the copy in his charge is to be delivered to his successor.

2. A printed skeleton form of quarter bill is to be filled in and hung up in a conspicuous place on board.

3. **Writer and Supply Ratings.**—After the requirements for cyphering have been met, the remainder of the Writer and Supply ratings are to be stationed in the Quarter Bill as requisite, but should not be assigned duties which require their frequent attendance at drills or exercises during their normal working hours. This condition can best be met by allocating as many of these ratings as practicable to the Medical Officer's party, *i.e.*, under the heading "attend wounded" in the Quarter Bill.

4. **Officers' Stewards, all Officers' Cook and Cook ratings, Officers' Attendants and Bandsmen** are to be excused from the ordinary duties of the ship, but they are to be stationed at general quarters and drilled at fire stations and in fire-brigade duties.

1148. Naval Marriage Instructions.—The Captain is to take care that the instructions issued by the Admiralty with regard to the publication of banns of marriage and issue of marriage certificates on board ship are complied with in all respects. *See* **501** to **504**.

1149. Relics. Preservation for future Ships of the same name.—Whenever a ship is about to be broken up or used for any purpose that will preclude her further service as a commissioned unit in His Majesty's Navy, the ship's Bell and History Scroll are to be removed and carefully preserved for issue to any future ship of the same name. The Admiral Superintendent of the port to which the ship is attached will arrange for this to be done, and for the removal into safe custody of any other relics as hereinafter mentioned.

2. In the event of a ship's name being changed, the Bell, Scroll and other relics are to go with the name.

3. Every ship in commission is to keep in the Captain's Ship's Book a list of trophies and relics on board, in which the Admiralty have a definite interest, and which are to be preserved on paying off, e.g. presentations to ships under dedication

agreement and articles of historical interest. Particulars of any addditions, deletions, or other modifications made in this list are to be sent at the first opportunity to the Admiralty (Librarian) for notation in the Admiralty catalogue of plate and relics.

4. A place is to be set apart at the Royal Naval barracks at the home ports where articles approved for preservation can be stored and taken care of until the name is re-introduced, a careful record being kept at the depôt.

1149a. Meteorological duties.—In all ships carrying an officer appointed for (N) duties, the following arrangements are to be made for the performance of meteorological duties:—

(i) In ships where officers qualified in meteorology are borne, the Captain is to make one of these officers, normally the senior, responsible for meteorological duties.

(ii) In other ships, meteorological duties are to be carried out by the Navigating Officer.

In aircraft carriers and other ships where forecasts have to be issued systematically, the Meteorological Officer is to be assisted by an officer preferably qualified in meteorology as directed by the Captain, and a volunteer rating.

2. Subject to competency in the undermentioned duties, the notation "Q. Met. duty" is to be made on the service certificates of ratings employed to assist officers carrying out meteorological duties:—

(*a*) Attending to instruments; cleaning and making minor adjustments, changing charts, rewinding clocks, etc.

(*b*) Reading barometer, wet and dry thermometers, etc., and taking observations of sea temperature. Deducing relative humidity and dew point from tables.

(*c*) Decoding synoptic messages and plotting observations on working chart.

(*d*) Preparing rough copies of working chart for distribution in ship or posting on notice board.

(*e*) Rendering general clerical assistance to the Meteorological Officer.

3. When ratings become qualified in, or cease to be volunteers for, meteorological duties, the fact is to be reported to the appropriate depôt on form S. 161.

1149b. Secrecy Regulations.—The Captain is to ensure that the Admiralty instructions governing visits of persons not in His Majesty's Service, and the communication of information to such visitors, are carefully observed. These instructions are shown in the Confidential Admiralty Fleet Orders.

Chapter XXXII

INSTRUCTIONS TO LIEUTENANT-COMMANDERS, LIEUTENANTS, SUB-LIEUTENANTS AND DIVISIONAL OFFICERS

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Section I—Lieutenant-Commander or Lieutenant.

1150. Preservation of Order, etc.—He is to see that all on board subordinate to him perform their duties with diligence and propriety. He is to check all profane swearing, and improper or obscene language; and all disturbances, noise or confusion.

1151. As Officer of Quarters he is responsible that all officers and men under his command are at their quarters, and do their duty with spirit and alacrity, whether in time of action, or in the course of such drills and exercises requiring their presence as may be ordered by his superior officers. He will also ensure that in his quarters the mechanisms of all guns, mountings and sights, or torpedoes and torpedo tubes, and all gear appertaining thereto, are in proper working order, and that the system employed for directing and controlling the fire of guns or torpedoes is understood and strictly adhered to; that all instructions, periodical tests of flooding and spraying arrangements and of mechanisms, laid down in various official publications issued from time to time, are rigidly carried out, and that the ammunition supply parties are properly organized and trained. He is to take care that the Naval Magazine and Explosives Regulations are strictly observed with regard to his quarters, except when the Captain may have definitely assigned this responsibility to another officer. He is to consult with the Gunnery and Torpedo Officers on all questions relating to the conduct and maintenance of his quarters.

1152. When Officer of the Watch he is responsible for the safety of the ship, both when under way (as defined in Article **660**) and when in harbour, subject to any orders which he may receive from the Captain.

He is similarly responsible for the outward appearance of the ship, the orderly conduct of all on board, the safety and appearance of all boats working under his orders, and that the proper marks of respect are paid to passing vessels and officers visiting the ship. He is to see that the routine duties are carried out on deck. (*See* **178**—*Officer of the Watch.*)

2. On every occasion before taking charge of a watch at sea or in harbour, he is to see that the ship is in her correct station and position; if out of station or position, he is not to take charge until the Captain has been informed and his orders received to take charge.

In every such case the bearings and distance of the next ship in the line, of the Flag, and of points on land, are to be noted in the log book.

Keeping Station.—At sea he is to be extremely careful to keep station with other ships, and is to report at once to the Captain if unable to do so.

3. **Aproaching Land or in Pilotage Waters.**—At all times when at sea, so far as practicable, he will keep himself informed of the position of the ship. When approaching land or in pilotage waters, he is to ascertain whether land or lights are in sight, and, if not, whether any are likely to be seen, and all other particulars which may be of use in keeping the ship out of danger. He is to ask the Captain's

permission to place leadsmen in the chains and to clear away the anchors and cables; also when soundings are being taken, he is to see that they are obtained with sufficien' frequency. (*See* **1164**).

4. **General Duties.**—After taking charge of the watch, he is to be constantly on deck until properly relieved; he is to see that the watch are alert and attentive to their duties; that every necessary precaution is taken to prevent accident; and that the ship is as perfectly prepared for battle as circumstances admit. He is to be careful that the ship is properly steered, and that a correct account is kept of her way by the use of the log, and that the notations necessary for navigation are made in the deck log, together with every other occurrence worthy of notice, and all accidents occasioning loss of stores. He is to be careful, if not in a flag-ship, that all signals are recorded as the Captain may direct. At the end of the watch he is to initial the deck log book, properly filled up; and when the occurrences of the day have been entered in the ship's log book, he will in the same manner place his initials therein at the end of each watch, in proof that the entries are correct.

5. **Fishing Vessel Log.**—He is carefully to comply with the instructions contained in the Fishing Vessel Log (S. 1176), so far as they relate to him.

6. **Subordinate Officers, Night Watches and Lifeboats.**—He is to see that the Sub-Lieutenants and subordinate officers are constantly at their posts and attentive to their duties. When he takes charge at night, and at any other time he may think necessary, he will cause the watch and the lifeboat's crew to be mustered; and he will satisfy himself that the lifeboats are ready for lowering, that a compass, lantern, and Very's lights are in each of them, and that the boxes supplied for the stern and quarter boats are in them or at hand.

7. **Signals.**—He will take care that a good look-out is kept for all signals; that no unauthorized signals are made; that all apparatus necessary for making signals is in good order and ready for instant use; and that no lights are visible from outboard which might cause the authorized lights of the ship to be obscured or mistaken.

8. *Deleted.*

9. **Collision Regulations and Fog.**—He will make himself thoroughly acquainted with the regulations for preventing collisions laid down in Chapter XVI. During a fog he is to be most attentive that these regulations are very carefully observed.

10. **Important Occurrences.**—He is to inform the Captain, or cause him to be informed, of all strange vessels seen; of all signals of which in his opinion, or in accordance with the Captain's orders, he should be made immediately aware; of all changes of speed made by the guide of the fleet, the leading ship of his column, or the ship next ahead (other than small alterations made without signal for the purpose of keeping station); and in general, of all occurrences worthy of notice.

11. **Changing Course.**—He is never to change the course without directions from the Captain, unless to avoid immediate danger. (*See* **1202**—*Responsibilities of the Navigating Officer.*)

12. **Look-out Men.**—During the day, when the weather permits, he is to keep look-out men at the mast-head, and during the night in their proper stations; he will frequently caution them to be on the alert, and cause them to be visited; he will take care at all times to have them relieved sufficiently frequently.

13. **Meeting Strange Vessel.**—If, during war, a strange vessel is sighted, he is immediately to inform the Captain, whilst he makes every endeavour to establish the identity of such vessel and all immediate preparations for action that the circumstances may require.

14. **Rounds.**—During the night he is to be careful that the Regulating Petty Officer of the watch goes the rounds, and visits every part of the ship frequently to see that there are no irregularities, no unauthorized lights burning, and no unauthorized smoking, and that he reports to him the result; he will also cause a Sub-Lieutenant or Midshipman of the watch to go the rounds frequently during each night watch.

15. He will take care that:—

(*a*) **Reports from Shipwright Officer.**—The Shipwright Officer or one of his mates, examines all the ports, scuttles, watertight doors, hatches, skylights, ventilators, etc., on weather decks which should be barred, at least twice in each watch; and whenever water ballast is admitted into the ballast compartments, that the Shipwright Officer himself reports the state of the water at 0800 and in the second dog-watch. (*See* **1503**, clause 3 and 4.)

(*b*) **Gunner.**—The Gunner, or one of his mates, examines and reports to him at least once in each watch whether the guns are properly secured. (*See* **1490.**)

(*c*) **Boatswain.**—The Boatswain makes the necessary reports relative to the readiness of the sea-boat, anchors, etc., as provided for in Article **1502.**

16. **Instruction of Subordinates.**—He is to take pains to instruct the Midshipmen and the men of the watch in their respective duties, pointing out any mistakes that may have been made in the discharge of them, and how they should be avoided in future.

17. **Hawse.**—When the ship is moored, should the hawse become foul, he is immediately to report to the Captain, and cause the Navigating Officer to be informed as well. (*See* **1216** (3).)

18. **Information to Relief.**—In giving up charge of the watch, he is to be careful to inform his relief of all the orders, whether conveyed by signal or otherwise, which remain unexecuted. If in company with other ships, he is to point out the position of the Commander-in-Chief, of the officer commanding the division to which the ship belongs, and of the ships generally; he is to inform his relief under what steam they were when last ascertained, whether the ship is coming up or dropping astern; and generally he is to give him all information that may serve to enable him to keep station and out of danger.

19. **Men Aloft.**—The Officer of the Watch is responsible that no man is allowed to go aloft until the Officer of the Watch has assured himself that instructions to the effect that W/T transmission on power is not to take place have been received by the responsible W/T rating in each W/T office concerned. Instructions for the action necessary to effect this are contained in Admiralty Fleet Orders. The term "aloft" in this regulation does not include tripod masts and control tops.

20. All the duties and responsibilities of the officer of the Watch at sea referred to in this Article remain with him, whether the Captain is on the bridge or not, unless he is relieved of any or all of them by the specific order of the Captain.

1153. *Deleted.*

1154. Officer of the Guard or Boarding Officer.—When he is Officer of the Guard or Boarding Officer, he will attend to the directions relative to these duties in peace time contained in form S. 555 (*Report of the Officer of the Guard*), and, when required to do so, he will make his report accordingly. In time of war or special emergency, he will be guided by the instructions contained in the Boarding Book (S. 554).

1155. Instruments.—He is to provide himself with such instruments and books, not supplied at the public expense, as may be necessary for the performance of his duties. The official instruments should be produced at inspections, when the inspecting officer will satisfy himself that these instruments are suitable and efficient.

1156. Training in Navigation.—He is to comply with Article **342** as to working with the Navigating Officer, when so detailed by the Captain.

1157. Officer Acting as Lieutenant.—The instructions in this Chapter are to be observed respectively by all officers, of whatever rank, who, under the authority of the Captain, may be called upon to perform duties usually assigned to Lieutenants.

SECTION II—SUB-LIEUTENANT, ETC.

1158. General Duties.—A Sub-Lieutenant is to be attentive to his duties, and zealous in carrying into effect the several orders and directions he may receive from the Captain, or from other superior officers.

2. So far as is practicable, he is to see that all the subordinate officers, and all others of inferior rank to himself, properly perform the duties required of them.

3. **Mess Duties.**—He is at all times to assist in preserving order and regularity in his mess, and when he is senior member, he is to take care that any directions the Captain may give as to the expenses of the mess are adhered to.

4. **When keeping Watch** he is to see that the men do their duty, especially when they are employed on duties requiring attention and vigilance. When the hands are on deck, he is to take care that men employed at his station obey orders with silence and alacrity.

5. **Journal.**—A journal (S.519) is to be kept by each Midshipman and seagoing Naval Cadet during the whole time of his service as such, and is to be produced at the examination for the rank of Lieutenant. (*See* **266** and Appendix XII, Part 1, Section III, para. 14.)

SECTION III—DIVISIONAL OFFICER

1158a. Duties of Divisional Officer.—He will have charge of the men in his division and supervise their work, and will be responsible, under the Executive Officer, for their discipline, training and welfare, including the encouragement and supervision of games, sports and other forms of recreation. He is to keep in close touch with his men and should be ready at all times to advise and help them to the best of his ability.

2. He is to pay particular attention to the training in divisional duties of the junior officers, petty officers and leading ratings who are placed under his orders. He is, by his example, to instil into them the necessity for firmness, tact and sympathy, coupled with unswerving fairness in all their dealings with subordinates, and he is to be careful to check any tendency which he may observe in them to undue harshness or irritating language.

3. He is to uphold the authority of the petty officers and leading ratings, being on the alert to see that they do their duty impartially and courageously, and bringing to notice any who stand out prominently as leaders, or who fail in this respect by reason of unsatisfactory qualities or habits. He is to ensure that all officers, petty officers and leading ratings of his division are fully acquainted with Article **514** (8) (*Petty Officers*), **514a** (4) (*Leading Ratings*) and **9** (4).

4. **Complaints and Requests.**—He is to give careful attention to all representations made to him by the men of his division through the divisional petty officer (*see* Articles **9** and **10**). He is always to deal direct with the applicant, the divisional petty officer being present unless a request is made through the divisional petty officer to see the divisional officer on a matter of a private nature.

5. If he is personally unable to obtain remedial measures or improve conditions in cases which he considers reasonable, the divisional officer is to bring the matter to the notice of the Executive Officer (through the departmental officer where applicable) and, if necessary, through him to the Captain, with a view to further action being taken. He is to use his discretion whether to represent the matter himself to the Executive Officer, or to bring the applicant before the Executive Officer to state his case. Should he receive complaints or requests which by their nature are unreasonable, he is, when investigating them, to take into consideration the factors which have prompted them, and is to explain the various reasons which may preclude action.

6. He is to keep the Executive Officer (and the Departmental Officers where applicable) informed of all such representations, and is to keep a record of them so that throughout a commission he or his successor will be familiar with the representations that have been made and the results thereof.

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7. **Assistance with Complaints and Requests, etc.**—He is to attend when any of his men appear before the Captain or Commander, either to put forward a request or as a defaulter; in either event, it is his duty to assist the man to state his case clearly and to his best advantage.

8. **Claims for Badges, Medals, Pay, etc.**—He is responsible that the men of his division request to see the Captain in time to allow of the award of good conduct badges or medals, progressive pay, confirmation or advancement in rating, by the date on which they are due, and that men who have been marked "Run" apply for the removal of the R immediately after receiving the last of the 3, 4, or 6 consecutive annual assessments of V.G. character required by Article **539**, clause 4.

9. **Training.**—He is to interest himself in the general standard of professional ability amongst the men in his division, paying particular attention to backward and inefficient men, and encouraging his petty officers to do likewise.

Where applicable, he is responsible that ratings who have not passed the requisite technical examinations are considered for attachment to the training classes and given every opportunity to attend. Although the responsibility for the actual instruction of the training classes may rest with specialist officers, the divisional officer is to give his men every assistance which may be necessary in addition to the instruction given in the classes.

10. **Recommendations for Advancement, etc.**—He is responsible that men of his division are encouraged to prepare and present themselves for examination for higher rating. He is to submit the names of such men as from zeal and ability in the discharge of their duties may be worthy of advancement, and he is to encourage suitable candidates for commissioned or warrant rank to prepare themselves for promotion.

11. **Cleanliness, Physical Efficiency, etc.**—He is responsible for the cleanliness, physical efficiency, smartness, dress and general appearance of his men (*see also* Article **1252**, clause 5), and for the maintenance of their anti-gas respirators in an efficient condition. He is to see that his men are at all times as clean as the duties of the ship will allow, and that they are properly dressed. If any man is habitually careless or dirty, he is to adopt such measures for correcting him as may be necessary and proper.

12. He is to be particularly careful that all ratings who handle food are in a healthy and cleanly condition; this applies to all Cook and Officers' Steward ratings, and to all ratings detailed as Cooks of messes, etc. (*See also* Article **1383**, clause 2.)

13. **Clothing and Bedding.**—He is responsible that the men of his division keep their clothing and bedding in a clean and serviceable condition and that they are in possession of the various items required by the Uniform Regulations. He is to see that these are properly marked and that accurate lists on forms S. 98 or S. 98A are kept of the clothing and bedding in the possession of every man in his division; should he find that any of them have improperly sold or made away with any of their clothes or effects, he is to report the fact. (*See* Article **521,** clause 2.) Medals are to be produced at inspections and when any are missing, the fact is to be reported. He should satisfy himself that all articles of clothing worn are uniform in material and pattern and are of a good fit. (*See* Articles **514,** clause 5, and **514a,** clause 6.)

14. **Forms.**—The following divisional records and forms are to be kept:—
S. 98. (*Kit list for men dressed as Seamen.*)
S. 98a. (*Kit list for men not dressed as Seamen.*)
S. 264. (*Divisional Record Sheet.*)

14a. **Mess Utensils.**—He is responsible for the general supervision of all mess utensils maintained in the individual messes of his division, and for seeing that essential replacements are made good from time to time. He will muster the mess utensils in each mess at least once a month assisted by the Accountant Officer or his representative, who will be responsible for the survey and replacement of articles of a permanent nature and for the issue against the replacement allowance

of articles of a consumable nature (*See* Article **1885**). In shore establishments the foregoing general division of responsibility between the Divisional Officer and Accountant Officer will apply but the incidence of musters and arrangements for replacements will be at the discretion of the Commanding Officer who should make the most suitable arrangements.

15. **Cleanliness and Ventilation of Ships.**—He is to assume such responsibility as may be directed by the Captain for the cleanliness, ventilation and upkeep of that part of the ship, including mess decks, allocated to his division. (*See also* Article **1086.**)

16. **Water-tight Doors.**—He is responsible for the correct closing of the water-tight doors and hatches allocated to his division. He is to report defects to the Executive Officer, and to inform him if they have not been made good within a reasonable time.

17. **Preparation for Gas Attack.**—He is responsible for the preparation for gas attack on that part of the ship allocated to his division.

CHAPTER XXXIII

NAVIGATION, PILOTAGE AND METEOROLOGY

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SECTION I—GENERAL

1159. Speed in Fog, etc.—Any officer in command of a fleet or squadron or of one of His Majesty's ships, when under way in fog, mist, falling snow or heavy rainstorms, is to proceed at the lowest speed consistent with the maintenance of proper control over the fleet or vessel under his command, due consideration being given to the range of visibility, and to the distance which must be travelled before any vessel can be made to lose all her way if required to do so.

2. **Ship standing into Danger.**—If any officer in command in a fleet or squadron should observe a ship standing into danger, he is at once to act, or to make the same known, as the actual circumstances may require.

1160. Bad Weather. Precautions.—Captains, Executive Officers and Officers of the Watch are responsible that orders are given to prevent any person going on to the upper deck when the weather conditions are such as to make it dangerous.

2. The Officer of the Watch is primarily responsible for this at sea, especially when he is aware that an alteration of course is likely to render the upper deck unsafe.

3. The Executive Officer is responsible to the Captain that hatches are closed and everything properly secured on deck before a ship leaves harbour; he takes the responsibility of the Officer of the Watch on his shoulders should he give any order which is likely to place men in a position of danger without first warning the Officer of the Watch and ascertaining from him that the upper deck is safe.

4. In any place in which half-rails only are fitted in ships or destroyers, life lines are to be stretched to bring the rails to the normal height.

1161. Duties of Navigating Officer.—The Navigating Officer, under the direction of the Captain, is to have the charge of the navigation of the ship; and whenever the ship is approaching the land or any shoals, the Captain is to take care that the Navigating Officer keeps a good look-out upon deck. *See* **1202** (*Instructions to Navigating Officer*).

2. *Deleted.*

3. **The Admiralty Navigation Manual** is to be regarded as the standard work on navigational questions in His Majesty's fleet, and the information contained therein is to be studied most carefully.

4. **Use of Charts.**—Navigating and other Executive officers are also most carefully to study the remarks on the use of charts as navigational aids, and general remarks relating to practical navigation, placed at the beginning of each volume of the Admiralty Sailing Directions, and are to be guided by the instructions contained therein.

1162. Astronomical Observations by Executive Officers.—At sea, all Executive officers when on watch are to fix the ship by observations of heavenly bodies when opportunity offers and more especially during morning and evening twilight; the result is to be noted in the deck log, and, when necessary, immediately reported to the Captain and the Navigating Officer. The Officer of the Watch is not to neglect his other important duties in order to take these observations or work them out, nor is he to go below to work them out, unless properly relieved.

1163. Approaching Land during Darkness.—The Captain is to exercise a very careful discretion before endeavouring to make unlighted or dangerous land, or to get into or close to difficult unlighted ports during darkness. Except in cases of emergency or other necessity, he should consider whether, instead, the service he is employed upon will not be more certainly performed by standing off until daylight.

1164. Sounding on approaching Land and in Pilotage Waters.—When approaching land or shoals, the Captain is to see that soundings are always taken in good time and continued until the position of the ship is ascertained and her safety secured.

2. When in the vicinity of rocks or shoals, and when the ship is in pilotage waters, he is to take care that soundings are invariably obtained by the hand lead, or the best means available at the time, not only as a guide for securing the safe conduct of the ship, but also as a precaution against any mistake in navigation even when a pilot is borne. Such soundings are to be obtained in the most frequented channels.

3. He is to take care that preparation has been made to anchor the ship at the shortest notice.

1165. Safe Berth when anchoring.—When anchoring, the Captain will take care to place the ship in a safe berth, and in such a position as not to endanger ships already anchored; also, that the bearings of headlands or other distinguishable objects, with the depth of water and the nature of the bottom, are ascertained and noted in the log. If there is no accurate chart of the place, he will cause the Navigating Officer to sound round the ship within a radius of at least three cables to ascertain the fitness of the anchorage.

1166. Reports of collisions or other navigational matters should, whenever practicable, be accompanied by diagrams indicating the relative positions and movements of the vessels concerned.

1167. Collision with ___ another ship, dock, wharf, jetty, etc.—Immediately upon the occurrence of a collision between one of His Majesty's Ships and ___ another vessel, whether in home waters or elsewhere, the Captain shall report the matter by telegram to the Secretary of the Admiralty (N. L. Branch), stating, so far as possible, whether the other vessel is considered to be at fault, where she is to be found and up to what date, her port of registry, her owner's name and address, and furnishing a rough preliminary estimate of the cost of, and time required for, repair to His Majesty's Ship, or alternatively, indicating whether the damage appears to be serious. The telegraphic report must be followed without delay by the transmission of a full written report ___ on Form S. 232, which is to be forwarded through the Administrative Authority, and should be supported by statements in detail, from such of the officers and crew as the Captain may consider desirable, of the circumstances of the occurrence.

2. A careful note should be made of the foregoing details whenever one of His Majesty's ships comes into such close proximity to another vessel that there is the possibility of damage having been done, as not infrequently claims have been received for damages where the Commanding Officer has reported, on inquiry being made, that no apparent damage was done to the other vessel.

3. Whenever a collision or narrow escape from a collision occurs, care should be taken to preserve the ship's log book, deck log, all engine room registers, Navigating Officer's note book, the plot if in use, and the charts by which His Majesty's ship was being navigated at the time.

Entries are not be erased, but if correction is found to be necessary, the entry should be crossed through so that the correction may be shown, and the alteration initialled.

Subsequent marking or amendment of the chart or plot should not, in any circumstances, be made.

If His Majesty's ship should be paid off before the case is settled, these books should be forwarded to the Secretary of the Admiralty (N.L. Branch), with a reference sheet giving the necessary reference to the incident.

4. **Surveys.**—When collisions occur or are alleged to have occurred, it is of great importance that the damage caused or alleged so to have been caused to both ships shall be surveyed at the earliest possible moment by some competent person who can describe the damage and give some indication of the cost of repairing the same. Such reports of survey should be forwarded to the Admiralty, and should be accompanied by diagrams showing in detail the nature of the damage surveyed, together with photographs when practicable, and all information which will enable the angle of the blow and the direction and force of the impact to be determined. These particulars are required for the information of the Admiralty only, and should not in any circumstances be supplied to the representatives of the owner of the other vessel, but such representatives are to be afforded all reasonable opportunities for surveying the damage done to His Majesty's ship in order that they may assess the cost of repairs. These surveys should be made even when it is believed that the blame for the accident rests entirely upon the other vessel. If the collision occurs in or near a dockyard, the Superintendent should at once be informed so that he may arrange for the surveys.

5. It is important that in all communications with the owners or representatives of the other vessel in regard to surveys or otherwise in relation to the collision, in order to avoid the suggestion of an admission of liability or the waiver of any legal right, it should be made clear that the action in question is being taken "without prejudice."*

6. With a view to ensuring that the owners of the other vessel shall be informed when the survey of His Majesty's ship by their representative can take place, the following instructions are to be observed:—

(i) If His Majesty's ship, which is damaged, has to proceed at once to a naval dockyard for repair, and it is more convenient for the survey to take place there, all arrangements with the owners of the other vessel as to the survey are to be made by the dockyard officers, who should also, if requested by the Captain of His Majesty's ship, make arrangements for the survey of the other vessel, if the latter is in the neighbourhood of the dockyard. This rule will also apply to surveys of under-water damage to His Majesty's ships, which may have been postponed until a subsequent docking. In every case in which it is necessary for His Majesty's ship to proceed to a dockyard for the repair of damage due to collision, it is desirable that the Commanding Officer of His Majesty's ship should inform the Superintendent and the Admiralty of any correspondence that has passed between him and the owners of the vessel, and whether or no any survey has already been made of either vessel. The Superintendent will then be responsible for seeing that all necessary steps are taken to arrange the requisite surveys, and will arrange with the Commanding Officer for the attendance of an officer able to point out the collision damage.

Where it is desirable that the survey of under-water damage should be postponed until the next periodical docking of His Majesty's ship, the Commanding Officer will arrange with the owner of the other vessel accordingly,

* These words imply that the action proposed to be taken does not involve any acceptance of liability.

informing him that further definite arrangements will be made by the dockyard concerned. He will also inform the Superintendent of the dockyard of the arrangements made with the owner of the other vessel, giving the latter's name and address.

(ii) If His Majesty's ship which is damaged, has to proceed to a commercial port for repairs, the same procedure should be followed as in (i), all the arrangements being made by the Senior Officer of the Area or the Commanding Officer, who should make use of the services of the Warship Production Superintendent of the District where one is available.

7. **Collision with Docks, Piers, etc.**—Similar action in all respects, both as to reports and as to surveys, should (so far as applicable) be taken when damage has been caused to docks, wharves, piers, jetties, etc., not owned or controlled by the Admiralty, by one of His Majesty's ships, or to docks, wharves, piers, jetties, etc., owned or occupied by the Admiralty, by a privately owned vessel. The Senior Officer should make use of the services of an officer of the Works Department whenever one is available in the district for the purposes of the survey of damage to docks, etc.

8. **Repairs to Private Ships.**—If in any special circumstances it should be necessary for repairs to a private vessel damaged in collision with one of His Majesty's ships to be carried out in one of His Majesty's dockyards, because other resources are not available, work should not be ordered or taken in hand until the owners or their agents have made written application for this to be done at their charge but without prejudice to the question of liability for the collision as between the Admiralty and themselves.

9. Whenever a collision occurs and it appears that the merchant ship is liable to make good either wholly or in part the damage occasioned thereby, complete lists of all naval, naval armament, victualling and medical stores lost or damaged as a consequence of the collision or while effecting repairs, are to be prepared at the earliest possible moment and sent to the dockyard at which the ship is being repaired or in other cases to the Admiralty. These lists need not be valued, but should be accompanied by a statement giving the proportion of the original value at the time of loss. A valued list of private effects lost or damaged should also be forwarded. A detailed statement of the cost of any repairs effected to either ship by the ship's staff (prepared in accordance with Article **1771**) should accompany these lists.

10. **Settlement of Small Claims.**—Commanders-in-Chief are authorized to settle small claims for compensation for damage, and the foregoing instructions are not intended to interfere with this authority.

Local settlement is to be limited to cases in which the following conditions are fulfilled:—

(i) The liability of His Majesty's Ship is clearly established.

(ii) The damage has been duly surveyed and the cost involved does not exceed £100.

(iii) The claim does not include items for personal injury or for loss of use or detention.

(iv) The payment in settlement does not exceed the maximum sum for which a private shipowner would be liable under the Merchant Shipping Acts, *i.e.*, an amount assessed at the rate of £8 a ton on the tonnage of the wrong-doing vessel. When any question of limitation of liability is likely to be involved, the circumstances should be reported to the Admiralty.

If settlement has been made or if disciplinary action has been taken, the facts should be reported on Form S. 232.

Except as provided above, there should not be any acceptance of liability, and, except in extreme cases, to save life or to avert further serious damage to

ship or cargo, no steps should be taken to effect repairs to the private ship, etc., nor should anything be done which may be construed into an admission of liability, until orders from the Admiralty have been received.

11. **Legal Procedure, Bail, etc.**—When the Treasury Solicitor considers it necessary for the purpose of civil proceedings, he will make arrangements with the Commanding Officer for a representative to visit His Majesty's ship to obtain information and evidence whilst the events are still fresh in the minds of witnesses. As it would be to the advantage of the Admiralty to produce in any civil legal proceedings the evidence of surveyors accustomed to dealing with collision litigation, the Treasury Solicitor has been authorized to instruct such a surveyor, when he considers it necessary, to report to him after surveying both ships. The arrangements will be made direct by the Treasury Solicitor with the Commanding Officer of the ship or with the Superintendent of the dockyard as required. The experts thus employed will be selected from a list sanctioned by Their Lordships. The existing procedure as to the damage during fuelling (S. 1307) will not be affected.

12. Any ship, other than a ship owned by a foreign State, that has caused injury to any ship or other property of His Majesty can be arrested through the established legal procedure by the proper officer of any Court having jurisdiction, and the requisite steps to this end will be taken by the Treasury Solicitor direct or through agents he may appoint for the purpose.

Legal proceedings should not be taken or authorized in any Court by any officer, either at home or abroad, without the sanction of the Admiralty.

13. Cases may occur in which damage is caused to His Majesty's ships or other property by a foreign ship which is at the time, or is subsequently found, in United Kingdom waters and is likely to sail from those waters before she can be arrested by the ordinary legal procedure; in such cases, a commissioned officer has certain powers under Sections 688 and 692 of the Merchant Shipping Act, 1894, to detain the ship pending the arrival of a formal warrant of arrest.

These sections of the Merchant Shipping Act provide that where a foreign ship has caused injury to any property of His Majesty in any part of the world, and her owners have not made satisfaction or given security to abide the event in any legal proceedings taken in respect of the injury and to pay all costs and damages which may be awarded in such legal proceedings, and such foreign ship is found in any port or river of the United Kingdom of Great Britain and Northern Ireland, or within three miles of the coast thereof, and it appears that she will have departed from the United Kingdom or from the territorial waters thereof before legal process for her arrest can be applied for, she can be detained by the officer (being a commissioned officer) commanding His Majesty's ship or in charge of His Majesty's property which has suffered damage, or by any commissioned officer on full pay, until application for her arrest by legal process can be made. It must be noted that the section has no application to salvage claims.

This power relates to the detention of foreign ships only in respect of injury to property, and only when such ships are in the United Kingdom of Great Britain and Northern Ireland or the territorial waters thereof. It cannot be exercised in the case of ships owned by a foreign State and should only be used in very exceptional circumstances. It should never be used unless (1) the damage was *primâ facie* caused either wholly or in part by the negligence of those in charge of the foreign ship; (2) security has not been given on behalf of the foreign ship to answer the claim for damage to His Majesty's property and (3) there are reasonable grounds for believing that the foreign ship unless detained will sail from the United Kingdom or from the territorial waters thereof before an application for her arrest can be made to the Court.

When the power of detention is exercised, telegrams stating the name of the ship detained and where she is detained must at once be sent by the officer who has detained her to the Admiralty (N.L. Branch) and also to the Treasury Solicitor, Storey's Gate, London, S.W.1, so that application can be made as soon as possible to the Court for the arrest of the ship by legal process, and the local officer of Customs

should also be informed in order that, pursuant to the provisions of Section 692 (3) of the Merchant Shipping Act, 1894, he may refuse to clear the ship outwards or to grant to her a transire.

14. The purpose of detention or arrest of a ship anywhere is to obtain security to meet the claim of the Admiralty, but if prompt notice is given to the Admiralty, security can usually be obtained by the Treasury Solicitor by agreed bail. Where, however, it is found essential in cases of special urgency for officers abroad to fix the amount of security locally, regard must be had to the possibility that the claim will include charges for loss of use of His Majesty's ship, pay and allowances of officers and crew during the period of such loss of use, and charges for use of dock plant, etc.

1167a. *Deleted.*

1168. Fishing Vessel Log.—The Captain is to see that the instructions contained in the fishing vessel log (S. 1176) are carefully complied with.

1169. Derelict Vessels.—Should any of His Majesty's ships fall in with any water-logged vessel abandoned at sea, which constitutes a danger to navigation, the derelict is to be examined, and unless the cargo is composed of such large baulks of timber as would themselves become a danger if released, or the position of the wreck is such as to make it probable that she may soon be towed into port, every effort is to be made to sink or otherwise to destroy her.

2. Officers in command are to report to the Admiralty by wireless telegraphy the position and description of any derelict vessel or dangerous floating obstruction whenever sighted. Mercantile shipping in the vicinity should be warned by visual signal or (subject to the rules which govern such communication) by wireless telegraphy. If out of touch by wireless, they are to report by telegram from the first port of call, the date, position, and description of any derelict vessel or dangerous floating obstruction which may have been sighted during the voyage.

1170. Touching Ground.—If the ship touches the ground, the Captain and the Navigating Officer are, by the first opportunity, to transmit to the Commander-in-Chief or Senior Officer of the station, for the information of the Admiralty, a joint statement on Form S. 232.

1171. Uncharted Dangers.—If a Captain should become aware of the existence of any danger in the ordinary track of shipping not hitherto charted, he is to cause careful examination to be made by soundings, etc., so as to show the nature, extent, position and depth of water in respect of such danger, and is to report the same to the Admiralty immediately, by W/T or L/T, if he considers it advisable, forwarding the angles and other means used to fix the position, etc., and, if possible, a plan of the locality.

2. He will not be justified in making an imperfect report of a newly-discovered danger, unless in very special circumstances; and it is to be borne in mind that the necessity for accurate information is correspondingly greater when the danger lies in water frequently traversed by shipping, and that, consequently, time cannot be considered as mis-spent which is employed in remaining in the vicinity of such danger until the weather shall permit of the necessary information being obtained.

1172. Hydrographic Surveys.—The Captain is to cause, when opportunity offers, and the charts supplied are imperfect, surveys to be undertaken and charts made of the harbours and coasts visited, by the navigating or other qualified officers, to whom every facility for this purpose is to be given, and who are always to affix their signatures to their drawings and remarks. Such surveys are to be transmitted as soon as executed, accompanied by the observations provided for in Article **1187,** clause 3 (*Variation of Compass*).

2. **In Foreign Places.**—In carrying out this instruction in foreign places, the Captain and all other officers are to be very careful to avoid giving any ground of offence to the authorities.

3. Before undertaking any hydrographic surveys in the territorial waters of a foreign State, permission should normally be obtained from the local authorities. [*See* also Article **952.**]

4. This regulation does not, of course, affect the taking of soundings, etc., required for safe navigation.

1173. Compass Bearings.—Whenever magnetic compass bearings are taken, whether to be noted in the log or other documents or for any other purpose, they are to be corrected for deviation and the correct magnetic bearing given.

2. Gyro-compass bearings are similarly to be corrected for any error from the true meridian and the correct true bearing given in degrees reckoned clockwise from 000° (True North) to 359°.

1174. Turning, Starting and Stopping, and Manœuvring Trials.—Captains are, when opportunities offer, to make the necessary trials at the specified speeds to obtain the necessary data to complete form S. 347.

2. It is of the utmost importance that every care should be taken when making the trials, in order that the results may be obtained and recorded as accurately as possible.

3. The whole of the trials referred to on that form are to be made within six months of the ship being commissioned. Diagrams, and any necessary additional particulars, are to be furnished in every instance. The results obtained, as recorded on form S. 347, are to be inserted in the Captain's Ship's Book, and Navigational Data Book and three copies forwarded to the Admiralty for information.

4. For ships other than Depôt and Repair Ships, Flotilla Leaders, Large Minelayers, Cruisers, Aircraft Carriers and Capital Ships, one ship only of each class is to carry out these trials, and copies of the form S. 347 are to be promulgated for information to every other ship of her class. These forms are to be retained in the Captains' Ships' Books of the ships concerned.

1174a. Towing Operations.—When a vessel or floating dock is to be towed for a long distance from port, the Commander-in-Chief will consider the advisability of arranging for one or more of His Majesty's ships to accompany the tugs, or of detailing an officer of experience to supervise the operation in the tug or tow. Before the tow sails, he will obtain by telegraph the latest weather forecast and, in winter, will not order the operation, save of urgent necessity, unless the forecast shows that settled weather may be expected. He will give instructions to provide for reports of the progress of the tow and the maintenance of communications at all times between tug and tow, and escort, if an escort be provided. Except for special reasons, the departure is to be so arranged that a safe offing shall be gained before nightfall. Senior Naval Officers at intermediate ports are to be informed of the sailing, and the officer in charge of the operation is to be given discretion, in the event of bad weather or for other good reasons, to shelter where may be most convenient, and at intermediate naval ports, where weather forecasts can be obtained, to seek instructions whether to proceed or wait.

When there is no Commander-in-Chief or Senior Naval Officer of the rank of Captain or above at the port at which the towage will begin, the officer in charge of the operation will report direct to the Admiralty when he is satisfied that the tow is ready in all respects for the passage. The Admiralty will issue sailing orders, or give directions for their issue, and are to be kept fully informed of the movements of the tow in accordance therewith.

Lighters and similar vessels are to be surveyed before being towed to ascertain whether they are able to withstand the strains of being towed. If the officers responsible for arranging the towage have not the technical knowledge required or are not satisfied, application is to be made for the professional assistance of dockyard officers to examine the craft.

1175. Hiring Tug.—When it may be absolutely necessary to hire a tug to assist or tow the ship, and there is not time to obtain the previous authority of the Admiralty, a separate agreement in writing, in the absence of special local arrangements, is to be made each time, with the permission of the senior officer present, the terms being reported to the Admiralty with a statement of the circumstances which render it necessary to employ the tug. Care is to be taken that the charges are not higher than the custom or the regulations of the port may sanction. The certificate given to the Master of the tug is to state the basis, that is, gross tonnage or registered tonnage, on which the charge is made, and the amount agreed upon and payable for such tonnage.

1176. Approaching Powder Magazines, etc.—Ships are not to approach too near to powder magazine vessels, nor to vessels laden with explosives which are distinguished by a red flag at the mast head.

1177. Continuous burning of Lights.—Whenever any light which has been hoisted or is being used on board His Majesty's ships, in compliance with the Regulations for Prevention of Collisions at Sea, is removed for the purpose of being trimmed, or for any other purpose, it should immediately be replaced by another, so that there may not be any interval during which a light is not exhibited.

1178. Lights from Scuttles, Portholes, etc.—Care is to be taken to prevent the light showing from scuttles, portholes, etc., being mistaken for the ordinary navigation lights of the ship. Materials in plain shades of red or green are not to be used for curtains or lampshades, and materials of plain blue or having a proportion of red, green or blue in their colouring are to have neutralizing linings.

1178a. Wrecks in Dockyard Ports.—When a vessel becomes a wreck in a dockyard port or in Admiralty waters abroad, the King's Harbour Master, in addition to the immediate measures necessary for the temporary marking of the wreck and the issue of a Notice to Mariners, should at once report to the Admiralty:—

(*a*) the name, tonnage and cargo of the vessel;

(*b*) the name and address of the owners;

(*c*) the cause of the wreck; in particular, whether there is evidence that it was due to negligence;

(*d*) the position of the wreck;

(*e*) whether the wreck is an obstruction to navigation

(i) in the naval use of the port;

(ii) to other vessels;

(*f*) whether removal is necessary;

(*g*) whether permanent marking is necessary;

(*h*) whether removal would be difficult;

(*i*) whether the wreck is marked, and by whom and how, and whether the marking is adequate;

(*j*) whether the owners are known to be contemplating removal or to have abandoned;

(*k*) what portion of the hull or masts, if any, is visible at low water;

(*l*) the depth of water over a submerged wreck;

(*m*) whether it is possible by removal of masts to render the wreck no longer dangerous to surface navigation.

Section II—Pilotage

1179. General Arrangements.—In ordinary circumstances the Navigating Officer is the pilot of the ship, but, if the officer borne for navigational duties is not a qualified navigating officer, the duty of pilotage devolves on the Commanding Officer, who may either perform it himself or, at his discretion, depute any officer of the ship's complement.

2. **Difficult ports and Channels.**—For ports and channels which are difficult of access, or for which the charts are not themselves sufficient guide, a licensed or regular pilot may be employed; if an officer pilots the ship he will be allowed for his services such remuneration as the Admiralty may think fit to award.

3. **"General Directions".**—The information contained in O.U. 5254, "General Directions as to the Pilotage of His Majesty's ships and vessels," is to be studied carefully, and the directions contained therein are strictly to be complied with.

4. **When Pilot not to be Employed.**—In the absence of a navigating officer, a pilot is not to be hired to perform the ordinary duties of navigation, nor to conduct the ship into ports for which the charts and directions are a sufficient guide.

5. **Pilots employed at a Port easy of access.**—If a pilot is employed for a port or anchorage normally disallowed, an explanation of the reasons for so doing is to be made on the certificate. If the explanation should not be considered satisfactory, the expense may be charged against the Captain or Navigating Officer.

1180. Relations between Captain, Pilot, etc.—When a pilot is employed, the captain, at his discretion, may either utilize him in an advisory capacity or may direct him to take full control of the handling of the ship. The employment of a pilot does not relieve the Captain of his responsibility for the safety of his ship, and in the event of an accident which would have been prevented by a common degree of attention on the part of the Captain or the Navigating Officer, these officers will be deemed to have neglected their duty. If the captain should consider that the pilot is not able to conduct the ship, the Captain is to relieve him of his duties. When a pilot is relieved, the time is to be noted in the log; in home waters, a report is to be made to the Senior Naval Officer present. If possible, the Senior Naval Officer will order a Board of Inquiry to investigate the reasons for the Captain's action. In Naval ports, where the King's Harbour Master, his assistant, or an Admiralty pilot is employed, the above regulations apply generally, subject to the instructions contained in **721**.

2. Captains are to bear in mind the desirability of affording Dockyard pilots every suitable opportunity to take full control of His Majesty's Ships.

1181. Rights in regard to Pilots.—His Majesty's ships have the right to demand the services of any Trinity House or other British licensed pilot not otherwise engaged at the time, but no British pilot can claim the right of piloting any ship belonging to His Majesty.

2. **In Foreign Ports,** His Majesty's ships are not necessarily exempt from compulsory pilotage, but must conform to the local regulations, which should be ascertained before employing a pilot.

3. **In Dominion, Indian and Colonial Ports,** His Majesty's ships are exempt from compulsory pilotage.

1182. Pilot for Temporary Service.—The Captain is to give a pilot, when employed, a certificate on form S. 21, showing the exact positions from and to which the ship was piloted. A pilot for temporary service is to be borne as supernumerary for victuals, and is to be discharged as soon as he has fulfilled the service for which he was engaged.

2. Payment to Pilots at Home.—All certificates of pilotage at home and applications for payment, together with all communications on the subject, are to be sent to the Director of Navigation direct.

Any money advanced to enable a pilot to return home is to be noted on the certificate; but travelling warrants are not to be issued to pilots, as the rates generally include travelling expenses.

3. **Payment to Pilots Abroad.**—At places abroad, payment on the certificate should be made by the consul or resident naval accountant. Where there is neither the one nor the other, the Accountant Officer of the ship, under the Captain's authority, will make the payment. (*See* **1791,** sub-clause (a)).

4. **Tonnage.**—At various ports, both British and foreign, the rates payable to local pilots depend upon tonnage, either net register, gross register, or displacement. Each of these measurements is to be given in the space provided on form S. 21.

Exceptions occur as follows:—

(*a*) In the Suez Canal, where tonnage according to the Danube rule is used.

(*b*) In the Kiel Canal, where the net register tonnage of a warship for the purpose of assessing transit dues is determined by dividing the gross tonnage by 1·7.

The Board of Trade tonnage certificate, which shows the gross and net register, also the Danube tonnage, is furnished to all His Majesty's ships on completion or re-measurement after structural alterations, and will be found in the Captain's Ship's Book.

When, in the absence of a consul or resident naval accountant, payment is made by the Accountant Officer of a ship, care is to be taken to ascertain from the local authorities on which class of tonnage pilotage is correctly payable.

Pilotage of Merchant Vessels—*see* **968.**

1183. Unlicensed Pilots.—No unlicensed pilots are to be allowed to take charge of His Majesty's ships except in case of necessity when licensed or regular pilots cannot be obtained. When such an occasion arises, particular caution is to be observed by the Captain and Navigating Officer to guard against such unlicensed pilot running the ship into danger.

1184. Engagement of Pilots.—Whenever it may be necessary to engage a licensed pilot for a lengthened service, or an unlicensed pilot, fisherman, or boatman for any service, the Captain will enter into a written engagement, if circumstances admit; but, if not, a verbal agreement is to be made in the presence of a witness specifying the rate or sum to be paid in satisfaction of all demands, and if it is for a lengthened period, when the payments are to be made. If a written engagement is entered into, it is to be signed by both parties and the witness and the terms are to be noted in the log if not in writing, they should be specially reported to the Admiralty. The stipulated payments are, under the authority of the Captain, to be made by the Accountant Officer as may be agreed on, and the vouchers are to show the whole of the services performed within the period.

1185. Berth for Pilot.—The Captain is to order a convenient berth to be enclosed for the pilot, and cause him to be furnished during his stay on board with a hammock and bedding (Article **1869,** clause 5), and he will see that he is treated with proper attention and respect.

1186. *Deleted.*

Section III—Compasses, Chronometers and Charts

1187. Errors and Deviations of Compasses.—The Captain, Navigating and other Executive officers of the ship are to keep a constant watch over the errors and deviations of the compasses, and they are to make themselves thoroughly acquainted with the practical rules relating thereto as given in the Admiralty manuals.

Special attention is directed to the necessity for observing, when possible, the errors of the standard and gyro-compasses on each course steered, and recording them in the navigational data book and gyro-compass log respectively and in the deck log.

The gyro-compass log (S. 1177) is to be kept in accordance with the instructions contained therein; the gyro-compass report (S. 1177a) is to be forwarded to the Director of the Compass Department as ordered on form S. 1177.

2. **Swinging Ship.**—Every ship in commission is to be swung at least once a year and as necessary, a notation of the fact being made in the ship's log.

Whenever a ship is swung, a return of the deviation of the standard compass and its comparison with other magnetic compasses (S. 374a) is to be forwarded direct to the Director, Compass Department, Slough, Bucks, a copy of this return being entered in the navigational data book.

A report is to be rendered annually on December 31 to the Admiralty through the Commander-in-Chief or Senior Officer showing the dates during the preceding year on which the ship was swung.

A ship will be swung and the magnetic compasses adjusted by an officer of the Compass Department on the following occasions:—

(*a*) Before the preliminary trial of a new ship.

(*b*) After any extensive structural alterations on or near the bridge or compass position.

After swinging, the Director of the Compass Department will advise the Commanding Officer if any change is required in the soft iron correctors, and the Commanding Officer is to take the first opportunity of swinging again.

Ships are, as opportunity offers, to swing to obtain the values of "c" and "f" at compass positions, forwarding the results and the data on which they are based to the Director, Compass Department.

3. **Variation of Magnetic Compass.**—Every opportunity is to be taken of obtaining observations of the variation of the compass by careful swinging of the ship in deep water.

The observations are to be rendered in full detail, as obtained, to the Admiralty (for Hydrographer) on forms S. 374a amended as necessary.

1188. Position of Compasses.—The exact positions of the master gyro, standard and steering compasses will be determined by the Director, Compass Department, and no change is to be made without Admiralty authority.

2. **Modification to Gyro-compass Equipment.**—No modification to any portion of the gyro-compass equipment is to be carried out without Admiralty authority.

3. **Storage of Compasses, etc.**—The Navigating Officer is responsible for the proper storage of spare compasses and gear.

4. **Keys.**—The keys of the binnacles and spare part boxes are to be in the charge of the Navigating Officer.

1189. Electric Lighting of Magnetic Compasses.—The electric lighting of magnetic compasses as fitted by dockyards is not to be altered without Admiralty authority, and in all cases of repair, the greatest care is to be taken that the wires leading to and from any lamp in the vicinity of the compass shall be coupled closely together in every part of the circuit, as any departure from this principle causes disturbance of the compass.

2. Care is to be taken that the "Rules to be attended to in the arrangement of structure and fittings in the vicinity of Compasses and Chronometers" are strictly adhered to (Admiralty Navigation Manual, Vol. I).

1190. Gyro-compass Equipments.—The Navigating Officer is to be in charge of and responsible for the efficient running of the gyro-compass equipment. A suitable electrical rating will be detailed by the Torpedo Officer to assist him in the care and maintenance of the equipment, in accordance with the instructions contained in Article **1244**, clause 6.

2. In ships where qualified navigating officers are not carried, the Captain will be responsible and will detail an officer to take charge of the gyro-compass equipment.

1191. Preservation and Repair of Gyro-compass Equipments.—All components of gyro-compass equipments are sea stores, and are to be dealt with as such.

2. Prior to each annual refit, and when the date of commencement is known approximately, the Director, Compass Department, is to be notified so that his representative, in conjunction with the Navigating Officer, may inspect the equipment and decide what overhauling is necessary.

1192. Barometers.—The Meteorological Officer is responsible for the custody and correct mounting of barometers, but in a ship in which no officer qualified in meteorology is borne this responsibility will be undertaken by the Navigating Officer.

2. The mercurial barometer is to be suspended in an accessible position, as free from vibration as possible and where the effect of roll or pitch is as small as possible. A guard rail is to be fitted round the barometer where necessary.

3. The mercurial barometer is to be checked periodically against a Standard Barometer and the details are to be entered in the meteorological log in ships where a meteorological log is kept. A list of standard barometers is given in the Admiralty Weather Manual.

4. The aneroid barometer should be mounted in such a way that it is as free as possible from vibration. It must be borne in mind that the only correction applied to an aneroid barometer is a correction for height, and, therefore, if an aneroid barometer is moved from one position to another position at a different level, the instrument must be checked and, if necessary, is adjusted.

1193. Chronometers and Watches.—The Navigating Officer of a ship about to be commissioned at a home port is to apply to the Hydrographer for the supply of chronometers and watches as allowed by establishment (Form H. 110), and such application is to be made as early as practicable so that the rates of the chronometers, etc., may be ascertained and become steady before sailing. Supply will usually be made direct from the Royal Observatory, Greenwich.

If the ship is commissioning at a port abroad, application for supply is to be made to the nearest chart and chronometer depot.

2. On receiving the chronometers and watches, a receipt on form S. 383 is to be at once furnished to the officer who supplied them, and a return on form S. 379 forwarded to the Hydrographer.

3. Should the chronometers or watches be transferred to another ship (with or without an accounting officer), they should be accompanied by a supply certificate and a receipt should be obtained (S. 383), the Hydrographer being immediately informed of the transaction (S. 379).

4. Chronometers, chronometer watches and deck watches, after the expiration of four years from the date of their last issue from the Royal Observatory, Greenwich, are to be exchanged for others. Pocket watches should be exchanged six years from their date of last issue from the Royal Observatory. If the ship is abroad, this should be done on the first visit to a naval port where there is a chronometer depôt. If the ship is not likely to visit such a port shortly after the chronometers or watches have become time expired, application is to be made to the Hydrographer.

The date of issue from the Royal Observatory is shown on the label pasted inside the box containing the chronometer or watch.

5. Demands to replace damaged, unserviceable or unreliable chronometers or watches are, if the ship is abroad, to be sent to the chart and chronometer depôt when the ship is in a naval port where there is a depôt, and must be accompanied by a copy of the report sent to the Hydrographer (*see* Article **1194**, clause 4). If not at such a port, the demands should be sent to the Hydrographer. When the ship is at home, demands should be sent to the Hydrographer.

6. A return on form S. 379, showing the chronometers, chronometer watches, deck watches and pocket watches on board, and the receipts and issues during the period of the return, accompanied by receipts on form S. 383, is to be rendered to the Hydrographer on the following occasions:—

(*a*) On the ship commissioning.

(*b*) Annually on 31st December.

(*c*) On the ship paying off.

(*d*) On the supervision of the Navigating Officer.

(*e*) In the event of the transfer of chronometers and watches to another ship.

When the Navigating Officer is superseded, the certificate in the return, to the effect that the chronometers and watches are in a serviceable condition, is to be signed by the officer taking them on charge.

1194. Winding, Care, etc.—The Navigating Officer is responsible that the chronometers and watches are wound daily at a fixed hour, and is to take care that the winding is reported to the Captain. In the absence of the Navigating Officer, this duty is to be performed by such officer as the Captain may appoint.

2. All the chronometers and watches are to be kept in the special case in the ship fitted for them and to be compared daily, and the results noted in the book supplied for the purpose (S. 384).

3. Chronometers and chronometer watches are not to be moved from their positions for taking observations, etc. Deck watches or pocket watches are supplied for this special purpose. Care is to be taken to prevent damage to deck or pocket watches when so used, and that when taken out of the chronometer case, they are placed in a secure position.

4. If any chronometer or watch proves unreliable (*see* form H. 112), is lost, or sustains damage, a full report of the circumstances is to be forwarded at once to the Hydrographer.

5. The instructions contained in the memorandum "On the supply, use, and treatment of Chronometers, Chronometer Watches and Deck Watches" (H. 112) are strictly to be observed.

1195. Chronometers when preparing for Battle.—When preparing for battle, the chronometers are to be removed to the war position in all ships where such a position has been selected for them, or if no definite position has been arranged, to some place of safety.

1196. Chart Folios and Navigational Publications supplied with Chart Folios. Supply.—Arrangements are made by the Hydrographer for the supply of the necessary chart folios, and navigational publications supplied with chart folios, to ships completing or re-commissioning in home waters.

The officer superintending the building or repairing of ships in home waters is to report to the Hydrographer the date on which chart folios, etc., will be required, and to which ___| |___ address they should be forwarded. The folios, etc., will be supplied from the most convenient chart ___| |___ depôt, which will not necessarily be at the port from which the navigating party is drawn.

2. For ships abroad re-commissioning or proceeding to another station or on another service, chart folios, etc., should be demanded from the chart ___| |___ depôt on the station; but should there be no depôt, the folios, etc., will be sent from England.

3. *Deleted.*

4. **New Charts and New Editions, etc.**—As new charts, new editions of charts, or new copies embodying large corrections, etc., are supplied to a ship, they are to be put into their respective folios, the cancelled charts destroyed, and any necessary alterations or additions made to the folio lists.

5. **New Publications, New Editions and Supplements.**—As new navigational publications and supplements, etc., thereto, are supplied to a ship, the superseded publications are to be destroyed, and any necessary alterations made in the printed lists of publications.

6. **Replacements.**—Worn or damaged charts and navigational publications will be replaced on demand. Demands for charts are to be made on Form H. 38 and for publications on Form H. 177, addressed to the Hydrographer (Admiralty Chart Supplies Division, Elveden Road, London, N.W.10).

7. **Transfers.**—(*a*) *A transfer certificate (form H.81)* is to be forwarded *immediately* by the Navigating Officer, direct to the Hydrographer, Admiralty Chart Supplies Division, whenever chart folios and appropriate navigational publications are transferred to another ship, or to a chart ___| |___ depôt, in order that the hydrographic replenishments may be diverted.

(*b*) *A supply voucher (form H. 74)* is to accompany chart folios, etc., which are transferred to the charge of another officer, or to a chart and chronometer depôt. In such cases the Navigating Officer is to make sure that the charts and publications are properly corrected to the latest Admiralty Notice to Mariners received, the serial number of such notice being shown on the voucher.

(*c*) *A receipt certificate (form H. 11)*, certifying that the chart folios and set of navigational publications are complete, is to be rendered direct to the Hydrographer, Admiralty Chart Supplies Division, whenever such folios, etc., are received from another officer, a duplicate receipt being furnished to the supplying officer.

See **1220b** (3)—*Custody of meteorological charts and publications.*

1197. Chart Atlas Folios (*a*) for Use of Officers, (*b*) for Instruction of Junior Officers, (*c*) for Ship's Company. Reference Chart Folios for use of Flag Officer.—Chart atlas folios for use of officers are supplied to His Majesty's ships down to and including cruisers, also to sloops employed on foreign stations.

The general folio, supplied to all such ships, contains general charts of the world, and the station folios comprise selections of charts of the various stations. These general and station folios are to be placed in charge of the junior Executive officer of the ward-room. A second set of atlas folios is supplied if the ship has a gun-room mess, and is to be placed in charge of the senior Executive officer of that mess. These atlas folios, which are to be demanded by the Navigating Officer from the Hydrographer (Admiralty Chart Supplies Division) or from a chart ___| |___ depôt, are supplied to enable officers to make themselves familiar with the coasts and harbours of the countries they visit. A box for the reception of these atlas folios is to be fitted on board.

2. Chart atlas folios for instruction of junior officers contain selections of charts of, and plans of harbours on, the various stations. They are supplied for the instruction of junior officers in practical navigation, and the atlas folios supplied to each ship in which junior officers are borne is to be placed in charge of the Instructor Officer. These atlas folios are to be demanded by the Navigating Officer from the Hydrographer (Admiralty Chart Supplies Division), or from a chart ___| |___ depôt.

3. Chart atlas folios for the ship's company are supplied to sea-going ships and contain a selection of general charts of the world. When on passage, a chart of the locality, fitted in a glazed frame made for the purpose, is to be placed in a convenient situation accessible to the crew, and the Captain is to cause the Navigating Officer, or such other person as he may select, daily to mark thereon the position of the ship. To prevent their becoming soiled, these charts should not be exhibited uncovered.

4. The charts in these atlas folios are not to be considered or used as the navigating charts of the ship. They will usually be out of date when supplied and hydrographic matter for their upkeep will not be issued.

5. The reference chart folios supplied for the use of the Flag Officer are also not to be considered or used as the navigating charts of the ship, but on supply these folios comprise the latest editions of the charts, and are kept supplied thereafter with new charts, new editions of charts, and new copies embodying large corrections, etc., as published.

6. Special instructional charts as detailed in the "Handbook on the Supply and Correction of Admiralty Charts, Sailing Directions, etc." (Hydrographic Publication H. 51) are supplied to ships and establishments for instructional and examination purposes, and are to be demanded as required from the Hydrographer (Admiralty Chart Supplies Division).

1198. Admiralty Notices to Mariners.—When a Notice is received on board, the Navigating Officer is at once to insert the particulars in all charts, sailing directions, etc., to which it refers, in accordance with the instructions given in the "Handbook on the Supply and Correction of Admiralty Charts, Sailing Directions, etc." (Hydrographic Publication H. 51), reporting to the Captain that he has done so.

1199. Corrections of Charts, Sailing Directions, Light Lists, etc.—Instructions contained in the "Handbook on the Supply and Correction of Admiralty Charts, Sailing Directions, etc." (Hydrographic Publication H. 51) regarding the correction of charts and navigational publications supplied with chart folios, are strictly to be observed. The above-mentioned publication is supplied with all chart folios.

1200. Hydrographic Information.—The particulars of all information which may from time to time be obtained affecting charts, sailing directions, and other publications supplied with chart folios, are to be forwarded on form S. 378 by the Captain to the Hydrographer direct, a duplicate being sent at the same time to the Commander-in-Chief of the station.

2. In home commands, such information should not as a general rule form the subject of local General Orders without first receiving the concurrence of the Hydrographer of the Navy, unless the urgency of the case renders immediate promulgation necessary.

3. On foreign stations, the Commander-in-Chief will in each case decide whether prior reference to the Hydrographer is necessary, but he should not, without the Hydrographer's concurrence, take action in the sense of announcing that a charted danger to navigation does not exist.

4. Commanding Officers of ships employed on special service such as trooping, long passages, or cruises to unfrequented places, are to forward with their letter of proceedings a Hydrographical Report (copy to Hydrographer) in which information likely to be of interest or value to the Hydrographer, and which has not already been reported on Form S. 378, is to be given. *See* **1132** (*Reporting Proceedings*).

5. Hydrographical information of an immediately urgent nature should be sent by W/T or L/T and confirmed by Hydrographical Note (form S. 378) as soon as possible.

Section IV—Navigating Officer

1201. Personal Books and Instruments.—On appointment to a ship, the Navigating Officer is to provide himself with such nautical books and instruments necessary for the purposes of navigation as are not supplied at the public expense. If he is a specialist (N) or (N†) officer, he is also to provide himself with a sextant.

2. Sextant.—When any other commissioned or warrant officer is appointed to one of His Majesty's vessels for navigating duties, his requirement of a sextant will be met from those allowed to the ship under the sea store establishment.

1202. Responsibilities generally.—He is to have the charge, under the direction of the Captain, of navigating the ship; he is therefore to point out to the Captain every possible danger in or near the ship's course, and the way to avoid it; and if it be imminent, to report it to the Officer of the Watch with a view to immediate action. Whenever the ship is approaching the land or shoals, he is to be upon deck and keep a careful look-out, and he will attend to the soundings until the safety of the ship's position is clearly ascertained and secured. In the absence of an officer borne for meteorological duties he is responsible for the meteorological organization of the ship in which he is borne.

2. Degaussing Equipment.—He is responsible for the correct use of the Degaussing Equipment fitted and is to make himself acquainted with all instructions appertaining to its use.

1203. When Ship conducted by Pilot.—He is always to be very attentive to the manner in which the ship is conducted by a pilot. If he perceives the ship to be running towards danger, or if he has any reason to think that the pilot is not properly qualified to conduct her, he is immediately to inform the Captain of his suspicions (*see* **1180**). He is to see that continuous soundings are obtained even should the pilot not require it (*see* **1164**).

1204. Daily Reckoning.—When at sea, every day, immediately after noon, and at such other times as circumstances may render necessary, he is to deliver to the Captain, on form S. 375 or 375a, an account of the latitude and longitude the ship is in, and all other particulars regarding her position which the Captain shall require.

1205. Sighting Lights.—On sighting a light, the Navigating Officer is to compare it with the Admiralty list of lights, or the latest official information on the subject, and if it should not agree with the description there given of it, or if the light be inefficient, he is to make a report thereof. *See* **1200** (*Information to Hydrographer*).

1206. Ship's Qualities.—He is to watch attentively the ship's qualities at sea, that he may be able to suggest, if necessary, any alterations calculated to improve them.

2. In order that the records of the performance of a ship under all conditions of wind and weather gained in one commission may be available for the next, a manuscript "Navigational Data Book" is to be kept by the Navigating Officer.

3. The book is to contain the following information:—

(*a*) Turning data.
(*b*) Revolution tables for varying periods out of dock.
(*c*) Dimensions.
(*d*) Miscellaneous information on handling of ship.
(*e*) Remarks on effect of wind, weather, leeway, etc.
(*f*) A record of all deviations of the standard compass.
(*g*) Any other information of general navigational interest respecting the ship.

4. The book is to be produced at inspections, transferred to successive Navigating officers, and on paying off is to be handed to the Superintendent of the Dockyard for custody until the ship recommissions.

1207. *Deleted.*

1208. Ship's Log.—He is to have charge of the ship's log book (S.321); he will take care that it is compared daily with the deck log (S. 322) to ascertain that no entries made in the latter are omitted; he will send it to the officers of the watches to place their initials against their respective watches, while the facts are fresh in their memories; he will present it weekly for the Captain's inspection.

2. Alterations.—After having been signed by the officers of the watches, he will allow no alteration, however trifling, to be made in the log book without the concurrence of the officer of the watch concerned, who should initial the alteration, and the sanction of the Captain (*see* **1167** (3)).

3. Entries.—He will be particular that all the particulars required by the established form of log are correctly entered in the log book, in addition to the following circumstances and all other occurrences of moment:—

(*a*) Notice of Main Engines for steam to be entered daily at noon and on any alteration. Times of weighing and proceeding.

(*b*) **Strange Ships observed.**—The arrivals, departures, the meeting at sea or finding at anchor of His Majesty's ships and ships-of-war of all nations, transports and fleet auxiliaries and strange ships observed. Salutes and ceremonies. Half-masting and rehoisting colours; dressing ship, the occasion being stated.

(*c*) Every occurrence connected with the navigation of the ship and with discovered dangers; the set and velocity of the currents or tidal streams; the result of all observations made, and angles or bearings taken to ascertain the ship's position; besides the currents between noon and noon when at sea, those experienced on leaving and making the land, or when running along the land, are to be recorded, the numbers of hours between the observations being given. Whenever the clocks are altered, the fact is to be noted in the remarks column, and a notation of the time being kept is to be made daily at noon.

(*d*) At the end of each four-hour watch the columns dealing with description of weather and sea should be completed; and any unusual phenomenon should be recorded. During threatening and stormy weather the corrected barometer reading should be recorded every hour; in ships where a barograph is available the barograph trace recorded during such unsettled conditions should be affixed to the log. The roll of the ship should occasionally be noted.

(*e*) When in company the position of the leading ships is to be recorded, and the necessary particulars as to the ship herself and the other ships if out of station, especially at night.

(*f*) The anchoring or mooring the ship, giving depth of water, amount of cable, and position by bearings, or the securing the ship to a wharf or buoy. The draught of water, fore and aft, before sailing and on arrival in harbour.

(*g*) Evolutions, exercises and landing on service or for drill; the closing of water-tight doors.

(*h*) The employment of the ship's company. The daily inspection of the ship's company at divisions, evening quarters; holding Divine Service and reading of Prayers. The leave given, stating to which watch or part of the watch.

(*i*) The embarkation and disembarkation of all passengers.

(*j*) The entry and discharge of officers and ratings, the number only of the latter to be given.

(*k*) Details and times of any accidents occurring on board or injury to important store articles or fitments; any damage caused by or to vessels berthing alongside. The circumstances of the loss of all important stores. It will be sufficient to specify in the log only the description of the important articles, making reference to the complete list kept with the store accounts where alone the details need be shown.

(*l*) The names of colliers, oilers and fleet auxiliaries, and the names or descriptions of lighters, etc., berthing alongside, with the times of arrival and departure and the purpose for which brought alongside.

(*m*) Details of aircraft sighted in flight at sea, together with the time of the observation and, if possible, the marks of identification of the machine. Movements of fleet aircraft working with the fleet need not be entered.

(*n*) The particulars of the hire or purchase of any vessel, boat, wharf or building for the service of the ship.

(*o*) All general payments.

(*p*) All punishments requiring warrants, the serial numbers being noted.

(*q*) Births and deaths on board. *See* **869** (*Births and Deaths to be reported to Registrar-General of Births, Deaths and Marriages*).

1209. Disposal of Log (S.321).—At the end of each calendar month the Navigating Officer is to deliver to the Captain the completed ship's log (S. 321) for the period, signed by himself. If the Navigating Officer is superseded, he will sign the ship's log book then in his possession and deliver it to his successor.

1210. Remark Book.—All information that may be of value for the correction of the charts and publications of the Hydrographic Department, is to be forwarded on Form S. 378. *See* **1200** (*Hydrographic Information*).

2. **Inaccuracies in Charts.** ~~_____~~ He is to note carefully any inaccuracies in the charts supplied to the ship, so that the requisite alterations may be made; for this purpose his remarks should be so distinctly expressed as to admit of no ambiguity, and they should be accompanied by a written explanation of the amendments he proposes to make, either in the configuration of the coast, in the latitudes and longitudes, in the soundings, or in the position of dangers, and he is in all cases to forward the evidence he possesses of the existence of change, and the angles, bearings, or other observations he has employed to determine the true position.

3. If the inaccuracies he may have detected in the charts are of importance, he is to report them immediately to the Captain in order that they may be transmitted to the Hydrographer by the earliest opportunity so that no time shall be lost in making the necessary corrections. *See* **1171** (*Discovery of Dangers, etc.*) *and* **1200** (*Particulars affecting Charts*).

4.
5. } *Deleted.*
6.

1211. Work Book and Note Book.—The Navigating Officer is to keep, in the work book provided for that purpose, the results of all observations and calculations connected in any way with the navigation of the ship. He is also to record in the note book supplied, all angles, bearings, etc., connected with navigation. These books are to be examined by the Captain whenever he may think fit to call for them.

1212. Instruction of Midshipmen.—The Navigating Officer is to carry out the instruction of Midshipmen as laid down in Articles **344** and **1092**, and in Appendix XII, part 1.

1213. Boats to Sound or Survey.—The Navigating Officer is to apply to the Captain, whenever the Service will admit of it, for boats to sound and survey any shoals or harbours which may not have been correctly laid down in the charts, and the results are to be projected on a large and intelligible scale. *See* **1172** (*Surveys and Chart making*).

1214. Navigational Instruments and Stores. Demand and Charge of.—The Navigating Officer will obtain from the Accountant Officer the instruments and stores which may be allowed for the navigation of the ship, as laid down in the establishment of naval stores, and he will furnish that officer with receipts for the articles thus obtained. He will be responsible for their custody, and when a ship is ordered to be paid off, he is to see that the compasses and gear retained on board are in a serviceable condition for the ship's immediate recommission. On supersession, he is to obtain a receipt from the officer in whose charge the instruments are placed.

2. **Meteorological Instruments.**—In ships in which no officer is borne for meteorological duties, the Navigating Officer is to carry out a procedure similar to that laid down in clause 1, in relation to any meteorological instruments supplied.

3. All vessels fitted with gyro-compasses are to carry out the following procedure when paying off and recommissioning:—

(*a*) The Director of the Compass Department is to be informed beforehand of a suitable date when the equipment can be inspected, as soon after arrival at the home port as possible.

(*b*) Arrangements will be made by the Director of the Compass Department for any work that may be necessary to be carried out.

(*c*) After this has been done, the usual tests will be carried out by the Compass Department and the equipment turned over to the ship's officers, generally the new commission.

4. *Deleted.*

1215. Charts and Chronometers, etc.—Under the control of the Captain, he is to have charge of the charts and navigational books and publications, chronometers and watches, accounting for them to the Hydrographer as laid down in Articles **1193, 1194, 1196** and **1197.**

1216. Other Responsibilities of the Navigating Officer.—The Navigating Officer is responsible, under the Captain, for the efficient condition of the standing and

running rigging, derrick purchases, and boats' falls, of the ship, and he is frequently to examine them and report to the Captain if he should find any of them inadequate or defective.

Helm Signals.—He is also responsible for the efficient working of that part of the helm signals system from the drum or wheel which receives the wire halliards, upwards.

2. **Cables.**—He is to be careful that the inner ends of the cables are properly secured.

3. **Hawse when moored.**—When the ship is moored, he is to see that proper measures are taken to keep the hawse clear. Should the hawse become foul, he is to make the necessary representations to the Captain that it may be cleared as soon as practicable, and he is also to cause the Officer of the Watch to be informed. *See* **1152**, clause 17 (*Duties of Officer of Watch*).

4. **Sounding Machines, Logs and Lead Lines.**—He is to see that the lead lines are correctly marked, and that they, as well as the sounding machines and patent logs, are at hand and in good order whenever they may be required.

1217. Stowage of Ship.—He is to observe the stowage of the ship authorized in the plans supplied by the Admiral Superintendent on commissioning, which are not to be deviated from without express authority.

1218. Sails and Canvas.—The Navigating Officer is to see that any sails on the establishment, and all canvas gear, are properly fitted and are ready for use.

1219. Store-Rooms, Inspection of.—In ships not fitted for central storekeeping he is to visit the boatswain's and shipwright's store-rooms to see that they are kept as well ventilated as practicable, and that they contain only ship's stores, which are so arranged as to admit of any of them being readily found.

When an officer is borne for gunnery or torpedo duties, this duty, as regards the stores belonging to those departments, will be performed by him. If no officer is borne for either duty, the Captain may direct the Navigating Officer to discharge it.

NOTE.—In ships fitted for central storekeeping, the inspection duties connected with the naval store-rooms fall upon the Accountant Officer.

1220. When no Navigating Officer is borne, the duties laid down in this Chapter are to be performed by the Officer whom the Captain may direct to take charge of the duties of Navigating Officer.

SECTION V—METEOROLOGICAL ORGANIZATION AND DUTIES

1220a. In aircraft carriers and certain other ships one or more officers qualified in meteorology will be appointed for meteorological duties.

In a ship in which no officer qualified in meteorology is borne for meteorological duties, these are to be undertaken by the Navigating Officer.

2. The Master of the Fleet (or the Fleet Navigating Officer) and the Squadron Navigating Officer are to be responsible for the meteorological organization in the fleets and squadrons respectively; but, in an aircraft carrier squadron, this responsibility will be undertaken by the senior Meteorological Officer borne for meteorological duties in the flagship.

3. At naval ports, the undermentioned officers are to be responsible for naval meteorological duties in the command and for liaison with the local meteorological service:—

Port	*Meteorological Liaison Officer*
Chatham	Assistant King's Harbour Master.
Sheerness	Assistant King's Harbour Master.
Portsmouth	Assistant King's Harbour Master.
Plymouth	King's Harbour Master.
Rosyth	Assistant King's Harbour Master.
Portland	Assistant King's Harbour Master.
Cromarty	King's Harbour Master.
Pembroke Dock	Assistant King's Harbour Master.
Gibraltar	King's Harbour Master.
Malta	Superintendent, Chart Depot.
Port Said	Naval Liaison Officer.
Aden	Naval Officer-in-Charge.
Colombo	Staff Officer (Operations).
Singapore	King's Harbour Master.
Hong Kong	Superintendent, Chart Depot.
Bermuda	King's Harbour Master.
Simonstown	King's Harbour Master.

Officers appointed to these duties are to undergo a week's meteorological course at the Naval Meteorological Branch, Hydrographic Department, Admiralty, prior to taking up the appointment, in order that they may become familiar with the duties involved. In the event of a further similar appointment, a visit of two days to the Naval Meteorological Branch will suffice prior to taking up such appointment.

Arrangements have also been made with the naval authorities concerned for the performance of similar duties at ports in Australia, Canada, India and New Zealand as follows:—

Port	*Meteorological Liaison Officer*
Sydney	Officer-in-Charge, Hydrographic Branch.
Melbourne	Member of the Naval Staff detailed by the Naval Board.
Adelaide, Perth, Darwin, Brisbane, Hobart	District Naval Officer of the State concerned.
Halifax, Esquimalt	Staff Officer to the Commander-in-Charge.
Bombay	Commander of the Dockyard.
Auckland	First Lieutenant, H.M.S. Philomel.

1220b. Duties of Meteorological Officer.—The Meteorological Officer is responsible to the Captain for the meteorological organization of the ship.

2. He is to take charge of the meteorological instruments, and is responsible for their stowage, upkeep and correct functioning. A procedure similar to that laid down in Article **1214** for navigational instruments, is to be followed for meteorological instruments.

3. He is to take temporary charge of all meteorological charts, books and publications supplied by the Hydrographer, and is responsible for their correction.

4. He is to keep a meteorological log in accordance with the instructions contained therein. When completed, or at convenient intervals, this log is to be

forwarded to the Hydrographer of the Navy for transmission to the Meteorological Office, Air Ministry.

5. He is to make such observations and prepare such weather charts and forecasts from time to time, as directed by the Captain, or as the Service may require.

6. In ships in which no meteorological office is allocated, he is to make application to the Captain for a suitable space or compartment wherein to erect the recording instruments; in stow, all other instruments, charts, books and publications; and to prepare weather charts; and the Captain will arrange so far as possible for the provision of such space.

7. He is to be responsible, under the Navigating Officer, for the meteorological instruction of Midshipmen. *See* **1212.**

CHAPTER XXXIV

GUNNERY AND TORPEDO

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SECTION I—CAPTAIN—GENERAL DUTIES

1221. The responsibility for the whole fighting organization and efficiency of a ship rests on the Captain.

1222. Manuals and Handbooks.—He will take care that the training and instruction of officers and men is carried out in accordance with the manuals and handbooks issued by the Admiralty, and that officers are guided in the use and management of the armament by the directions given in these manuals, and conform to the system of teaching laid down therein.

1223. Gunnery and Torpedo Officers' and Ratings' Drills, etc.—He will take care that the Gunnery and Torpedo Officers, Gunner's Mates and Torpedo Gunner's Mates are not employed on work which would cause interference with their special duties, unless it is absolutely necessary for such work to be carried out by them. Similarly, the employment on other duties of other Naval ratings and Royal Marines normally engaged upon ordnance, torpedo, or electrical work is to be restricted to exceptional occasions.

1224. Gun Drill, Royal Marines.—The Captain will take care that proper opportunity is afforded for the Royal Marine detachment to be exercised at gun drill at other times than at general quarters, at least twice a month.

1225. Ammunition.—He is to take care that the orders contained in the Naval Magazine and Explosives Regulations are strictly carried out.

1226. Expenditure of Ammunition.—The annual allowance of practice ammunition to be expended will be laid down in Admiralty orders published from time to time. The allowance should be spread as much as possible over the year, consistent with arrangements being made for the various practices to be carried out to the greatest advantage.

1227. Firing at Shore or in Foreign Port.—Before practising at an object on shore, the Captain is to obtain the concurrence of any resident authorities; and before firing in a foreign port or in its vicinity, he is to ascertain that he would not in so doing infringe any local regulations, or afford cause of complaint to the authorities or inhabitants.

1228. Fleet Exercises, Firing, Obstructions to Navigation, etc.: Notification to Local Authorities.—Any intention to carry out exercises of His Majesty's ships in home waters in which there is risk of damage on a large scale being caused to fishing nets, or which involve firing, use of star shell, rockets, Very's lights, etc., likely to be heard or seen from the shore, and any intention to lay obstructions in any area at home, or to prohibit or restrict traffic in a dockyard port is to be reported by the

officer conducting the exercise, etc., to the Commander-in-Chief of the home port responsible for the area concerned, with at least 48 hours' notice. Particulars of the date and time of such exercises, and of the area affected are to be given, and the precise nature of intended obstructions, or restrictions on traffic is to be made clear. The Commander-in-Chief will be responsible that this information is passed to the appropriate District Officer of Coastguard, local Fishery Authorities, etc.,* to enable adequate knowledge to be given to lifeboat authorities, owners of fishing and other craft, and to permit display of notices in places where fishermen would be most likely to observe them. When an operation is to be carried out within the limits of a dockyard port, the responsibility for issuing warnings will fall upon the King's Harbour Master.

2. When such exercises are to be carried out in the Channel Islands, the officer conducting them is to notify the Commander-in-Chief concerned, who will inform the Lieutenant-Governor of Jersey and the Lieutenant-Governor of Guernsey.

3. If it is necessary to arrange such exercises at very short notice, the officer conducting them, when he informs the Commander-in-Chief, should give notice direct to the Coastguard and local Fishery Authorities, and, if the exercises are to take place in the Channel Islands, to the Government Secretary, Jersey, and the Government Secretary, Guernsey.

4. The possibility of abnormal visibility is to be taken into account when deciding whether star shell, rockets, Very's lights, etc., are likely to be seen from the shore.

5. Notice of obstructions, and restrictions on traffic in home waters, is also to be sent by the officer responsible to the Hydrographer of the Navy, to arrive in sufficient time (if possible 21 days, but never less than 14 days) to allow for publication of Admiralty Notices to Mariners.

The above procedure need not be carried out when it is proposed to place obstructions in an area which is already proclaimed foul in Notices to Mariners.

Proposals for permanent obstructions or any that would cause considerable inconvenience to traffic or fishing are to be submitted for prior Admiralty approval.

In a dockyard port, the Order or Orders in Council constituting the port are to be complied with and, when action is taken under an Order in Council, the article under which the restriction or prohibition is made should be quoted. When an advertisement has to be inserted in the London Gazette the communication to the Hydrographer should draw attention to the necessity for so doing and should be sent to him at least two months before the date on which it is proposed to bring the restriction or prohibition into force.

1229. Defects requiring Assistance of Engineer Officer.—He will see that the Engineer Officer gives the necessary assistance in making good defects which are beyond the scope of the ordnance, torpedo, electrical or artisan staffs (*see* **1302**).

1230. Gunnery and Torpedo Logs.—He will cause the Gunnery and Torpedo Officers, or, if there are none, the Gunner's Mates and Torpedo Gunner's Mates, to keep the gunnery and torpedo logs (S. 286 and S. 304 respectively). These books are to be produced at inspections. For disposal of these logs when the ship is paid off, *see* Article **737 (2)**.

2. **Register of Torpedo and Electrical Equipment.**—He will cause the Torpedo Officer to keep, where supplied, the register of torpedo and electrical equipment on board, form S. 319. This book is to be produced at inspections.

1231. Torpedo Firing and Torpedo Control Officers.—In fully commissioned ships, a Commissioned Officer is to be detailed for duties in connection with torpedo control and firing in action.

*Particulars are given in Admiralty Fleet Orders.

1232. Substitute for Torpedo Officer.—In ships carrying no Torpedo Officer, the Captain is to nominate the fittest person to perform the duties of Torpedo Officer from Executive Officers, preferably those who have gone through a short course or Sub-Lieutenant's course in the torpedo school.

1233. Torpedo Practices.—He will clearly understand, and cause to be clearly understood, that no risk to the ship is to be incurred in carrying out torpedo practice.

2. Provided this condition is satisfied, he will take care that torpedo practices are carried out in accordance with the instructions laid down in the Torpedo Firing Manual.

3. He will be careful not to give cause of offence by running torpedoes in the waters of any foreign nation, without first asking permission where authorities of that nation exist.

1234. Diving.—The regulations governing the operation of diving, supervision, control and management of divers and diving apparatus, will be found in the Diving Manual.

For the scale of extra pay to divers, *see* Article **1623.**

1235. Gunnery Defects and Accidents.—The Captain will report to the Commander-in-Chief, for the information of the Admiralty, any accident that may happen with ordnance, machine guns, mountings or small-arms, stating the charge used, and also the supposed cause of the accident.

Where mechanical questions of any importance as affecting the design or efficiency of gun mountings arise out of any damage, defect or accident to gun machinery, the Captain is to cause the Gunnery Officer and Engineer Officer to carry out a joint examination and report to him on the damage and its probable cause.

Failures or defects in ammunition, projectiles, or other naval armament stores are also to be reported, the particulars being stated in accordance with Chapter XVI of the Naval Magazine and Explosives Regulations.

Failures of material, exclusive of ammunition, which occur during gunnery practices or drill are to be reported on form S. 1148h.

Failures of ammunition are to be reported on forms S. 1148 i and S. 1148 j.

2. **Guns and Mountings, Description of.**—In any report referring to guns or mountings, the correct nomenclature is always to be used in describing details, and the numbers and distinguishing marks are to be given in full.

3. **Serious Defects, etc., in Guns.**—Should a serious accident happen to any part of a gun or mounting, or should any material defect be discovered therein, the gun and its mounting are to be left as nearly as possible in the condition in which they were found immediately after the accident occurred, or the defect was discovered, pending an investigation which is at once to be held as to the cause of the accident or defect.

A full special report of the investigation, accompanied by sketches or impressions of the injured parts, is to be transmitted to the Commander-in-Chief, for the information of the Admiralty, without delay.

Mention of the circumstances of such special report is to be made in the periodical returns of ordnance.

Whenever ships on a foreign station have any gun or guns rendered defective which seriously affect the fighting efficiency of the ship, a report by telegram to the Admiralty is to be made as soon as the defect is discovered.

4. In the case of ordnance, a note is to be made in the memorandum of examination of any accident or exceptional occurrence, and the round at which it happened.

1236. Torpedo Accidents, Defects or Failures, and Failures of Paravanes, Depth Charges and Mines.—The method of procedure for reporting accidents, defects, failures or missfires in connection with torpedoes, torpedo tubes, and torpedo discharges is laid down in the Torpedo Firing Manual.

All failures of paravanes, depth charges and throwers and mines are to be reported, giving all relevant details required to enable a correct appreciation to be formed of the cause of failure, with a view to improvements being effected in new designs.

The procedure for reporting defects and failures of mines is given in the Mining Drill Book.

2. **Mine Laying Tests.**—In order to test the organization for maintenance preparation and issue of mines, the Commander-in-Chief will arrange that mines are drawn periodically from every mine depot on his station from which issues to minelayers are normally made and that these are laid under conditions favourable for the detection of any defects and their causes. Details of the numbers of mines to be used and the methods of conducting these "test lays" are given in the Mining Drill Book.

1237. Explosives on Docking, etc.—The Captain is to take care to observe the instructions contained in the Naval Magazine and Explosives Regulations as regards the removal of explosives from ships going alongside a dockyard wharf, or into a basin or dock, or coming in hand for refit.

2. **Keys.**—All keys which are kept on the magazine keyboard are to be retained on board during the period a ship is in dockyard hands, and the keys and all compartments containing explosives are to be subject to the usual regulations for safeguarding and inspection.

3. **Flooding Appliances.**—The Admiral Superintendent will take the necessary steps to have the dockyard hydrants and hoses kept constantly ready to flood the magazines if necessary, and, so far as practicable, to have everything ready to run water into the docks for the use of the ship in case of fire on board.

4. **Fire Stations.**—Every ship in dock or alongside a dockyard with reduced crew or giving long leave is to go to fire stations daily, at the usual time of evening quarters, and care is to be taken to ascertain that everything is in readiness for extinguishing fire, and that in the absence of a portion of the crew on leave, or from any other cause, the men remaining on board are properly acquainted with and capable of performing all the duties appertaining to such an emergency.

5. **Smoking.**—On all occasions of receiving or discharging explosives, smoking is prohibited while work is going on. When work is not going on, such as at meal times, smoking may be permitted in a place set apart and well removed from the vicinity of the explosives, which are to be strictly guarded, sentries being posted for the purpose. All fires, except those in boiler furnaces and galleys, are to be extinguished unless sufficiently screened or unless their chimneys are clear of the decks on which ammunition is being handled. *See* **726** (*Foreign Ships at British Ports*).

6. **Removal of Explosives.**—When explosives are being discharged from or received on board a ship, with her fires lighted, every necessary precaution is to be taken.

No transmission on power by W/T is to take place while embarking or disembarking explosives. If it is essential to transmit on power during the embarking or disembarking, the work is to be stopped and the precautions as laid down in the Naval Magazine and Explosives Regulations are to be taken.

When thunderstorm conditions prevail in the near vicinity, the embarking or disembarking of explosives is to be discontinued and similar precautions taken.

1238. Loss of Torpedoes.—In the event of a torpedo being lost during practice, its approximate position should at once be marked by a buoy and fixed by cross bearings.

2. A thorough search is to be made on the surface of the water in the vicinity, while any probability of recovery remains, for as long as is practicable, at the discretion of the Commander-in-Chief. If the torpedo track is not seen for the whole run, the area searched should cover any position that the torpedo might have reached, had it failed to shut off and had the gyroscope failed to steer it correctly.

3. Where circumstances point to the torpedo having sunk in a position which is known within reasonable limits and where sweeping is possible, every exertion should be made by sweeping, and if necessary by diving also.

Such efforts should be continued for as long as a reasonable chance of recovery exists, subject, however, to the discretion of the Commander-in-Chief as regards the expenditure of fuel and other considerations.

4. On the home stations, the officers in charge of His Majesty's Naval Shore Signal Stations or Coastguard Stations in the neighbourhood are at once to be communicated with direct, in order that a look-out for the missing torpedo may be kept at such stations.

5. **Report of Loss.**—The loss should be reported at once by signal to the Senior Officer present.

A thorough technical investigation is to be carried out as soon as possible after the loss, while facts are clear in the minds of witnesses, and before conjecture has confused them. The object of the investigation is to prevent a further loss, by the discovery of the cause, and to dispense with a board of inquiry if the cause is clearly established. The technical investigation is to be carried out by a qualified torpedo officer, the torpedo officer of the ship or flotilla concerned being usually in the best position to conduct it. The report of loss and of the technical investigation, together with the appropriate forms, are to be forwarded in accordance with the Torpedo Firing Manual.

If the torpedo is subsequently found, the fact is to be reported by letter.

If, in the opinion of the Senior Officer of the fleet or squadron, the report of loss gives a full and satisfactory explanation of the circumstances attending the loss, he will forward it to the Admiralty, stating the effect of the failure in war, and will order any disciplinary action to be taken if necessary.

6. **Board of Inquiry.**—If the statements on the report of loss are not, in the opinion of the Senior Officer, satisfactory, or if a further investigation appears to be necessary, he will order a Board of Inquiry, in accordance with Article **488**, to be held into the circumstances attending the loss, and forward the minutes to the Admiralty, together with form S. 307.

The Board of Inquiry is to include, when possible, at least two qualified torpedo officers of Commander's rank or below, and in addition, any officer whose special technical knowledge is necessary.

7. In forwarding reports of loss in accordance with clauses 5 and 6 above, the Senior Officer is to state in his covering remarks whether or not any blame is attributable to personnel for the loss of the torpedo, and what disciplinary action, if any, has been taken.

NOTE.—For rewards for recovery of torpedoes and paravanes lost, *see* **906** and **908.**

SECTION II—EXECUTIVE OFFICER—DUTIES.

1239. The Executive Officer, under the Captain, is responsible for the discipline and general organization of the ship's company.

1240. Preparation of the Quarter Bill.—He will superintend the preparation and completion of the quarter bill by the Gunnery and Torpedo Officers, giving his special attention to the arrangements proposed for repair parties and other auxiliary services.

1241. Magazines and Explosives.—Under the Captain, he is responsible for the safety of all explosives on board. In this he will be guided by the Naval Magazine and Explosives Regulations.

1241a. Supervision of Shipwright and Artisan Ratings when no Shipwright Officer is Borne.—When no shipwright officer is borne the Executive Officer is responsible for the supervision of the work of the shipwright and artisan ratings, as laid down in Article **1507b.**

SECTION III—GUNNERY OFFICER—DUTIES

1242. General Duties.—The Gunnery Officer is to have charge of, and be responsible for, all guns, gun mountings, reservoirs for gun air blast, recuperators of gun mountings and machinery in connection with them (except as laid down in Articles **1300** and **1301**), gun directors, rangefinders, director firing gear, night sights, and, in conjunction with other specialist officers concerned, for the fire control system. The responsibility for reservoirs includes the provision for carrying out the periodical test of air bottles forming the respective reservoirs.

He is responsible for the maintenance and efficiency of the explosion unit (including breech mechanism and firing gear) of cordite operated catapults.

Under the Captain, he is to :—

(*a*) Take care that all the material for which he is responsible is kept efficient and clean, calling the attention of the Torpedo Officer to any defects in the parts for which that officer is responsible.

(*b*) Have charge of the instruction and training in gunnery of officers and men.

(*c*) Direct the work of the Ordnance Artificers and other ratings attached to the gunnery department for the upkeep of gunnery material.

(*d*) Prepare and complete the quarter bill with the Torpedo Officer, under the supervision of the Executive Officer. In doing so he is not to deviate from the instructions contained in Admiralty publications, unless ordered to do so.

(*e*) Be responsible that all cartridges for catapults and blank firing and saluting, prepared on board, are fit for service.

(*f*) Have charge of the magazine log, and be careful that all particulars required by the established form of log are correctly entered in the log book.

(*g*) Be responsible for the care and maintenance in an efficient condition of the diving apparatus. *See* **1234** (*Diving*).

(*h*) Be responsible that the correct nature (full, reduced or light) of cordite charge is used in cordite operated catapults as required by the officer in charge of the operations.

(*i*) Be responsible, where an Air Gunnery Officer is not borne, for the stowage, embarkation, transport and preparation for service of all naval aircraft explosives (other than torpedo explosives) until such time as they are supplied to the Pilot of an aircraft at the aircraft loading position, and the converse of these operations when explosive stores are off-loaded from aircraft. He is also responsible for appliances for lifting bombs into bomb racks of aircraft other than items dealt with as Squadron mobile equipment, or Aircraft appendix "A" equipment.

2. He will take care that :—

(*a*) The sights are always correct for the various guns.

(*b*) The rangefinders are properly fitted and maintained in correct adjustment.

(*c*) The spare stores likely to be required in action are conveniently stowed near the guns, and that their places of stowage and of all other spare parts are known to the officers of the quarters.

(*d*) The magazines, shell rooms and bomb rooms are properly stowed and kept clean and dry ; that the ventilating, flooding and lighting arrangements are effective, and that the instructions contained in the Naval Magazine and Explosives Regulations are strictly adhered to.

(*e*) The means of supply of ammunition generally are kept efficient.

(*f*) The boats are properly fitted to receive their armament, and that the stores for arming them are kept ready for use.

3. **Training of Officers and Men.**—In the instruction and training of officers and men he is to carry out the directions laid down in the Firing and Gunnery Training Manuals and the Naval Magazine and Explosives Regulations, and is strictly to adhere to the systems of drill laid down in the drill books.

He is to assist the officers of quarters in making themselves acquainted with everything connected with their quarters, and he is to attend all divisional drills.

He is to carry out the instruction of Midshipmen as laid down in Articles **344** and **1092**, and in Appendix XII, part 1.

In the gunnery training of men he is to follow the courses of instruction and firing laid down in the Gunnery Training and Firing Manuals.

3a. Cordite operated Catapults.—He is responsible that the drill for the operation of the explosion unit as laid down in the appropriate catapult drill book or pamphlet is strictly adhered to.

4. **Royal Marines' Rifles, Light Automatic and Vickers Machine Guns.**—On receipt of a requisition in writing from the officer or non-commissioned officer in charge of the detachment of Royal Marines, he will give directions to the ordnance staff to strip or examine or repair such of the rifles, Light Automatic and Vickers machine guns as are specified. On completion of this work, he will make a notation to that effect on the requisition, and return it to the Royal Marine Officer or non-commissioned officer of the detachment.

5. **Rifle Ranges.**—Before practice takes place on a rifle range (other than a recognized naval or military range) in which it is proposed to use naval ratings for marking, he, or another officer detailed by the Commanding Officer, is to inspect the range to ensure that the arrangements for the safety of the markers are suitable and adequate, and, in particular, that no metal portions of the target are so situated as to be capable of being struck by a bullet from the firing points.

6. **Repairs.**—If any repairs required in the gunnery department necessitate the use of the main workshop machines, the Gunnery Officer is to requisition the Engineer Officer, who, after consultation, is to direct and carry out the necessary work. Similarly, if any machinery in the charge of the Gunnery Officer fails electrically, the Torpedo Officer is to be requisitioned to repair it.

7. **Inspection of Naval Armament Stores on Receipt.**—On receiving the naval armament stores he is to cause the stores and weapons to be examined carefully, and is to report to the Captain in order that the local armament officer may be informed, through the Commander-in-Chief or Senior Officer, of such as are defective or not fit for service, in order that they may be exchanged ; but if there shall be any indication of neglect, the Captain is to report to the Senior Officer who, if necessary, will represent it to the Admiralty.

8. **Spare Gear.**—All spare gear in the Gunner's and Torpedo Gunner's charge is to be tried in position before the ship leaves port on commissioning. This is to be done, so far as possible, while the ship is under dockyard control, and on commissioning the Gunner and Torpedo Gunner are to make statements to the Captain in writing, showing how far this has been done. Any defective gear is to be returned and reported upon. Spare gear subsequently supplied to replace defective parts is to be tried in place on receipt on board.

9. **Relief of Gunnery Officer.**—When the Gunnery Officer of a ship is about to be relieved, the gunnery material, machinery and appliances, for which the officer to be relieved is responsible is to be inspected, and in conjunction with the Gunnery Officer about to take charge, a report is to be made on their condition to the Captain of the ship. A Gunnery Officer from another ship may be required to attend the inspection should the Captain of the ship consider it desirable in view of any special circumstances prevailing at the time.

The machinery is to be worked and the inspection carried out in a thorough manner.

The Gunnery Officer giving up charge is to prepare a list of all known defects in gunnery material, and any examinations overdue, special remarks being added regarding any important defects and the steps taken to remedy or check them.

One copy of this list is to be attached to the report forwarded to the Captain, and another copy is to be inserted in the register for non-transferable gun mountings (S. 1151 or 1151a).

If, on the next occasion of stripping down or opening out the machinery for periodical examination, serious defects are revealed, which were not reported previously, the Captain should requisition the services of a Gunnery Officer from another ship as a surveying officer, and the latter, in conjunction with the Gunnery Officer of the ship, should report to the Captain on the condition of the defective part.

The report is to be submitted to the Admiralty through the Commander-in-Chief.

10. **Upkeep of Gunnery Machinery.**—The gun mountings, turrets, rangefinders, director firing gear and explosion units of cordite operated catapults, and all the machinery and fittings in connection with them, are to be examined frequently and carefully to ensure that all parts are kept in an efficient condition.

The tests and examinations laid down in the various handbooks, and in the instructions for the maintenance of naval ordnance and gun mountings, are carefully to be complied with.

The register for non-transferable gun mountings (S. 1151 or 1151a) is to be kept up to date, and all tests and examinations set out therein are to be carried out at the specified intervals.

When necessary, the advice of the Engineer Officer, who is the mechanical expert of the ship, is to be sought.

11. In ships where the complement does not include an officer appointed for gunnery duties, these duties are to be carried out by an officer selected by the Captain. The Gunner, where borne, is not to be detailed for these duties when a commissioned officer is available.

In Escort (Aircraft) Carriers where no Gunnery Officer is borne, the Air Gunnery Officer is to carry out these duties.

SECTION IIIA—ENGINEER OFFICER FOR ORDNANCE DUTIES.

1242a. The Engineer Officer borne for Ordnance Duties will serve entirely under the Gunnery Officer of the ship, but opportunity should be provided whenever circumstances permit for him to keep a daily watch in the Engineering Department when the ship is at sea; he is not to be regarded as available for any other duties in the Engineering Department.

2. He is responsible, under the Gunnery Officer, for the mechanical efficiency of the guns, sights and mountings, spare parts, rangefinders and fire control instruments, small arms, machines and tools and equipment generally in connection with the gun armament which is not in the care of other departments. He is responsible that the seamen's rifles and other small arms are stripped, examined and the parts cleaned and reassembled at least once every six months or more often if necessary.

3. He is at all times to communicate directly with and attend to the directions of the Gunnery Officer upon matters relative to his duties and responsibilities.

4. He is to keep an accurate account of all defects as they may develop, and record the steps taken for their repair either by the ship's staff or by the Dockyard when the ship is taken in hand for refit, taking care that the services of the Ordnance Artificers are devoted to the maintenance of the gun armaments in the *highest* possible state of efficiency.

When ordered to prepare list of Defects, he is to be guided by instructions contained in Article **707.**

Defect Lists should be prepared from the information contained in the Record of Defects.

5. He is to keep the Register of Non-Transferable Gun Mountings (S. 1151 or S. 1151A) carefully following the directions given in the book.

6. Under the authority of the Gunnery Officer, he is to obtain from the Officer in charge of stores such stores as may be required for the work of his department affording that Officer any information which may be necessary for accounting purposes.

7. He will act as Liaison Officer between the Gunnery and Engine Room Departments so that the full technical and material resources of the ship can be made available for gunnery repairs if and when required.

8. He will be the Divisional Officer of the Ordnance Division and is to conform to the directions contained in Chapter XXXII, Instructions to Divisional Officers, etc. (*see* **1158a**) where applicable (*see also* **1072**).

SECTION IV—TORPEDO OFFICER—DUTIES

1243. The Torpedo Officer, under the Captain, is to have charge of, and be responsible for, all torpedoes, mines, depth charges and other under-water weapons, and the tubes, discharge gear, and machinery connected with them outside the point where the responsibility of other officers ends. Hs is also to be responsible for the care, maintenance and adjustment of paravanes and similar mechanical devices used in minesweeping. (*See also* **1060**).

He is to have charge of, and be responsible for all aircraft torpedoes and the explosive stores appertaining thereto, when they are embarked in His Majesty's ships, and for their transport to and from torpedo stowages and magazines and for the operation of loading on the aircraft as laid down in the relevant torpedo maintenance regulations.

2. He will co-operate with the Gunnery Officer in preparing and completing the quarter bill (*see* **1242**, clause 1 (*d*)).

3. He will have charge of the instruction and training in torpedo, mining and all other subjects connected with under-water weapons, and also in searchlight control and manipulation. (*See also* **1060**).

4. He will be responsible that the sluice valves of submerged tubes are properly closed on the ship coming out of dock. The keys are to be kept in the important key box. (Art. **1068**).

5. **Compressed Air Service—Reservoirs.**—He is responsible for compressed air reservoirs in submerged flats and torpedo rooms. This responsibility includes the provisions for carrying out the periodical tests on the air bottles forming the respective reservoirs (*see* **1301**).

6. **When Relieved.**—When the Torpedo Officer of a ship is about to be relieved, a survey of the machinery and appliances for which he is responsible is to be held, in a similar manner to that held in the case of a Gunnery Officer under Article **1242**, clause 9.

If, on a Torpedo Officer being relieved, and on the next occasion of stripping down or opening out any of the machinery for which this officer was responsible, serious defects are revealed which were not reported previously, the Captain is to requisition the services of a Torpedo Officer from another ship, as a surveying officer, and the latter, in conjunction with the Torpedo Officer of the ship, should report to the Captain on the condition of the defective part.

This report is to be submitted to the Admiralty through the Commander-in-Chief.

7. Further special instructions for the Torpedo Officer are given in the appropriate Manuals and Maintenance Handbooks.

1244. Electrical Duties.—He is to be considered the electrical expert of the ship. Under the Captain, he is to have charge of, and be responsible for, all electrical machinery in the ship not in the care of the Engineer, Gunnery, Navigating, W/T or A/S Officer. He is to have charge of all lighting and power circuits outside the Engineering Department, his responsibility ending at the motor terminals when the motors are in charge of other officers. He is further to have charge of all communication circuits, and is to repair all electrical defects in instruments.

2. The Torpedo Officer is responsible for the efficiency of the entire gun-firing circuits up to the locks.

3. He is to take care that the instructions contained in the Naval Magazine and Explosives Regulations are strictly adhered to, in so far as they apply to electrical wiring, lighting and appliances.

4. If any machine or instrument in the charge of the Engineer, Gunnery or other officer fails electrically, the Torpedo Officer, upon being requisitioned, is to repair it; and if any of the electrical machinery outside the engine-room develops a mechanical fault, which the electrical staff is unable to repair, the Engineer Officer is to be requisitioned, and is to direct and carry out the necessary work.

5. If any electrically-driven machine under the charge of another officer develops a fault, such as an earth leak, which impairs the electrical efficiency of the ship, the Torpedo Officer is to represent the fact to the officer in charge of the machinery in question. If the machine is in the charge of the Engineer Officer, he will make good the defect; otherwise the Torpedo Officer will do so.

6. In ships fitted with gyro-compasses, the Torpedo Officer is to detail an electrical rating to assist the Navigating Officer in the care and maintenance of the equipment when required.

7. Where mainguards are fitted, he is to take steps to have the exploders or tubes removed from those that are likely to be opened up for inspection or repair, and should give the dockyard staff the necessary confirmation that the tubes or exploders have been removed to a place of safety before work on a mainguard is taken in hand.

8. The Torpedo Officer is responsible for the maintenance of Degaussing Equipment.

SECTION V—OFFICERS OF QUARTERS—DUTIES

(*See also* Article 1151)

1245. The term "officers of quarters" includes officers of all classes who are detailed for duty in action in charge of the several stations specified in the ship's quarter bill, and officers detailed for the supervision of training and preparation for firing (*see* **1055**).

2. **Officers of Quarters** are responsible for the safety and efficiency of the weapons, magazines and shell rooms, machinery appliances and stores of all natures comprising or appertaining to their quarters, and for the drill and instruction of the officers and men there stationed. They are to take all possible care to avoid damage to the firing circuits.

3. An officer of quarters is responsible that any failure or defect, whether in material or in organization of personnel, is reported without delay to his senior or specialist officer immediately concerned.

4. During the period that gunnery armament and equipment are actually undergoing trials the responsibility of the Officer of Quarters is to be vested in the Officer appointed by the Captain of the Gunnery School to carry out such trials.

SECTION VI—GUNNERY TRIALS OF SHIPS

1246. Gunnery Equipment and Firing Trials, and Test of Fittings.—These trials are to be carried out as laid down in the Home Dockyard Regulations (*see* **663 and 1033**).

1247. Paying Off Survey.—When the ship is paying off into dockyard control, a careful survey is to be held on her armament, as directed in the Home Dockyard Regulations.

Chapter XXXIVa

ANTI-SUBMARINE

1247a. Duties of A/S Officers.—The A/S Officer is to have charge of, and be responsible for, all submarine-detecting material, the instruments, machinery and fittings for its operation, for the necessary power circuits from the output side of all electrical distribution boxes which supply such machinery, and for the underwater fittings in connection therewith.

2. *Deleted.*

3. He is further responsible for the training and efficiency of all officers and ratings who may be required to perform duties in connection with submarine detection.

4. When borne for squadron or flotilla duties, he is to supervise the upkeep of all submarine-detecting apparatus, and he is directly responsible to the Senior Officer for the training of the personnel necessary for its efficient operation throughout the squadron or flotilla. For this purpose he is to visit each ship as necessary, under general directions from the Senior Officer of the squadron or flotilla.

5. **A/S Control Officers.**—Whenever the A/S installation is in use, the A/S Control Officer is responsible for the supervision of the operating procedure carried out by the Submarine Detector or Telegraphist Detector on watch, and is to give such advice to the Commanding Officer as will assist the latter in classifying the contact.

6. He is to ensure that the Commanding Officer receives any available information from the A/S installation to assist him to manœuvre his vessel to the best advantage.

7. When engaged in attacking a submarine, he is responsible for indicating the moments at which to fire the depth charges.

1247b. Vessels in which no A/S Officer is borne.—In vessels where no specialist A/S Officer is borne, a rating holding either a higher S.D. non-substantive rate or a higher T.D. qualification is to be responsible for the upkeep of the detecting apparatus to a commissioned officer, who is to be specially detailed for duties connected with the A/S apparatus. This officer is directly responsible to the Captain, but is to apply to the Torpedo and/or Engineer Officer for any assistance required in making good defects, etc.. and he is at all times to call on the Lieutenant A/S of the squadron or flotilla for any necessary assistance in making good defects beyond the capabilities of the ship's staff, or for any advice.

2. The duties referred to in Article **1247a** are to be carried out by this officer in his own ship, in so far as these Regulations are applicable.

1247c. General duties of Submarine Detector personnel.—In addition to their A/S duties, S.D. ratings are to be employed as requisite in connection with the general duties of the ship or establishment in which borne, in so far as this does not interfere with their specialist instruction and duties and, in particular, with the efficient care and maintenance of the apparatus.

1247d. Responsibility for valves when undocking—*see* Article **1323.**

Chapter XXXV

SIGNALLING (INCLUDING WIRELESS TELEGRAPHY)

1248. Control of Signalling.—The control of all signalling (which is to be understood as including any official communication sent in the form of a "message", irrespective of the method of transmission employed), with the exception of messages which go by L/T over the whole of their route, is to be vested in a commissioned Executive officer.

Note.—The responsibility of the Officer of the Watch as regards V/S and W/T signalling is laid down in Article **1152**, clauses 7 and 19.

2. Where no officer is specifically appointed for such duties, a suitable officer is to be selected by the Captain, but an officer qualified in (S) and appointed for general ship duties only is not to be selected. An officer qualified in (S) and appointed for staff duties may be selected, provided he is accommodated in the ship and his duties do not entail frequent or prolonged periods of absence.

3. In ships where two or more officers qualified in (S) duties are borne, otherwise than for general ship duties, the duties herein laid down are to be divided among them according to the wording of their respective appointments, and as may be found desirable or practicable.

4. Administration of Signal Department.—The officer referred to in clause 1 is to be responsible for the following:—

(*a*) Internal signal organization generally and co-ordination of the V/S and W/T branches of the signal department.

(*b*) General supervision of the work and training of Signal and Telegraphist personnel, including all exercises in which they take part so far as their technical duties are concerned.

(*c*) That the Signal and Telegraphist personnel are supplied with the signal publications and other books or documents (including intelligence from orders issued by the Admiralty or local authorities) necessary for the performance of their duties.

Note.—Responsibility for the safe custody of signal books, etc., is provided for in C.B. form U.2D.

(*d*) That all signal publications and other documents supplied to the signal department are duly corrected by the addenda or other orders issued by the Admiralty or local authorities.

(*e*) For the routeing of "out" messages, except those which go by L/T (other than Naval L/T) for the whole of their route, and that all messages (whether "in" or "out") are dealt with in the signal department in proper sequence according to their relative urgency.

The officer controlling signals has no responsibility for messages outside his own department.

(*f*) That close touch is kept with the Cypher Officer, particularly in regard to the drafting of messages, security of code books and routeing of messages in cases where the security of the cypher or code used is affected by the route.

(*g*) For the distribution of messages handled by the signal department to The Flag Officer, Captain, and all other officers or departments in the ship that may be concerned.

(*h*) That the signal log (*see* **1090**) is correctly kept, and that its confidential nature is preserved.

(*i*) That no coded copies of messages are removed from signal distributing office, W/T or coding offices without permission, and that all filed message forms are destroyed by fire after the correct interval of time.

(*j*) That any defects in electrical signalling equipment, direct telephones, or other electrical apparatus (other than that mentioned in clause 5) used by the signal department, are reported to the Torpedo Officer.

(*k*) That all stores issued to the signal department are properly used, and that adequate precautions are taken for their safe custody.

(*l*) For all returns in connection with signalling, or signalling equipment.

(*m*) That the W/T office is kept informed of the movements of ships and aircraft, and of the approach of fog or thunderstorms.

5. **Maintenance of W/T Installations.**—Where the officer referred to in clause 1 is qualified in (S) duties, he is to have charge of and be directly responsible for the efficiency and upkeep of the W/T apparatus of the ship from the D.C. terminals (input side) of all generators, motor-alternators, and rotary converters onwards, and for all internal buzzer lines used by the signal department.

6. Should a Commissioned (or Warrant) Telegraphist be borne in ships where the officer referred to in clause 1 is not qualified in (S) duties, the former is to carry out the duties laid down in clause 5.

7. Where the officer referred to in clause 1 is not qualified in (S) duties, and no Commissioned (or Warrant) Telegraphist is borne, the senior telegraphist rating on board is to be responsible to this officer for the performance of the duties laid down in clause 5.

8. The officer in charge of the W/T apparatus of the ship should always have the power to apply direct to the Torpedo Officer for any assistance required in making good defects.

1249. General Duties of Signal Personnel.—In addition to their signalling duties, the signal personnel is to be employed as requisite in connection with the general duties of the ship or establishment in which borne, being given opportunities for taking charge of and handling men by being placed in charge of working parties, pickets, church parties, etc., so far as these duties do not interfere with their normal functions or instruction. A proportion of the signal personnel may be employed with the parts of the ship during the afternoon, should the condition of the service on which the ship is employed make this advisable.

It is generally undesirable that telegraphist ratings should be employed on duties other than W/T, and care should be taken that any general duties they may be required to perform interfere as little as possible with their W/T work or instruction.

2. Although Signal ratings are required at all times when on watch to keep a good lookout, they are not to be employed specificially as torpedo or aircraft lookouts.

3. Communication ratings are not normally to be employed as Signal Distributing Office messengers. They may, however, be so employed in exceptional circumstances when their normal duties are materially reduced. Such occasions may arise when a ship is refitting, detached from the Fleet, etc.

4. Details of instruction and examination of Signal and Telegraphist ratings are shown in "Signal Training Instructions."

1250. Signalling with Merchant Ships.—In order to encourage visual signalling in the Merchant Navy, it is desirable that His Majesty's ships should lose no suitable opportunity of carrying out signalling exercises with British merchant ships by day and by night, at sea or in harbour. Detailed instructions are to be found in Admiralty Fleet Orders.

1251. Naval Shore Wireless Stations in the United Kingdom, with the exception of Horsea, are under the control of the Admiralty and the Admiral Commanding Reserves. Any instructions or alterations to existing orders, etc., which Officers in Charge of areas consider necessary must be referred to the Admiralty.

1251a. Instruments.—Every Signal Boatswain and above is to provide himself with a suitable telescope, the condition of which is to be reported on at inspections and at other appointed times. (*See also* **1532**, *Outfit and Equipment Allowances.*) This Regulation applies only to officers promoted to Acting Signal Boatswain on or after the 1st January, 1926.

Chapter XXXVI

PHYSICAL AND RECREATIONAL TRAINING

1252. The Object of Physical and Recreational Training is to develop and maintain the personnel of the fleet in mental and physical efficiency.

2. Physical Training is carried out by all ranks and ratings under 21 years of age, and is intended to build up a healthy and vigorous constitution in young men and boys.

3. Physical Exercise, for ranks and ratings over 21 years of age, consists of such daily exercise as is necessary for the maintenance of the bodily and mental vigour of the personnel of the Fleet.

4. Physical Training and Physical Exercise are to be conducted in accordance with the instructions set forth in the Handbooks of Physical and Recreational Training, and in all ships and establishments are to be carried out under the supervision of an Executive officer or of an officer of the Royal Marines, if possible one who has passed through a physical and recreational training course, who is to be selected by the Captain.

5. Physical Efficiency Generally.—Commanding officers are to hold the divisional officers and petty officers responsible for the physical efficiency and smartness of the men of their divisions. All officers are to make themselves familiar with the system of physical and recreational training laid down in the handbooks.

6. Short Courses for Officers.—Officers who have undergone a short course (*see* **336a**, clause 2) are to be employed, when possible, in connection with recreational training in private ships. In certain flagships, and in other special appointments, such officers are specifically appointed for physical and recreational training duties and are eligible for the allowance laid down in Appendix I.

7. In addition to the officers specified in Article **336a**, clause 2, officers of other categories may be permitted to undergo the short course if sufficiently young and otherwise suitable.

1253. Duties.—The officer appointed for physical and recreational training duties on the staff of a Flag Officer is appointed to advise him on the physical and recreational training of the command, and, under his directions, to supervise the maintenance of efficiency of the Physical and Recreational Training Instructors in the exercises contained in the handbooks, and in the proper methods of instruction.

2. Physical and Recreational Training Officers are to conduct the physical and recreational training in the ships and establishments to which they are appointed in accordance with the Handbook of Physical and Recreational Training, Volumes I and II, and are to give assistance in connection with the games and sports of the officers and men concerned. *See also* **403**, clause 8 (*Swimming Instruction*).

3. Medical officers appointed for physical and recreational training specialist duties will carry out such advisory and other duties as may be required by the officers to whose commands they are attached.

4. Physical and Recreational Training Officers are to render to the Commander-in-Chief, for transmission to the Superintendent of the Physical and Recreational Training School, half-yearly reports in manuscript stating the ships visited during the half year, reporting upon the regular training of boys and the daily exercise of seamen and other ratings, and giving such other information as may be directed.

5. Reports on Naval Physical and Recreational Training Instructors.—Commanding Officers are to render half-yearly reports on form S. 188 in accordance with Appendix XXII, Part 1.

Chapter XXXVIa

PHOTOGRAPHY

1253a. Except in respect of air photography, the Photographic Staffs of the various fleets are to work under the direction of the Commanding Officers of the Photographic Sloops, or, on stations where no ship is specially fitted for photography, as may be arranged by the Senior Officers consistently with these Regulations.

2. Air photographic work is to be under the direction of the Commanding Officer of the ship in which the aircraft are carried.

3. The primary duty of the Fleet Photographic Staff is to carry out the photographic record of target practices; so far as possible, however, the photographic duties of the officers and ratings concerned are to be combined with ordinary ship duties.

4. *Deleted.*

5. The following work may also be carried out at Government expense, but prior approval is to be obtained as indicated:—

(*a*) Photographs of damage resulting from accidents, with approval of Commanding Officer.

(*b*) Photographs of machinery, fittings, new designs, etc., to accompany official reports, with approval of Commanding Officer.

(*c*) Photographic or cinematographic record of naval activities or events of unusual historical interest. Such items may be filmed with the approval of the Senior Naval Officer present (the length of film used to be at his discretion), provided that the naval personnel taking part therein are engaged in the ordinary course of their duties and not as participants in scenes arranged specifically for the production of pictures.

6. } *Deleted.*
7. }

8. The following procedure is to be carried out in aircraft carriers and other ships carrying aircraft in dealing with photographs taken by the Fleet Air Arm:—

(*a*) *Secret Photographs.*—Two prints from each negative of a secret nature are to be sent to the Under Secretary of State, Air Ministry (Directorate of Operations and Intelligence). Negatives are to be retained by the photographic sections concerned, or stored as the Commander-in-Chief may direct.

(*b*) *Non-Secret Operational Photographs.*—Two prints from each negative of a "non-secret" operational photograph are to be sent to the Under Secretary of State, Air Ministry, and one to the School of Photography, Farnborough. The former are to be sent as soon as possible after the photographs are taken. The latter are to be sent quarterly so as to arrive on or about the 15th of January, April, July and October, respectively. Negatives included in this category, with the exception of any of special interest which it may be desired to retain for instructional purposes, are to be destroyed under the authority of the Commanding Officer six months after they are taken.

(*c*) *All other Photographs.*—It is to be left to the discretion of Commanding Officers of aircraft carriers, and all other ships carrying aircraft, whether such photographs are of sufficient interest to warrant copies being forwarded as in (*b*) above, but, in order to meet training requirements, they are to ensure that specimens of the work of each flight concerned are forwarded to the School of

Photography, Farnborough, so as to arrive on or about the 15th January, April, July and October, respectively. Negatives included in this category are to be destroyed as under (*b*) above.

(*d*) All prints are to be stamped on the back with a special rubber stamp, as below, and the number or initials of the unit inserted in the space provided after the letter "U", the date being added when they are despatched from the unit.

ROYAL AIR FORCE OFFICIAL
CROWN COPYRIGHT RESERVED
U..... Date.....

9. In order to safeguard the principle of Crown copyright in official photographs, all photographs and cinematograph films produced by official photographers for official purposes, and intended for publication, are to be submitted first to the Admiralty. The publication of such photographs privately is forbidden.

OFFICIAL PHOTOGRAPHS

1253b. Official Photographs—Custody, Preservation of Secrecy, and Prevention of misuse. Except where otherwise stated, the following arrangements are to apply to all photographs taken for official purposes, whether by photographic personnel or not, including photographs taken by the Fleet Air Arm:—

(i) *Negatives.*

(*a*) If when a photograph is taken, it is known or suspected that it will show anything secret or confidential, the negative is in no circumstances to be sent to a civilian firm for development, but arrangements are to be made for the work to be done by service personnel.

(*b*) Except as directed in Article **1253a**, clause 8, for negatives made by the Fleet Air Arm, negatives of purely temporary interest should as a general rule be destroyed after printing. Other negatives may be retained at the discretion of the Commanding Officer, but they are to be examined every six months, with a view to destruction if no longer required.

(*c*) Negatives are always to be kept under lock and key and precautions should be taken to prevent improper access to them.

(ii) *Prints.*

(*a*) Strict instructions are to be given that no prints are to be taken from official negatives in excess of the number required for official purposes, except that, if they are not secret or confidential, extra copies may be made as required for sale to officers or men under the conditions laid down in Admiralty Fleet Orders.

(*b*) All prints, whether made for official purposes or for sale to officers or men are to be marked on the face with a stamp as under:—

OFFICIAL PHOTOGRAPH

NOT TO BE PUBLISHED OR COMMUNICATED TO THE PRESS
WITHOUT ADMIRALTY AUTHORITY

(*c*) No prints should be issued without the permission of the Commanding Officer or of an officer detailed to act for this purpose. A record is to be kept of the disposal of all prints made for official purposes.

(iii) *Lantern Slides.*

(*a*) Lantern slides are to be under the charge of a responsible officer.

(*b*) Confidential lantern slides (see Secrecy Regulations) are to be bound in red and distinctly marked "Admiralty—Confidential." They will not be supplied to individuals, and are to be demanded by the Commanding Officer of the ship or establishment. Receipts are to be obtained for all confidential lantern slides supplied (*see* Article **879** (*b*)), and reports on the safe custody or disposal of all such slides are to be rendered to the issuing authorities on the 1st January of each year.

(*c*) The issuing authority is responsible for the classification of lantern slides, and if in doubt he is to consult the demanding authority. If the holder of any lantern slide considers that its existing classification should be changed, he is to represent the matter to the issuing authority through the usual service channels.

1253c. Returns.—Half-yearly returns in respect of fleet photography are to be forwarded on form S.190 from each ship bearing photographic personnel, to the Admiralty, a copy being sent to the Captain, H.M.S. "Excellent," who is to forward to the Admiralty any necessary comments thereon.

2. Reports on naval photographer ratings, indicating their ability as service photographers as regards—

(i) photography and triangulation of fall of shot,
(ii) still photography (e.g. of groups, machinery, etc.),
(iii) cinematography,

are to be forwarded annually on 1st December, by each ship or establishment bearing naval photographer ratings, to the Captain, H.M.S. "Excellent," through the Commodores of the Depôts concerned.

GENERAL

1253d. Private Photography by Service Personnel.—The possession of cameras in His Majesty's ships and naval establishments or their use in service aircraft is to be allowed only with the permission of the Captain or Superintendent.

2. The first copy of every photograph taken privately on board ship or within or from a fleet establishment or from service aircraft is to be submitted for inspection to a commissioned officer specially appointed by and responsible to the Captain for this duty. This officer will decide whether a photograph may be given away, sold or otherwise published, and will stamp the prints accordingly.

Any captions which it is proposed shall accompany a photograph are also to be submitted for censorship.

3. If the subject of a private photograph is considered to be of a confidential nature, the photographer is to be directed to destroy the negative and all copies, and the officer referred to above is to satisfy himself that this has been done.

4. No photograph is to be taken in any of His Majesty's dockyards without the permission of the Superintendent.

1253e. Members of the General Public.—The regulations concerning photography by members of the general public will be found in the Secrecy Regulations. (*See* **1149b.**)

Chapter XXXVII

ENGINE-ROOM DEPARTMENT

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Section I—General Instructions

1254. Captain and Engineer Officer.—On first appointment, the Captain and the Engineer Officer will each make himself acquainted with the principles and construction of the boilers and machinery, with their age and the nature and date of any extensive repairs they may have undergone, and generally, each is to use his best endeavours to become thoroughly acquainted with their history, and with the capabilities of the ship in reference to her machinery equipment.

1255. Steam Trials.—The Captain and all officers of the ship concerned are to be on board at all trials while they are proceeding, and the Captain and the Engineer Officer are to sign the reports.

Particulars as to the responsibility of dockyard officers during trials are given in the Home Dockyard Regulations.

1256. Repair Trials.—(*a*) When a vessel has been repaired by a dockyard and the Engineer Officer of the vessel has been in charge of the machinery during the progress of the repairs, he is to have charge of the machinery and boilers during the subsequent trials.

(*b*) Where the Engineer Officer of the vessel has not been in charge of the machinery during the refit, the Engineer Manager or Chief Engineer of the dockyard is to have charge of the machinery and boilers during the trials.

(*c*) When a vessel has been repaired by contract, special instructions will be issued.

2. The trial is to be attended, when the Service permits, by the Engineer Officer on the staff of the administrative authority for the ship.

1257. Engine-room Ratings' Watches.—When the ship is under steam, engine-room ratings are not to be worked in two watches, except in urgent circumstances, and when they are necessarily so employed, it is only in real emergency that watch and watch is to be continued for more than 24 hours.

2. Whenever the employment in two watches exceeds 12 hours, a report of the circumstances is to be forwarded to the Admiralty.

1258. Classification of Powers.—The following classification of the powers to be used on various occasions is to be adopted:—

(*a*) "At full speed"	The authorized full power.
(*b*) "With all despatch"	The authorized maximum continuous seagoing power (*see* clauses 3 and 6).
(*c*) "With despatch"	⅘ths the authorized full power.
(*d*) "With all convenient despatch"	At Senior Naval Officer's discretion up to a maximum of ⅘ths full power.

(*e*) "With moderate despatch"	1/5th the authorized full power, unless the corresponding speed is less than the economical speed, when the latter is to be adopted.
(*f*) "At economical speed"	The most economical speed as determined by trial and in accordance with the varying conditions of wind and weather (*see Engineering Manual*).

2. *Authorized Full Power.*—The authorized full power is to be used only in a grave emergency, or as directed in the regulations relating to trials (Engineering Manual, Chapter XI, Sections III to V), and except in a grave emergency, is not to be maintained for periods exceeding eight hours.

In submarines the authorized full power should be understood to mean the power obtainable with the authorized full mean effective engine pressure in use.

3. *Maximum continuous power.*—The authorized maximum continuous seagoing power is 90 per cent of the authorized full power for oil-fired ships, 70 per cent for ships burning coal and oil, and 60 per cent for ships burning coal only.

In submarines the authorized maximum continuous seagoing power should be understood to mean the power obtainable with 90 per cent of the authorized full mean effective engine pressure in use.

4. **Steaming at Economical Speeds.**—Except when exercising, or when for other reasons a high rate of speed is obligatory, the most economical speed of each squadron or ship is to be employed when making passages from port to port, or between harbour and firing area, etc., and on all occasions of using any other speed but the most economical, the reasons are to be reported in the ship's log (S. 321b).

5. **Assistance from Deck.**—In ships burning coal as the major fuel, or coal only, assistance should be given from the deck, whenever the coal is worked back, to bring it into more accessible positions, if this work cannot otherwise be properly done; also where the power developed exceeds that on which the stokehold staff is based, the assistance should be in proportion to the increase in power.

6. **Engine-room Complements.**—The engine-room complements have been determined to enable vessels to steam as follows, after allowing for sufficient hands to meet other essential services whilst under way, and with due regard to the condition that the machinery is always to be maintained in a state of maximum efficiency and readiness for action:—

Battleships, battle cruisers, aircraft carriers, cruisers, submarines, oil-fired sloops and similar vessels.	Maximum continuous seagoing power in three watches.
Flotilla leaders, destroyers, coal-fired sloops and similar vessels.	Continuous steaming at 3/5ths power in three watches.

Repair and depôt ships, aircraft carriers, submarines, gun-boats, tugs, trawlers and other special service vessels have engine-room complements fixed by the requirements of the services on which they are engaged.

1259. Most Economical Speed.—The Captain is to take the earliest opportunity, when engaged on ordinary service in calm weather, of ascertaining the most economical rate of speed for the ship, that is to say, the speed at which the greatest distance can be run per ton of fuel. The conditions in which these trials shall be carried out are laid down in the Engineering Manual.

1260. Stowage Capacity and Expenditure of Fuel and Water.—A return on form S. 231 is to be rendered 6 months and 12 months after first commissioning, and at such other times as the Squadron Engineer Officer may consider to be necessary, showing the stowage capacity and expenditure of fuel and water. The return is to be rendered to the Admiralty through the Senior Officer of the squadron or flotilla to which the ship belongs.

2. The actual performance observed on service is to be compared with the Endurance Data contained in C.B. 01815B. Where the comparison shows a variance as to suggest amendment of the data, a further report on S. 231 is to be forwarded.

1261. Trials of Machinery.—In order to ensure that the machinery is kept in efficient order, and to give opportunities of training the engine-room complement in working the engines at high speed, trials are to be made as laid down in the Engineering Manual.

2. The results of the trials are to be rendered on form S. 346 or S. 346a in quadruplicate, in accordance with the Engineering Manual Art. 454. A copy of each report is also to be entered in the Engine Room Register.

3. **When passages are not made** during the prescribed period giving opportunities for carrying out the trial, the ship will, if the exigencies of the Service permit, proceed to sea especially for this purpose.

4. The Commander-in-Chief will order a full-power trial of the machinery in any case in which he may consider it desirable that such a trial should be made, but this trial is not to exceed those laid down in the Engineering Manual.

5. **Surveying Vessels.**—Passage trials are not be made by vessels employed on surveying service.

1262. When Trials may be given up.—If the Engineer Officer represents to the Captain that the machinery and boilers are in such a condition as to render it desirable not to press them at the time by a full-power trial, having regard to the general efficiency of the ship, such trial may be given up, at the discretion of the Captain, with the approval of the Senior Officer present, but in every such case a special report is to be made to the Commander-in-Chief for the information of the Admiralty, whether it was on account of the condition of the machinery or boilers, or from temporary causes which will be remedied.

1263. Reduction of Speed in High Temperatures.—When under steam in places where the temperature in the open air is excessive and the draught poor, the Captain, if the service permits, is to use his discretion in reducing the speed, and the number of boilers in use, with a view to lessening the injurious effects of heat upon the engine-room staff and the crew generally. If any unusual number of the crew be overcome by the heat, a special report of the circumstance is to be forwarded to the Admiralty, giving the temperatures on deck and in the engine-rooms and stokeholds, stating the speed of the ship, and the number of boilers in use.

1264. Defects which necessitate putting into Port.—When the Engineer Officer considers it absolutely necessary that the ship should put into port on account of defects in the machinery or boilers, he is to make a written report to that effect to his Captain, stating the reasons which render such a step necessary instead of making the requisite repairs at sea.

If there is a Senior Officer at the port visited, this report is to be forwarded to him with the defect list, and, after making upon it any remarks he may have to offer, he will transmit it to the Commander-in-Chief or Senior Officer of the station or squadron, by whom, in special cases, it will be forwarded to the Secretary of the Admiralty; if no Senior Officer is present, the Captain will forward it direct. *See* **707** (*Preparation of Defect Lists*) *and* **711** (*Defects in Ships refitted in another port.*)

2. A careful inquiry is to be held on any defect which is considered to be due either to faulty design of the machinery or to want of care, and in the case of the former, a recommendation should be made as to how it is proposed to modify the design.

1265. Survey on Relief of Engineer Officer.—When the Engineer Officer in charge of the machinery is relieved, the Captain is to apply to the Senior Officer present for a competent Engineer officer to examine the machinery and boilers, and join in the report on form S. 354 as directed in the Engineering Manual. Whenever practicable, this examination is to be carried out by the Engineer Officer on the staff of the administrative authority in conjunction with the new Engineer Officer.

2. If the examination is not completed within four months after the new Engineer Officer has taken charge of the machinery, an interim report is to be forwarded to the Engineer Officer on the staff of the administrative authority in original only.

In this report the parts which have been examined, with their state and condition, should be indicated clearly, together with a statement as to the probable date of the completion of the survey.

1266. Economy of Fuel.—Officers in command of fleets, squadrons, or single ships, are at all times to be careful to economize the consumption of fuel, so far as may be consistent with the service on which they are engaged; and, as a rule, all appliances for economizing fuel which are fitted to each particular ship are to be made use of. (*See Engineering Manual.*)

1a. **Fuel consumption for auxiliary purposes. Measures to be taken to effect economy.**—It is to be appreciated that the amount of fuel expended for auxiliary purposes forms a large proportion of the total fuel expenditure for the fleet. The maintenance of this expenditure at a minimum to meet essential requirements is accordingly a matter of major importance.

The following directions are to be observed:—

(*a*) Boilers and auxiliary plants are to be worked at their maximum efficiency so far as circumstances will allow, and any avoidable heat losses are to be eliminated. Full use is to be made of the fittings provided for feed water heating.

(*b*) Strict attention is to be paid at all times to avoidable losses in the form of unnecessary lights, radiators, ventilating fans, etc.; isolated compartments, store rooms, etc., should receive special attention in this respect and in particular after working hours. The number of electric generators in use is to be reduced to the essential minimum and, during peak load hours, the services in use should be scrutinized closely with a view to cutting out the less important services as an alernative to putting additional machines in service.

(*c*) The production by the process of distilling of the daily water requirements for ship's use and for make-up feed entails the expenditure of an appreciable portion of the fuel consumed for auxiliary purposes.

The greatest care is accordingly to be taken to avoid waste of steam or water, or any expenditure that could be regarded as unnecessary in the particular circumstances. The consumption of distilled water should in all cases be limited to the minimum compatible with the health and reasonable comfort of the officers and men.

Where a supply of suitable shore water is available at economical rates, distilled water should not be used for washing and other domestic purposes.

(*d*) When additional steam power may be required for occasional extra services in harbour, due notice should be given of the requirement and of its cessation, to avoid forcing the boilers or keeping an uneconomical number alight. Steam should be shut off all steam and exhaust pipes not in use and engines not required. The number of auxiliary engines in use at any time should be reduced so far as practicable.

(*e*) The use of capstan engines, aircraft lifts, cranes, etc., should be limited so far as possible to their designed purposes, and their use for general services is only to be resorted to in special circumstances.

(*f*) Arrangements should be made, whenever circumstances allow, for the exclusive use of oil-driven dynamos for lighting and power, and the steam pressure should then be reduced to meet the requirements for low-pressure services. It is expected that in general this condition of running will be observed in vessels so fitted during week-ends, when steam is not required on engines for drill purposes.

2. **Consumption of Fuel.**—Information as to the economical consumption of fuel is to be entered on the first page of the log in the form there provided for the purpose.

1267. Steamboats and Motor Boats.—When two or more ships are together, the Senior Officer will arrange that no more steam or motor boats are employed than are required for the service of the port, or of the ships present.

2. Steamboats or motor boats are not to be permanently transferred from one ship to another without Admiralty approval. All transfers of boats, whether permanent or temporary, are to be reported to the Admiralty.

1268. Engineering Manual.—In addition to the instructions contained herein, all officers are to be guided, in the use and management of the machinery and boilers, by the further regulations and instructions given in the Engineering Manual, which are furnished for their information and guidance, so far as they may concern the machinery and boilers fitted to their ships.

2. In armed merchant cruisers and other hired ships in commission or ordered by the Admiralty to be commissioned, to which Engineering Manuals may be issued, for guidance and in which the machinery is run by the mercantile crew, the instructions in the Engineering Manual are to be observed so far as they are applicable to the machinery and boilers fitted to the ship, and not opposed to the regulations and instructions issued to the mercantile crew, or under which such crew is serving.

Section II—Fuelling

General (Oil Fuel and Coal)

1269. Filling Bunkers.—Where no special instructions to the contrary have been inserted on the statement of stability in the Captain's ship's book, the bunkers may be filled at the option of the Captain.

2. Prior to the receipt of the statement of stability, instructions should be asked in any case of doubt on this point.

1270. On receipt of Oil Fuel or Coal on board ship, either from any of His Majesty's fuelling depôts or from a contractor, the Engineer Officer is to satisfy himself at the time that the quantity is substantially correct, and, so far as possible, in case of receipt from a contractor, that the quality is in accordance with the conditions of the contract. (*See* **1275**.)

1a. In order that correct payment of lighterage and handling charges may be made when supplies have been received from a contractor, the ship's receipt note should show whether such services have been performed, and whether the fuel has been received from shore stock or direct from a collier or tanker, and whether delivered free alongside, free on board, or (for coal) free on board and trimmed in the bunkers. Whenever it is considered that fuelling has been performed unsatisfactorily, a notation to this effect should also be made.

2. **Particulars of Fuel supplied.**—The Commanding Officer will be furnished by naval establishments, whenever practicable, or by the contractors, with information as to the description of coal and oil fuel supplied. The source from which the coal was obtained, and the date of being placed in the depôt or collier will also be notified. When mixed oil fuel is issued, the approximate proportions of the constituents of the mixture will be shown on the supply note, also the flash point and recommended burning temperature.

1271. Gear for Fuelling.—Prior to commencing fuelling operations, the officer or other person in charge of the oiling or coaling gear is to count over to an officer of His Majesty's ship to be fuelled all the articles to be used in the fuelling, and a voucher is to be presented for signature showing the number of each description being used. After the fuelling is completed, the gear should again be counted in

the presence of an officer of the ship to ascertain the extent, if any, of the losses, and a final agreement should be arrived at in writing on the spot.

A similar check should be carried out between the officer in charge on deck and the officer responsible for the custody of the articles when using the ship's own fuelling gear.

2. **Report of Losses.**—Losses of fuel, fuelling gear, etc., are to be reported to the Admiralty direct by the Captain on form S. 229 after each fuelling operation. Particulars as to time, place, and manner of fuelling, quantity of oil fuel or coal deficient, and description and number of articles lost should be furnished, with such remarks as the Captain of the ship may consider necessary as to the responsibility for such loss. This report need only be forwarded when losses have actually occurred.

3. **Requisition for Gear.**—If the ship is to be fuelled from an oiler or collier supplied with an outfit, the officer in charge of the fuelling is to requisition from the Master of the oiler or collier such gear as may be required, and at the close of the fuelling he is to furnish the Master with a list of articles missing, if any, for transmission with his accounts. A report of the losses is then to be made to the Commander-in-Chief as directed above.

4. **Inspection of Gear after Fuelling.**—After each fuelling all the gear used is specially to be examined, particular attention being paid to coaling strops and the beckets of all coal sacks and bags, and any necessary repairs executed before the articles are used again. An entry to the effect that the inspection has been carried out is to be made in the ship's log after each fuelling operation. In addition, where fuelling takes place only at infrequent intervals, an inspection of all gear is to be made every six months, and any articles which may be found defective are to be repaired or renewed as necessary.

1272. Inferior Quality of Fuel.—If oil fuel or coal supplied should appear to be of inferior quality, or be found to possess peculiar qualities as to waste, smoke, or difficulty in generating steam, full particulars of these defects are carefully to be noted in the engine-room register, and a report by letter sent immediately to the Admiralty, accompanied by all the particulars as to the name, source, and age of the fuel; and, if received direct from contractors, the obligations specified in the conditions of contract should be ascertained and enforced.

1273. Demurrage on Oilers and Colliers.—The number of hours allowed for the unloading of a hired collier or oiler is shown in the charter party, a copy of which will be in the hands of the consignee. When notice of the expiration of the period allowed for free discharge is received from the Master, the following action should be taken:—

(*a*) If concurred in, the communication should be acknowledged by the Senior Officer *without prejudice*.*

(*b*) If not concurred in, the Senior Officer should so inform the Master, and state briefly the reasons for protesting against the claim. A request should, at the same time, be made that the receipt of the communication may be acknowledged promptly.

If the Master in his acknowledgment still adheres to his application, he should then be informed that the question of demurrage will be settled in England between the Admiralty and the shipowners.

All local correspondence in regard to demurrage is to be restricted to the discussion of the circumstances and views of the parties concerned, but no attempt is to be made locally to determine the amount of demurrage payable. A full report on the subject, accompanied by a copy of the local correspondence, should be forwarded to the Admiralty at the earliest possible date, and the times of arrival, commencement and completion of discharge, and any other data likely to affect the claim for demurrage, should be endorsed on all bills of lading.

*These words imply that the action proposed to be taken does not involve any acceptance of liability.

1274. Cargo Accounts of Oilers and Colliers.—A statement (S.131) showing the distribution of each cargo received when away from a naval port is to be forwarded to the Director of Stores, Admiralty, on the same day as the bill of lading is receipted, and is to be accompanied by the receipts of the various officers who have been supplied. For fleet auxiliaries or time-charter oilers or colliers, the account (S. 131) is prepared by the Master and rendered by him to the Senior Officer for transmission. The account for vessels on single-voyage charters is to be prepared and forwarded by the Senior Officer. The bill of lading quantity for which the receipt is given to the oiler or collier may be expected to differ to some extent from the total of the quantities for which receipts are taken by the Senior Officer from the ships supplied, as the calculation of quantities received by individual ships can only be approximately correct, but a *pro rata* adjustment is to be made in order to effect an agreement with the total bill of lading quantity.

The form S. 131 referred to contains full instructions as to how it is to be prepared.

2. **Differences.**—Where the quantity of oil fuel or coal received on board is less than that taken on charge, the difference is not to be included in the quantity entered in the expense book as used, but is to be written off charge therein as a separate entry under the heading "Extraordinary expenditure."

Similar differences in connection with aviation fuel for the Fleet Air Arm, when supplied to His Majesty's ships other than aircraft carriers, are to be dealt with in the same manner.

3. **Adjustment.**—When oilers or colliers, after discharging part of their cargo to a fleet, proceed to a naval port to discharge the balance, the account, with supporting vouchers, is to be forwarded to the Naval Store Officer, who will calculate the *pro rata* adjustment of differences after discharge has been completed, and will communicate particulars to the Senior Officer concerned.

1275. Fuelling Contracts.—Abstracts of fuelling contracts at certain ports are distributed annually to His Majesty's ships by the Director of Navy Contracts. As the prices vary from year to year, the Commanding Officer should request the contractor to produce a copy of the contract in force at the time of the supply.

2. At ports abroad, where the Admiralty have contracts for the supply of coal to His Majesty's ships, the coal should be inspected, as a rule, once in each quarter to see that the stock required by the terms of the contract is kept on hand, and a report transmitted to the Senior Officer. A reserve stock of oil fuel is also required to be maintained exceptionally in connection with certain contracts at ports abroad where ordinarily small supplies only may be available, and the same procedure should apply. The report need not be forwarded to the Admiralty unless the stock is less than the stipulated quantity.

3. **Local Purchases.**—The capabilities of firms at various ports abroad will be found in the book of "Sources of Supply (Foreign Ports) of Coal, Oil, and Fresh Provisions" which is issued to His Majesty's ships. Failing this, the Senior Officer, in his absence, a local Government official, is to be consulted as to the best firms from whom to obtain tenders.

1276. Fuelling and Watering Plant at Depôts.—His Majesty's naval yards and fuelling depôts at home and abroad are each to prepare, in duplicate, a quinquennial return, on form D. 610, of all craft, plant, and facilities, for fuelling purposes, and of storage accommodation for oil fuel, coal, mineral vaporizing oil, petroleum spirit, and lubricating oils, and, in other years, an annual amending return, on form D. 610A, one copy for retention by the Commander-in-Chief, and the other for the Admiralty. The next return on form D. 610 is to be made in 1941.

2. A similar return concerning watering plant is to be rendered annually on form D. 613.

3. These returns are to reach the Admiralty not later than 1st October.

Coal

1277. Checking Quantities.—The weighing or other check of quantity, whether it take place on shore or at the ship's side, is to be attended at the same time by an officer or other person from the ship and an agent of the Naval Store Officer or contractor, so as to ensure that an agreement as to the quantity supplied shall in all cases be arrived at on the spot at the time or receipt. Any settlement of differences, whether with the Naval Store Officer or contractor, is to be stated in detail upon the receipt.

2. If sent alongside in lighters, the contents of which have not already been ascertained and agreed to by the ship's officers, the agent of the Naval Stores Officer or contractor is to be called upon to produce a boat note, or other memorandum, of the contents of each lighter, so that if there should be any deficiency of quantity, the particular lighter or lighters in which it occurs will be known at once, and investigation facilitated accordingly.

3. Where dockyard lighters marked with load lines are used, the quantities in the lighters, verified from the dockyard book kept for the purpose, are to be sent off with the boat note, and the attendance of the agent of the coal depot for the purpose of checking weights may be dispensed with. Where contractors' lighters are used, the contents of the lighters should be ascertained by measurement.

4. When supply is made in lighters, and it is not convenient to receive the coal on board immediately, precautionary measures—*e.g.*, sealing the hatches of the lighters, mooring the lighters near the ship, or setting a watch on them—are to be taken to prevent the contents from being tampered with.

5. If delivered in bags or baskets, etc., the bags, baskets, etc., are to be counted, and 10 per cent of the total number weighed, care being taken that those weighed are selected indiscriminately and not in any special rotation or numerical order. In proving quantities by this method, it is to be borne in mind that the result can only be approximately correct, even if the greatest care be taken, as the turn of the scale may make a considerable difference.

6. When coal is received direct from a collier away from a naval port, the Senior Officer is to give a receipt to the Master for the bill of lading quantity when the cargo is entirely discharged, provided he is satisfied that there is no reason to suspect that any of the cargo has been abstracted on the voyage. The weighing of bags or baskets, as explained in clause 5, should still be continued for the purpose of apportioning the bill of lading quantity to the vessels taking the coal.

1278. Inspection of Shipments.—Whenever it is possible to do so, the Admiralty inspectors at the ports of shipment will inspect each shipment, and certify on the bills of lading as to quality. Coals certified by the inspectors to have been shipped in good condition and in accordance with the terms of the contract are not liable to rejection, but if the bills of lading be not so endorsed, or if the inspector states thereon that he has not been able to inspect the shipment, or that he is not satisfied with it and that it requires examination before receipt, it is to be inspected on delivery.

1279. Test of Collier's Gear.—Where coaling takes place direct from colliers, arrangements are to be made for the hoisting and coaling gear belonging to the collier to be inspected and tested by an officer of His Majesty's ship before coaling, with a view to ensuring that no unserviceable gear (*e.g.*, derricks, whips, slings, beckets of coal sacks) is used during the coaling. The test to be applied is to be a deal load of twice the weight of the ordinary hoist.

2. In order to avoid risk of injury to men when coal sacks fitted with mild steel beckets are being used, these sacks are not to be passed back by hand into the holds of vessels lying alongside, nor returned by hand from colliers, etc., for restowage in His Majesty's ships.

3. Hemp slings are to be used when hoisting sacks or bags fitted with hemp beckets.

1280. Trimming Coal.—The work of trimming coal in the bunkers of His Majesty's ships should ordinarily be performed by the crew. Captains have discretionary power to employ coolies for taking coal on board in the tropics when the heat is great and the circumstances particularly trying, but labour should not be hired for this work unless special and exceptional circumstances make it necessary.

Oil Fuel

1281. Supplies from Shore Tanks.—Before taking delivery from shore establishments, the tanks from which supply is to be made should carefully be measured by an Engineer officer in conjunction with the depot staff. He should satisfy himself that the pipe line is full before checking the quantity in the shore tanks before and after supply, and an agreement should be reached with the shore staff as to the actual quantity issued.

2. Leaders and destroyers are not to be supplied with oil fuel from the bottom of shore tanks (say, the last 250 tons) if this can be avoided.

1282. Supplies from Tank Vessels.—Before commencing to take delivery from a tank vessel, the whole of her cargo tanks should carefully be sounded and tested for water with water finding paste in conjunction with the chief or other officer, and the amount of oil on board ascertained by means of ship's calibration tables. If the vessel uses oil fuel as bunkers, the quantity in bunker tanks should also be checked both before and after discharge of cargo. The specific gravity and temperature of the oil should also be taken and recorded.

2. On completion of the discharge, the whole of the cargo and bunker tank should be inspected and the quantity of oil fuel remaining, if any, ascertained.

3. A responsible Engineer officer should be associated with the whole of the above transactions, and an agreement should be arrived at with the Master of the oiler as to the actual quantity of oil fuel received.

4. The flash point of the oil should be taken by means of a Pensky-Martin's apparatus if the tank vessel has loaded her cargo from contractor's stocks, and there is no flash point, certified by an Admiralty inspecting officer, shown on the bill of lading.

1283. Supplies from Lighters.—A similar procedure as regards checking quantity on board before taking delivery, and examining tanks of lighters after completion of supply, should be carried out in the case of lighters as laid down for tank vessels.

2. When taking delivery of oil fuel from contractors in lighters, the authorized tests for flash point, specific gravity and water should be applied.

1284. Flash Point.—The Admiralty standard specification for oil fuel provides for a flash point of not less than 175° F. Owing to the difficulties in obtaining sufficient supplies to this specification, it is sometimes necessary to accept supplies with flash point between 150° F. Oil fuel of a flash point below 150° F. should not be received on board without Admiralty approval.

2. Whenever oil fuel of a flash point lower than 175° F. is received by His Majesty's ships, the behaviour of the oil is carefully to be watched and the instructions for the prevention of oil fires and explosions strictly carried out.

3. Detailed instructions are given in the Engineering Manual as to the precautions to be taken.

1285. Movements and Discharge of Tank Vessels.—Responsibility for ordering all movements and fuelling operations or tank vessels in attendance on a fleet away from a dockyard port, and for their economical employment, will be taken by the Captain of the Fleet or Flag Captain, on behalf of the Commander-in-Chief, and subject to his sanction.

2. At dockyard ports, the Naval Store Officer will be responsible for the economical employment of the tank vessels and will arrange their movements and fuelling operations, consulting the Captain of the Fleet or Flag Captain as necessary when large fuelling programs are in hand.

3. Great importance is attached to rapid fuelling, and close co-operation with the tank vessel's staff is essential to ensure this and to prevent damage to the oiling outfit.

4. Oversea tank vessels should be discharged as rapidly as possible so that they can be released for freighting service, discharge being carried out continuously as far as practicable by day and night, unless instructions are given to the contrary.

5. Fleet attendance tank vessels should also be discharged and released as soon as possible after their arrival alongside His Majesty's ships.

1286. Berthing Tank Vessels alongside His Majesty's Ships.—Fenders should be placed in such a position as not to endanger the shell of the oil fuel vessel in the vicinity of her oil tanks.

1287. Return of Oil Fuel.—When it is necessary to discharge oil fuel tanks of ships for docking or any other purpose, the oil fuel is to be surveyed and the dockyard authorities advised of the result, in order that special arrangements may be made as necessary for the reception of any oil fuel found to be unserviceable owing to admixture with water or to other causes.

1287a. Returned Oil Fuel. Re-issue.—Oil fuel returned from any service will not be re-issued to His Majesty's ships until it has been tested by a qualified chemist and passed as serviceable. The Engineer Officer of the ship concerned will be notified when "returned" oil is being supplied.

1288. Pollution of Harbours and Coasts by Oil Fuel.—To pump overboard in harbour or basin, or within 50 miles of any coast, any oil fuel, oily refuse, or bilge water, etc., which may contain oil fuel residue, is strictly forbidden.

2. Every possible care should be taken to avoid drainings of oil from oil hoses leaking overboard.

3. Arrangements should be made for the disposal on shore of as much as practicable of the residue and combustible material arising from the cleaning of tanks in His Majesty's ships, oilers and shore establishments (*e.g.*, rags, etc., saturated with oil fuel), the furnaces of yard plant being utilized to the greatest extent possible. When necessary to open and enter an oil fuel compartment, the instructions contained in the Engineering Manual are to be followed strictly.

4. When it is necessary for a ship to discharge oil fuel, oily refuse, etc., to a dockyard, the quantities should be reported to the Superintendent of the dockyard for directions as to disposal (*see* Engineering Manual).

1289. Aviation Fuel, Petrol, Paraffin and Lubricating Oil. Responsibility for Safe-keeping.—The Engineer Officer of the ship is to be responsible for the safe-keeping of all aviation fuel, petrol and paraffin, however stored, and of lubricating oil stored in bulk, with the exception of:—

(i) Aviation fuel and lubricating oil actually in aircraft or aviation fuel salvaged from aircraft until turned over to the engine-room department.

(ii) Paraffin issued for ready use for cleaning aircraft engines.

(iii) Lubricating oil issued for aircraft and kept in the hangar, flight deck, etc. for ready use.

2. The Engineer Officer is to be responsible also for the care, maintenance and operation of the storage and pumping plant and air blowing arrangements, and for the issue of aviation fuel and lubricating oil for aircraft after consultation with the senior fleet air arm officer of the ship.

3. Petrol is not to be kept in the fuel tanks of fast motor boats, other than 16 foot fast motor dinghies when the boats are stowed inboard.

Petrol already in the fuel tanks and not immediately required, should be returned to the appropriate approved ship stowage.

4. Aviation fuel removed from aircraft after a crash, or from aircraft in aircraft carriers, should be graded as salvaged aviation fuel and where possible used in petrol driven motor boats, the fuel being stowed in the approved ship stowage for motor boat petrol and taken on charge in the central store account of the ship.

5. In aircraft carriers the Royal Air Force stores officer will be responsible for furnishing demands and the checking of amounts received and issued for aircraft, as well as for ensuring that the aviation fuel supplied for this purpose is of the proper grade.

SECTION III—ENGINEER REAR-ADMIRAL, ENGINEER CAPTAIN OR FLOTILLA ENGINEER OFFICER

1290. The Engineer Rear-Admiral or Engineer Captain on the staff of a Commander-in-Chief will perform such duties in connection with the ships attached to the port or fleet as may be ordered by the Commander-in-Chief or Senior Officer.

1291. The Squadron Engineer Officer or Flotilla Engineer Officer borne for staff duties in each squadron or flotilla will superintend generally all matters connected with the propelling machinery, boilers, and all other machinery and details for which the Engineer Officer of the ship is responsible, in the ships attached to the fleet, squadron, or flotilla, and, when ordered, he is to visit such ships in connection with his duties at any time. Upon arrival on board, he will inform the Captain of the object of his visit before commencing his inspection or other duty.

1292. Inspections of Engine-Room Department.—He is to inspect the machinery and boilers of the ships of the fleet, squadron or flotilla quarterly, or more often if necessary. During these inspections, he is to examine the engine-room registers, Ship's Engineering Manual, Engineer Officer's Note Book, Book S. 338 (Record of Examination of Accessible Compartments) and Engineer Officer's Acquaintance Book. He is to report to the Flag Officer Commanding as may be necessary.

In ships fitted for central storekeeping, he will examine the expenditure of naval stores in the engineering department, as recorded in valuation return S. 1095A, and in ships not fitted for central storekeeping, he will examine the store accounts and day books. Any excessive expenditure of stores is to be reported.

The date of his examination is to be noted on the first page of the engine-room register over his signature.

2. He is to consider it an important part of his duty to acquire an intimate and up-to-date knowledge of the condition and durability of the machinery and boilers of vessels under his superintendence, clearly recognizing the vital importance of the engines and boilers of His Majesty's ships being kept in perfect repair and readiness for immediate service. He is to bring at once to the notice of the Flag or other Senior Naval Officer, on whose staff he is borne, any important reduction in the efficiency and in the durability of the parts liable to wear and corrosion.

1293. Examination of Registers.—He is to examine, quarterly, the engine-room registers of the ships of the fleet, squadron or flotilla when referred to him, to ascertain whether they are correct, and whether the instructions have been complied with, reporting when he considers it necessary to send them back for explanation or correction. When found to be correct, he will sign the register and forward it to the Admiralty, and inform the Flag Officer Commanding that they have been corrected and forwarded.

1294. Report on Defects.—When engineers' defects are referred to him for report, he will examine them to ascertain the cause, if possible, and to point out the steps necessary to be taken in the circumstances and the readiest mode of effecting the repairs, reporting to the Flag Officer Commanding what assistance, if any, is required to make them good.

1295. Capabilities of Engineer Officers.—He is to take every opportunity of ascertaining the capabilities of Engineer officers, to enable him to point out, when called upon, those who may be best qualified for any particular service or for advancement, and is to see that a suitable routine is established in each ship for the instruction of inexperienced ranks and ratings.

1296. Reports on Fuel.—He is to submit as necessary to the Flag Officer Commanding that reports from the Captain and the Engineer Officer of each ship should be called for as to the nature and description of fuel used on board their ship, and he is to ascertain and report, for the information of the Admiralty, the results, as obtained by actual trial, of the relative value of the different descriptions of coal or other fuels as regards economy, stowage, and generation of steam.

1297. Information to be supplied.—He is to submit to the Flag Officer Commanding that information which may be necessary to enable him to satisfy himself as to the efficiency of the machinery, etc., for which the Engineer Officer is responsible, should be furnished to him from the ships of the fleet, squadron, or flotilla.

1298. Suggestions for Improvement.—He is to propose to the Flag Officer Commanding, for his consideration, or for transmission to the Admiralty, as the case may require, any measure which in his opinion may conduce to economy or to the efficiency and improvement of all matters under his superintendence.

1299. Duties when absent.—In the absence of an Engineer Rear-Admiral and an Engineer Captain, the Engineer Officer of the flag-ship of the Commander-in-Chief, or of the ship of the Senior Officer in command of a station or squadron, or in the case of a home port, the Engineer Officer appointed to assist the Engineer Rear-Admiral, is to observe and carry out, so far as possible, the foregoing instructions.

SECTION IV—ENGINEER OFFICER

1300. General Duties.—The Engineer Officer is to be regarded as the mechanical expert of the ship, and his advice is to be sought when necessary in connection with the upkeep of machinery and mechanical fittings not in his charge.

2. He is to have charge of, and be responsible for, all machinery fittings, etc., as laid down in the Engineering Manual.

1301. Armament Equipment. Demarcation of Responsibility for—

1. Air and Hydraulic Services.—The Engineer Officer is responsible for the whole of the air service up to and including the joints connecting the air supply pipes to the:—

(*a*) Stop valves for submerged flats.

(*b*) Deck connections for above-water torpedo tubes, torpedo stores and parting spaces.

(*c*) Stop valves for turrets.

(*d*) Stop valves for reservoirs for air blast of guns on transferable mountings.

(*e*) Deck connections for recuperators of transferable mountings.

2. **Reservoirs:—**

(i) The Torpedo Officer is responsible for reservoirs in submerged flats and for those directly connected to above water torpedo tubes.

(ii) The Gunnery Officer is responsible for all gun air blast and recuperators of gun mountings.

(iii) The Engineer Officer is responsible for reservoirs other than (i) and (ii).

The responsibility for reservoirs includes the provision for carrying out the periodical tests of air cylinders and piping forming the respective reservoirs.

3. **Oxygen and E.A. Plants.**—All parts of the oxygen and E.A. plants and systems, from the oxygen or E.A. compartment up to the deck or bulkhead connection where oxygen or E.A. piping comes into the immediate vicinity of the torpedo tubes and torpedo parting spaces, is in charge of the Engineer Officer.

The Torpedo Officer is responsible for all piping, fittings, connections, etc., of the oxygen or enriched air plant pipes and system on deck in the vicinity of the torpedo tubes and parting spaces, also those in and under the submerged torpedo tube flats.

4. **Hydraulic Service.**—Hydraulic ring mains, pressure and exhaust are in charge of the Engineer Officer up to and including joints connecting these pipes to:—

(i) Stop valves nearest ring mains on pressure and exhaust pipes from ring main to turrets.

(ii) Stop valves nearest ring mains on pressure and exhaust pipes from ring main to shell rooms.

(iii) Fixed end of exhaust walking pipes.

The principle on which the above demarcation is based is that the Gunnery and Torpedo Officers take the responsibilities for the apparatus in their own particular parts of the ship, and that the Engineer Officer is responsible for the supply pipes leading thereto.

5. **Torpedo Tube Equipment in Submarines.**—In submarines, the demarcation of responsibility for the torpedo tube equipment is as follows:—

The Engineer Officer is responsible for—

Bow shutter.
Bow and stern caps and seatings.
Bow and stern cap operating gear, except electric motors.
Bow cap and shutter and stern cap interlocking gear.

(i) Shafting and gearing from the bow cap or shutter, where so fitted, up to the first coupling abaft the torpedo tube compartment bulkhead.

(ii) The remainder of the interlocking gear and shafting, or the whole of the interlocking gear if worked direct from the bow cap operating gear, is in charge of the Torpedo Officer.

Watertightness of hull and bulkheads where pierced by torpedo tubes and shafting.

Air service up to and including:—

(i) Firing reservoirs and fittings.

(ii) Master valve for charging the E.P. reservoirs.

Power loading up to and including drum carrying the loading wires, if power is by telemotor pump, but not if power is by electric motor.

The Torpedo Officer is responsible for—

All the remainder of the tubes, tube fittings, loading and storage fittings.

6. **Mine-laying equipment in submarines.**—In submarines, the demarcation of responsibility for the mine-laying equipment is as follows:—

The Engineer Officer is responsible for—

Care and maintenance of the whole of the mine-laying equipment, including the mine embarking and trim compensating mechanism, with the exception of the electrical gear, which is to be maintained in the same manner as the other electrical equipment.

When laying mines, the Engineer Officer will be in charge of the operation of the compensating mechanism, and the Mining Officer of the mine-laying operation.

1302. The Engineer's workshop, in charge of the Engineer Officer, is to be considered the main workshop for all mechanical repairs that may be necessary throughout the ship, and the Engineer Officer is to carry out all mechanical repairs

of any nature which cannot be dealt with by the other departments. If the gunnery department requires any repairs which necessitate the use of the main workshop machines, the engineering staff upon being requisitioned, after consultation with the officer in charge of the machinery, is to direct and carry out the necessary work. A similar course is to be followed if any of the electrical machinery outside the engine-room develops a mechanical fault which the torpedo staff is unable to repair.

2. Further special instructions for the Engineer Officer are contained in the Engineering Manual.

1303. Knowledge of condition and construction of machinery and ship's fittings.—All the Engineer Officers of a ship are to be particularly diligent in making themselves thoroughly acquainted with the construction and condition of the main and auxiliary machinery and boilers, with the nature and extent of the major repairs (if any) that they have undergone, and with such other facts as may be necessary to give them thorough knowledge of the history and capabilities of the machinery.

They are also to make themselves thoroughly acquainted with all pipe systems, with the ventilation system, the pumping, flooding, draining and magazine spraying arrangements, the water-tight subdivision and constructional particulars of the ship generally.

All official drawings and books of information are always to be accessible readily to the Engineer Officers of the ship.

1304. Stores.—He is to exercise proper care of all stores placed in his custody, and will be responsible that they are only used for purposes for which they were issued. In vessels not fitted for central storekeeping, he will keep the store accounts, being guided by the instructions contained in Chapters LIII and LIV, as necessary. *(For ships in which the central storekeeping system is operative and the Accountant Officer is in charge of Naval Stores, see* **1451**, *clause* 3.*)*

1305. Positions of Pumps, Valves, etc.—He will be furnished when fitting out, on application to the officers of the dockyard, through his Captain, with any information not already in his possession respecting fittings, and also with drawings showing the positions of the pumps, valves, and cocks, and the leads of the suction and delivery pipes, which are to be returned to the dockyard on paying off.

1306. Spare Gear.—In regard to the spare gear, he will take care to observe the detailed instructions in the Engineering Manual under that head.

1307. Good Order, etc., in Engine-room.—The Engineer Officer is to be responsible for the general decorum, good order, and cleanliness of the engine-room, and he will see that the Engineer officers and other persons employed under his control perform their duties with promptitude and to the best of their abilities. He should allot the work of his department in such a manner as will best ensure its being efficiently performed by the officers and others composing his staff, and that each may know definitely for what special duties he is personally responsible.

1308. Superintendence and Instruction of Juniors.—He will arrange that all important matters of engine-room duty are superintended by himself, or by an Engineer officer in whom he can place confidence, and not left to the care of officers who from want of experience cannot be depended on. He is to take every opportunity of instructing the inexperienced Engineer officers in the duties of the department, and is to use his best endeavours to make them efficient. Inexperienced officers serving in the engine-room should be trained in watch-keeping duties under officers senior to them.

2. He is responsible that junior Engine-Room Artificers receive instruction in their duties in accordance with the regulations laid down in the Engineering Manual. Also that, where applicable, the training of other engine-room ratings is arranged for so that timely qualification for the various watch-keeping certificates may be attained.

3. **Watch-keeping.**—He will arrange that all Engineer officers subordinate to him with the exception of the Second Engineer Officer, are employed in watch-keeping in the engine-room when under way.

Officers employed on particular duties should keep at least four hours' watch per day to ensure the watches being placed to as great an extent as possible in charge of officers.

4. **General Drill.**—When the ship's company is employed at general drill, and the assistance of engine-room ratings is required on deck, the Engineer Officer is to arrange for the attendance, under the supervision of an Engineer Officer, of such stoker ratings as are necessary and can be spared from their departmental duties.

5. **Employment of engine-room ratings on extraneous duties.**—Except as provided for in the Engineering Manual, engine-room ratings are not to be employed on work extraneous to engine-room departmental duties unless it is actually necessary, when the order will be given by the Captain to the Engineer Officer of the ship.

This instruction does not apply to ammunition supply parties or other action duties for which the ship's Watch and Quarter Bill makes provision, nor to those routine domestic duties performed jointly by ratings of the various departments by long standing Service custom.

1309. When to be in Engine-room Department.—The Engineer Officer is to visit the engine-room department repeatedly during the day, and at any time either by day or night when his presence may be rendered necessary by an accident or other cause. He is always to be in the engine-room when going into or out of harbour or through any intricate channel, or while performing any evolution when more than ordinary care is requisite in executing with promptitude the orders given from the upper deck.

1310. Representations to Superior.—He should represent to his Captain or to the Officer of the Watch anything which is being done, or which is ordered to be done, tending in his opinion to injure the machinery or boilers, or to cause a waste of fuel. Having made this representation, he is to be guided by the directions contained in the Engineering Manual.

1311. Sea-cocks and Valves.—The Engineer Officer will take care that the sea-cocks of pumps, flooding and other sea-cocks, valves and sluices are opened and shut at weekly intervals, to ensure that they are in good working order.

Pump Suctions.—As it is a matter of vital importance that a supply of water should readily be obtained in case of fire, some or all of the Kingston valves and sea suction cocks for the Downton pumps may, with the approval of the Captain, be kept open continuously.

1312. Steering Gear and Engine-room Telegraphs.—On all occasions before getting under way, the Engineer Officer is to satisfy himself by personal inspection, and by actually working the steering gear and telegraphs, that these fittings are free from obstruction, and in good working order.

2. A report to this effect is to be made by the Engineer Officer to the Captain at the same time that the main engines are reported ready.

1313. Engine-room Register.—He is to keep the engine-room register (S.353), filling up the several columns daily, and carefully following the directions given in the book. Each day's proceedings are to be verified by his signature, and the register is to be given to the Navigating Officer to copy from it the particulars required for the ship's log book. It is to be laid before the Captain weekly, and when complete, is to be delivered to him for transmission.

1314. Cooling Machinery. Daily Log.—The Engineer Officer is responsible for maintaining the proper temperatures in the refrigerating chambers.

2. A log (S. 1178) of the working of the machinery is to be kept, in which are to be recorded daily the minimum and maximum temperatures, also the occasions on which the chambers have been opened and other matters bearing upon the working of the refrigerators generally.

3. The log is to be inspected and signed daily by an Engineer Officer and on completion it is to be retained in the ship for a period of one year for reference.

4. The Accountant Officer, as the officer responsible for the stores, is to have access to the log and thermometers at any time.

5. *Deleted.*

1315. Suggestions as to Repairs, etc.—Whenever the Engineer Officer may, in the course of his duty, make any representation or suggestion to the Captain with reference to the repairs or preservation of the machinery or boilers, which the Captain either thinks unnecessary, or, if necessary, which the exigencies of the Service do not admit of being carried out immediately or at an early date, he will direct the Engineer Officer to note the particulars in the engine-room register.

1316. Trimming Coal in Bunkers.—The Engineer Officer is to make such arrangements as may be necessary for trimming the coal in the bunkers down to the bunker doors during the intervals between steaming, or when under easy steam, this being specially necessary preparatory to steaming at a high rate of speed. He is to keep the Captain informed of the general distribution of the coal in the bunkers, and the quantities available in close proximity to the stokehold doors.

1317. Temperature in Oil Fuel Compartments and Coal bunkers.—In oil fuel compartments not fitted with heaters, or fitted with heaters which are not in use, the temperature of the oil is to be taken—

(*a*) every 24 hours in tanks adjacent to boiler rooms in which steam is up.
(*b*) every 7 days in other tanks which are neither so situated nor adjacent to magazines.

Of the tanks coming under (*b*), the proportion tested daily is to be distributed over the ship.

Should the temperature be found to be increasing, it is to be kept under close observation until normal conditions again obtain.

The temperature of oil fuel tanks contiguous to magazines is to be taken every twenty-four hours; any unusual temperature noted is to be reported immediately to the Commanding Officer.

When oil fuel in any tank is being heated by artificial means, the temperature of such oil should be regularly and frequently observed and on no account is a temperature of 70° F. to be exceeded. When contiguous to a magazine, the temperature is to be noted at intervals not exceeding 4 hours.

When under steam, the bunker temperature is to be taken every four hours, and once every twenty-four hours when not under steam, and noted in the engine-room register.

The temperature of coal bunkers contiguous to magazines is to be taken at the beginning of every watch. Any unusual temperature noted is to be reported immediately to the Commanding Officer.

When the temperature in bunkers is found to be increasing, it is to be observed at frequent intervals and as necessary until again normal.

2. **Ventilation.**—In all vessels which have fixed coaling shoots, the bunker lids at the tops of these shoots are to be removed for three hours every day for six days after coaling, and for three hours once a week afterwards.

1318. Arrangements for Repairs, etc.—On each occasion of completing a voyage, the Engineer Officer will ascertain from the Captain, who will have been informed by the Commander-in-Chief or Senior Officer, what time is available for examining

and making good defects of machinery, so that he may make the necessary arrangements for completing the work, if possible, by the time the ship is next required, or for proceeding with it in such a manner as to enable him to undertake that which is the most urgent and important, whilst keeping the vessel ready within a given number of days' notice.

1319. Testing Boilers.—He will observe the directions contained in the engineering Manual with respect to testing the boilers, reporting the result as therein required on forms S. 355, S. 356, and S. 356b. (*See* Engineering Manual.)

1320. Load on Safety Valve.—He will report to the Captain if he should at any time consider it necessary to reduce the load on the safety valves, and, with the Captain's approval, and the sanction of the senior officer present, the load is to be reduced accordingly. The amount of reduction, and the reasons for making it, are to be stated in the engine-room register, and reported to the Commander-in-Chief for the information of the Admiralty.

1321. Reports, etc., to Superior Engineer Officers.—He is, through his Captain, to furnish the Engineer Rear-Admiral or Engineer Captain, or the Engineer Officer of the dockyard, with such written reports or returns as they may require relative to the state of the machinery and boilers in his charge; and whenever those officers visit the ship, he is to afford them every facility, and all the information in his power, to enable them effectually to carry out the duties entrusted to them.

1322. When Machinery, etc., under Repair.—Whenever the machinery or boilers of the ship are under dockyard or contract repair, the Engineer Officer personally, or by his assistants, is to give the dockyard officers or contractor all the assistance in his power, and is to watch the progress of the work daily, from its commencement in the morning to its cessation in the evening.

2. He is to consider it part of his duty to inform those responsible for the repairs of anything that has been done or omitted which in his opinion will impair the efficiency of the machinery or boilers.

3. If during the progress of the repairs, the dockyard officers or contractor do not consider it desirable to carry out any proposal he may have put forward, he is to report the circumstances to the Captain, as on the completion of the repairs he will have to state that he has satisfied himself that the machinery and boilers are in all respects in good working order.

4. He is to be responsible for the arrangements necessary to prevent danger from fire and lights, and is to allow no accumulation of clothes nor of any matter liable to spontaneous combustion in his department, and although he is in no way to interfere with the dockyard people, he is to report to his Captain if he observes any idleness or bad workmanship on their part. He is also to keep order, both as regards the dockyard and contractor's men, by reporting any irregularity.

1323. Responsibility for Valves when undocking.—The Engineer Officer is responsible for ascertaining that all sea connections are shut whenever a ship is undocked, with the exception of those valves under repair by the dockyard or contractors, for which the dockyard officers or contractors are responsible, and those in connection with the submerged torpedo tubes for which the Torpedo Officer will be responsible and openings in connection with asdic gear for which the officer responsible for asdics will be responsible. In the case of a new ship built at the dockyard or received from contractors or of a ship undergoing extensive repairs at the dockyard, the dockyard officers are responsible.

2. Admission of water into dock.—When it is intended to flood a dock for undocking or other purposes, the Officer immediately responsible for, and who controls the admission of water into the dock, is to notify in writing direct to the Commanding Officer, Engineer Officer, Torpedo Officer and Officer responsible for asdics, where fitted, of the ship concerned, the time when it is proposed to commence that operation.

1324. Fuel for Culinary Purposes, and Oil for Lighting.—He is to supply fuel to the ship for culinary purposes, as well as rape-seed oil for lighting purposes, in ships where the central store-keeping system is not operative.

1325. Steel Wire Rope.—The Engineer Officer is responsible that all steel wire rope (other than derrick purchases), forming part of, or directly in connection with, any machine placed in his charge, is in a thoroughly serviceable condition, taking care that it is refitted as necessary, and acquainting himself of its state by frequent examination.

1326. Instruction of Midshipmen.—The Engineer Officer is responsible for the instruction of Midshipmen in engineering, as laid down in Articles **344** and **1092**, and in Appendix XII, part 1.

1326a. Catapults for Aircraft.—

(*a*) *Air operated catapults.* The Engineer Officer will be responsible for the maintenance and operation of air operated catapults.

(*b*) *Cordite operated catapults.* The Gunnery Officer will be responsible for the maintenance of the explosion unit, and the Engineer Officer for that of the remainder of the installation. The Engineer Officer will be responsible for the preparation of the mechanism for each discharge, and the Gunnery Officer for the insertion and firing of the charge.

1326b. Hull and Fittings.—In ships in which no shipwright officer or shipwright is borne the Engineer Officer is also to have responsible charge of the following:—

(i) The hull structure and all watertight doors and hatches, including those on the weather decks.
(ii) All ports, scuttles, skylights and ventilators.
(iii) The whole of the fresh water and sanitary services, including all tanks for the storage and distribution of fresh water.
(iv) All manual pumps.
(v) The rudder and its fittings.
(vi) Capstans, cable holders and windlasses.
(vii) All drawings of the hull structure and fittings, including the docking plan.

1327. Absence of Engineer Officer.—During the absence from the ship of the Engineer Officer, the senior engineer officer or engine-room rating remaining on board is to observe and follow the instructions for that officer and is to be responsible for the care and proper working of the machinery and all parts connected therewith.

1327a. Ships in which no Engineer Officer is borne.—In ships in which no Engineer Officer is borne, the engine room rating in charge of the machinery is to assume the responsibility and carry out the duties of the Engineer Officer.

Section V—Engineer Officer of Watch

1328. General Duties.—The Officer of the Watch in the engine-room department, whether an officer or a chief petty officer, is to have the immediate charge and control of the engine-room ratings on watch, and is to exercise a general superintendence over the machinery and boilers. He will be held responsible during the period of his watch for the efficient management and working of the whole of the machinery and boilers in use, and for the good order of the engine-room department.

2. **Taking over charge of Watch.**—The officer about to take charge of the watch is to ascertain from the officer he is relieving:—

(*a*) The exact condition of all machinery, boilers, accessories, pipe systems and tanks in use or available for use in the department.

(*b*) What orders his predecessor has received which remain in force or require to be carried out.

As soon as possible after taking charge, the Engineer Officer of the Watch is to confirm by personal observation that all orders are being complied with, that the machinery is being operated satisfactorily and efficiently, and that any water entering the gland compartments or any other bilges is pumped out regularly.

If the on-coming Officer of the Watch is not satisfied with the condition of the machinery, etc., he is to acquaint the Engineer Officer without delay.

3. **Communications.**—All communications with the Engineer Officer or with any other officer should be made by telephone or voice-pipe; if circumstances prevent this, a reliable messenger is to be sent.

3a. **Absence from Department during Watch.**—The Officer of the Watch is not to be absent from the department at any time during his watch, except for the time necessary to pass from one compartment to another, unless properly relieved.

When leaving the engine-room platform to inspect other parts of the department, he is to leave a subordinate on the platform who is competent to execute orders which may be received.

3b. **Accident when on Watch.**—Should an accident of any kind occur to the machinery of a ship when under way, or should the Officer of the Watch in the engine-room department observe or be informed of anything unusual in the working of the main or auxiliary engines or boilers, the Engineer Officer is to be acquainted immediately.

The Engineer Officer of the Watch meantime is to take such immediate action as he may consider necessary for the safety of the machinery, informing the Officer of the Watch should the action taken or contemplated to be taken affect the mobility of the vessel. In such a contingency, it must be appreciated by the engine-room personnel that the safety of the ship is the first consideration.

3c. **Fuel economy.**—The Engineer Officer of the Watch is to pay the closest possible attention to matters affecting the consumption of fuel and stores, and is to regard the attainment of economy in these respects as an important part of his duties.

The strictest attention is to be given to the instructions concerning the correct burning of oil fuel and to the proper supply of air to the boilers.

Auxiliary machinery not actually required is to be shut off. All leaks of steam and water are to be checked and made good as early as possible.

4. **Charge in a Water-tight Compartment.**—The officer, chief petty officer, or petty officer in charge of the machinery in each water-tight compartment of His Majesty's ships is directly responsible for the efficient working and proper management of the whole of the machinery and boilers in that compartment, when no senior officer or petty officer is present. Should any accident of any kind occur, or should he observe anything which he thinks is likely to cause injury to the machinery and boilers, he is immediately to acquaint the Engineer Officer of the Watch, and his responsibility only ceases with the presence of a senior officer. He is, however, on no account to leave the compartment of which he is in charge unless properly relieved, and all communications with the Engineer Officer of the Watch should be made by the voice pipes or telephones fitted; if, however, circumstances prevent this, a trustworthy person is to be sent with the message.

1329. Night Rounds.—When under steam for auxiliary purposes only, or when steam is down, the engine-room department is to be inspected every evening by one of the Engineer Officers.

The inspecting officer is personally to visit every compartment in which boilers are alight or in which machinery is working. All other boiler or machinery compartments are to be inspected, either by the officer or by a chief or petty officer rating detailed by him.

It is to be noted carefully that the boilers and machinery where in use are working correctly, that all standing orders are complied with and that there is no sign of fire or other irregularity.

On completion of the rounds, a report is to be made to the Engineer Officer.

2. Any boiler room in which boilers have been in use is to be inspected during the watch following that in which they were shut off.

Section VI—Engineer Officer of Division

1330. As officers of divisions, Engineer Officers are to conform to the directions contained in Chapter XXXII, Instructions to Divisional Officers, etc. (*see* **1158a**), where applicable. (*See also* **1072**).

Chapter XXXVIII

MEDICAL

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Section I—Surveys on Invalids

1331. Invaliding Surveys.—Men who have been entered in the Royal Navy or Royal Marines and are found to have made false statements on Form B. 216 or R. 105 should be recommended for discharge and not brought forward for survey. Surveys upon subjects for invaliding at home and abroad, are to be held under the authority of the Commander-in-Chief or of the Senior Officer present.

(*a*) *At Naval Hospitals at home and abroad:*—

The Board of Survey at general surveys is to consist of the Medical Officer in Charge of the hospital, who is to act as President, and three Medical officers, two of whom are to be senior Medical officers of the hospital and one senior Medical officer of the fleet or depôt. Where two Medical officers of the hospital are not available, one will suffice.

At other surveys, the Board will consist of two senior Medical officers.

(*b*) *At places abroad other than Naval Hospitals:*—

The Board of Survey is to consist of two Medical Officers, one of whom is to be the senior Medical officer present. If, owing to exceptional circumstances, a second Medical officer is not available, a survey may be held in urgent cases by the Medical officer present.

(*c*) *Abroad, where no Naval Medical Officer is available:*—

The appropriate forms for reports of survey should be completed by the officer commanding the military or air force hospital, or the medical superintendent of the colonial or civil hospital abroad, and arrangements should be made for these forms to be forwarded to the Admiralty. *See* **1351**, clause 4.

1*a*. The appropriate forms are always to be prepared with a sufficient number of duplicates for the authorities concerned to receive their copies:—

Officers	invalided	at home	(Forms M. 88 and D. 145d)
"	"	abroad	(Form S. 332)
Ratings	invalided	at home	(Forms S. 332a, D. 145 and D. 145b)
"	"	abroad	(Form S. 332a)

2. **Injuries not affecting Bodily Health.**—When a survey at a naval hospital is held on an officer or man who is brought forward from the hospital for invaliding owing to an injury which does not affect his bodily health, and is not likely to lead to further surgical complications, the Board of Survey is to state whether, in their opinion, such injury alone would debar the subject from the proper performance of his duties.

3. **Injuries impairing Bodily Health.**—If a man is brought forward for survey on account of any injury which renders him unfit to perform his ordinary duties or by which his bodily health is impaired, the surveying officers are to give an opinion as to the duties which the man's health would enable him to undertake, and whether it is such that he may be recommended for service in the Reserve.

4. **Medical Opinion to be Confidential.**—Medical officers are not to communicate to disabled officers or men, or to the relatives or friends of deceased officers or men their opinion as to whether disability or death was attributable to or aggravated by the Service, or the percentage of disablement in the former cases. Such opinion is strictly to be confined to official reports.

5. **Claims to Naval Pensions.**—Naval ratings and Royal Marines invalided will be examined as to their claims for naval pensions under Article **1991**, on the same day as those on which the invaliding surveys are held.

1332. Application for Survey.—The survey list (S.333), carefully filled up in respect to all the subjects, is to be taken to the survey by the Medical officer if it has not been forwarded to the Senior Officer for a special survey to be ordered, and also the certificates medical history sheets and other documents of the men brought forward.

1333. Medical Officer to accompany Subjects for Survey.—Subjects for survey from ships are to be accompanied by the Medical officer who brings them forward, or some other officer conversant with the cases, to afford the surveying officers all the information in his power.

2. **Royal Marines from Headquarters.**—Officers of Royal Marines from headquarters are to be surveyed at the naval hospital; the Medical officer of the division who accompanies them to the hospital will sign the reports (M. 123b or M. 88).

Royal Marines sent from headquarters to be surveyed are to be accompanied by a Medical officer of the division.

1334. Officers. Invaliding Abroad.—In the case of an officer abroad, the surveying officers, if they are satisfied that his continued employment on the service in which he is engaged would be attended with—

(*a*) danger to his life;

(*b*) risk of permanent or prolonged injury to his health, and that change of climate is absolutely necessary to his recovery;

are to report to that effect on form S. 332, giving full particulars of the causes of disability.

2. **At Home.**—In the case of an officer at home, he is to be sent to the nearest naval hospital with a view to being invalided thence.

1335. Reports of Survey on Officers.—The reports of survey (S.332) upon each officer found incapable of continuing on the station where he is employed or in active service, are to be made out in triplicate and signed by the surveying officers; they are to be delivered by the senior surveying officer to the Commander-in-Chief, or Senior Officer, who will give his decision as to the officer's disposal. One copy of the report, bearing the decision and signature of the Commander-in-Chief or Senior Officer, is to be sent to the officer surveyed, one copy to the Secretary of the Admiralty, and the remaining copy to the Medical Director-General.

2. The fact of an officer being invalided is at once to be telegraphed by the Commander-in-Chief or Senior Officer to the Admiralty, stating the cause, together with the name of the steamer or route by which the officer will return to England, the port, and probable date of arrival.

3. The report received by an officer shall be presented by him at the hospital to which he may repair on return to the United Kingdom.

See **1336** (*Survey of officers in England after invaliding abroad*), *and* **1399** (*Medical Case*).

1336. Survey of Officers in England after Invaliding Abroad.—Officers invalided from abroad are to be re-examined in England, and as soon as possible after their arrival in England they are to appear for that purpose at one of the naval hospitals.

2. Should an officer land at any port in England where there is no naval hospital, and be unable to travel to one, he must transmit to the Secretary of the Admiralty a certificate of such inability, signed by the Captain and the Medical Officer of the ship in which he came home, or by the Admiralty Surgeon and Agent at the place, or, if there is none, by any registered medical practitioner; and, when able to travel, he is to proceed to the nearest naval hospital, or otherwise as he may be ordered by the Admiralty.

3. **Travelling expenses** will be allowed to all officers as provided for in Chapter XLVI.

4. **Officers unnecessarily invalided.**—If it shall in any case appear that an officer has been unnecessarily invalided, he will be ordered forthwith to rejoin his ship, and the Admiralty will take such other measures with regard to him and to the surveying officers as the case may require.

1337. Officers who are invalided from the Service are to be required to set down in writing on form D. 145d their own statement of the facts relating to their disability. This form, which is to be completed by every officer who is found medically unfit for further active service, is to be filled up before the final invaliding survey is held, and the answers to the questions are, if possible, to be in the officer's own handwriting. The completed form is to be forwarded to the Admiralty with the report of the survey.

1338. Reports of Survey on Men.—Separate reports of survey are to be made on form S. 332a for—

(*a*) Naval Ratings.

(*b*) R.N. Shore Signal and Shore Wireless ratings (in triplicate, one copy to be sent to the Commander-in-Chief or Senior Officer, and one to the Officer in Command of Station).

(*c*) Royal Marines and Royal Marine Police.

(*d*) Men and boys suffering from injuries impairing bodily health. (*See* **1331**, clause 3.)

(*e*) Accused persons, persons under detention or prisoners, authorized by the Commander-in-Chief or Senior Officer to be brought forward for survey. *See* **507**, clauses 3-6 (*Offender in Hospital*).

2. **Disposal of Reports.**—The reports, after having been duly signed, are to be delivered or forwarded immediately to the officer ordering the survey, who will, as soon as possible, give the final decision as to the disposal of the men. (*See* **783**, clause 2—*Invaliding of Royal Marines*). The reports are to indicate which notation should be made in the "Cause of Discharge" column on the service certificates of men invalided. (*See* **606**, clause 9.) The reports are then to be sent to the Admiralty in duplicate (one copy for Medical Director-General).

3. Reports on form S. 332a on men surveyed at places abroad other than naval hospitals are to be made out and forwarded as directed in Article **1351**, clause 4. The reports are to indicate for natives and ratings taking their discharge abroad which notation should be made in the "Cause of Discharge" column on the service certificate. (*See* **606**, clause 9).

1339. Re-survey of Invalids.—Men and boys who have been invalided home are to be re-surveyed on arrival in England. Those found on re-survey to be serviceable are to be returned to their ships, if at home; otherwise they should be sent to the depôt at the port, for disposal. No reports of these re-surveys are required by the Admiralty.

2. Men and boys who have been entered on a foreign station, if invalided on another station or in England, are to be returned to the headquarters of the station on which they were recruited, for final survey. (Forms D. 145 and D. 145b). *See* **1587**, clause 3 (*Maltese ratings*).

SECTION II—HOSPITAL AND SICK QUARTERS

1340. Patients to Hospital.—In all cases of injury or illness of a serious nature a Medical Officer is to accompany the patient to hospital unless this is impracticable owing to the exigencies of the Service.

2. **Mental Cases.**—In all mental cases, and also in suspected mental cases, Medical officers are to see that the patient is deprived of all lethal weapons as soon as they come under observation for such condition.

If it is necessary to send them to hospital, an escort should be provided and fully warned of the nature of the case. A Medical officer should always accompany such cases to hospital.

Mental cases discharged from hospitals to the Royal Naval Hospital, Great Yarmouth, need not be accompanied by a Medical officer unless the Medical Officer in Charge considers it necessary.

3. Responsibility for the safe custody of mental patients in naval, military, or air force hospitals, including the provision of the necessary guards, will be accepted by the service to which the hospital belongs, and that service will arrange for the removal of all the mental patients, other than those belonging to the Naval Service, who are in military or air force hospitals at places where naval facilities exist for their removal.

1341. Unfit Cases.—If the Medical Officer in Charge of a hospital should consider any particular patient (officer or man) sent to hospital not to be a fit case for treatment there, the patient is still to be received, but the Medical officer will report his opinion, with the grounds for forming it, to the Senior Officer.

2. Particulars of any rating retained in hospital for a period of 15 months should be reported forthwith to the Medical Director-General, in order that the necessary steps may be taken as regards his invaliding.

1342. Officers' Servants.—No officer while sick in a naval hospital is to take his servant to attend upon him where there is a staff of nurses or other attendants provided; in exceptional cases, when it may be necessary to permit a servant to accompany his master to hospital, the victualling of the servant is to be arranged from afloat.

1343. Infectious Cases.—All persons serving in ships and establishments who are afflicted with any infectious disease other than mild, uncomplicated rubella, are, if practicable, to be sent to hospital as soon as possible.

2. **Itch.**—Patients affected with itch are not to be sent to hospital, but are to be treated on board or in barracks and efficiently isolated, except when the ship is in dockyard hands or it is not otherwise practicable to isolate them.

1344. *Deleted.*

1345. Patients' Clothing.—Officers are to be allowed to take with them to hospital such clothes or effects as they may desire; but men are to take the whole of their clothes and effects. *See* **783** (*Arms and Accoutrements of Royal Marines.*)

2. **Supplies of Clothing.**—If a patient should require to take up clothing on repayment while in hospital, the value, if not paid in cash, is to be charged as directed by Article **1726** when the man is provided with a pay ticket; otherwise as directed by Article **1738**.

1346. Misconduct in Hospital.—The misconduct of a man while in hospital is to be reported by the Medical Officer in Charge to the Captain of the ship or the Commandant, Royal Marines, of the division to which the man may belong.

1347. Discharge of Patients.—Captains are to receive from the hospital authorities the particulars relative to patients from their ships who may die, or be discharged invalided, or are otherwise disposed of, so that proper notations may be made in the ship's books. (*See* **1739**, clauses 4 and 5, *and* **1740**, clause 4.)

1348. Disposal of Cured Patients.—Unless granted sick leave under Article **652**, ratings when cured are to be returned to the ship to which they belong if she is in port; but if not, they are to be discharged from the hospital, received as supernumeraries, and retained, either for passage or disposal, in such ship as, in the absence of general local orders on the subject, the senior officer present may specially direct.

2. Patients from hospital as well as from the sick list may be treated as convalescents for so long as the Medical Officer of the ship may think it necessary.

3. **Discharged Patients unfit to Rejoin.**—If any patients on being discharged from hospital should be deemed unserviceable, or if there are urgent reasons why they should not be received on board, and if reference to a senior officer is impracticable, they must be sent back, but the Medical Officer in Charge of the hospital should receive from the Captain and the Medical Officer of the ship with the returned patients a statement of the grounds for refusing to receive them, and full particulars are also at once to be furnished to the superior authority under whom the Captain may be acting.

1349. Men invalided.—When the Commander-in-Chief or Senior Officer has approved the discharge of a man, invalided, from the Service, the Captain of the ship upon whose books the man is borne is to certify to the fact by his signature on the service certificate.

The invaliding of a Royal Marine is to be notified to the Commandant of his division. *See* 605, clause 6 (*Assessment of Character*); **783**, clause 2 (*Disposal of Royal Marines*); *and the Instructions for Royal Naval Hospitals at Home.*

1350. Sick Quarters.—On each occasion of transfer of patients to Surgeons and Agents, Medical officers are to satisfy themselves by personal inspection that the accommodation provided is in all respects suitable.

1350a. Surgeons and Agents.—The services of Surgeons and Agents are, in the absence of Service facilities, to be utilized wherever practicable, and care is to be taken to furnish them with the necessary orders on the appropriate forms:—

Form M. 210—Conduct List, etc.—Personnel sent to Sick Quarters in charge of Surgeon and Agent. (*See also* **1350** *and* **1360** (3).)

Form S. 1293—Surgeon and Agent.—Personnel sent to or visited by Surgeon and Agent. (*See* **1439** (2) *and* **1440** (3).)

A book of regulations and instructions (B.R. 79) is issued for the guidance of Surgeons and Agents appointed at home.

1351. Landed for treatment.—When a patient is sent to a military, air force, or civil (British or foreign) hospital, details are to be reported to the Medical Director-General on form S. 1292. When there is no medical officer in a ship, the Commanding Officer is to obtain the necessary information for transmission to the Medical Director-General.

1a. If the necessity should arise for landing sick officers or men at a place where there is no naval or other hospital or Surgeon and Agent, the Senior Officer is to make the best arrangements in his power. If the services of a private practitioner are necessary, he is to enter into a contract with him for the attendance and medicines for each patient, and the victualling also if deemed expedient, on such terms as may be best for the public service, with due regard to the comfort and care of the patients. Each case should be reported on form S. 1292, and a copy of the contract made should also be forwarded to the Medical Director-General.

2. Duties of Private Practitioners.—The practitioner so appointed is to be required to render any returns or reports that may at the time be deemed necessary. He should be informed that he will receive the usual documents with the patients, and when the latter are returned to their own or to any other ship, he is to send back the documents, and obtain from the Captain a certificate that the patients have been received. If any patient die or desert, he is to note the date on his pay ticket, and send it, with a statement showing how his effects have been disposed of, to the Admiralty, and a duplicate thereof to the Captain, or, if the ship has left home waters, to the Commodore of the man's depôt. In cases terminating fatally, he is to note the particulars of death on the medical case which accompanied the patient, also the course of the illness and the treatment, and transmit it to the Medical Director-General.

3. Payment.—Before approving payment of expenses resulting from the foregoing arrangements, the Senior Officer will assure himself that the accounts have been carefully examined by competent officers.

4. Abroad.—When a patient is discharged to a non-naval hospital or sick quarters on a foreign station where no naval medical officer is available, blank forms for reports of survey on officers (S. 332) or ratings (S. 332a) in triplicate are to be sent to the officer-in-charge or medical practitioner responsible, in addition to the documents mentioned in clause 2 (*see also* **1412** (9)—*Medical Documents*). The officer-in-charge or medical practitioner responsible should be requested to complete the form for report of survey in triplicate in the event of the patient being invalided home. The forms should be addressed and forwarded as follows:—

One copy to the Secretary of the Admiralty.

One copy to the Medical Director-General.

One copy together with Medical History Sheet (S. 446) and Case Sheet (M. 188) to the Medical Officer-in-Charge of the R.N. Hospital to which the patient is proceeding.

See **1439**—*Illness and Medical and Dental Treatment of Officers, and* **1440**—(*Illness and Medical Attendance on Leave* (*Ship's Company*)).

1352. Charges for Subsistence.—Charges at rates promulgated in Admiralty Fleet Orders will be made for the subsistence in naval hospitals of patients who are not entitled to maintenance and treatment at the expense of naval funds. The procedure for recovery of these charges is laid down in the Instructions for Royal Naval Hospitals.

2. *Deleted.*

3. Claims in respect of maintenance of naval personnel in army or air force hospitals, which may be received by His Majesty's ships or naval establishments, should not be paid locally, but should be forwarded to the Director of Navy Accounts to be dealt with.

1353. Distressed British Subjects.—Distressed British subjects arriving home in ships may be admitted to naval hospitals if necessary, until they can be sent to their homes or disposed of to the appropriate Public Assistance Authorities.

1354. Naval Funerals.—If an officer, man or boy should die while serving, either on board his ship or at his home or elsewhere on shore, he may be interred at the public expense, unless his relatives or friends prefer to undertake the funeral themselves (*see* **1355**). Members of the Royal Marine Police Force and naval pensioners serving under non-continuous service engagements (*e.g.*, Shore Signal Service ratings and pensioners serving as Instructors at R.N.V.R. Divisions), who die whilst still serving, may also be buried at the public expense.

1a. Unemployed officers, whether on unemployed full pay or half-pay, and Naval pensioners other than those mentioned above, are not entitled to burial at the public expense unless they die while under treatment at a naval hospital. (*See* **160**—*Funeral Honours.*)

2. At Naval Hospitals.—When the death occurs at a place where there is a naval hospital, the body is to be sent to the hospital for interment. The Medical Officer of the ship is also to forward a statement, approved by the Captain, of the deceased's age, date of death, and the disease of which he died.

3. Away from Naval Hospitals.—When the death occurs at a place where there is no naval hospital, the maximum amount payable from public funds for the funeral of an officer is £14, and for any other person £7 10s. 0d. These sums are intended to cover the actual cost of the interment, namely, the cost of the coffin, shroud, etc., and other necessary undertaker's charges, fees to cemetery authorities, the officiating minister, grave-diggers, etc., and the cost of the grave itself, but are not to include the cost of hatbands, scarves or gloves, nor any expenditure for the erection of a tombstone or monument. Proper vouchers for the payments are to be transmitted by the Accountant Officer with his cash account, and, should it be found impossible to keep the expenditure within the foregoing limits in any particular case, a special report on the subject is to be forwarded by the Commanding Officer through the usual channels.

When the death occurs at a place within the British Isles where there is no naval hospital, tenders should be called for the interment if circumstances admit, and the undertaker selected is to be required to supply a coffin according to the specification in Appendix XXV.

4. Fleet Air Arm.—(*a*) When an officer or other rank of the Royal Air Force dies while serving under the Naval Discipline Act, the necessary funeral arrangements are to be made by the Naval authorities, paragraph 3394 of the King's Regulations and Air Council Instructions being observed.

(*b*) The funerals of Naval or Royal Marine personnel who may die whilst serving under the Air Force Act, will be arranged in accordance with the King's Regulations and Admiralty Instructions, by the Commanding Officer of the Royal Air Force unit concerned.

(*c*) Any expenses incurred under sub-clause (*a*) or (*b*) are to be defrayed by the Service authority responsible for the funeral arrangements; the necessary financial adjustment between the Admiralty and Air Ministry will be made by these Departments later.

(*d*) Any application from relatives for a grant towards funeral expenses of a Royal Air Force officer or other rank who died while serving under the Naval Discipline Act, and whose body has been sent home for burial, is to be forwarded to the Admiralty for transmission to the Air Ministry. Similar applications by relatives of Naval or Royal Marine personnel who died while serving under the Air Force Act, will be transmitted to the Admiralty.

1355. Private Funerals.—When relatives or friends of an officer, man, or boy, entitled to burial at the public expense (*see* **1354**, clause 1), prefer to undertake the burial themselves, the body is to be delivered up to them.

2. Free Conveyance Home.—The reasonable expense of conveyance, from the place of death to the home of deceased, is to be allowed from public funds, provided that both places are within the British Isles and that death is not clearly due to the deceased's own misconduct.

3. Removal out of England and Wales.—Where it is intended to convey the body from England or Wales to Scotland, Northern Ireland, the Irish Free State, or any other place outside England and Wales, notice of such intention must be given to the Coroner within whose jurisdiction the body is lying, who will give an acknowledgment of the receipt of this notice. The body must not be removed out of the country before the expiration of a period of four days after the day on which the notice is received by the Coroner, unless the Coroner states in his acknowledgment that he does not intend to hold an inquest.

4. Grant in Aid.—A grant within the following maxima is allowable to relatives or friends who have incurred expense for the funeral of an officer, man, or boy entitled to interment at the public charge (*see* **1354**, clause 1):—

(*a*) Officers, £14 0s. 0d.

(*b*) Others, £7 10s. 0d.

subject to the reduction of these maxima by the amount of any charges in the nature of funeral preliminaries (*e.g.* cost of coffin, shroud, etc.—but not conveyance charges) which may have been incurred by the Naval authorities in preparing the body for delivery to relatives or friends.

Relatives or friends who apply, and produce the necessary vouchers, may be reimbursed the actual expenditure incurred by them upon such items as are authorized by Article **1354**, clause 3, but the sum granted is in no circumstances to exceed the amount determined in accordance with the above instructions without the prior approval of the Admiralty. The original receipts should be returned to the relatives and copies attached to the relative voucher of the Cash Account in support of the payment (*See* **1354**, clause 4 (*d*) concerning Fleet Air Arm).

5. **Disability Pensioners or Claimants.**—A grant not exceeding £7 10s. 0d., less any expenditure otherwise incurred from naval funds in respect of the funeral, may be made towards the funeral expenses of an ex-seaman or marine disability pensioner, or of a claimant to disability pension, provided that the death be due to a disability attributable to naval service.

Applications by relatives or friends for grants under this clause should be forwarded to the Admiralty for consideration.

1355a. Graves.—Report of Particulars and erection of Memorials.—Where an officer, man or boy dies whilst serving and the funeral is carried out by the naval authorities full particulars of the burial (i.e. name and address of cemetery, number of plot, row and grave) are to be furnished on form S. 1121—Report of Death—or, if this form has been rendered prior to burial, on form S. 51—Monthly Return of Deaths and Desertions.

2. Admiralty standard memorials are not to be erected upon Army or R.A.F. graves, nor upon the graves of Naval or Royal Marine personnel unless the latter are situated in a Naval cemetery or Naval reservation.

If interred elsewhere than in a naval cemetery or reservation, a simple memorial may be constructed by the ship's staff from service stores and erected on the grave, unless a private memorial is being provided. No expense is to fall upon public funds beyond the cost of the stores used.

3. Where no arrangements have been made for the care and maintenance of naval graves in foreign countries, a naval working party should be detailed to put the graves in order, if the work required to be done is within their capacity; but no expenditure from public funds is to be incurred without the prior approval of the Admiralty.

Section III—Duties of Medical Officers

Surgeon Rear-Admiral or Surgeon Captain

1356. General Duties.—On appointment, he is to perform such medical duties as may be required of him by the Commander-in-Chief or Senior Officer of the fleet, squadron, or station, or by the Captain of the ship in which he may be serving, or other his superior officer, and he will comply with all orders he may receive from the Admiralty, or from the Medical Director-General.

1357. Reports.—He is to report to the Commander-in-Chief, or to the Senior Officer, weekly, or more often if required, the state of the sick in the hospital.

1358. When in Charge of a Hospital.—The Medical Officer in Charge of a hospital at a home or foreign port is to assist and advise the Commander-in-Chief, as required, on questions of sanitation and other matters pertaining to the medical

profession and duties within the command, but should the Commander-in-Chief wish him to leave the port on any special duty, the Admiralty is to be informed.

2. **Inspection Duties.**—He is to inspect the Royal Marine infirmaries, dockyard surgeries, the sick quarters and dental departments of the various establishments at the port every twelve months, reporting to the Commander-in-Chief on their sanitary condition, the state of the surgical instruments, the cooking of food for the sick, and any other special matters which may come under his notice, and, when required by the Commander-in-Chief, he will visit outlying establishments in the command and the ships in harbour and make a similar report on the above matters.

1359. When in a Hospital Ship.—When in a hospital ship, the Medical Officer in Charge is to have medical charge of all the patients, and he is to visit them regularly morning and evening, or more often if necessary. All internal arrangements of the ship in so far as they relate to her functions as a naval hospital are to be entirely under his control. He is also to be responsible for the permanent naval staff on board, except in regard to the sending and receipt of signals. The signalman is to act under the instructions of the Master as regards all signals affecting the navigation of the ship and other duties of the Master, and under the direction of the Medical Officer in Charge as to messages on matters for which the Medical Officer is hereby made responsible.

2. The Medical Officer in Charge will receive a copy of the sailing orders sent to the Master, and the latter will consult with him before arranging details as to the time of arrival at or departure from a port, and generally whenever any question arises as to the future movements of the ship. Having in view the comfort of the sick and the treatment of serious cases, he will confer with the Master whenever necessary in regard to the destination of the ship while at sea, the reduction or acceleration of speed or any modifications of drills, fuelling or other operations while at sea or when in port, which may appear to him to be necessary in the interests of the patients. The Master will be guided by his representations so far as the safety of the ship will allow.

3. The parties required to embark or disembark patients and naval ratings are to be requisitioned by the Medical Officer in Charge and are to be under his direction.

4. When the Medical Officer in Charge and the Master are in uniform and going on board a man-of-war. the Medical Officer is to be considered the senior and to take precedence.

5. A defect book is to be kept in which all defects to the ship or hospital are to be entered by the Master and the Medical Officer respectively. This book will be sent to the Medical Officer daily by the Master for information. The Medical Officer is to prepare separate lists of dockyard defects of his own department and forward them to the Superintendent or senior officer of the dockyard to which the ship is assigned for repair, in accordance with Article **707.** These defect lists are to bear the signature of the Master of the ship as well as that of the Medical Officer in Charge.

6. He is to confer with the Master in regard to any suggestions as to the fittings and internal arrangements of the ship in so far as they relate to her function as a hospital ship. Such suggestions are to be submitted by him to the Medical Director-General, who will transmit them to the Admiralty department concerned. They are also to bear the signature of the Master.

7. In the event of any accident occurring, such as fire or collision, or on any occasion necessitating taking to the ship's boats, all persons on board, including the naval staff, are at once to come under the direction of the Master of the ship.

Fleet and Squadron Medical Officers

1360. General Instructions.—Medical Officers will be appointed to flag-ships as Fleet or Squadron Medical Officers.

2. The Fleet or Squadron Medical Officer will act as the Flag Officer's principal adviser on all medical and sanitary matters connected with the fleet or squadron. It will be his duty to make a systematic medical inspection of the various ships as frequently as prescribed in Article **1019**, clause 1, reporting the result to the Admiralty on form S. 425 (5), through the usual Service channels. He will have direct access to the Flag Officer and be in a position to propose for his consideration any measures likely to conduce to the efficiency of the medical organization of the fleet, and he will be directly responsible to the Flag Officer for keeping him informed on these matters generally.

3. Fleet or Squadron Medical Officers should, whenever practicable, visit Surgeons and Agents at ports of call and inquire into the arrangements made or proposed to be made for sick officers and men, and reports of such visits and of the medical facilities generally are to be furnished to the Medical Director-General through the usual channels.

Naval Health Officers

1361. The Naval Health Officer is to be recognized as the specialist in all health matters. He will be appointed to the Royal Naval barracks or depôt ship as technical adviser on hygiene and sanitation to the senior Medical officer of the port, to whom he will have direct access.

2. He will advise the senior Medical officer on all health and sanitary matters, keeping him acquainted with the general health conditions of the command with special reference to zymotic and venereal diseases, reporting at once any matter requiring special action, and proposing for his consideration any measures likely to conduce to the efficiency of the sanitary arrangements of the command.

3. He will act as the connecting link with the Medical officers of the ships and establishments in the command on all health matters. He will keep in close touch with the Works Department, and consult with the Officer in Charge of Works on sanitary questions connected with naval buildings. He will associate himelf with the hygiene officers of the Army and Royal Air Force, and also with the civil Medical Officers of Health in the command, arranging with them the organization of a proper system for the interchange of all information affecting the health of the population in the command.

4. He will be available, under the direction of the senior Medical officer of the port, for consultation on all sanitary matters with the Officer-in-Charge of Works.

5. He will visit the dockyard from time to time, in collaboration with the senior Medical officer, and furnish a report on any insanitary or unhygienic conditions which he may detect, suggesting at the same time suitable remedial measures for the information and guidance of the Superintendent.

6. He will have access to ships alongside dockyards or in dock, so as to deal with such questions as may concern the health of their personnel or their sanitation.

7. He is to render the returns and reports specified in Appendix XXII, forwarding them through the usual official channels.

The weekly report on health is to contain the following particulars:—

(*a*) A list of infectious diseases which have occurred in the command, giving the number of cases, and ships or establishments in which they have occurred.

(*b*) General remarks upon health conditions in the command.

(*c*) Important items of information relating to health and infectious diseases in the Army, Royal Air Force, local civilian population, general civilian population, and foreign ports.

8. In the event of a member of the personnel of the command developing an infectious disease which is considered to have been contracted in a town outside the command, a notification should be sent to the Medical Officer of Health of the town in question.

9. Commanders-in-Chief are to issue locally such additional instructions as may be necessary to meet the special requirements of the respective stations.

Surgeon Commander, Surgeon Lieutenant-Commander or Surgeon Lieutenant in Charge

1362. General Duties.—He is to obey not only all orders he may receive from his Captain, or other his superior officer, but also any directions relating to—

(*a*) the administering of medicines,
(*b*) the treatment of the sick, or
(*c*) his accounts and returns,

which he may receive from the Medical Director-General ,or from the Fleet or Squadron Medical Officer; he will furnish them, or any of them, through his Captain, with any information that may be required of him respecting—

(*d*) the patients under his care,
(*e*) the measures adopted for their cure,
(*f*) his accounts and returns;

but any suggestions, explanations, or observations he may have to offer, connected with his particular duties, not of a purely medical or surgical character, which directly or indirectly concern the duties and responsibilies of other than Medical officers, and which obviously lie beyond the province of the Medical Department to remedy or adequately to deal with, are to be made in duplicate to his Captain, who will forward the original to the Commander-in-Chief, and the duplicate to the Medical Director-General, noting in each case his approval, or adding such observations as he may wish to offer on the Medical Officer's representations.

1363. Communications to Medical Director-General.—Any Medical officer serving on board any of His Majesty's ships, previous to sending any letter or any communication whatever relative to his public duty to the Medical Director-General, is to submit it to the Captain, who is to note thereon his approval, or such observations as he may think necessary.

1364. Supplies.—On commissioning, he will apply to the nearest hospital or depôt for the established supplies of medicines and medicine chests, utensils, necessaries, appliances, and surgical instruments, specified in established scales.

1365. Medicine Chests.—The contents of one of the medicine chests, when more than one are supplied, and of the "necessary" chests, are to be stowed away in the dispensary, and the empty chests immediately returned into store, addressed to the officer in charge of the depôt from which they were issued. The other complete medicine chests will be placed in a safe place, so that the Medical Officer may have ready access to them, and from these chests the medicines required from time to time in the dispensary are to be drawn, the empty bottles and jars being returned into the spaces from which the full ones were taken.

2. Where only one medicine chest with one or more "necessary" chests are supplied, they are to remain on board, and in vessels where there is no dispensary, the medicines and necessaries are to be kept in their respective chests. Diagrams showing the position of the medicines are supplied with the articles on commissioning.

3. **Care of.**—The medicine chests are not to be struck down into the hold or spirit-room upon any pretence whatever, nor placed in any situation where they may sustain injury. Accommodation being provided for the due care of all medicines and medical stores, the Medical Officer will be held responsible for their preservation.

4. **Demands to complete.**—He is annually, or more often if necessary, to make out demands on the appropriate forms, showing the quantities remaining and the quantities required to complete the established proportions according to the scales. These demands, when approved by the Captain, are to be taken, with the medicine chests, to the hospital or depôt, in order that the requisite supplies may be obtained; and to prevent inconvenience or delay, demands are to be presented there, if possible, before three o'clock in the afternoon, and no stores are to be returned after that hour. Demands are not to be repeated for medicines, utensils, or necessaries

within a year, nor for groceries within six months, unless the ship is ordered on detached service, or extraordinary circumstances shall have caused, or are likely to cause, an unusual expenditure, the reason for which is to be explained on the demand and to be reported to the Medical Director-General by letter at the same time. Trusses, however, are to be completed as often as necessary. As to purchases *see* **1363** (*Purchase of Articles for Sick Berth*), and **1371** (*Moneys for Sick* Mess).

5. **Home Stationary Ships.**—The Medical Officers of stationary ships at home ports where there are no hospitals or medical depôts are not, when making their demands, to send the empty chests and bottles; their supplies will be sent in contractor's bottles, which are to be emptied and retained until an opportunity offers of sending them to the issuing depôt free of expense.

1366. Medical Stores of Ships in Reserve.—Complete outfits of medical and surgical stores, emergency surgical dressings, chests and surgical instruments, as laid down in "Book of Scales of Medicines, Instruments, etc., for the Service Afloat," but excluding field chests, Parts I and II, medical field service valise, microscope, and bacteriological case and X-Ray outfit, which are supplied only in special cases, are to be kept ready for immediate issue at the Royal Naval hospital of the port for each ship of the Reserve Fleet, and all perishable stores are to be replaced at frequent intervals and issued for general service to avoid loss through deterioration.

2. **Emergency First Aid Outfit.**—In order to provide these vessels with an immediate supply of dressings, etc., in case of accidents, a first aid outfit is to be kept in the cupboard in the sick bay in each vessel on the charge of the Medical Officer of the parent ship, who is to demand these outfits as necessary from the Royal Naval hospital of the port and to see that they are maintained.

3. **Procedure on Completing to Full Crew.**—The Medical Officer appointed to a ship (tender) on moblization or on completing to full crew for manœuvres or other temporary service, is to take her medical stores on charge from the Royal Naval hospital of the port and account for the stores on form M. 177.

4. **Procedure on Rejoining Reserve Fleet.**—On the vessel reducing crew after manœuvres or reverting to the Reserve Fleet as a tender, the Medical Officer is to return all medicine chests and unexpended stores to the Royal Naval hospital of the port, all stores being carefully repacked in the proper cases, and close the account M. 177, which is to be forwarded to the Medical Director-General of the Navy in the usual way.

1367. When no Medical Officer.—The Commanding Officer of any vessel not bearing a Medical officer is to keep in his possession a daily sick book (M. 195), in which Medical officers visiting the vessel are to make the usual entries, rendering a report of the Commanding Officer on each occasion.

At the end of each quarter, the Commanding Officer is to forward the book through the usual channels:—

(*a*) in the case of destroyers, to the Medical Officer of the parent ship;
(*b*) in the case of other vessels, to the Medical Officer of the flag-ship of the division or squadron to which the vessel belongs.

The Medical Officers of the flag-ships and parent ships to which the daily sick books are sent will be responsible for the medical returns, which, in the case of flag-ships, are to be rendered on lists separate from the ship's return.

Daily sick books are to be returned to the vessels to which they belong without delay.

2. In a small vessel not bearing a Medical officer, except in the case of destroyers to which Article **1932**, clause 4, is to apply, the officer in command is to have the charge of the medicines and medical stores, which, with the Medical and Surgical Handbook, containing the quantities allowed, instructions for using the medicines, and directions for applying tourniquets, will be supplied from the nearest naval hospital on demand when commissioning. He will take care to replenish the medicines or the stores as occasion may require. *See* **1442** (*Dispensing Medicines*),

3. He is to render an account of the stores on form M. 177, unless the vessel is a tender, in which case they will be accounted for by the Medical Officer of the parent ship. *See* **1934**, clause 2 (*Rendering of Accounts for Tenders*).

1367a. When no Dental Officer.—In ships and establishments in which no Dental Officer is borne, the Medical Officer is to examine systematically, at least once annually, the dental condition of all men under his medical charge, using a mouth mirror and fine probe so that dental disease in its early stages may not escape detection.

2. On the first day of each month, he is to send to the Dental Officer in the fleet who would ordinarily receive the patients for treatment, a list showing the names, rating, etc., and individual dental requirements of the men examined during the preceding month. Patients who are, in the opinion of the Medical Officer, in immediate need of treatment, especially if in pain, are to be specially reported to the Dental Officer.

3. When a ship has been away from the vicinity of a Dental Officer, the Medical Officer is to notify the Dental Officer of the number of ratings known to be requiring treatment and the probable period during which the patients will be available to keep appointments.

4. The Dental Officer is to be notified immediately by the Medical Officer when for any reason appointments cannot be kept.

1368. Purchases of medicines or medical stores included in the established scales are not to be made at ports where there are medical depôts or ships which can supply them, but should those sources not be available, the articles may be purchased by the Medical Officer on his complying with the regulations on this subject laid down in Articles **1914** and **1915.**

1369. Sick Mess.—The Medical Officer will superintend the sick mess, which is to be formed in each ship for the comfort of the sick and wounded. He will record in his sick book daily the number victualled in the sick mess. He will cause the Accountant Officer to be informed when any man on the sick list is to join the sick mess, so that the man may be checked of his provisions.

2. **Spirit Stoppage Book.**—He will see that the Sick Berth rating in charge records each day in the prescribed book (S. 76b) the names of all persons on the sick list, and that the book is taken daily to the victualling office, in time to enable the Accountant Officer to check the men of their spirit. The Medical Officer may, however, if he deem it necessary, allow the issue of the spirit ration, inserting the permission, attested by his initials, in the spirit stoppage book, for the information of the Accountant Officer. *See* **1824**, clause 2 (*When Sick Mess cannot be formed*).

1370. Medical Comforts.—The Medical Officer is to demand from the Accountant Officer, with the approval of the Captain, such articles of diet, medical comforts, etc., as he may consider necessary for the use of the sick and invalids; but, while fully providing for the due comfort and subsistence of those for whom the ordinary ration is unsuitable, he is to guard against profuse expenditure or unnecessary indulgence, and he will adhere as closely as may be to the scale of hospital diet as laid down in form M. 28.

2. **Receipts for Supplies.**—For these supplies he is to grant receipts quarterly and to obtain from the Accountant Officer supply notes with his signature thereto.

The Medical Officer is to certify each month, across the right-hand page of the mess book, that the totals of the provisions shown therein as issued for use in the sick mess have been properly expended for that purpose.

1371. Moneys for Sick Mess.—The Medical Officer, in accordance with Article **1792**, will demand of the Accountant Officer, on first commissioning or joining, such sum of money as he may think necessary to provide for extra fresh diet, washing and other small occasional expenses on behalf of the sick. At the end of each quarter, or sooner if the advance is nearly exhausted, he will render to the Captain

a detailed statement (S. 16) of the payments made, to be accompanied, whenever practicable, by receipts and sub-vouchers giving details of rates and quantities; he will then, on the Captain's approval, receive from the Accountant Officer a sum equal to the amount actually accounted for, so as to have in his hands the amount originally advanced. On the supersession or death of the Medical Officer, or on the ship being paid off, the balance of this public money is to be returned to the Accountant Officer, with the accounts and vouchers for the intervening period since the accounts were last rendered.

1372. Accounts.—Accounts of medicines and medical stores (M.177), microscope, bacteriological stores and medical library (M. 177b), naval field chests and panniers (M. 177c), genito-urinary stores (M. 177d), and ophthalmic stores (M. 177e) are to be rendered for a period of 12 months from the date when the officer took charge, and for each ensuing 12 months from the date of completing the last account; or for any shorter period on giving up charge or when the ship is paid off.

Form S. 463c is to be rendered for medical stores supplied to gunboats, destroyers and other vessels supplied with a destroyer medicine chest.

1373. Supplies.—Medicines and medical stores supplied from a regular establishment will be accompanied by invoices by which he is to examine the several quantities, and, if correct, they are to be entered in the proper columns of his account. All articles obtained from any other source, or purchased for the sick berth, except diet, for the sick, are also to be entered in the account; all invoices, issue and supply notes are to be preserved by the Medical Officer for future reference.

2. **Expenditure of Stores**—The articles received are to be administered as occasion requires for the relief of the sick and wounded, and no part of them is to be wasted or applied to any other purpose than that for which they are intended; and if any unusual expenditure of medicine or stores should occur, an explanation of the circumstances causing such expenditure is to be forwarded with the account. Strict attention is to be paid to the provisions of the Dangerous Drugs Act. Should any articles of medicine, utensils, bedding, necessaries, appliances, or surgical instruments become unfit for use, they are not to be taken credit for, nor returned into store until a survey has been held upon them. Credit will not be allowed for any bedding or utensil expended, unless in unavoidable circumstances, which must be satisfactorily explained; and an explanation on form M. 189 of the cause of all losses and breakages must be transmitted with the account.

3. **Losses due to Theft.**—The instructions contained in Article **1938** as to special reports to be made in the case of losses of stores due to theft, or of prosecutions under the Public Stores Act, 1875, are applicable to medical stores.

1374. Trusses.—Receipts for all supplies to other Medical officers and for trusses issued (M. 184), as well as for all articles returned into store, are to be obtained and are to accompany the account.

1375. Surveys.—The account is always to be closed by a survey, as directed by Article **1967**, except when the ship is paid off, when the whole of the remaining stores are to be returned to the nearest medical establishment, and the receipts for the quantities returned into store transmitted as vouchers to the final account.

2. **Schedule.**—The account is to be transmitted by the Captain and is to be accompanied by a schedule (S. 558) prepared by the Medical Officer, specifying the documents forwarded with it.

1376. Transfer to Successor.—When the Medical Officer is superseded or invalided, he is to deliver the whole of the stores in his charge to his successor, or in his absence to some authorized person, by survey, as directed by Article **1967.**

1377. Naval Sick Quarters.—In matters of accounts, naval sick quarters on shore which are not in charge of a resident Medical officer are to be treated as sick berths on shore of the ships from which men have been sent for treatment, or on the books of which they may be borne if left behind in the quarters in charge of the Medical Officer of another ship.

2. **Purchases.**—All articles, other than those of diet, purchased for men sent to such sick quarters, and treated there by the Medical Officers of their ships, are likewise to be accounted for by the Medical Officers on their annual account of medicines and stores, and a receipt is to be obtained by them from the officer who has charge of the sick quarter buildings, for any stores which they may leave at the sick quarters on the final departure of their vessels from the port.

3. **Bedding and Stores.**—As these sick quarters are, however, provided with all necessary bedding, furniture, hospital stores and utensils, by demand of the officer in charge of the buildings upon the Medical Director-General, to whom he is responsible for duly maintaining the stock of such stores, Medical officers of His Majesty's ships are not to make purchases of any articles of the foregoing description for the use of officers and men under treatment in these quarters.

1378. Convalescents.—He is to represent to the Captain whenever he may consider any men from recent illness or impaired health unfit for any shore, boat, or detached service which is about to be undertaken. *See* **1348**, clause 2 (*Convalescents from Hospital*).

1379. Quinine Prophylaxis of Malaria.—Whenever the Medical Officer considers it advisable, he will arrange for the administration of quinine in prophylactic doses to ships' companies in malarious districts, and especially to all persons landing on leave or on duty. The appropriate dose will depend upon circumstances, such as the type of malaria prevalent locally, the degree of virulence, and season of the year. The quinine should be administered immediately before the evening meal and continued for a period of at least fourteen days after leaving the malarious district.

1380. Disinfection of New Entries.—Should he consider any newly raised men, who have been found fit for the Service, to be likely, from any cause, to propagate any infectious disease, although no such disease may have been developed, he will inform the Captain, who will order the men and their clothing to be disinfected thoroughly and kept apart from the ship's company for a reasonable time. Should the disease have developed itself at the place from which the suspected men came, the Captain will, in addition to these precautions, report immediately the particulars to his Commander-in-Chief. The Medical Officer will report particulars to the Naval Health Officer.

1381. Infectious Disease.—When an infectious disease breaks out, he will at once apprise:—

(*a*) the Captain, for the information of the Commander-in-Chief or senior officer present. If the ship should be absent from a Flag or Senior Officer, the Captain is immediately to communicate the particulars direct to the Admiralty as provided in Article **874**,

(*b*) the Naval Health Officer, if the disease occur in the Portsmouth, Plymouth, Nore or Mediterranean commands; if elsewhere, the Fleet or Squadron Medical Officer, if any; otherwise the Medical Director-General,

(*c*) the local military or air force medical authorities, if the disease occurs among naval units in a district in which troops, etc., are stationed; and

(*d*) the Medical Officer of Health, if any, of the district involved.

Fullest details of the disease are to be communicated, and the reports to naval authorities are to include details as to the health of the ship's company generally. Particulars are also to be shown in Medical Officers' Journals (M. 179).

Instructions are contained in form S. 1123/M. 75 as to the diseases to be notified, etc. Reports as to contact with small-pox should state, in addition to the usual details:—(*a*) whether the subject has been vaccinated or requires re-vaccination; (*b*) the last date of contact.

2. (*a*) The authorities of a civil hospital in which an officer or rating is undergoing treatment for scarlet fever, should be instructed to send him to the nearest naval hospital on his discharge.

(*b*) Mild and uncomplicated cases of scarlet fever may be discharged to duty after 4 weeks when in the opinion of the Medical Officer in Charge they are no longer likely to spread infection. The period of retention for more severe cases should be left to the discretion of the medical officer in charge of the case.

(*c*) All cases should be examined by the ear, nose and throat specialist to ensure that the nasopharynx and ears are healthy before discharge. This is especially necessary in cases from training establishments, etc.

3. After an epidemic of infectious disease on board, the Medical Officer, in conjunction with the Captain, and the Naval Health Officer if available, is to decide as to the necessity for disinfection, and whether it shall include the whole or only part of the ship.

If the epidemic has been that of a serious infectious disease, it will be necessary to disinfect the whole ship.

Disinfection is to be carried out under the personal supervision of the Medical Officer, in accordance with the approved Admiralty procedure.

1382. Infectious Disease. Precautions.—He is to take steps to ascertain on arrival at any place whether any disease is prevalent which is likely to prove detrimental to the health of the ship's company in his medical charge. If so found, he will inform the Captain, so that proper measures may be adopted to prevent its occurrence in the ship, or amongst the ship's company.

2. If any infectious disease occurs in a ship or establishment, the case is to be isolated at once. His bedding, clothing and hammock are to be disinfected.

3. Close contacts of actual or suspected cases are to be disinfected and thereafter examined daily during the segregation periods set out on the Infectious Diseases Notification Form. M. 75 (S. 1123). A complete list of contacts is to be made. Close contacts may be defined as the personal friends of a case, or men working, sleeping or messing alongside him.

4. Contacts with diphtheria or cerebro-spinal fever are to be examined bacteriologically, isolated and exempted from draft until the result of the examination is known. The examination of contacts with cerebro-spinal fever should generally be limited to individuals who have occupied sleeping billets on either side of the case and to an intimate companion; isolation and exemption from draft need only be enforced until *one* negative swab has been obtained.

5. On the occurrence of a case of infectious disease, special attention should be paid to:—

(*a*) Ventilation and spacing of sleeping billets.

(*b*) Detection and careful surveillance of non-immunes.

(*c*) Drafting—this should be avoided if possible; if not, the medical officer of the receiving ship is to be informed.

(*d*) The use of swimming baths.

(*e*) The value of vaccination, inoculation or disinfestation with respect to the particular disease.

6. Should cases become frequent, so as to make it evident that the disease is assuming epidemic form, the ship will be subjected to such restrictive measures as the Senior Naval Officer present may direct after consultation with the Senior Medical Officer. If a Naval Health Officer is at hand, he should be consulted and should recommend which of the following measures are desirable:—

(*a*) Stoppage of drafting.

(*b*) Stoppage of leave, where other ratings are likely to be met ashore.

(*c*) The infected ship's company not to mix with others when playing games ashore.

(*d*) Stoppage of ship visiting.

(*e*) Disinfection of out-going correspondence and laundry.

(*f*) Instructions to messmen, canteen managers and postmen to avoid personnel of other ships when ashore.

(*g*) Disinfection of the ship as directed in Article **1381**, clause 3, and Article **1393**, clauses 5 and 8. *See* **1343** (*Infectious Cases to Hospital*).

1383. Enteric Fever. Dissemination.—In order to prevent the dissemination of enteric fever by means of "typhoid carriers," all persons who have recently had enteric fever are to attend as convenient at the nearest naval hospital to have their urine ad fæces tested on three occasions, at about monthly intervals, after their return to duty.

2. Inquiry is always to be made into the previous history of all men:—

(*a*) engaged in domestic service or in handling food, etc.,

(*b*) cleaning filters and tanks,

(*c*) manufacturing mineral water and serving in the canteen (including civilians).

Those only temporarily thus employed are to have a clean history sheet as regards typhoid. When handling food, etc., forms part of a man's permanent duty, he should not be re-employed after any future attack of enteric fever without an extended examination, and should at least have impressed on him the absolute necessity of cleanliness of micturition and of defæcation.

3. When a case of typhoid appears possibly to have been infected on board the ship, examination of those in close association with the affected man, and of those engaged in handling food, is always to be carried out, and the Widal reaction is to be tested, and bacteriological examination of the urine and fæces is to be carried out, at the earliest opportunity.

4. Patients with gall bladder symptoms should be regarded as under suspicion.

5. Special attention is to be paid to milk and green salad, and unless the source of the milk is well known, under supervision, and beyond suspicion, it should always be sterilized by boiling.

6. This subject is to be noted and remarked on in each journal returned by the Medical Officer.

7. **Dysentery Carriers.**—These instructions, as far as they apply, are to be carried out for dysentery carriers.

1384. Industrial Diseases.—All cases and suspected cases of occupational disease or industrial poisoning (*see* Appendix XXXIV) which occur in His Majesty's ships or establishments in commands where a Naval Health Officer is borne, are to be notified to that officer on form M. 75 by the Medical Officer of the ship or establishment concerned.

2. When notifying each case, the Medical Officer of the ship or establishment is to indicate whether he desires the technical advice of the Naval Health Officer in investigating the conditions under which the case occurred.

3. If this is required, an application for the services of the Naval Health Officer approved by the Commanding Officer of the ship or officer in charge of the establishment, should accompany form M. 75 when it is forwarded to the Senior Medical Officer of the port.

1385. Ventilation and Clothing.—Whenever necessary, and especially when infectious diseases have broken out or are threatening, the Medical Officer will suggest to the Captain to cause stoves to be placed in parts of the ship where they are required for ventilation or for dryness. He will also make such suggestions as may occur to him as necessary with reference to clothing when going from a warm to a colder climate, or *vice versa*.

2. Kata thermometer readings are to be taken from time to time in living and working spaces. The readings obtained are to be recorded and noted in the Medical Officers' journals.

3. **Samples of Air** are to be sent to the Naval Medical School, R.N. College, Greenwich, S.E. 10, for analysis when any doubt exists with regard to the purity of the air in ship's spaces.

Bottles for the collection of such samples should be demanded, when required, from the Medical School, Greenwich, and returned to that laboratory for analysis.

These samples are invariably to be accompanied by a report, in which should be noted:—

(*a*) Whether the vessel was at sea or in harbour when samples were taken.

(*b*) The ventilation, both artificial and natural, actually in use.

(*c*) The wet and dry bulb temperatures, both in the compartment examined and in the open air.

(*d*) The cooling power of the air as indicated by wet and dry Kata thermometer readings.

(*e*) The cubic space per man actually occupying the compartment at the time.

Notes on the subject of ventilation in His Majesty's ships are contained in an appendix to the Home Dockyard Regulations.

4. **Samples of Air from all Submarines,** for the routine estimation of the CO_2 content, are to be sent for analysis to the Professor of Hygiene, R.N. College, Greenwich, S.E. 10.

5. **Gases, Poisonous and Combustible, in Submarines.**—Whenever a battery in a submarine shows signs of generating unusual gases or an unusual quantity of gas, the circumstances are specially to be investigated locally. In such cases, if an analysis of the air in the submarine is desired, large samples are to be forwarded to the Admiralty Chemist for analysis as soon as possible after they have been taken.

6. The Captain (S), or Commander (S), of the submarine flotilla concerned is to decide whether the submarine should or should not remain out of action until the cause has been ascertained and the defect remedied.

7. **Fumes from Stoves.**—Medical officers are to include in their health lectures a distinct reference to the danger from fumes arising from stoves in closed and unventilated compartments in all vessels.

1386. Injuries.—He will report to the Medical Director-General the particulars of any accident occurring on board, whereby severe injuries are sustained by any of the ship's company. *See* **1419** (*Certificate for Injuries*).

2. All injuries sustained by officers and men, which necessitate treatment on the sick list, are to be recorded in the Medical Officer's Journal, and a notation is to be made in the alphabetical sick list indicating whether the injury was sustained on duty or not. The exact nature of the injury and the part injured are always to be designated. Similar notations are to be made on the men's medical history sheets.

3. All injuries which do not necessitate treatment on the sick list (*viz.*, minor injuries treated on the attending list) are to be recorded in a separate alphabetical nominal list immediately following the alphabetical sick list in the Medical Officer's Journal. It is of the utmost importance that the information entered in the last column of the alphabetical list should contain a notation whether the injury was received on duty or not. The number of days during which the officer or man received treatment on the attending list is to be inserted in the "Number of Days Sick" column. None of these minor injuries treated on the attending list is to be included in Tables III or IV of the Medical Officer's journal.

4. The instructions in clause 3 do not apply to the following establishments:—

H.M.S. "Victory."
" "Pembroke."
" "Drake."
" "Dolphin."
" "St. Vincent."
" "Ganges."

These establishments are to adhere to their present methods of recording injuries, the records being retained for twenty-five years.

5. Medical officers are to record carefully in their Journal all injury claims made, whether any disability is found to have resulted from the injury or not. If a hurt certificate is not granted the reasons are to be recorded.

See **1135**, clause 10.

1387. Malingering.—Whenever in the course of his duties the Medical Officer shall discover that any person has wilfully produced, concealed, aggravated, or feigned any disease to the prejudice of the Service, he will report the particulars of the case to the Captain, so that, if deemed advisable, the offender may be punished as the case shall deserve.

1388. Concealed Diseases.—When directed by the Captain, he and the Medical officers serving under him will inspect the men, to ascertain if they have any concealed diseases requiring treatment.

1389. Visiting Sick.—He and the Medical officers serving under him are to visit the sick at least twice a day, and more often when necessary; he will take care that the nurses or attendants fully understand that, day or night, he is at once to be called in case any doubtful or unfavourable change takes place in a patient.

1390. Authority in Sick Berth.—The sick berth itself, and the sick berth staff, are to be entirely under his direction. The berth is to be kept dry, clean, and sufficiently warm. All bedding and other articles supplied for the use of the sick are to be kept clean and ready for immediate use. He will judge what patients should remain in the berth, and, when necessary, will apply to the Captain for any further requisites that may be needed for the sick, or any additional men as day or night nurses.

1391. Water Supply Precautions.—Before supplies of drinking water are taken on board from any source ashore other than from His Majesty's dockyards, he will make a thorough enquiry as to the source and its surroundings, and whether any possibilities of contamination exist either at the source or during transit to the ship.

2. All water obtained from shore sources, other than those in His Majesty's dockyards, should be efficiently chlorinated.

3. **Cleaning of Water Tanks.**—In order to prevent infection, water tanks are to be cleaned by Naval ratings and NOT by contractors; this work is to be carried out under medical supervision and the clothing and footwear of the men who actually enter the water tank are to be disinfected previously. (*See also* **1333**, clause 2.)

4. **Exhaustive Analysis.**—When a complete analysis of the drinking water of shore establishments in the United Kingdom is considered necessary, it is always to be carried out at the Naval Medical School, R.N. College, Greenwich, S.E. 10.

1392. Precautions generally.—His attention is not to be confined exclusively to men on the sick list, but he will watch attentively every circumstance likely to affect the health of the ship generally. Should he suspect the presence of disease or indisposition in any man, he is at once to examine and deal with him as may be requisite.

2. **Supervision of Food.**—He will exercise a watchful supervision over all articles of food which may be brought on board, paying particular attention to all supplies of milk, mineral waters, tinned provisions, fruit, and vegetables. If he should have reason to suspect anything of a deleterious nature, he should immediately inform the Captain, in order that an investigation may be made, and, if necessary, steps taken to prevent its issue.

1392a. Health Lectures.—Medical officers in all ships and vessels are to give health lectures to the ship's company in accordance with the directions contained in O.U. 6263.

1393. Tuberculosis.—With a view to the prevention and early detection of cases of tuberculosis in His Majesty's Navy, constant medical observation is to be made of men with a history of hæmoptysis, bronchitis, pleurisy, or who appear to be in a low state of health, and of those who are found to be losing weight. So far as is practicable, an X-ray examination of the chest is to be made in doubtful cases of lung affections. Men who suffer from colds and coughs should be encouraged to seek for advice. When medical examination of the ship's company takes place, special attention is to be paid to possible cases of pulmonary tuberculosis.

2. The weight of all officers and men is to be taken once every six months and recorded in a book kept for the purpose.

(*a*) This duty is to be carried out by the Medical Officer and his staff, with the assistance of the Physical and Recreational Training Officers and Instructors (where borne), and such officers and men as may be necessary for the expeditious and efficient performance of this duty.

(*b*) The responsibility for arranging for the men to be weighed and for the requisite assistance to the Medical Officer rests with the Commanding Officer (*see also* **1037a**).

(*c*) A book showing the names and ranks of officers and the names, ship's book numbers and ratings of men, in alphabetical order, is to be prepared and kept up to date by the Medical Officer's staff, in which the weights are to be recorded. The Medical staff is to enter all weights with dates on the medical history sheets from this book, which is to be kept in the sick bay, and produced at inspections.

It is essential that the record should be accurate, and the Captain is to arrange for such assistance as may be necessary to be given to the Medical Officer by the Accountant Officer and Divisional Officers in the preparation of the book and its subsequent corrections.

(*d*) The weighing should be done with the special weighing machine supplied for the purpose or, in the event of this machine not being available, with a steelyard. The weight is to be taken without clothing, due regard being had to privacy and comfort.

(*e*) In every instance of undue loss of weight, the Medical Officer is to take such steps as he considers necessary, at the same time marking the individual's name in the record book with an asterisk, and including a reference to the case in his Journal (M. 179).

3. So far as possible, the chests of all men are to be examined thoroughly before draft. This applies especially to small drafts, and drafts for foreign service. As soon as possible after a ship commissions, a thorough examination of the chests of all men is to be made, beginning with the men on the sick and excused lists, and anyone attending the sick berth for examination, *e.g.*, any men in small drafts, leaving or joining the ship, who have not been examined lately. When a medical Officer for physical and recreational training specialist duties is borne, he is to note the state of the chests of all men passing physical and recreational training. The examination of chests by Medical officers is, so far as possible, to coincide with the recording of weights.

The result of every examination and the weight are to be entered on a man's medical history sheet. In order to prevent repeated unnecessary examinations, these results are also to be noted in the alphabetical book to be kept in each ship (*see* clause 2).

3a. All naval ratings and recruits, Royal Marines, are to be examined carefully at least twice within 6 months after entry into the Royal Navy or Royal Marines, with a view to the detection of incipient tuberculosis of the lungs. The results of the examinations are to be entered on the medical history sheets.

Continuous service men and boys will be examined as a rule in the establishments where they receive their training. Continuous service ratings whose training does not last so long as 6 months, should be examined once during their training, and again at the end of 6 months' service, in the ship or establishment in which they are then serving. Non-continuous service ratings, such as Officers' Stewards, Officers' Cooks, Cooks (O), Somalis, Kroomen, musicians and Chinese ratings, should be examined twice within 6 months of engagement in the ships or establishments in which they are serving.

4. In order to diminish dust, the decks are to be damped with a disinfectant before sweeping up, but any great dampness between decks is to be avoided. Every endeavour is to be made to prevent spitting on the deck, and this point is to be emphasized in health lectures.

5. Blankets and deck cloths are to be sterilized from time to time, as necessary, by ships carrying disinfectors.

6. All fresh milk is to be pasteurized, or boiled, before issue.

7. On a ship paying off, notes of those men who have been under observation are to be sent to the Medical Officer in charge of the depôt, who will send like notes to ships on commissioning.

8. Immediately a case, or a suspected case, of tuberculosis of the lungs has occurred in one of His Majesty's ships or establishments, the following procedure of disinfection is to be carried out in the vicinity of the patient's slinging billet, the patient's mess, and in the interior of any definite confined space, *e.g.*, officers' cabins, offices, workshops, if the patient has been occupying or employed in such:—

(*a*) The ship's side and bulkhead and the decks above and below, within a radius of 20 feet of the patient's slinging billet, should be swabbed with a solution of service disinfectant.

(*b*) The floor and ceiling and interior walls of a patient's cabin, mess, or any definite confined space in which he has slept or been employed, are to be swabbed with a solution of service disinfectant.

(*c*) All articles of furniture, such as tables, seats, etc., situated in this area should be thoroughly scrubbed with a solution of service disinfectant.

(*d*) All table utensils that may have been contaminated by the patient should be sterilized by placing them in boiling water or in a hot solution of service disinfectant.

(*e*) The infected area should subsequently be washed and ventilated thoroughly.

9. When tuberculosis is suspected in a case received in a naval hospital from a ship not bearing a medical officer, the Commanding Officer is to be notified immediately in order that the preventive measures stipulated in this article may be carried out.

10. Whenever a final diagnosis of tuberculosis is made in a naval hospital, the Commanding Officer of the ship concerned is to be notified immediately, by telegram if necessary, and a report forwarded to the Medical Officer concerned.

1394. Influenza.—A prophylactic vaccine against influenza can be procured on application from the Professor of Pathology, Naval Medical School, R.N. College, Greenwich, S.E. 10. Inoculation is to be entirely voluntary. All empty bottles and caps are to be returned to the Professor of Pathology.

2. **In His Majesty's Ships.**—All possible prophylactic measures are to be adopted when an outbreak occurs, to limit or prevent the spread of the disease. These should include:—

(*a*) Spacing out of hammocks so far as is feasible, and arranging so that the occupants shall lie head and feet alternately (*see* **1086**).

(*b*) *Deleted.*

(*c*) Frequent gargling with antiseptic solutions and the use of formamint lozenges.

(*d*) Every effort should be made thoroughly to disinfect living spaces, offices, etc., by scrubbing with soap and water, followed by free ventilation and scrupulous cleanliness.

(*e*) Free airing of clothing and hammocks.

(*f*) All bedding and hammocks should be disinfected as opportunity occurs.

(*g*) All men joining the ship should be inspected daily by a Medical officer for a period of ten days.

(*h*) Any cases of catarrh must be looked upon with suspicion and dealt with accordingly.

(*i*) Attention is directed to clauses 4 and 5 of Article **1393.**

3. **In Depôts and Shore Establishments.**—In epidemics of influenza, especially when complicated with pneumonia, all preventive measures are to be taken at depôts and shore establishments.

The following measures are to be carried out in such establishments immediately an outbreak occurs:—

(*a*) Spacing out occupants of barrack-rooms so that there shall be not less than 2 ft. 6 ins. between each hammock, and that the men shall lie head and feet alternately (*see* **1086**); those over the number that can thus be accommodated are to be put under canvas or otherwise disposed of (*e.g.*, billeted).

(*b*) } *Deleted.*
(*c*) }

(*d*) The barrack rooms in which cases have occurred should be scrubbed with soap and water and then freely ventilated.

(*e*) A scheme for the segregation of a large number of men in the event of the occurrence of such an epidemic in naval depôts should be kept in readiness, so that it can be put into operation immediately should occasion arise, in order that there may be no interference with drafting.

1395. Wounded Men.—He is to take care that every preparation is made for the accommodation and treatment of the wounded. When clearing for action, he, with the Medical officers serving under him and others appointed to attend him, will repair to their station, where every convenience is to be provided.

2. **Treatment on Board.**—The following instructions, indicating the broad lines on which the subject should be treated on board vessels of war, are to be observed:—

(*a*) In armoured ships, it may be possible during an action to bring the wounded to the dressing stations, and thus clear the fighting parts of the ships (turrets, etc., excepted), but in other ships, all that can be done is to place the wounded in a comfortable position near where they fall, and out of the way of the combatants.

(*b*) Nothing but first aid should be attempted during action. It is probable that opportunities will occur during lulls when the Captain of a ship may summon, by some pre-determined bugle call, the whole of the Medical officers and their staff to render assistance whenever it may be required.

(*c*) It is very important that a suitable position should be provided for the Medical officers of the ship. Their lives are of the greatest possible value when regarded from the standpoint of the sick and wounded. For this reason all Medical officers should be stationed under the best possible protection, due regard being had to the possibility of their being incapacitated if retained during a prolonged action under atmospheric or other conditions likely to prostrate them.

(*d*) Two distributing stations should be determined upon (if not laid down in the vessel's design) where all medical stores, instruments, etc., should be placed for their conservation, and whence the "first aid" supplies can be replenished.

These stores should be duplicated as far as possible so that in the event of one portion being destroyed the other part will be available. In addition to these two stations, provision should be made for the supply of "first aid" in other parts of the ship.

(*e*) In the absence of a hospital ship, the most suitable place for the treatment of wounded after action, probably in all classes of vessels, will be some portion of the upper deck properly screened in, so as to afford some protection against the weather and yet to permit of the freest ventilation. Failing the use of the upper deck for this purpose owing to objections which might at the time be considered paramount, the places selected must be the very best the vessel can offer.

In the event of the possibility of a further action being fought, it will be essential to remove the wounded to spaces between decks under whatever protection can be obtained.

(*f*) In selecting a situation for the performance of pressing operations and other surgical work after action, the choice must be governed by the conditions which obtain at the time. In many ships it is probable that the best possible space will be found on the upper deck. Between decks, the Captain's fore cabin is, in all larger vessels, probably the most suitable place, taking into consideration questions of light, ventilation, etc., and its temporary occupation would inconvenience the fewest number of persons.

3. **Instruction in First Aid.**—He is to arrange for the instruction of officers and men in the principles of first aid to the injured, and is responsible that the necessary appliances for use by those instructed are readily available in the parts of the ship where they will be needed in action.

4. He is to pay particular attention to the first aid training of those officers and men told off to assist the medical staff in action and afterwards. Such officers and men are, in addition to first aid, to be given instruction in some of the simple nursing rules.

5. A minimum of ten per cent of the ship's company in all classes of ships should be qualified in first aid.

6. Officers qualified in first aid are to be given a certificate, and men are to have the qualification noted on their service certificates, but before this is done they are to satisfy the Medical officer that they possess a sufficient knowledge of the subject. A candidate for a certificate of competency as master or mate in the mercantile marine will be exempted from the first aid portion of the Board of Trade examination provided that he can produce a naval first aid certificate which has been obtained within three years of the date of the Board of Trade examination.

7. Officers and men are to be re-examined if the certificates or notations are more than four years old, and subsequently, at intervals of 4 years from the date of the last examination.

8. As opportunity permits, at least once a year the Medical officers of destroyer flotillas are to give short revision courses in first aid to the torpedo coxswains of the flotilla. These courses are to include instruction in the use and care of the Destroyers Medical Chest.

1396. Deaths.—When he is so informed, he is to report at once to the Medical Director-General every death that occurs among persons borne on the ship's books, whether on board, on leave, or at hospitals, except naval hospitals.

2. The reports to the Medical Director-General are to contain full details of the cases, and where the death arose from wounds or injury, he is to state how the accident occurred and whether the person was on duty and sober at the time. When a death from disease is considered to be due to extraordinary exposure on duty, or exertion on service, thereby making it attributable to the Service, the evidence in support of such opinion is to be included. The medical history sheet is to be forwarded with the report.

1397. Sudden Deaths.—In cases of sudden death, without previous indisposition, he is, with the sanction of the Captain, to examine the body to ascertain the cause; should there be any appearance of a suspicious character, he will at once inform the Captain, so that, if advisable and practicable, an inquest may be held. *See* **1136** (*Inquiry into Accidental Deaths*) *and* **1137** (*Inquests*).

1398. Subjects for Survey.—He is to represent to the Captain, on form S.333, whenever he considers any officers or men, from impaired health or other causes, are fit subjects for survey; he will be very careful not to suffer himself to be deceived by men feigning disabilities for the purpose of being discharged or sent home.

1399. Medical Cases of Invalids.—When sick persons are sent to a ship for passage home, a concise statement of each case, in form M. 188, is to accompany them, detailing the medical treatment to the period of their being discharged; it is to be handed over to the Medical officer of the hospital or ship to which they may be discharged on their arrival home. When officers are sent home sick from foreign stations, the Medical officer is to deliver to each a detailed statement, sealed up, of the commencement and progress of his complaint.

1400. List of Invalids.—A nominal list (M.185) of all the invalids embarked is to be transmitted to the Medical Director-General, and, should any of the invalids have died during the passage, the Medical officer is to transmit the original cases (M. 188) received with them, accompanied by details of the symptoms and mode of treatment while under his care.

1401. Final Discharge of Men suffering from Venereal Disease.—Ministry of Health form V. 15 is to be issued to all men who are still suffering from venereal disease at the time of final discharge, and Medical officers are to ensure that it is carefully and accurately filled in, giving the history and treatment of the disease up to the date of discharge.

2. When so filled in, the form is to be given to the man in question with instructions that he is to present it to the Medical Officer of the Venereal Treatment Centre of the district to which he proceeds, or where he intends to reside, after discharge, in order that he may continue his treatment until cured.

3. For the purpose of ascertaining the address of the Treatment Centre in question and the hours of attendance thereat, a list compiled by the Ministry of Health has been issued to naval depôts, Royal Marine headquarters and naval hospitals at home, giving particulars of such Treatment Centres in England, Wales, Scotland, and Northern Ireland.

4. Medical officers of His Majesty's ships in home waters should consult the lists at the nearest naval hospital, Royal Marine infirmary or depôt, as the occasion arises, and obtain supplies of form V. 15 from the same source.

5. The man on final discharge is to be given written instructions on page 6 of the form as to the address of the Treatment Centre to which he should go, and the hours of attendance. The importance of going to the Centre is to be impressed upon him, in addition to the fact that such further treatment is free of cost, and that absolute secrecy will be observed. If the man has any doubt after this as to where he should go, he should be informed that, by application to the Public Health Department of his district, he can ascertain the address of the Treatment Centre.

6. The list of Centres, and supplies of form V. 15, may be obtained from the Medical Department of the Admiralty on demand by the establishments named in clause 3.

1402. Military and Royal Air Force Invalids.—Should military or air force invalids be embarked in a transport or freight ship on board which there is a naval Medical officer in medical charge of naval ratings, he is to assume medical charge of these invalids in the absence of an officer of the Royal Army Medical Corps or R.A.F. Medical Service. *See* **811**, *clause* 3 (*Sick troops and airmen embarked in His Majesty's ships*), *and* **850** (*Naval Invalids in Transports, etc., without Naval Medical officer*).

1403. Merchant Ships.—When operative or other important medical treatment is required in emergency on board a merchant ship, the Medical Officer will render every assistance. For services so rendered no charge is to be made except for any public stores expended.

1404. When to Send to Hospital.—When men can conveniently be cured on board, they are not to be sent to a hospital, hospital ship, or sick quarters; but if labouring under an infectious or contagious disease, or if their injuries or complaints render their retention on board dangerous to others or injurious to themselves, or if the number of sick and wounded be so great as to prevent their receiving proper attendance, they are to be sent to hospital as soon as possible. Whenever, therefore, it becomes necessary to send patients to a hospital, the Medical Officer is to inform the Captain, who will give the requisite orders for preparing their pay documents and sick voucher (S. 47), noting upon the latter whether or not the patient has been victualled on board for that day. The Medical Officer is to state on the form whether the patient is suffering from venereal disease and whether or not the sickness is considered to be due to the man's misconduct, neglect, or carelessness, and the sick voucher is to be forwarded to the hospital *via* the ship's office, for the information of the Accountant Officer. The patient's effects are to be stowed carefully in bags or other receptacles, which are to be labelled and sealed in a similar manner to a mail bag, the mail seal issued to His Majesty's ships being used for that purpose. An inventory of the effects of each patient is to be inserted on form S. 98 or S. 98a, which is to be placed in the kit bag prior to despatch to hospital, a duplicate list being retained in the man's ship or establishment. The label attached to the bag is to be signed by the person who enters the effects on the form and by the responsible officer.

2. The Medical Officer will also give as early information as possible to the Medical Officer in Charge of the number of patients to be sent to the hospital, and the probable time at which they will be disembarked, in order that due preparation may be made for their reception. When practicable, a Medical Officer is to accompany the patients to see that they are properly received at the hospital or sick quarters, and that they are conveyed thither with as little inconvenience as possible; and should two boats be required, he is to be sent in the one with the worst cases in order to afford ready relief on the passage. A detailed statement regarding each patient, sealed up, is to be delivered with the patients at the hospital, showing the manner in which they were first seized, the nature and progress of their disorders, the means used for their cure, and whether there is reason for suspecting any of their complaints to be feigned. When discharging patients to hospital, to a hospital ship or to sick quarters, the Medical Officer is also to note on form M. 188 all facts as to previous illnesses or injuries which are likely to give information whether the disease or disability was present prior to entry into the Service, or was developed subsequently.

3. With every case of tuberculosis, suspected tuberculosis or pulmonary fibrosis discharged to hospital, the Medical Officer is to send, in addition to the usual papers, a special report (S. 220), giving details concerning the patient.

If the diagnosis of tuberculosis or fibrosis is confirmed by the hospital authorities, they are to send copies of this report to the Medical Director-General, and to the local Naval Health Officer, if such an officer is attached to the hospital to which the case is sent.

4. In nominal lists, baggage labels, and all correspondence relative to the transport of naval sick and wounded, the name of the ship to which the case belongs should always be stated. The name of the parent ship of small craft should also be stated (in brackets) after the name of the ship in which the patient is actually serving when placed on the sick list.

1405. Rupture.—Patients with rupture, strangulated or in a dangerous state, are to be sent to hospital; but no man should be sent for simple uncomplicated rupture unless he first expresses his desire to be operated on for its radical cure, and the Medical Officer of the hospital considers it a fit case and the man a suitable subject for such operation.

1406. Visits to Patients in Hospital.—The Medical Officer from whose ship men have been sent to a hospital is to visit them as frequently as the Captain may require, obtaining in every case the previous consent of the Medical Officer in Charge of the hospital, who will give such information as may enable the Medical Officer of the ship to inform the Captain when any of them are likely to return to their ship.

1407 Daily Sick Book.—The Medical Officer is to keep a daily sick book (M. 195) which is to contain the names of all the sick on board, and which he is to submit to the Captain every morning, at the same time suggesting any measure he may consider necessary for the comfort and benefit of his patients.

2. Whenever the name of any person is inserted in the sick book for a wound or injury, the part of the body injured is to be stated, and, if possible, how the wound or injury was occasioned. (*See* **1386** (2).)

1408. Weekly Return of Sick, and Health Report.—He is also to deliver to the Captain weekly, or at such other periods as he may direct, a return of the sick on board (S. 557), to which should be added any remarks considered necessary concerning the general health of the ship's company.

1409. Personnel of the Royal Australian Navy.—When a member of the personnel of the Royal Australian Navy is admitted to the sick list on account of disease or injury, the Medical Officer treating the case is to forward to the Medical Director-General reports (*a*) and (*b*) as shown below:—

(*a*) *On Admission.*—Official number, if any, name, age, rank or rating, ship to which attached. Date of admission to sick list. Disease or injury.

(*b*) *On Discharge.*—Official number, if any, name, age, rank or rating, ship to which attached, date of discharge, whither discharged. A detailed statement of the history, treatment and progress of the case, with copies of any specialists' reports obtained, and particulars as to attributability to the Service, and the grant of Hurt Certificates, etc. If the case be admitted to hospital, the Medical Officer in Charge is to forward to the Medical Director-General a complete copy of the Bed Ticket (M. 40 H.S.) when the patient is discharged from hospital.

1410. Journals.—The Medical Officer is to keep a rough and a fair Journal (M. 179) of his practice, transmitting the fair Journal signed by himself, to the Medical Director-General, quarterly, made up to 31st March, 30th June, 30th September, 31st December of each year, or to the date of cessation of medical charge.

2. A copy of each Form M. 179 (*b*), M. 179 (*c*), M. 179 (*d*) and M. 179 (*e*), is to be submitted to the Commanding Officer for his information, and is then to be transmitted to the Fleet or Squadron Medical Officer.

3. The Medical Officer is to keep his fair Journal in such a state of preparation that at any time it may be transmitted to the Medical Director-General; and it is, at the latest, to be transmitted within ten days after the termination of the period for which it is made up, except returns from depôts and stationary ships at home with large and varying complements (in which it may be impossible to ascertain the average numerical strength of the ship's company, until the Accountant Officer can certify to the correctness of the average complement during the period to which the return relates), when it may be forwarded within reasonable time. Any delay in forwarding the Journal is to be explained fully, by letter, to the Medical Director-General, through the Commanding Officer. (*See* Articles **855**, **856**, **875**, and **1363.**)

1411. Particulars in Journal.—In his Journal, the Medical Officer is to give:—

M. 179 (*a*). A detailed account of particular cases, including all those sent to hospital, invalided, or dead, being careful always to record the "place where" as well as the "date when" the patient was placed on the Sick List.

M. 179 (*b*). The movements of the ship during the period for which the Journal is rendered.

M. 179c. A list of persons who, during the period for which the Journal is rendered, have received Wounds or Hurts, ___|___ showing whether a Hurt Certificate has been granted or not. (*See* Article **1419**).

M. 179 (*d*). (*a*) The average daily numerical strength of the ship's company.

(*b*) A statistical abstract of all cases which have occurred, during the period.

(*c*) Details of vaccinations and re-vaccinations. (*See* Article **1417**, clause 7).

M. 179 (*e*). A differentiation of "grouped diseases" underlined in Form M. 179 (*d*).

M. 179 (*f*). (*a*) The accommodation in the Sick Bay (tenders to be shown separately) or in the Sick Quarters of Barracks, shore establishments and stationary ships.

(*b*) A clear and succinct account of the several diseases. If any infectious disease makes its appearance, the Medical Officer is to endeavour to trace it to its source, to account for its introduction, and to explain the means used for destroying the infection and preventing its reappearance. (*See* Article **1386**, clauses 2 and 3). Where relevant, the vaccination and inoculation history is invariably to be given and the type of infection should be stated (*e.g.*, in smallpox, dysentery, enteric, malaria).

(*c*) A concise statement of meteorological observations.

(*d*) The average heat registered by the thermometer. (*See* Article **1385**, clause 2.)

(*e*) Details of Lectures on Hygiene.

(*f*) The prevalence of rats and other vermin in the ship.

(*g*) Details of every other circumstance that may have had an influence in promoting health or generating sickness in the ship's company.

(*h*) Any information of a professional character, or in connection with the collateral sciences, which he may consider to be of value.

M. 179 (*g*). An Alphabetical List of all persons placed on the Sick List for disease or injury. (*See* Article **1386**, clause 2). Persons remaining from last return, taken over from predecessor, or received from other ships are to be recorded in separate lists. (*See* clause 2.)

M. 179 (*h*). An Alphabetical List of Minor Injuries treated on the Attending List. (*See* Article **1386**, clause 3.)

2. **Non-invalided Sick from other Ships.**—As regards non-invalided officers and men borne for passage to hospital or elsewhere for treatment in any of His Majesty's Ships other than that to which they belong, separate lists, giving ships' official numbers, names, ages, ranks or ratings, diseases, dates of admission and discharge, and days' sickness of the men conveyed, should be included in the Journal of the Medical Officer of the ship in which they are borne for passage.

3. **Invalids.**—Invalids borne for passage are to be recorded separately with full details. (*See* clause 2 and Article **1400.**)

4. The importance of these injunctions cannot be overrated. Pensions and gratuities are often dependent upon the care with which the cases of both officers and men have been recorded in the Medical Officer's Journals of the ships in which they have served.

1412. Medical Documents.—The provisions of Article **12a** apply with particular force to official medical documents, and officers and ratings who have access to them are specially cautioned against divulging them to persons outside His Majesty's Service.

1a. The above instruction is not intended in any way to hinder Medical Officers from keeping the relatives of patients under actual treatment informed of their progress and condition.

1b. A medical history sheet (S. 446) is to be provided for each man or boy on entry by the Medical Officer, by whom these documents are to be kept and carefully filled up.

The name is to be written in block letters in the space provided.

Form M.228 showing the dental condition of the recruit on entry is to be obtained from the Dental Officer and attached to the medical history sheet (*see* **1433**, clause 1).

1c. Whenever a naval rating is given therapeutic serum of any kind in a hospital, ship, or naval establishment, his medical history sheet is to be noted with the dates of administration, the nature and dose of the serum, and reaction, if any.

2. Medical history documents are always to be kept by the Medical Officer of the ship or establishment in which the man is serving, and are to be forwarded by him direct to the Medical Officer of the ship or establishment to which the man is discharged immediately on discharge. Accordingly, Commanding Officers are to ensure that the Medical Officer is given early notice of discharge of ratings and is furnished with a list of men ordered to be drafted. When medical history documents of Royal Marines are received in a Royal Naval Barracks in accordance with Article **832c**, clause 3, they are to be immediately forwarded direct to the Medical Officers of the divisional headquarters to which the Royal Marines belong.

Medical history documents are invariably to accompany a patient to a naval hospital, in order to facilitate full consideration of his case.

On discharge from the Service, promotion to commissioned or warrant rank, or death, the medical history documents are to be forwarded immediately to the Medical Director-General for record purposes, except where death is due to accident, when the documents are to be retained temporarily on board until any necessary inquiry has been held. The medical documents of Maltese ratings who are discharged otherwise than for misconduct, "unsuitable," "pensioned," or on account of invaliding or death, are to be retained in the depôt ship at Malta. The receipt and disposal of medical history documents are to be recorded in a memorandum book (S. 1295a).

The Commanding Officer will be responsible for the custody, notation and disposal of the medical history documents of ratings sent to ships having no parent ship and in which no Medical Officer is borne.

The dental records should be obtained from the man's depôt and should accompany the medical documents when the latter are transmitted to the Medical Director-General, unless the man has been enrolled in the Royal Fleet Reserve, in which case the dental records are to be retained at the man's depot. Should it be necessary to forward the medical documents before the dental records can be obtained, the Medical Officer is, for men not enrolled in the Royal Fleet Reserve, to notify the Dental Officer at the man's depôt, in order that the relative dental records may be forwarded direct to the Medical Director-General.

3. If a medical history document is missing, the fact is at once to be made known to the ship or establishment from which it should have been received, and the said ship or establishment will be held responsible for the issue of a new sheet, with date and cause of loss of previous sheet inserted.

4. When men or boys are being medically examined, the Medical Officer will note on the medical history sheet all marks and scars on the person, or other peculiarities, congenital or otherwise, which would be useful for future identification, or, if already noted, he is to verify, and, if necessary, amend the previous identifications. Where colour vision is tested, the result of the test is to be noted on the medical history sheet.

5. The sickness of men and boys on leave is to be shown on the medical history sheet.

6. Medical history documents are to be regarded as confidential, and are never to be allowed to be in the possession of any petty officer or non-commissioned officer, man, or boy, other than Sick Berth ratings in the execution of their duty.

7. The entries of diseases or injuries on medical history sheets, or on other medical documents are to be of the actual diseases or injuries from which the rating is suffering, and not the heading under which the disease or injuries are classified, in accordance with the nomenclature of diseases, e.g., "catarrhal conjunctivitis" and "neurasthenia" are to be entered as such, and not as "disease of eye" and "other diseases of the nervous system."

When recording cases of syphilis, care is to be taken that all cases which are not being diagnosed for the first time are to be shown as "later record."

All cases of malaria are to be shown on the medical history sheet with the type of parasite found or, if no parasites are found, the diagnosis "clinical malaria." A summary of the treatment given is also to be recorded.

7a. The findings of examining Medical officers as to men's fitness or unfitness for enrolment in the Royal Fleet Reserve, and in the event of unfitness, the cause, are to be noted on the medical history sheet.

8. All medical documents are to be kept and passed from ship to ship in the cover for them (S. 446a).

9. If considered desirable, the contents of the medical history sheet cover relating to a rating sent to a civil or military hospital may be extracted and forwarded in an envelope marked "Confidential" to the Medical Officer in Charge of the hospital, with a request that they may be kept locked up; also that special effort may be made to prevent their loss. Full details of the disposal of the documents should be noted in pencil on the cover, and, if the rating ceases to be borne on the books of the vessel from which he was sent to hospital, instructions should be sent to the hospital as to the disposal of the medical history documents.

10. The medical documents of all Royal Air Force personnel borne in His Majesty's ships are to be kept on board and dealt with in the same way as those of naval ratings.

11. Any medical history documents discovered belonging to men whose disposal cannot be traced are to be forwarded to the Director of Navy Accounts for disposal.

12. On a rating joining a ship, medical history documents should be scrutinized in order that diseases such as malaria, syphilis, etc., may be dealt with efficiently.

13. The Medical Officer is to report cases of non-compliance with instructions regarding medical history sheets to his Commanding Officer, for such action as the latter may deem necessary.

14. In the event of mobilization of Reserves, a medical history sheet is to be prepared for each reserve rating joining a ship or establishment, and continued until invaliding, death or demobilization. Medical history sheets need not be prepared for Royal Fleet Reserve, Royal Naval Reserve, Royal Naval Volunteer Reserve, and Royal Naval Auxiliary Sick Berth Reserve ratings who fall sick or are injured during their periods of training, provided that all such illnesses and injuries are recorded in Medical Officers' journals.

1413. Physical Requirements. Officers.—The regulations as to the physical requirements of candidates for commissions in the Royal Navy are contained in the Appendix to the Navy List.

2. **Men and Boys.**—The regulations for the medical examination of men and boys for entry in the Royal Navy and Royal Marines are contained in the Recruiting Instructions.

1414. Medical Examination of Candidates for Dominion Navies.—Special care is to be exercised in the medical examination of candidates for service in the Dominion Navies.

1414a. Medical Examination for Fleet Air Arm.—Candidates for Naval Pilot and officers other than Naval Observers, Fleet Air Arm, are to be provisionally examined (except at Malta) at the time they volunteer (*see* **335**, clause 2). Special care is to be taken in these examinations, and in the event of such a candidate contracting, during the period between final medical examination at the central

medical establishment, R.A.F., or elsewhere, and departure for training unit, a disability which is likely to render him unfit for flying, the Admiralty should be informed immediately.

1415. Examination for Re-entry.—In the case of men or pensioners re-entering for further periods of service, the examining officer may exercise his discretion and accept persons with minor defects, who may be desirable candidates from a Service point of view. The applicant's medical history sheet should, however, be consulted whenever practicable, so that persons who are subject to chronic complaints may not be accepted (*see* **1412** (2)).

1416. Medical Examination of Men and Boys.—When directed by the Captain to examine men or boys, the Medical Officer is not only to examine their persons very carefully, to ascertain whether they are fit for the Service, but he is also to inquire very particularly into their previous history, so as to be able to judge whether there is any risk of their bringing infection into the ship.

1417. Vaccination and Re-vaccination. Inoculation Reports.—All persons entering the Service are to be vaccinated, or, if considered necessary by the Medical Officer, re-vaccinated; should no results follow on the first operation, a second vaccination is invariably to be performed. The operation upon candidates for artificer and artisan ratings is to be deferred until they have been finally accepted for the Service.

Re-vaccination of active service personnel should be carried out every five years, except for officers and men appropriated to the East Indies or China Stations for whom the interval for re-vaccination is three years.

Royal Air Force personnel are, if necessary, to be re-vaccinated whenever Home Fleet ships in which they are embarked take part in a cruise to the Mediterranean, East Indies, Africa, China, or America and West Indies Stations.

2. Vaccination is to be made with calf lymph from a recognized establishment, which is carried on under proper supervision.

3. No person shall be considered re-vaccinated who has had the operation performed with lymph taken from the arm of a re-vaccinated person, but all persons so re-vaccinated shall again be vaccinated with lymph taken from the sources specified below.

4. On both home and foreign stations, the Medical Officer will obtain supplies of calf lymph by written application to the Medical Officers in Charge of the naval hospitals; on foreign stations, if supplies cannot be obtained at the naval medical depôts, such calf lymph should be purchased locally, but if such cannot be procured, application is to be made at once to the Medical Director-General.

5. A Medical officer is to see each case of primary vaccination daily from the appearance of the vesicles until the scabs fall off. Men re-vaccinated before proceeding on drafting leave need only be examined on return from leave, but all necessary precautions are to be taken to prevent sepsis.

6. A notation of the date of vaccination or re-vaccination is to be made by the Medical Officer on each man's medical history sheet, specifying the result, whether successful or otherwise, and such cases only are to be considered successful in which either vesicles, normal or modified, or papules surrounded by areolæ, have resulted. When the first operation is followed by no result, which should, however, be rare when it has been carefully performed, vaccination should be repeated in 14 days from the first attempt.

7. Particulars of all vaccinations and re-vaccinations are to be included in the journals (*see* **1410** and **1411**) of medical officers, and in the medical and surgical returns of naval hospitals and Royal Marine infirmaries.

8. The Medical Officer, as soon as convenient after he joins a ship, will satisfy himself by examination of the medical history sheets, or when necessary by personal inspection, that each officer and man has been successfully vaccinated, and when necessary re-vaccinated, and so also with regard to every officer and man who may subsequently join, except those borne for disposal or as temporary supernumeraries in home ships, and whose stay in them will be but short.

9. He is to certify, in the first Medical Officer's Journal (M. 179) which he sends into Office after joining the ship, that he has done so, and that the instructions have been fully carried out.

10. When vaccination or re-vaccination cannot satisfactorily be performed in a ship, recourse is to be had to local vaccinators, who, under the authority of the Captain, will be paid by the Accountant Officer for each successful case, on the certificate of the Medical Officer or, when none is borne, of the Captain.

11. When circumstances arise rendering recourse to local vaccinators necessary, the facts are immediately to be reported by the Medical Officer to the Medical Director-General.

12. No punishment or penalty is to be incurred for declining vaccination or re-vaccination on conscientious or other grounds, but every precaution is to be taken to prevent objectors becoming a danger to the Service. They are not to land in ports where there may be any danger of contracting smallpox, and while the ship is lying at such ports they are to be inspected daily by the Medical Officer. The fact that a man has refused vaccination or re-vaccination is to be noted on his service certificate and in the ledger, and in no circumstances is he to be allowed to re-engage while he maintains his objection. Should the man subsequently agree to vaccination or re-vaccination, a further notation is to be made on the service certificate and ledger.

A man who refuses inoculation or vaccination whilst in the Service is not to be enrolled in the Royal Fleet Reserve while he maintains his objection, but should he subsequently express willingness to be inoculated or vaccinated he may, if in all respects eligible and fit, be enrolled in the Royal Fleet Reserve on condition that, previous to enrolment, he signs a statement that he is willing to be inoculated or vaccinated, if required. A notation accordingly is to be made on the service certificates of such men when accepted for enrolment in the Royal Fleet Reserve.

13. When circumstances arise which render it advisable to inoculate officers and men against enteric fever, cholera, or any other infectious diseases, voluntary inoculation only can be performed. The provisions of clause 12 are to apply to persons objecting to such inoculation on conscientious or other grounds.

14. Subject to the provisions of clause 13, each officer and man (including Royal Air Force officers and ranks) on the Mediterranean, East Indies, Africa, China, and America and West Indies stations is to be re-inoculated with a single dose of one cubic centimetre of typhoid and paratyphoid vaccine as soon as possible after twelve months have elapsed since he was last inoculated. If more than fifteen months have elapsed since an individual serving on any of these stations was last inoculated, he should be re-inoculated with two doses of the same vaccine (0·5 c.c. and 1·0 c.c.) with an interval of about ten days between the doses. Whenever ships of the Home Fleet are taking part in a cruise to any of these stations, officers and men serving therein are to be inoculated similarly; unless this procedure has been carried out within the previous fifteen months.

15. Medical Officers of ships and establishments are to forward direct to the Professor of Pathology, Royal Naval College, Greenwich, at the end of each month, a report on all officers and men who have been inoculated or re-inoculated during the month.

The report should be rendered as follows:—

(i) Ship or establishment.....

(ii) Month ending.....

(iii) First inoculation. No..... } Total.....
Second inoculation. No..... }

*(iv) Local reactions. No.....

*(v) General reactions. No.....

(vi) Date of issue of vaccine.....

*Any reactions calling for special remarks should be commented on in a footnote.

1418. Record of Examinations for Entry.—All persons examined for entry into the Naval Service or Royal Marines by a Medical officer are to be entered in form M. 93 (sheet form) in ships and establishments especially furnished therewith; in other cases, on a list in the medical officer's journal for the ship. In all cases of persons rejected, the cause of unfitness is to be recorded correctly.

1418a. Examination for Service in Submarines.—Officers and men selected for service in submarines are to be of good physique, and capable of sustaining a considerable amount of bodily strain. In the medical examination, care is to be taken that the candidates are in good health and free from any organic or functional cardiac or pulmonary disease, that they suffer from no active constitutional complaints such as syphilis, albuminuria, rheumatism, malaria, etc., and show no signs of disease of the ear or nose, defective vision or skin affection; that there is no history of fits of any kind, and that they are not addicted to alcohol in excess; that there should be no hernia or tendency thereto and no signs of arterial degeneration. It should be ascertained that officers and men have a good standard of dental fitness and have sufficient sound occluding teeth, including molars, on both sides of the mouth for the efficient mastication of food, and also that they are free from oral sepsis. If dental caries is present but limited in extent, the necessary treatment to remedy the defects may be deferred until the rating's arrival in "Dolphin", if time is not available for it to be done in depot before draft.

Cases requiring extensive dental treatment should be stopped draft until completed.

2. The examination of personnel is to be accompanied by a careful scrutiny of the medical history sheets, and those who have suffered from tuberculous disease, pleurisy, asthma, acute rheumatism or repeated attacks of gonococcal infection are to be rejected. Officers and men who have contracted syphilis are not to be allowed to enter or re-enter submarines unless—

(i) They have been certified by a genito-urinary specialist to have been cured of the disease and to be fit for appointment or draft to any ship.

(ii) ____

3. Examining medical officers are to confirm orally that officers and men have never suffered from fits, rheumatism, disease of the lungs, or discharge from the ears, and that personnel who have suffered from syphilis come within clause 2.

3a. The above instructions are laid down for the guidance of Medical officers when making preliminary examinations of personnel for service in submarines. The Senior Medical Officer, H.M.S. "Dolphin", may, however, use his discretion when the physical standard is high, even though the officer's or man's past medical history would normally entail rejection, but no one with a previous history of syphilis is to be entered unless the conditions of clause 2 ____ are satisfied.

4. The standard of vision required of Engine-Room Artificers on entry into the Royal Navy will be taken as qualifying these ratings for service in submarines, provided that any defect present does not interfere with the performances of duties required, and that the men are physically fit in all other respects.

1418b. Examination of Candidates for Detector Non-substantive Ratings.—Volunteers for a detector non-substantive rating are to be given a preliminary medical examination in accordance with the following instructions before their names are forwarded. Candidates must be in good health, free from any pulmonary disease or weakness, and not liable to sea-sickness; they must not show any signs of disease of the ear, nose or throat, and must have perfect hearing in each ear. The preliminary examination is to be accompanied by a careful scrutiny of the candidate's medical history sheet, and those who have suffered from tuberculous disease, pleurisy, chronic bronchitis, asthma, repeated attacks of gonorrhoea, or syphilis that has not been considered cured by a genito-urinary specialist, are to be rejected. An aural test is to be included in the examination. *See* Appendix XII, part 23.

1419. Hurt Certificate.—If while serving either afloat or on shore, or while participating in games or other forms of physical recreation definitely organized by, or with the approval of, the proper Naval authority, any person shall receive a wound or hurt (other than of a trivial nature such as in the opinion of the Medical Officer will not give rise to any disability in the future), the Medical Officer is to report the case to the Captain on form M. 183, on which he is to describe minutely the nature of the injury. If the circumstances in which the injury was received will be investigated by a board of inquiry, under Article **1136**, and the issue of a hurt certificate is in doubt, the Captain is to forward the form M. 183 to the Senior Officer who is to forward it to the Admiralty with the minutes and proceedings of the board. The form will be completed at the Admiralty and returned to the Captain. Where, however, the issue of a hurt certificate is clearly justified it should be issued and disposed of in accordance with Clause 6. In other cases the Captain is either himself to investigate, or is to appoint two or more officers to investigate, as he thinks fit, the manner in which the injury was received and also the particular act of duty or form of physical recreation in which it was incurred, and if it is determined that the injury was received during an act of duty, the hurt certificate on the reverse of form M. 183 is to be granted, the service certificate being noted accordingly, and the hurt certificate disposed of in accordance with clause 6. If a hurt certificate is refused, the form M. 183 is to be completed and the form retained on board until the ship pays off, when it is to be destroyed.

The Hurt Certificate is to be granted whether the injury disables the individual from continuing in the Service or not; and at the time of the grant he is to be informed that the certificate is issued for purposes of record only and does not necessarily carry with it a title to any monetary grant on discharge from the Service, such entitlement being a matter for Admiralty decision.

2. Particular care should be taken to ensure that officers and men borne in tenders, such as sloops, destroyers, trawlers, etc., receive the hurt certificates for which they may be eligible.

3. After the admission to hospital of a patient who may be eligible for the grant of a hurt certificate, the Medical Officer in Charge is to enquire whether the circumstances in which the injury was received have been investigated. If not, he is to report the fact to the Senior Officer present with a view to the investigation of the case as in clause 1.

4. **When not to be given.**—Hurt certificates are not to be given for wounds or hurts received on leave (unless in an act of duty whilst on leave) or occasioned by drunkenness or other improper conduct, but shall be confined solely to injuries received in acts of duty or while engaged in organized physical recreation as defined in clause 1. They shall not be awarded for wounds or hurts received in exercise taken in any form for individual pleasure.

4a. In doubtful cases the circumstances are to be reported to the Admiralty for decision.

5. **Rupture.**—They are not to be granted for rupture, unless the individual shall make application immediately after the accident, in which case they should be made out within 48 hours of the rupture. In exceptional cases, when this rule cannot be observed, the reasons are to be given on the certificate.

5a. Any person who, in the performance of his duty shall sustain, as the result of gun-fire, an injury to the ear, is to report the fact immediately after the accident, and if the circumstances warrant, the Medical Officer is to report the case to the Captain on form M. 183.

6. **Custody and Disposal.**—An officer's hurt certificate is to be forwarded to the Secretary of the Admiralty, by whom it will be returned for retention by the officer concerned. Similar action is to be taken on promotion of a rating to acting Warrant or Commissioned rank in respect of any hurt certificates previously granted.

Men's hurt certificates are to be kept and dealt with in the same manner as their service certificates.

7. **Compensation and Disablement Awards.**—Officers may, at the discretion of the Admiralty, be granted compensation on retirement or discharge (but not later), in

respect of a wound or injury sustained on or after 1st October, 1921, and recorded on a hurt certificate. Applications for such compensation by officers who are retired or discharged for causes other than invaliding should be made to the Secretary of the Admiralty, by whom arrangements for medical survey will be made.

On discharge from the Service to pension or otherwise, all men to whom hurt certificates have been issued are specially to be examined with regard to the injury or disease for which the certificates were issued. The Medical Officer is to report fully the present condition resulting from the injury or disease, and is to assess in percentage the permanent disablement resulting therefrom. The hurt certificate, with the medical report and assessment, is to be forwarded forthwith to the Director of Navy Accounts (*see* **1992**), together with the man's private address.

8. **Royal Marines at Headquarters.**—When Royal Marines are at Headquarters, hurt certificates are to be granted under the same conditions as when serving afloat.

9. Notices are to be posted up on board all ships and at the Royal Marine divisions cautioning men to report immediately any appearance of rupture.

1420. Rendering Returns.—The Medical Officer is to transmit regularly all the medical returns, accounts, and other documents required by these Instructions, to enable his accounts to be closed speedily.

1421. Certificates to Medical Officers.—The Medical Officer is to grant to Medical officers serving under him at the end of each year, and also when he or they leave the ship, a certificate as to the conduct of their professional duties. This certificate, which is to be approved by the Captain, and signed by the officer reported on, is to be forwarded by the Senior Medical Officer to the Medical Director-General.

2. In the event of the certificate not being satisfactory, the Captain will call upon the Medical Officer for a detailed report, which he will forward to the Admiralty, through the Commander-in-Chief, with his own remarks.

1422. Friendly Societies.—On being applied to, the Medical Officer may certify confidentially to the secretary of any established friendly society the nature of the illness under which any officer or man of the ship, who is a member of the society, may be suffering.

1423. Encouragement to acquire Information.—As Medical officers are afforded many opportunities of obtaining a knowledge of the medical topography of the places they visit, of the more prevalent diseases and the approved mode of treatment, and of the healing properties, preparations and uses of medicinal plants or productions, they should report all the information they can collect on these interesting and other cognate subjects that they may belive to be new or but little known; and the senior Medical officers should encourage those serving under them to cultivate a taste for scientific observation, which can hardly fail to be of use to the individual himself as well as to the Service and the cause of science.

2. **Tropical Diseases. Specimens.**—In order that the specimens relating to tropical diseases in the museum of the Naval Medical School at Greenwich may be increased in number and variety, and with a view to promoting the knowledge of certain diseases, the pathology of which is still obscure, Medical officers serving on foreign stations, or who may be for a time in the endemic areas, should forward any specimens which they may be able to procure, with as full notes as possible, to the Professor of Pathology, Naval Medical School, R.N. College, Greenwich, S.E. 10.

Medical Officer not in Charge

1424. Duties generally.—Medical officers not in charge are to make themselves acquainted with the foregoing instructions for the Medical Officer in Charge and to comply therewith at all times in so far as they may relate to their duties, or when they are acting for the Medical Officer in Charge.

1425. Journal.—When not in medical charge afloat, Medical officers are to keep a journal (M. 179), and to forward it to the Medical Director-General on 31st December in each year.

1426. When Medical Officer in charge absent.—In the absence of the Medical Officer in Charge, the senior Medical officer on board is to observe and follow the foregoing instructions; and in the event of the invaliding or death of the Medical Officer in Charge, he will be held responsible for the medical returns and accounts of the ship until another joins.

SECTION IV—DUTIES OF DENTAL OFFICERS

1427. Port Dental Officer.—The senior dental officer at the Royal Naval Barracks in the three home ports is appointed also as Port Dental Officer. His particular duties as Port Dental Officer will be defined in local orders and will include the general supervision of all dental arrangements within the port. He is responsible for advising the Commander-in-Chief and the Surgeon Rear-Admiral on all dental arrangements in the port. He is to carry out periodically inspections of all dental departments in the port as may be ordered, and is empowered at other times to visit dental centres and superintend the professional work of Dental officers. He is to propose for the consideration of the Commanding Officer of the ship or establishment concerned any measure likely to conduce to the greater efficiency of the dental arrangements.

2. He is to co-ordinate the dental work of the port, and to advise regarding the leave arrangements of Dental officers and as to suitable provision for the performance of the dental work at the various centres during the temporary absence on leave, sickness, etc., of the Dental officer normally appointed for the duty.

3. He is to advise on matters relating to dental organization and the progress of dental treatment in the port, and to furnish reports on local dental matters when required.

4. He is to scrutinize demands for replenishment of dental stores and the statistical returns of dental work rendered by Dental officers serving in local ships and establishments prior to their transmission to the Medical Director-General through the Commanding Officer, and to append thereto any necessary remarks or recommendations.

5. He is to advise the local naval authorities regarding the suitability and arrangement of dental accommodation contemplated or under construction or refitting in ships or establishments within the port.

6. He is to carry out other dental duties in the port as directed.

1427a. Fleet Dental Officer.—In large fleets, Dental officers will be appointed to flagships as Fleet Dental Officers.

The Fleet Dental Officer will be borne for staff duties and will act as the Flag Officer's principal adviser on all dental matters connected with the fleet. It will be his duty to keep himself acquainted with the progress of dental treatment generally in the fleet, and to make a systematic inspection of the dental departments established in ships as frequently as prescribed in Article **1019**, clause 1, reporting to the Admiralty through the usual service channels. He will have direct access to the Flag Officer and be in a position to propose for his consideration any measures likely to conduce to the efficiency of the dental organization of the fleet, and he will be directly responsible to the Flag Officer for keeping him informed on this matter generally. He will also undertake general dental duties in the ship in which he is accommodated.

1427b. Duties generally.—On appointment, a Dental officer is to perform such dental duties as may be required of him by the Commanding Officer of the ship or establishment in which he may be serving, to whom he is directly responsible for the efficient control of the dental department.

2. He will obey not only all orders he may receive from his Captain, or other superior officer, but also any directions relating to:—

(*a*) dental treatment of officers and men,
(*b*) his accounts and returns;

which he may receive from the Medical Director-General or senior Dental Officer of the fleet or squadron to which his ship belongs; he will furnish them, or any of them, through his Captain, with any information that may be required of him respecting:—

(*c*) the patients under his care,
(*d*) the treatment adopted,
(*e*) his accounts and returns;

but any suggestions, explanations or observations he may have to offer connected with his particular duties, not of a purely dental character, which directly or indirectly concern the duties and responsibilities of other than Dental officers and are obviously beyond the province of the dental department to remedy or deal with adequately, are to be made in duplicate to his Captain, who will forward the original to the Commander-in-Chief, and the duplicate to the Medical Director-General, noting in regard to each his approval, or adding such observations as he may wish to offer on the Dental Officer's representations.

3. **Communications to the Medical Director-General.**—Any Dental officer serving on board any of His Majesty's ships, previous to sending to the Medical Director-General any letter or any communication whatever relative to his public duty, is to submit it to the Captain, who is to note thereon his approval or such observations as he may think necessary.

4. **Men joining Ship.**—All men on joining a ship in which a Dental officer is borne are to be examined and treated as soon after entry as possible. The dental condition of all men in the ship is to be examined systematically at least once annually, so that dental disease in its early stages may not escape detection and remedy. Arrangements are also to be made for the systematic treatment of the ship's company, and of the officers and men in His Majesty's ships in the squadron reported to him (see **1367a**). Dental officers appointed to certain ships are available for general fleet duties.

5. **In Action.**—The Dental Officer is to take steps to ascertain from the Medical Officer the precise nature of the duties he may be called upon to perform during action. He is to be prepared to assist the Medical Officer in the treatment of wounded when called upon.

1428. Authority in the Dental Department.—The dental department, the dental mechanics, assistant dental mechanics and dental surgery attendants are to be entirely under the direction of the Dental Officer. The dental department is to be kept dry and clean. All appliances are to be clean and ready for immediate use.

1429. Instruments, Stores and Equipment.—He will be supplied with instruments, stores and equipment necessary for the performance of his duties, and will be held personally responsible for proper care being exercised with regard to their preservation and use.

The repair of expensive and delicate equipment requiring expert knowledge of its construction and mechanism is not to be undertaken except by the makers or other authorized repairers, and authority should be obtained for the equipment to be forwarded accordingly; if approved, every precaution is to be taken to avoid the possibility of damage in transit.

2. **Demands.**—He is annually, or more often if necessary, to make out demands for supplies required. Such demands are to show the quantities remaining, the quantities required, the date of last supply and the quantity supplied. These demands are to be forwarded through the Captain to the Medical Director-General.

3. **Accounts.**—An account of dental instruments and stores is to be rendered on 31st December of each year, or for any shorter period on giving up charge or on the ship being paid off.

4. **Surveys.**—The account is always to be closed by survey, as directed by Article **1967**, except that when ships are returning from the Mediterranean station to pay

off, and are not recommissioning immediately, any unopened packets of consumable dental stores are to be returned into store at the Royal Naval Hospital, Malta, for re-issue as required.

When finally surrendering dental stores on paying off, serviceable remains of consumable articles are to be issued to the Port Dental Officer, who will arrange for them to be used at the depôt. The remaining equipment and stores are to be returned to the nearest medical establishment, where they are to be suitably packed and transmitted to the Medical Depôt, Royal Victoria Yard, Deptford.

The provisions of Articles **1373** (*Supplies, Expenditure and Losses*), **1376** (*Transfer to Successor*), **1420** (*Returns*), **1442** (*Dispensing Medicines*), *and* **1443** (*Poisons*) *are applicable to Dental Officers.*

1430. Discharge of Patients. Precaution.—Every precaution is to be taken that men in need of dental treatment are not, for this cause alone, discharged from the ships in which they are serving. It should be borne in mind that men who may want to get out of ships will often make the condition of their teeth an excuse for inability to perform their duties. When this is suspected, a careful examination of the general condition is to guide the action taken. (*See* **1387.**)

2. Ratings refusing to receive necessary dental treatment are to be informed that, if they are invalided from causes attributable to dental disease, and the disability appears to be due to negligence or want of proper care on their part, any Service pension or gratuity otherwise payable is liable, at the discretion of the Admiralty, to be reduced in amount, or withheld altogether.

1431. Medical Attention.—Dental officers shall promptly inform the Medical Officer of any case which may require medical attention. Should it appear necessary to admit a patient to the sick list, the Dental Officer shall report the circumstances to the Medical Officer, who will take such action as may be necessary.

2. **Operations.**—When it is necessary to administer a general anæsthetic for a dental operation, a Medical Officer should be present.

1432. Daily Treatment List.—He is to keep a daily treatment list in diary form showing the names, ratings, etc., of all patients treated. Any information of a professional nature noted in this list is also to be recorded on the dental history card.

1433. Dental Record.—The dental condition of every man or boy examined for entry into the Navy, and his fitness or otherwise for acceptance, are to be carefully recorded. On final acceptance his dental condition is to be shown in detail on form M. 228 and this record, which is to be clearly marked "Dental condition on entry," is to be forwarded to the Medical Officer for retention with the recruit's medical documents. (*See* **1412**, clause 1b.)

2. A dental history card (M. 227) is to be issued by the Dental Officer for each man or boy on entry. The name and other particulars are to be inserted in block letters in the space provided, and the dental requirements of the recruit are to be indicated on the chart.

The dental history card is to be retained by the Dental Officer so long as the patient remains under his care, and details of all treatment undertaken for the rating are to be noted thereon. When the rating is discharged from the ship or establishment the dental history card is to be forwarded immediately to the Dental Officer of the depôt or Royal Marine headquarters to which the man is attached.

3. When the man is finally discharged from the Service, the date and cause of discharge, and his dental fitness or otherwise for enrolment in the Royal Fleet Reserve, are to be noted on the dental history card (M. 227) and the complete dental record is to be inserted in the medical documents cover (S. 446a) for transmission to the Medical Director-General.

4. If the man re-enters the Service the Dental Officer will apply for the dental record.

5. Details of treatment undertaken at centres where the permanent dental records are kept are to be recorded direct on the dental history card of the man concerned

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and the record is to be brought up to date, but at other centres the particulars are to be recorded on Form M. 228 and transmitted by the Dental Officer to the appropriate filing centre for notation on the permanent record.

6. All entries on these records are to be concise and legible to facilitate accurate transcription.

7. The records of treatment undertaken for officer and miscellaneous patients are similarly to be recorded on form M. 228 and transmitted to the Medical Director-General. If the patient is not a member of His Majesty's forces, a statement should be attached to the record showing whether the individual is entitled to treatment at the public expense and the circumstances in which the treatment was undertaken.

1434. *Deleted.*

1435. In Depôts and Shore Establishments, the Dental Officer will be responsible for the efficiency of the dental department generally. He is to arrange that all new entries and incoming drafts are systematically examined, and all treatment required to render them dentally fit is undertaken as soon after entry as practicable. All ratings are to be dentally examined again on completing one year's service in a shore establishment. Those requiring dentures and eligible for the supply are to be taken in hand with the least possible delay, the requisite authority for supply being obtained (form M. 234). Refusal on the part of any rating to receive necessary dental treatment is to be noted on the dental history card, and a report sent to the Commanding Officer, for information, and to the Medical Officer, who will note on the medical history sheet the refusal to receive dental treatment. The regulations governing the dental examination of men detailed for draft are promulgated in the Drafting Regulations (B.R. 14).

2. Ships in Reserve at Home.—All ratings serving in ships in reserve at home are to be dentally examined on completing one year's service therein, as well as at the beginning of such service.

1436. In Training Establishments.—All new entries are to be examined and treated on entry and rendered dentally fit as soon after entry as practicable. The Dental Officer is to arrange for all new entries to receive instructions on the necessity for oral hygiene and dental treatment. He is also to advise them as to the best means for conserving their teeth. The ship's company of the training establishment is also to be examined systematically and treated as necessary. (*See* **1449**—*Oral Hygiene Lectures.*)

1437. Dental Officers of Hospitals.—The Dental Officer of a naval hospital is systematically to examine and treat all Sick Berth ratings and render them dentally fit. He is to attend to any patients from the wards and carry out such other dental duties as the Medical Officer in Charge may direct. Recruits and incoming drafts to Royal Marine establishments, not having a dental officer specially appointed, are to be examined and treated by him and rendered dentally fit as soon after entry as practicable. Any dockyard or other government employee who may have received injuries to his teeth or jaws in the execution of his duty is to be given dental treatment. The usual routine as to recording the case is to be adopted, and if dentures are necessary to replace teeth lost or broken as the result of the accident for which he has been admitted to the hospital, application for replacement at public expense should be made on form M. 234 in the same manner as for active service ratings. If called upon for his opinion concerning the dental condition of any patient in the hospital, he is to give it.

1438. Annual Practising Certificate.—All officers of the Naval Dental Service, who are not qualified and registered medical practitioners, must be registered in the Dentists' Register. Those who registered after 28th July, 1921, are required to re-register annually. They must apply to the Dental Board of the United Kingdom before 31st December of each year for an Annual Practising Certificate.

Section V—Illness and Medical and Dental Treatment of Officers

1439. Classification for Medical Treatment.—For the purpose of medical treatment, officers who are sick will be classified in general as shown below:—

Class (i) Officers serving in ships or establishments where a Naval Medical Officer is borne, or whose services are immediately available.

Class (ii) Officers serving in appointments or in establishments, such as the Admiralty, where Naval medical facilities are not available; and officers on detached duty not in the vicinity of a Naval establishment.

Class (iii) Officers on leave (foreign service leave, home service leave, sick leave, week-end leave, etc).

Class (iv) Officers in receipt of unemployed pay or half-pay.

Class (v) Officers in receipt of retired pay.

2. *Class* (i).—Officers will ordinarily be treated by the Medical Officer of their ship or establishment and, if necessary, arrangements will be made by their Commanding Officers for their discharge to Naval or other hospitals or sick quarters (*see* **1350** (*Sick Quarters*) and **1351** (*Landed for Treatment*)).

Class (ii).—An officer in this category, if he falls sick or meets with an accident, should inform the Medical Director-General as soon as practicable and, if possible, before treatment, stating whether he wishes to receive Service treatment. The Medical Director-General, if circumstances permit, will arrange for the officer to be visited by a Naval Medical Officer, or a Surgeon and Agent. The patient, unless he has elected to be treated privately at his own expense, will then be removed to a Naval, Military or Air Force Hospital or sick quarters, or treated in his own home or elsewhere as the Medical Director-General may decide.

If, owing to urgency, it is necessary to consult a private practitioner before reporting the illness or accident, the fact should be reported without delay to the Medical Director-General. The report should be accompanied by a medical certificate stating the nature of the illness and its probable duration, and by a statement in writing by the officer himself, or on his behalf, if he is too ill to write, stating whether he desires Service treatment. Should the patient have expressed a wish for Service treatment, the Medical Director-General, on receiving the report, will take such steps as are requisite, with a view to the necessary treatment being arranged when Service treatment is available. It should be borne in mind that if hospital treatment is necessary and there is a Naval, Military or Air Force hospital near, arrangements can usually be made for the immediate transfer of a patient to hospital by motor ambulance. This can be arranged by the officer's own practitioner, who should communicate by telephone with the Commanding Officer of the hospital.

Class (iii).—Whenever an officer on leave falls sick or meets with an accident, he should adopt the same procedure as that prescribed for officers in *Class* (ii), except that, if holding an appointment to a ship or establishment at the time, he should, whenever practicable, make his report to his Commanding Officer.

Unless the patient wishes to undergo private treatment at his own expense the Commanding Officer will take the necessary action to arrange for service treatment, which should always be provided for officers in this category if practicable, as medical expenses incurred privately are not normally repayable.

When an officer is sick on shore and being treated in his own home, a weekly report, where possible, is to be rendered to the Medical Director-General by the Medical Officer of the ship or establishment to which he belongs. The report is to state how long the officer is likely to remain absent from duty.

When an officer is admitted to a hospital other than a naval hospital, the Commanding Officer is to render a report on form S. 1292.

Class (iv).—Officers who are in receipt of Unemployed Pay (either at full or intermediate rates) or Half-pay, may, at the discretion of the Medical Director-General or the Medical Officer in Charge, be admitted to Naval hospitals for treatment if they so desire. If admitted, they will be subject to the prescribed scale of charges, which can be obtained on application, unless the disability from which they are suffering is attributable to the conditions of service. (*See* **1352**—*Charges for Subsistence*).

Class (v).—Officers in receipt of Retired Pay may, at the discretion of the Medical Director-General or Medical Officer in Charge, be admitted to Naval hospitals for treatment if they so desire. If admitted, they will be subject to the prescribed scale of charges, which can be obtained on application. (*See* **1352**—*Charges for subsistence*).

Exception may be made in certain circumstances for an officer suffering from an attributable illness, whose additional retired pay or disability retired pay has not been finally assessed.

3. **Claims by Officers** in *Classes* (ii) and (iii) **for medical attendance privately incurred** will not be entertained unless the Admiralty are satisfied as to the circumstances and causes of the illness, and that Service treatment, although applied for, was not available. In determining whether the whole or any proportion of the expenses thus incurred shall be refunded, the Admiralty will have regard to all the circumstances attending an officer's illness, including the amount of sick leave granted.

Refund of expenses incurred by officers on leave will be made in exceptional circumstances only, which will be judged on their merits.

Claims for repayment of medical expenses should be forwarded to the Secretary of the Admiralty and accompanied by receipted accounts, which should contain details of the number of visits, consultations, etc. Unpaid bills should not normally be forwarded to the Admiralty, but an exception to this rule may be allowed where the expenses are very heavy and the officer's eligibility for repayment of the whole or some proportion has been established. It should be understood, however, that payment of these accounts is the officer's responsibility.

4. **Officers on passage.**—If an officer becomes ill while on passage in a merchant ship, he will be attended by the ship's surgeon, who is entitled to make charges on the ship's scale (as authorized by the Shipping Company), and payment should accordingly be made on board to the surgeon by the officer receiving treatment. Claims for repayment of medical expenses, which should be accompanied by receipted bills, should normally be included with the claim for travelling, etc., expenses, and should indicate the number of attendances and the nature of the sickness. Arrangements for the medical treatment of officers embarked as invalids will be made by the authority ordering the passage. (*See* **832a**, clause 4, *Invalids taking Passage*, and **850**, *Medical Attendance in Transports and Freight Ships*).

5. **Retired Officers Re-employed.**—Retired officers who, while re-employed, are borne for full pay on the books of one of His Majesty's ships or Royal Marine divisions, will be treated in the same manner as officers on the active list.

6. **General.**—(*a*) *Officers Electing to Undergo Treatment Privately.*—If an officer elects to undergo treatment privately when Service facilities are available and his condition permits of his removal to a Naval, Military or Royal Air Force hospital, or if he does not wish to follow the treatment prescribed by the Medical Director-General, he will do so at his own risk and expense, and will be required to sign an undertaking to that effect. This undertaking will not debar him from receiving treatment from Service sources, should he subsequently wish it. Officers when reporting illness or accident should state whether they wish to receive Service treatment.

(*b*) *Calling in Civil Consultants.*—If it be necessary for an officer, who is sick on shore and unable to avail himself of Service treatment, to employ the services of a specialist, prior sanction for this procedure should, if practicable, be obtained from the Senior Officer under Article **1351** or from the Medical Director-General. If this be not possible and the arrangements for the employment of a civil specialist are made by the patient himself or the practitioner attending him, the action taken should be reported to the Senior Officer or the Medical Director-General as soon as possible.

The repayment of specialists' fees, either for consultation or operation, will be limited to a sum to be determined by the Admiralty. Officers are therefore advised to utilize the services of local civil specialists whenever practicable.

(*c*) *When Private Treatment is more Economical than Service Treatment.*—Reasonable medical expenses will be refunded if the Commanding Officer, on being

informed of an illness or accident incurred by an officer in *Class* (ii), should decide, on the advice of the Medical Officer, that private treatment will be more economical than Service treatment, taking into account the saving in time, nature of illness, etc. He will instruct the officer to place himself in the hands of a private practitioner. When an officer is serving in London or on detached duty elsewhere, this decision regarding treatment will be made by the Medical Director-General.

Refund of the expenses of treatment obtained otherwise than from or on the advice of a registered medical practitioner will not be allowed.

7. **Dental Treatment.**—The foregoing rules apply generally to dental treatment required by officers. Dentures are not supplied to officers at the public expense, unless they are required to remedy the effects of a wound or injury sustained on duty, and attributable to the Service. The refund of expenses incurred in respect of private dental treatment will generally be limited to a prescribed scale of fees which is promulgated by the Admiralty from time to time.

SECTION VA—ILLNESS AND MEDICAL TREATMENT OF SHIP'S COMPANY WHILE ON LEAVE.

1440. Medical Attendance on Leave.—If any man or boy should be taken ill whilst on leave, he is without delay to report the fact, or cause it to be reported, to the Captain of his ship, or, if near any other of His Majesty's ships, to the Commanding Officer of such ship. If the naval officer who receives the report is not the man's Commanding Officer, he will at once inform the Captain of the ship to which the man belongs or the Commodore of his depôt, and keep such officer fully informed of any action that may be taken and of the patient's progress and ultimate recovery or otherwise.

2. The man or boy is to be checked for victualling in the ledger to "Sick Leave" (S.L.) for the period concerned, and the number of days for which he is so checked is to be shown in the Leave Allowance column. He is to be credited with leave allowance for such period as he is unfit to travel and is not victualled at the public expense. A man or boy who fails to return to his ship when fit to travel, is to be treated as an absentee and is to be checked "X" accordingly for the period of absence while fit to travel. (*See* **1711**, clause 2.)

3. The naval officer who received the report will make arrangements for the patient to be visited by a naval Medical Officer if his home should be near a port at which one of His Majesty's ships is stationed, or by a Surgeon and Agent if one resides within five miles, in order that his sickness may be reported upon fully with a view to ascertaining whether he is fit to travel. If so, he is to be sent at once either to his ship, depôt, or to a naval hospital, as the nature of his illness may require. If he is not fit to travel, his home, when offering the necessary facilities for treatment, is to be regarded as sick quarters unless it is practicable and desirable to move him into a military, air force, or civil hospital, and he is to be treated as a naval patient under either these Regulations or the Regulations and Instructions for Surgeons and Agents of Sick Quarters under the Admiralty, as appropriate. A report giving details of a patient moved to a military, air force, or civil (British or foreign) hospital is to be forwarded to the Medical Director-General on form S.1292.

Form S.1293 is to be used whenever a Surgeon and Agent is required either to visit or to attend a case in accordance with this Article.

Where the patient resides more than two miles from a Surgeon and Agent, the local medical practitioner who is treating the case is to continue to do so, but the Surgeon and Agent, if residing within five miles, should be called upon to make occasional disciplinary visits for the purpose of disposing of the patient to his ship or a naval hospital at the earliest opportunity. Where the patient resides not more than two miles from the Surgeon and Agent, the Surgeon and Agent should be instructed to take over the case from the local medical practitioner, subject to the consent of the latter, and be provided with the necessary order for attendance.

All orders to Surgeons and Agents to attend or to report on ratings sick on shore are to state the name and address of the medical practitioner already in attendance.

Where, in compliance with the instructions on his leave ticket (S. 248) the patient has already consulted a Surgeon and Agent, the Commanding Officer is to respond promptly to the Surgeon and Agent's request for an order for attendance; the order is to be given on form S. 1293. If there is no naval Medical Officer on the active list, or Surgeon and Agent, available within convenient proximity, the Medical Director-General is to be asked to arrange for the patient to be visited. Neither Recruiting Medical Officers, nor retired naval Medical officers (unless appointed as Surgeons and Agents) are to be called upon for this service.

4. If a private practitioner has been called in prior to a naval Medical Officer or Surgeon and Agent taking over the case, fees for two visits, but not more, may be paid to the man's doctor (the second being allowed to enable him to hand over the case to the Naval Medical Officer or Surgeon and Agent), unless in exceptional circumstances it is necessary that more than one visit should be paid before the case is handed over. All such exceptions should be referred with a covering report from the Commanding Officer to the Admiralty for payment. Otherwise payment may be made locally to the man's doctor on the scale and under the conditions mentioned below.

5. The Surgeon and Agent in charge of a patient is instructed to send, at the end of 14 days, and fortnightly thereafter, a report on the case to the man's Commanding Officer. If the man belongs to a ship under orders for a foreign station, this report is to be sent to the Commanding Officer of the man's depôt, who will, if necessary, forward it to the ship. As soon as a patient in his own home requiring hospital treatment is fit to travel, he will be discharged to the nearest naval hospital, accompanied by a certificate (M. 212), a copy of which will be forwarded by the Surgeon and Agent to the Commanding Officer of the man's ship or depôt as necessary. A man who does not require hospital treatment will be sent, as soon as he is fit to travel, to his ship, a copy of form M. 212 reporting his discharge being sent to the Commanding Officer of his ship.

6. If unfit to travel to a naval hospital, and not under the care of a naval Medical Officer or a Surgeon and Agent, a man should be encouraged to seek treatment in a military or civil hospital, if fit to be moved there; and his fees in a civil hospital will be paid by the Admiralty, even though he has been admitted at his own instance and not at that of a naval authority. Failure, however, to enter a hospital (unless arrangements for him to do so have been made by the Medical Department or by the Medical Officer of his ship or establishment) will not prejudice his right to leave allowance and to any payment of his medical expenses to which he may otherwise be entitled.

7. In all other cases, the man will be attended during his illness by his own doctor, and the Commanding Officer of the ship in which he is serving is to require him to furnish a certificate, signed in manuscript by a duly qualified medical practitioner, stating the disease (which must definitely be diagnosed) from which he is suffering, that he is unfit to travel (not merely that he is unfit for duty), and the distance between the patient's residence and the doctor's house or surgery. A similar certificate (omitting the distance) is to be furnished weekly until he is fit to travel, is removed to a naval or other hospital, or is invalided. If the man is borne on the books of a parent ship, the certificate should at once be forwarded by his Commanding Officer to the parent ship. Immediately on receipt of the first medical certificate, form S.26 is to be forwarded to the medical practitioner by the Commanding Officer of the ship in which the rating is borne for pay, the man's name, rating, official number, ship, and the name of the ship to which the form should be returned, having previously been inserted. The form is not, however, to be sent to surgeons and agents. If during the course of an illness a rating is transferred to the books of another ship, the Commanding Officer of the latter should not issue a form S.26 unless he is satisfied that a form has not been issued by the Commanding Officer of the former ship.

Certificates on receipt should immediately be examined by the Medical Officer, and, if not found in order, returned to the man for correction by his doctor. If, however, the Medical Officer considers the doctor to have been unduly lenient in

certifying the man unfit to travel, the police should be asked to report; or if it be considered desirable that a naval Medical Officer or representative should visit the man, the facts of the case should be reported to the Medical Director-General, who will make such arrangements as he considers necessary. The reports of any visiting medical officer are always to be taken into consideration before any payment of medical fees is made, whether by Commanding Officers or by the Admiralty. Upon the return of the man, his case is also, wherever possible, to be investigated by the Medical Officer.

On return of form S.26 from the doctor, the medical certificates forwarded by the rating are to be attached and the procedure with regard to payment as indicated below is to be carried out.

8. **Medical Fees.**—If the period of sickness does not exceed 21 days, and the certificates are in order, payment of the fees to the man's doctor may be authorised by the Commanding Officer of the ship in which the man is borne for pay at the expiration of the period of sickness, upon the certificate of the Medical Officer as to the admissibility of payment and the number of visits and consultations for which it may be made, in accordance with the following scale:—

(1). Visits by a rating to the doctor's residence or surgery 3*s.* per consultation.

(2). Visit by the doctor to the home of a rating:—

Day 4*s.* 6*d.*
Night 6*s.* (10 p.m.—7 a.m.)
} If not more than 2 miles away.

Addition of 6*d.* for each additional mile or part of a mile (in one direction only) within a limit of £1 per visit.

The fees at (1) and (2) are inclusive of the cost of any necessary medicine and medical certificates. In very exceptional circumstances the Commanding Officer may, if he considers the fee admissible to be inadequate, refer the matter to the Admiralty when payment at a higher rate will be considered. He should furnish full particulars, including time of night, duration of visit and nature of the disability.

When the illness is serious, the sum of 1*s.* 6*d.* a day will be paid for medical comforts on the recommendation of the doctor attending the patient, if approved by the Medical Director-General. In special circumstances a higher rate may exceptionally be allowed.

Where:—

(*a*) the period of sickness exceeds 21 days; or

(*b*) the disease was due to the man's imprudence; or

(*c*) no weekly certificates were furnished, but a certificate was given by the doctor after the man's recovery only,

application for authority to pay medical fees should be made to the Director of Navy Accounts, accompanied by the medical certificates, the recommendation of the Medical Officer and the report of the visiting officer (if any). In the case of (*c*), a report should also be made as to the reason of the failure to forward weekly certificates.

9. Whenever the period of illness exceeds 21 days, the Commanding Officer is to inform the Medical Director-General with a view to arrangements being made for

the man to be visited and reported on by a naval Medical Officer, Surgeon and Agent, or civilian practitioner acting on behalf of the Medical Department. The information forwarded should state the particulars and address of the man, his complaint, and the name and address of the medical practitioner attending him.

10. On receipt of a medical certificate that the man is unfit to travel, any leave allowance that may be due to him is at once to be forwarded to him, and thereafter payments of this allowance at the current rate are to be made weekly immediately upon receipt of the weekly medical certificate, in order that the man may have ready money for his maintenance during his illness. Should any reason be seen for withholding these payments, the circumstances are at once to be reported to the Admiralty.

11. If a man comes into contact with persons suffering from infectious disease, either in his own home or elsewhere, he is at once to report the fact to his Commanding Officer by telegram, the cost of which is to be refunded to him on his return to the ship, and he is to remain on leave until a reply is received giving him further instructions. Should he be prevented from travelling by the Medical Officer of Health of the district owing to such contact, the fact is to be included in the telegram.

12. A special report on the illness of any man or boy sick on shore is to be made by the Medical Officer of the ship, through his Commanding Officer, to the Medical Director-General if the sickness is of such a nature that it is improbable that the patient will again be fit for general service. The Medical Director-General will arrange, if desirable, that a survey shall be held on the man or boy at his own home by a naval or private practitioner, so that, when necessary, the patient may be invalided without delay.

When a man or boy is invalided as the result of the survey, the Commanding Officer of the ship in which he is borne will be so informed by the Medical Director-General, and the Commanding Officer is to cause the man or boy to be acquainted of the fact as soon as practicable.

13. On the return to his ship of a man or boy, who whilst absent on leave has been treated by a Surgeon and Agent, it should be ascertained whether he has received any money to enable him to rejoin his ship, and such advance should be charged against him in the usual way.

Section VI—General

1441. Operations and Administration of General Anæsthetics.—Whenever an operation or administration of a general anæsthetic is required, the Medical Officer is to obtain consent in writing from the parents or guardians for patients under the age of 18 years, or from the patient himself, if 18 years of age or more and circumstances permit. The document of consent is to be retained permanently with the medical records of the case.

2. When immediate operation or administration of a general anæsthetic is considered necessary to save the life of a patient under 18 years of age, or the delay that would ensue would be injurious to the patient or would involve unnecessary and prolonged retention in hospital or elsewhere, the consent of parents or guardians need not be obtained, but they must be informed at once of the reasons necessitating such action.

3. Whenever operations are to be performed at any naval hospital, timely notice will be given, in order that as many as possible of the Medical officers in port may attend; and, on receiving notice that operations are to be performed elsewhere, Medical Officers in Charge will attend and encourage those under them also to attend, so that no opportunity may be lost of enlarging their surgical experience.

1442. Dispensing Medicines.—All medicines are uniformly to be received, issued and accounted for by avoirdupois weight of 16 drachms to the ounce, and 16 ounces to the pound, but they will be dispensed by the weights and measures of the British Pharmacopœia.

1443. Poisons, Precautions as to.—All medicines or medicinal compounds kept in chests or in dispensaries are to be dealt with as follows:—

(*a*) **If poisonous,** to be put into dark blue bottles or jars, with yellow labels, with the word POISON legibly printed over the name of the medicine;

(*b*) **If harmless,** into white or pale green glass bottles, or white ware jars with green labels.

2. When supplied to patients, whether for internal or external uses, they are—

(*a*) **If poisonous,** to be put in ribbed or fluted bottles of a dark blue colour only, with the yellow POISON label;

(*b*) **If harmless,** in bottles of pale green or white glass only, with green labels.

3. No other bottles or labels are on any account to be used.

4. All medicines labelled POISON are to be kept under lock and key, and apart from the others in the dispensary.

5. The Medical Officer is to be responsible for the correct issue and use of all drugs, in order to avoid accidents caused by the administration of medicines, poisonous or otherwise, in improper doses.

6. The key of the poison cupboard is to be kept on the keyboard under the sentry's charge and is to be issued only to a Medical Officer, or, with the permission of the Officer of the Watch, to his approved representative. When, with the permission of the Officer of the Watch the key is issued to the Medical Officer's representative, the return of the key is to be reported to the Officer of the Watch.

The dispensary is to be kept locked when not in use, and the Medical Officer, or his approved representative, is responsible for the safe custody of the key.

1444. Distillation.—The purest water available is to be used for distillation.

1445. Fees in Coroners' and other Courts.—A Medical officer giving evidence in a coroner's or other court as to the treatment, condition or cause of death of a patient under naval medical charge, will be regarded as attending court as part of his official duty. He should make application for the repayment of his expenses, and for the payment of any fee due to him in connection with his attendance. Subject to clause 2, such moneys and fees will, however, be surrendered by him to the Accountant Officer of his ship or establishment for credit to Navy Votes.

2. Where a Medical Officer is requested under the Coroners' Acts to conduct a post mortem or special examination, he will always be permitted to retain the fee tendered for either of these services, but where he receives a combined fee for making a post mortem or special examination and attending to give evidence at an inquest on the body, he will be required to surrender the balance in excess of the nominal fee for the examination.

1446. Sick Berth Petty Officers' Efficiency Medal.—Medical officers of His Majesty's ships and hospital ships, and establishments generally, will be entitled to forward the names of Sick Berth Petty Officers whom for zeal and efficiency shown they recommend for the Sick Berth Petty Officers' Efficiency Medal. The method of forwarding recommendations is published in the Appendix to the Navy List.

1447. Reports, Correspondence, etc.—Reports and correspondence are to be forwarded in the following manner:—

(*a*) Returns and Accounts (*b*) Reports relative to the medical and surgical treatment and care of the sick and wounded	Direct to the Medical Director-General.
(*c*) Correspondence relative to individual officers and men on subjects other than (*b*) (*d*) Reports and returns relative to the fleet generally, or to ships other than the hospital ship	Direct to the Commander-in-Chief or senior officer present.

1448. Medical and Dental Officers' Addresses.—All unemployed Medical and Dental officers on the active list are to keep the Medical Director-General informed of their addresses (*see* Article **926**); and whenever such officers are in or passing through London, on appointment to a ship, or after discharge from a ship, they are without fail to communicate personally with the Medical Director-General.

1449. Oral Hygiene Lectures.—To encourage proper care of the teeth and maintain a high standard of dental health, Dental officers are to supplement the individual instruction given to patients attending for treatment by a series of lectures on oral hygiene. These lectures may be illustrated by suitable lantern slides. All necessary arrangements are to be made through the Commanding Officer of the ship or establishment concerned.

1449a. Medical and Dental Officers may engage in private professional practice, provided such practice is not allowed to interfere in any way with their naval duties, that it is confined to work of a casual and consultative nature which does not entail the setting up of definite hours of attendance on patients, and that the following rules are observed:—

(*a*) if a plate is displayed, it is to show the officer's rank in the Navy and must bear upon it the words "Royal Navy";

(*b*) no hours of attendance are to be shown on the plate;

(*c*) no civilian appointment, such as on the staff of a civil hospital, is to be accepted without prior approval from the Admiralty.

(*d*) No medical or dental officer, while holding an appointment on full naval pay, is to accept as private patients naval or other personnel entitled to Service treatment at the public expense who belong to the same establishment.

Where there is any doubt, the matter should be submitted to the Admiralty for decision.

1449b. *Deleted.*

CHAPTER XXXIX

DUTIES OF ACCOUNTANT OFFICERS

Port, Fleet or Squadron Accountant Officer

1450. At the three home ports, a Port Accountant Officer is appointed on the staff of the Commander-in-Chief for advisory duties, and is to assist at inspections.

2. In large fleets, a Fleet Accountant Officer is appointed on the staff of the Commander-in-Chief for similar duties.

3. In other fleets and squadrons, these duties will devolve on the Accountant Officer of the flag-ship.

4. The particular duties assigned to these officers will be defined in the respective local orders.

The Accountant Officer

1451. The Accountant Officer, under the directions of the Captain, is to perform all the duties required of him with reference to keeping ship's books correctly and rendering accounts as laid down in these Regulations, particularly in Part III.

2. Disbursements.—He is responsible for all the accountant, victualling and supply duties of the ship, and, under the authority of the Captain, is to make all disbursements for the naval service; but the Captain will have under his control all the cash, victualling and clothing transactions, and the Accountant Officer is therefore never to make purchases or payments of any kind, nor to issue or to dispose of articles in his charge, without the Captain's authority.

3. **Supplies.**—The Accountant Officer is charged with the duty of obtaining all requisite supplies of provisions and other victualling stores for the ship.

In vessels in which the central storekeeping system is operative and the Accountant Officer is in charge of naval stores, he is also to obtain all requisite supplies of naval stores for the ship.

When an Accountant officer for supply duties is borne in addition to an Accountant Officer for cash duties, that officer is to be responsible for obtaining all the stores in his charge and for the prices paid in the case of purchases, the liability of the Accountant Officer for cash duties in the matter being limited to checking the calculations on the vouchers to the cash account, and making the actual payment by the most economical method.

4. **Persons Authorized to Pay and Receive.**—Only an Accountant Officer, or other properly delegated officer, is normally authorized to make payments or to receive unpaid moneys or moneys for banking, remittances, discharges, safe custody, postal orders and other purposes: monetary transactions with any other person will not be recognized, and will be at the officer's or man's own risk.

Subject, however, to the covering approval of the Commanding Officer, Accountant Officers may, should they so desire, delegate authority to a C.P.O. Writer *but to no other rating* to act as sub-accountant under the following conditions:—

(*a*) C.P.O. Writers may be permitted to hold a stock of Postal Orders estimated to be sufficient for one week's transactions, and to sell them to officers and men. The Postal Orders and/or the equivalent in cash are to be produced to the Accountant Officer at the end of the week before the sub-accountant is furnished with a fresh supply.

(*b*) In addition, C.P.O. Writers may be provided with a sum not exceeding fifty pounds at any one time, for the purpose of paying minor travelling expenses, and other voucher payments, not exceeding £4 in each case, after authorization by the Accountant Officer.

(*c*) C.P.O. Writers may also be authorized to make casual payments to ratings up to £4 in any one case on their own authority and initiative out of the sum entrusted to them under paragraph (*b*) above. Casual payments in excess of £4 are to continue to be made by an Accountant Officer.

(*d*) The sum entrusted to the C.P.O. Writer under paragraph (*b*) is to be checked by the Accountant Officer at least once a week when re-imbursing the C.P.O. Writer with the amount he has paid out against receipts.

C.P.O. Writers may be supplied with keys of money chests, Patt. 1464A. (*See* **1780.**)

C.P.O. Writers are not authorized to *receive* cash from officers or men, nor to conduct P.O.S.B. business.

Cash for clothing, soap and tobacco sold, may in certain circumstances be taken by senior Supply ratings under suitable arrangements approved by the Commanding Officer. (*See* **1873,** Cl. 13, and **1874**).

Form S. 6 is to be kept posted by the Accountant Officer in the pay office and on the ship's notice boards, and at other convenient and conspicuous places outside the pay office.

5. **Cyphering.**—The Accountant Officer in each ship will normally act as Cypher Officer, but the responsibility for this duty may, at the discretion of the Captain (or of the responsible Flag Officer) be delegated to a commissioned officer of the Accountant or any other Branch. The officer so appointed will be responsible to the Captain for the efficiency of the cypher organization. (*See* Article **1091.**)

6. Accountant officers appointed to ships for other than cash or supply duties, and where they are the only officers of that department borne, may be detailed by the Commanding Officer, at his discretion, to exercise supervision over such matters as the payments made on board, the arrangements for victualling the crew, or the stocks of provisions, clothing, soap and tobacco on board.

1452. Preservation of Stores, etc.—He will be responsible for the care and preservation of all the stores in his charge, as well as for their being kept complete, and issued, expended, and accounted for according to the established regulations. *See* **1314** (*Refrigerating Chambers*).

2. He is to observe and comply with the detailed regulations and instructions contained in the Manual of Victualling.

1453. Maintenance of Supplies.—He will take steps to obtain such timely supplies as may keep the remains of every article in his charge adequate to the requirements of the ship, and thus avoid making purchases more frequently than may be necessary; he is particularly to observe this caution with respect to clothing, which should never be purchased except when absolutely requisite.

1454. Report to Captain.—He will keep the Captain fully informed as to the provisions and other articles in his charge. Once a week, and whenever the ship is to proceed to sea, he will furnish the Captain with a statement of the number of days' provisions on board at the average rate of consumption for the number victualled, of the number of days' consumable naval stores on board, and also of the balance of public money in his hands.

1455. Charges for Loss of Stores.—When stores are lost by the misconduct or neglect of any person, the Accountant Officer will be held responsible that the amount to be charged is recovered from the pay of the offender. *See* **1741**, clause 2 (*Responsibility for Deductions*) *and* Chapter LI, Section V (*Losses of Victualling Stores*).

2. Amounts recovered from Naval or Royal Air Force personnel in respect of lost or damaged stores or equipment belonging to the other Service are to be retained by, and credited to, the votes of the Service effecting recovery.

When recovery is effected by a Naval Accountant Officer in respect of lost or damaged Royal Air Force stores or equipment, the responsible Royal Air Force Accountant Officer is to be informed of the fact, but the sum recovered is to be credited to the Navy Vote or Votes to which the value of the same or corresponding naval stores or equipment would be credited in similar circumstances.

Similarly, amounts recovered by a Royal Air Force Accountant Officer in respect of naval stores or equipment lost or damaged will not be transferred to the Naval Accountant Officer, who will only be notified that recovery has been or will be effected.

1455a. Numbers borne on the Ledger.—As soon as possible after commissioning, and during the first month of each quarter, he is to check the numbers of each rank and rating borne on the ledger with the numbers allowed by complement and to report any discrepancy to the Captain.

1456. Discharges by Purchase.—He will be responsible for any loss to the Crown due to insufficient payments for discharge by purchase or to erroneous repayments of purchase money. In determining the amount required for discharge by purchase, the period of service is to be reckoned to the date of actual discharge, except that any period shown on the service certificate as time forfeited or as in desertion is to be excluded from the calculation. Where relevant, time prior to desertion, being actual service in receipt of pay, will count for this purpose. If, owing to lapse of time between the date of application for discharge and its actual taking place, there is an alteration in the amount required, the applicant should clearly be informed and given the option of withdrawing his application. The amount to be paid for discharge is to be settled on board without reference to the Admiralty, except in cases of doubt or difficulty. *See* **1120, 1121** and **788** (*Discharge by purchase of Naval ratings and Royal Marines*).

2. On the purchase money being lodged with the Accountant Officer, he is to give a receipt to the person by whom it is paid and is to debit himself with the amount in his current cash account. If the money is lodged for the discharge

of a non-commissioned officer or man of the Royal Marines, he is also to forward to the Commandant of the division to which the Royal Marine belongs, through the Captain, a receipt in due form, stating the necessary particulars as to the object for which the money has been paid.

3. If the discharge is not approved, the purchase money may, with the approval of the Captain, be refunded to the person by whom it was paid. Great care is to be taken to avoid erroneous payments, especially in the cases of men not serving in the ships in which the money was lodged. Any case of doubt or difficulty is to be submitted to the Commander-in-Chief or referred to the Admiralty as may be necessary. In the case of a Royal Marine, the Commandant of the man's division is at once to be informed of the refund.

4. All applications for the repayment of a portion of the purchase money in respect of re-entry into the Navy must be made to the Admiralty. Applications in respect of re-entry into the Royal Marines are to be made to the Adjutant-General.

5. In the case of a naval rating who is discharged to another ship or to a depôt after his discharge by purchase has been approved, or while his application is under consideration, form S. 222 is to be attached to his service certificate, and is to bear a statement, signed by the Accountant Officer, showing whether the purchase money has been lodged or not. When the money is lodged, the amount and the name of the person from whom it is received are to be noted on the form, the address being added in case of payment by any other person than the man himself. If the original is not available, a fresh form S. 222 is to be made out for this purpose.

On the man's final discharge from the Navy, form S. 222 is to be attached to the page of the ledger showing the settlement of his pay.

1457. Naval Voting Procedure.—He is responsible for the preparation and despatch of forms relating to the Parliamentary franchise of Naval ratings and Royal Marines under the Representation of the People Acts. (*See* Appendix XXI.)

1458. Accountant Staff. Officers.—He is to have the direction, under the control of the Captain, of the Accountant officers on board subordinate to him, all of whom are to be employed in assisting him in his duties. He is to ensure that they fulfil the duties assigned to them, and, when necessary, is to require them to initial the accounts they prepare or examine. *See* **1461** (*Captain's Secretary.*)

2. **Accountant Ratings.**—The Accountant Officer will have under his control all Writer, Supply, Cook and Officers' Steward ratings borne. Butchers will also work under his direct supervision. The mess duties of the Officers' Steward, Officers' Cook and Cook (O) ratings will be regulated by the presidents of the officers' messes to which they are attached.

1459. Instruction of Juniors.—He is to instruct junior Accountant officers in their professional duties, and is personally to see that Paymaster Midshipmen and Paymaster Cadets, apart from the actual duties which they are called upon to perform, study and show a satisfactory knowledge of the duties of an Accountant officer.

2. Junior Accountant officers should obtain their ledger certificate early in their career, if possible before promotion to the rank of Paymaster Lieutenant. Qualification for this certificate is to be considered a primary feature of their training at sea as Paymaster Cadet and Paymaster Midshipman. (*See* App. XII, Part 9, Section II, par. 8.)

3. The following schedule is to be worked to as far as circumstances admit:—

(*a*) Ship's office (ledger certificate), cash duties, victualling books, etc. ..... Two complete quarters.

(*b*) Victualling office ..... } 1 to 2 months each.
Central Store office ..... }

(*c*) Captain's office ..... 4 to 6 months.

4. Paymaster Midshipmen and Paymaster Cadets are not to be employed in Admirals' offices for more than a total period of six months during their service in these ranks, and should normally be in possession of their ledger certificates before being given such employment.

In the event of these officers being employed in Admirals' or Captains' offices before obtaining their ledger certificates, they should afterwards be detailed to work in a ship's office for a minimum period of two complete quarters in order to avoid the possibility of their being prejudiced in their examination for the rank of Paymaster Sub-Lieutenant. The necessary arrangements should be made locally without reference to the Admiralty, except when an appointment to another ship is involved, when the Commander-in-Chief or Senior Officer should inform the Admiralty of the arrangements made.

5. Form S. 449 is to be prepared in the training ship for each Paymaster Cadet and passed from ship to ship addressed to the Commanding Officer, and finally handed to the officer when he is advanced to the rank of Paymaster Sub-Lieutenant.

1460. Reports on Juniors.—Whenever any Paymaster Midshipman borne on the ship's books completes two years from the date of his entry as a Paymaster Cadet, the certificate in form S. 449 is to be completed and a copy on form S. 433a forwarded to the Paymaster Director-General.

2. This professional report is to be based on knowledge of the following subjects:—

(i) Cash accounts, ledger work and general work of a ship's office.
(ii) Victualling accounts.
(iii) Central Storekeeping accounts.
(iv) Captain's Secretary's work and Admiralty Instructions generally.
(v) Naval Discipline Act and court-martial procedure.

3. Marks up to a maximum of 100 (maximum for each subject 20) are to be assigned by the Accountant Officer in this report, and these marks will be added to the marks gained in the examination for the rank of Paymaster Sub-Lieutenant.

1461. Captain's Secretary.—Whenever practicable, an officer is to be detailed for the correspondence and other clerical duties of the Captain and is to be designated Captain's Secretary. Normally this should be the junior Accountant Officer allowed in the complement. If no officer is available, a Writer rating is to be detailed for the purpose and designated Captain's Writer.

When the time of this officer or rating is not fully occupied on these duties, the Captain is to take care that he is employed on the ordinary work of the ship's office.

The provisions of this clause will not affect the instructions contained in Article **1741**, clause 6.

1462. *Deleted.*

1463. Warrant Officers.—The following definition of duties is given as a general guide, but the Accountant Officer is at liberty to employ any of the officers herein referred to on other duties suitable to their rank, as he may consider most desirable in the interests of the Service.

2. Neither the above provision nor the following definition of duties is, however, to be regarded as in any way relieving the Accountant Officer of any of his responsibilities in the matters indicated.

3. **Commissioned or Warrant Writer.**—Except as regards the actual custody of the main public chest, Commissioned and Warrant Writers are to be employed on Duties similar to those performed by Paymaster Lieutenants or Paymaster Sub-Lieutenants.

(*a*) *Cash duties.*—Under the direction of the Accountant Officer, a Commissioned or Warrant Writer is to:—

(i) Be entrusted with a subsidiary money chest for the purpose of making such petty cash payments as the Account Officer may direct.
(ii) Assist in putting up money for payment and in the payment thereof,
(iii) Make test examinations of the accuracy of subsidiary documents, such as the casual payments and coin books; in fact, to assist in general checking and supervision under Article **1741**.
(iv) Assist the Accountant Officer in any way in the performance of his duties.

(*b*) *Ledger, etc., duties.*—Under the direction of the Accountant Officer, he is to:—

(i) Be especially charged with the supervision of the ledger and its details.
(ii) Answer personally and by personal examination of the ledger all inquiries by men as to their accounts. (This should, where possible, always be done by an officer).

4. **Commissioned or Warrant Supply Officer.**—Under the direction of the Accountant Officer or the Accountant Officer (S), he is to:—

(*a*) Be in immediate charge of the supply duties in ships carrying one Commissioned or Warrant Supply Officer.

(*b*) Exercise direct supervision over the receipt and issue of all victualling and naval stores under the central storekeeping system, and to bring immediately to the notice of the Accountant Officer or Accountant Officer (S) any surpluses, deficiences or differences.

(*c*) Check all the victualling, clothing and naval store accounts and forms subsidiary to them, and initial or sign in the spaces provided for the purpose.

(*d*) Sign vouchers for receipts or supplies in the absence of the Accountant Officer or Accountant Officer (S).

5. **Commissioned or Warrant Cook.**—Under the direction of the Accountant Officer, he is:—

(*a*) To take charge of all the cookery and baking for the ship's company, and to supervise the work of the cook ratings under him, giving them such instruction as may be necessary, and regulating their employment with a view to their gaining experience in all branches of their duty.

(*b*) To inspect the cooking and baking plant and utensils from time to time, with the object of ensuring thorough cleanliness and hygienic efficiency, and to report defects which require attention.

(*c*) To satisfy himself that all provisions issued to the galley or bakery are correct in quantity, and that they are used for the purpose for which they are supplied, and to take such steps as may be necessary to ensure that no foodstuffs are accepted in, or issued from, the galley unless they are in a good and wholesome condition.

(*d*) In ships or establishments where the general messing system is in force, to assist the Accountant Officer in the framing of the weekly menu and frequently to check, by weighing or measurement, the quantities of food apportioned to each mess. He is also to see that all complaints and discrepancies in connection with the quantity or quality of the dishes issued are promptly investigated and rectified as necessary, and is to bring such matters to the notice of the Accountant Officer.

(*e*) In depôts, to superintend the instruction of ratings going through the cookery schools, and to assist at practical and oral examinations of candidates for higher ratings.

He will keep the necessary accounts in connection with the receipt and expenditure of stores utilized for instructional purposes, and also for results produced and stores expended in the bakery.

6. **Commissioned or Warrant Steward.**—Under the direction of the Accountant Officer, he is to assist in the supervision, instruction, examination, and general regulating and divisional duties in connection with officers' steward ratings, and as requisite.

1464. Performance of Accountant Duties in Ships not bearing an Accountant Officer.—In ships where no Accountant Officer of commissioned rank is borne, and for which accounts are rendered direct to the Admiralty, an Executive officer of commissioned rank will be deputed by the Admiralty to carry out the accountant duties. *See* **1576** (*Allowance for charge of Accountant Officer's Stores and Accounts*). Officers so deputed will be required to undergo a short course in accounting duties before taking up their appointments.

2. *Deleted.*

3. When a ship not bearing an Accountant Officer meets a Senior Officer's ship carrying an Accountant Officer, the Senior Officer is to arrange for the Accountant Officer to verify the balance of public money and the balance of canteen money, to inspect the accounts, including the canteen accounts, and to give the officer performing accountant duties any advice necessary as to those duties. This inspection need not be ordered if the accounts have already been so inspected within the previous three months.

A report of the inspection, with a statement of the balance, is to be forwarded to the Admiralty.

4. The procedure detailed in the preceding clause is not to interfere with the responsibility for financial superintendence already imposed on the Fleet Accountant Officer, and the inspection should normally be carried out by him when the ships in question are accessible to him.

5. The fact of an officer, other than an Accountant Officer, having carried out accountant duties satisfactorily is to be noted on his certificate of service, and on form S. 206.

6. **Clerical work in Destroyers.**—Officers and ratings detailed for clerical work and writer duties in destroyers are to be given instruction, as necessary, by Secretaries to Captains (D), and when no leader is available, by the Accountant Officers of the depôt ship or other convenient ship. A suitable notation should be made on a seaman's service certificate when he has proved himself efficient as Captain's Writer in a destroyer.

7. In ships carrying more than one Supply rating and in which no Accountant Officer is borne, the Senior rating assisted by other Supply ratings borne is to carry out both victualling and naval store duties under the direction of the officer for victualling duties and the storekeeping officer respectively.

When responsibility for the collection of money for sales of clothing, soap and tobacco is relegated to a Supply rating, this duty is invariably to be undertaken by the Senior Supply rating.

1465. Absence of Accountant Officer.—In the absence of the Accountant Officer from any temporary cause, the next senior Accountant Officer is to take charge of the duties for him. Where no commissioned Accountant Officer is present, the duties are to be discharged either by some other commissioned officer, or, at the Captain's discretion, by the Paymaster Midshipman, if one is borne. Commissioned officers from warrant rank (*see* definition on page xii of this volume) are not to take charge of these duties (*see* **1463**). Where an officer other than a commissioned Accountant Officer takes charge, the procedure laid down in Article **1464**, clause 3, is to be followed if opportunity offers.

2. **Temporary Charge.**—If any officer should be placed in temporary charge of an Accountant Officer's duties owing to the death or removal of the former Accountant Officer, he is to render into Office accounts for the period during which he may have been in charge, transferring the remains by survey to the officer appointed to succeed the deceased or removed officer, unless he should consent to take charge from the date of the late Accountant Officer's death or removal.

1466. Incapacity.—If the Accountant Officer should become incapable of performing his duties from illness or from any other cause, the Captain is to take the necessary steps, when practicable, for ensuring that all the books and accounts are kept closely written up, and the balance of cash is in such cases to be verified forthwith and compared with that appearing due by the cash book, as provided by Article **1105.**

1467. Death.—If the Accountant Officer should die, his accounts are to be completed by his successor, and transmitted by the Captain with a complete schedule. Public books and documents not required in office relating to the accounts are to be retained on board for the use of the officer who completed them. *See* **1111** (*Survey on death of Accountant Officer*).

2. The Captain, in transmitting these accounts, is to furnish in his special letter of advice any explanations in his power relative to them, to facilitate their examination in Office.

1468. Change of Accountant Officers.—In order to enable the Director of Navy Accounts to pass the accounts of an Accountant Officer who has died, or has been superseded during the period of a ledger, the "payments on account" entries relative to the two or more periods of accountant charge are to be shown separately in the ledger and in the abstract, thus enabling the totals of the cash payments in the ledger to be compared with the corresponding entries in the respective cash accounts. Certificate 2 on the cover of the ledger is to be signed by both the outgoing and the incoming Accountant Officer, except for death or desertion. (*See also* **1891** *as to Victualling and Clothing Accounts*).

1468a. Accountant Officers of Divisions.—As officers of divisions, Accountant Officers are to conform to the directions contained in Chapter XXXII, Instructions to Divisional Officers, etc. (*see* **1158a**), where applicable. (*See also* **1072.**)

CHAPTER XL

INSTRUCTIONS TO CHAPLAINS AND OFFICIATING MINISTERS

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SECTION I—CHAPLAINS

1469. Conduct.—The Chaplain is to be most careful that the morality of his conduct and the propriety and regularity of his manners and conversation are such as become his sacred office, and inspire the officers and the ship's company with reverence and respect towards him.

1470. General Duties.—He is to conduct the daily morning prayers, and to perform the duties of the Lord's Day, whether in his own ship, or in any other to which he may be appointed by the Senior Officer, with due solemnity and in such a manner that his hearers may be impressed with devotion; he will be careful to adapt his sermons to their capacity and situation in life, so that his teaching may be at once intelligible and beneficial to them.

2. His attention is directed to that part of Chapter XII, Section I, which relates to Divine Service.

3. **Naval Marriages.**—He is carefully to observe the instructions laid down by the Admiralty for his guidance with regard to the publication of banns of marriage on board ship. (*See* **501** to **504.**)

1471. Holy Communion.—The Chaplain is to take care that opportunities are given for receiving the Holy Communion with regularity, and at least on every Sunday, when practicable; the Captain, with whom he is always to consult before giving notice thereof, will ensure every proper facility being afforded as to time and place for this service to be held.

2. **Books of Devotion.**—The Chaplain is to have the personal custody of the books of devotion and of the communion plate. *See* **1858** (*Sacramental Bread and Wine*).

1472. Visits to Sick.—He is to be very assiduous in his attendance on the sick, visiting the sick berth daily. Should any man who attends his ministration be dangerously ill, even though he may not request it, he is to go to him, after obtaining the Medical Officer's sanction, to prepare him for death, and to comfort and admonish him, as the state of his mind or other circumstances may make it desirable. His visits to the sick are to be so frequent that they would not be regarded as in any way betokening that any patients are physically in a dangerous or hopeless state.

2. He is also to visit the sick and others who may require spiritual assistance on board other ships or in hospitals, or elsewhere on shore, where there is no Chaplain.

1473. Funeral Service.—Whenever a funeral party is ordered from a ship in harbour bearing a Chaplain, the Chaplain of such ship is to accompany it and officiate, if it be the funeral of an officer or man (not belonging to a denomination other than the Church of England) who has died on board, or who was discharged to hospital while actually serving on board, whether as part complement or as supernumerary.

2. The Chaplain of the hospital is to be responsible for all other funerals.

3. The officiating Chaplain is to make the proper entry in the register, leaving the registrar's certificate or coroner's order, as the case may be, for the information of the Chaplain of the hospital who is responsible for the correct keeping of the register.

4. Cases not provided for in these Regulations are to be arranged for by the Senior Officer present. *See* **498** (*Funeral of a member of a denomination other than the Church of England*).

1474. Prayer or Consultation.—The Chaplain is to make known to the Captain whenever he shall have ascertained that any men or boys are anxious to be allowed a place of meeting for the purposes of prayer or of consultation with him; the Captain will then cause some suitable place to be appropriated for the purpose, at the time desired or at such times as may seem expedient.

1475. Religious Instruction.—He is to instruct in the principles of the Christian religion all such young officers and boys in the ship as the Captain shall put under his care. He is always to be ready to give such assistance and instruction on religious subjects as may be required of him by any officer or other person in the ship, but he is not to enforce the teaching of the Church of England catechism on any persons who, being of a different religious persuasion, might object to receive instruction in a creed at variance with their own; neither are they to be obliged to read books to which, on religious grounds, they have an objection; but the Captain will in every instance satisfy himself as to the validity of such objections.

2. He is to give to the men and boys, who may voluntarily attend, religious instruction, at such times as the Captain may order to be set apart for the purpose.

1476. Moral or Religious Books.—During the period of the commission, he may demand books of a moral or religious character which are not included in the ship's library, to the value of £1 for every 100 of the ship's complement, except in harbour ships at home, in which he may demand these books annually to the value of 5s. for every 100 of the average numbers of men borne. The books will be supplied by the Stationery Office on the demand being forwarded, through the Captain, to the Admiralty. The books issued to sea-going ships under this Article are to be returned to the Chaplain of the Fleet on the ship paying off.

2. The Chaplain of a dockyard, Royal Marine Division or R.N. Barracks may select moral and religious literature from the list of books drawn up by the Chaplain of the Fleet, and approved by their Lordships, to the value of 5s. a quarter, and demand it through the Admiral Superintendent or Commandant, Royal Marines, or Commodore as the case may be. It will be supplied from the Stationery Office on demands forwarded to the Admiralty.

1477. Ship's Library.—He is from time to time to inquire into the working of the ship's library, and he will suggest to the Captain any alteration which may appear to him to be likely to promote the free circulation of the books among the ship's company.

1478. Scripture Readers.—When the visits of scripture readers are sanctioned by the Captain, the Chaplain is to take care that they do not circulate tracts of which he does not approve, nor preach, nor perform duties which strictly and essentially belong to the office of an ordained person; he will at once report any infringement of this regulation that may come to his notice. In a ship not bearing a Chaplain, the Captain will take care that this rule is enforced.

1479. Allowances.—Chaplains will be paid allowances, and travelling expenses, the rates of which vary according to rank, when eligible therefor under the regulations, in accordance with the following scales:—

Chaplains entered on or before 1st January, 1927.

Under	4 years' seniority	As Lieutenants.
Of and over	4 " "	As Lieutenant-Commanders.
" "	8 " "	As Commanders.
" "	15 " "	As Captains.

Chaplains entered after 1st January, 1927.

Under 6 years' seniority.....As Lieutenants.
Of and over 6 years' seniority.....As Lieutenant-Commanders.
" " " 14 " " .....As Commanders.
Of and over 22 years' seniority (not applicable to Chaplains of denominations other than the Church of England)—
(i) If they have not attained the age of 50...As Commanders.
(ii) If they have attained the age of 50.....As Captains.

Chaplains are also entitled to Marine attendants in accordance with the above scales.

1480. Unofficial Duty on Shore.—A Chaplain on full pay is not to undertake duty in parishes on shore for which payment is received, but he may assist occasionally, without remuneration, in churches on shore, at such times as may not interfere with his duties in the fleet.

1481. Chaplains of Denominations other than the Church of England.—The instructions contained in Articles **1469** to **1480** are applicable also to Chaplains of denominations other than the Church of England, subject to such modifications as may be called for by the customs of the different denominations.

SECTION II—OFFICIATING MINISTERS ON FIXED SALARIES

1482. General Duties.—The following duties in regard to the officers and men of their denomination will be expected from those officiating ministers who are in receipt of a fixed salary:—

(*a*) To conduct Divine Service at the appointed time and place.
(*b*) To give religious instruction to the boys in the training ships.
(*c*) To visit the sick.
(*d*) To officiate at funerals.
(*e*) To visit at convenient times, as he may think desirable, those of his people who are in ships in harbour, naval barracks, or married quarters, and, at the discretion of the Commanding Officer, those in cells, detention quarters and prison.

2. Every facility is to be given to an officiating minister to visit sick members of his flock in hospitals and in the sick berth on board ships.

In the event of any such sick person being dangerously ill, or of his having received injuries from which he may not recover, the Medical Officer is to inform the Commanding Officer, who will cause the officiating minister of the denomination to which the man may belong to be informed without delay, and will give him every possible facility to visit the patient.

So far as the discipline and convenience of the Service will allow, officiating ministers are also to be afforded facilities for visiting their people in ships and barracks, and for instructing the young.

(*For officiating ministers who are remunerated by capitation rates, see* **1575**.)

CHAPTER XLI

INSTRUCTIONS TO THE INSTRUCTOR OFFICER AND THE SCHOOLMASTER

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SECTION I—THE INSTRUCTOR OFFICER

1483. Duties generally.—He will be responsible to the Commanding Officer for all scholastic instruction of both officers and men.

2. **Instruction of Midshipmen.**—He is to use his best endeavours to impart instruction to the Midshipmen, and to prepare them for their examinations. He is to assist the specialist officers in the instruction of Midshipmen in the theoretical parts of the various professional subjects. He is to encourage voluntary study and help those Midshipmen who wish to keep up and improve their educational acquirements. He is to superintend the observations and working out of the ship's position at sea, when practicable, by those Midshipmen who are not working directly under the Navigating Officer, or doing duty in the engine-room.

3. **Specializing Officers, etc.**—He is to assist young officers who desire to specialize in any branch of their profession; to give such lectures and instruction as the Commanding Officer may think desirable to arrange for the benefit of officers and men; and to assist with his scientific knowledge in solving any problems that may arise.

4. **Supervision of School.**—When school is held, he is to visit it daily and see that the Schoolmaster, or acting Schoolmaster, is attentive to his duty, and diligent in teaching the boys and other ratings who seek instruction from him. He is to examine the school register, and see that it is kept in accordance with Article **1484** (2), and initial it weekly.

5. **Supervision at Examinations.**—He is carefully to supervise educational examinations, in order to prevent collusion between candidates. If no Instructor Officer is available for this purpose, the Commanding Officer is to detail an officer not below the rank of Lieutenant to superintend the examination.

6. *Deleted.*

7. **Journal.**—He is to keep a journal (S.397) of the scholastic educational work carried on in the ship. This journal is to be a record and also a description of this work. It is to be examined and signed from time to time by the Commanding Officer, to be produced at inspections, and sent to the Admiralty at the end of each year, or when the ship pays off.

8. He will have a definite place in the fighting organization of the ship, and will be employed on plotting duties. In exceptional circumstances, the Commanding Officer may employ him elsewhere in action.

9. **Ship's Library.**—When no Chaplain is borne, he is to carry out the Chaplain's duty as regards the ship's library.

(*See* **370** (*Teaching of French, German, etc.*), **1092** (*Instruction of Junior Officers*) *and* **1197** (*Care of Charts for Junior Officers*).)

SECTION II—THE SCHOOLMASTER

1484. Duties.—The Schoolmaster will organize classes for the instruction of men and boys, under the supervision of the Instructor Officer, when one is borne. He will be responsible that the classes are held as regularly as circumstances permit. He will arrange for instruction in such subjects and at such times as to be most helpful to men and boys attending voluntary school. He will, as required, give dictation for shorthand practice at appropriate speeds to Shorthand Typists:—

(i) to enable the higher grade ratings to maintain the requisite standard, and

(ii) to encourage the lower grade ratings to work up to the speed necessary for the higher grade qualification. For this purpose he will make himself efficient at reading passages of 500 words at speeds of 60, 70 and 120 words a minute.

2. He is to keep a register (S. 396) in which the attendance of men and boys, and the duration of each attendance, is to be entered regularly, both at compulsory school and at voluntary classes.

3. This register is to be initialled weekly by the Instructor Officer (*see* **1483**) the monthly averages are to be made up, the summary for the year is to be completed, and the register is to be forwarded by the Captain to the Commander-in-Chief, or Senior Officer, for transmission to the Admiralty, annually on December 31, or on the ship paying off.

4. He is to make himself familiar with the educational tests required of boys for early rating, and of men for promotion, and to arrange that his instruction covers as far as posible the syllabus laid down in each case.

5. He is to be available to give assistance to the supervising officer at examinations when required, but is not to be employed as the sole invigilating officer (*see* **1483**, clause 5).

6. When no Instructor Officer is borne, he will be responsible to the Captain for the educational work of the ratings in the ship.

7. He will be regarded as one of the action plotting officers, and of the cypher staff of the ship.

8. He is to act as librarian to the ship's library and school reference library, and is to superintend the arrangements for the ship's company to read and make use of these libraries.

9. He will demand from the Accountant Officer and, on receipt, be responsible to him for such established school text-books as may be required, and will ensure that men have ready access to them.

1485. Acting Schoolmaster.—When an Acting Schoolmaster is authorized by complement, and in other circumstances referred to in Article **1606**, the Captain may direct any competent person, who volunteers for the purpose, to perform the duties; for so doing such persons shall be entitled to receive an allowance under the conditions laid down in Article **1606.** Officers are not eligible for this allowance.

1485a. Instruction of Royal Air Force personnel embarked.—Responsibility for the administration of the air force education scheme in aircraft carriers is centralized at Headquarters, Coastal Command, and correspondence in regard to the scheme generally and the provision of tutorial courses is to be conducted with the Coastal Command irrespective of the location of the carrier.

Schoolmasters serving in carriers are to render the following assistance in the education of Royal Air Force personnel when embarked:—

(i) The Schoolmaster will supervise the distribution of tutorial courses, and assist pupils when necessary during the courses. The correction of the

work done will generally be carried out by the Royal Air Force Education Officer of the base, but the Schoolmaster will be responsible for this connection when no such Education Officer is in the vicinity.

(ii) The Schoolmaster will communicate, through the Commanding Officer of the carrier, with Headquarters, Coastal Command (or other appropriate Royal Air Force Authority), in regard to any difficulties encountered, and/or confer personally with Area or Base Royal Air Force education officers. The latter may visit carriers in port as requisite for this purpose, and may also hold classes on board, if desired by the Commanding Officer.

(iii) The Schoolmaster shall be available to give assistance and advice to the supervising officer, who will be a commissioned officer of the Royal Air Force, at examinations when required to do so, on the lines indicated for naval ratings' examinations in Articles **1484-5**.

(iv) He is to give advice and assistance, when called upon to do so, to the Royal Air Force officer to whom responsibility for the library for Royal Air Force personnel has been delegated.

2. The above instructions apply primarily to aircraft carriers which are allowed a Schoolmaster by complement, but where an Acting Schoolmaster is borne under the conditions laid down in Article **1485**, he should give such assistance in the instruction of Royal Air Force personnel as may be possible.

CHAPTER XLII

INSTRUCTIONS TO THE GUNNER, BOATSWAIN, SHIPWRIGHT OFFICER, WARRANT ORDNANCE OFFICER AND WARRANT PHOTOGRAPHER

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SECTION I—THE GUNNER

1486. General Duties.—On appointment to a ship due to commission or recommission, he will be supplied by the Naval Armament Depôt at the port to which the ship is attached for manning purposes, with a warrant showing the naval armament stores allowed to the ship, and a Gunner's naval armament store ledger containing the first line charge of the established proportion of naval armament stores allowed, and, where applicable, he will be supplied by the Torpedo Depôt with a warrant and a ledger showing the torpedo and paravane stores allowed. From the Naval Store Officer he will receive a "list of fixtures" and (if in charge of naval stores) the abstract statement of the permanent and consumable stores (should they not already be on board).

If so directed, he will acquaint the Armament Supply Officer, the Torpedo Engineer Officer, and the Naval Store Officer at the storing port when the stores can be received.

2. In the case of ships building, he will prepare the list of particulars in accordance with the instructions given in the form, and submit them to the superintendent of contract-built ships, or to the Captain of the dockyard in the case of dockyard-built ships.

3. He is responsible that the proper proportion of spare gear is on board and that it has been tried in place.

4. Stores.—He will be guided by the instructions relative to the accounts of naval stores and naval armament stores in his charge, and keep the necessary books and documents for a counting for their receipt and expenditure, exercising at all times a proper economy in their consumption and care in their stowage. (*For ships in which the central storekeeping system is operative and the Accountant Officer is in charge of Naval Stores, see* **1451**, clause 3.)

1487. Relations with Gunnery Officer.—He is at all times to communicate directly with, and attend to the directions of, the Gunnery Officer upon the working of the guns and magazines, and relative to his duties generally, but he is not the less to be responsible that all the stores in his charge are kept in good order and are properly expended.

1488. Magazines and Shell Rooms.—He is to make himself thoroughly acquainted with the construction, ventilation and the flooding arrangements of the magazines and shell rooms under his charge, and assure himself that they are properly fitted, and that the magazines are perfectly dry before ammunition is received. He is directly responsible, under the Executive Officer, for the safety, cleanliness and inspection of all magazines, shell rooms, bomb rooms, and store-rooms under his charge, other than those for which an officer of quarters is responsible, or for which another officer has been specially detailed; and is to attend the tests of flooding and spraying arrangements of these compartments in accordance with the Naval Magazine and Explosives Regulations.

1489. Stowage of Ammunition.—He is responsible for the stowage of all ammunition, and when it is stowed, he is to see that the battens and stanchions are in place.

2. When receiving ammunition, he will cause the utmost care to be taken of the cases in which it is packed; and he will take care that the detail of cordite lots is duly received from the issuing magazine.

1490. Guns, Sights, Mountings, etc.—The Gunner, or in his absence his representative, is frequently to examine the state of the guns, sights and mountings as to their working efficiency, so that anything defective may immediately be repaired or exchanged; and the gun sights, and all other detachable fittings of guns and mountings, except those in locked store-rooms, are to be seen daily by him or his deputy, in order that any loss of such stores may be detected and reported without delay. He is to report the correctness of the gun sights to the Executive Officer at such times as the Captain may direct.

He is frequently to inspect the rifles and all other small arms to see that they are kept clean, oiled, and free from rust.

When at sea, he, or one of his mates, is to examine and report to the Officer of the Watch, once in each watch, whether the guns are properly secured.

2. Should he observe any mechanical defect in the equipment under his charge or consider mechanical overhaul to be necessary, he is to report the matter to the Gunnery Officer, so that instructions may be given for the necessary examinations or repairs to be carried out.

3. When demanding arms to replace those of any previous issue, he will state the number which had been marked by the armament supply department on those originally supplied.

1491. Pistols.—The pistols supplied to ships are to be kept together in racks near a sentry's post, in such a position that the absence of one of them could readily be observed, any spare spaces being filled in with blocks of wood or by other suitable method. The sentry is to be required to report the contents of the pistol racks on relief and to the officer carrying out rounds at 2100 daily.

2. The pistols are not to be removed from the racks except for action, drill, or cleaning purposes, and at such times an Ordnance Artificer or other fit person is to be stationed at each rack to superintend their removal.

3. The pistols, when in the racks, are to be secured from removal by a chain passed through their trigger guards, and locked.

1492. Blank Cartridges.—He is personally to supervise the preparation of cartridges for blank firing and saluting, to ensure that the several operations are carried out strictly in accordance with the instructions on the subject.

1493. Survey after Action.—After an engagement, he will apply to the Captain for a survey on the ammunition and other stores remaining in his charge, that the quantity expended in the action may be ascertained.

1494. Tin Boxes of Combustibles.—He is never to allow the hermetically closed tin boxes, in which tubes, fuzes, lights, and other combustibles are issued for service, to be opened until required for use, to guard against deterioration from damp or other causes.

1495. Arms of Parties detached.—When a detachment of Naval ratings or Royal Marines shall at any time be sent from the ship, except when parties land for drill for a few hours only, and men retain possession of their weapons individually for the whole time they are away, he will make a list of the arms, ammunition and stores belonging to his department sent with it, which is to be signed by the officer appointed to command the detachment; on the return of the detachment, the Gunner, in the presence of the officer who commanded it, is to examine the arms, etc., brought back, and report any deficiencies to the Captain, who, from the statement of the officer, will determine in what manner the articles shall be expended by the Gunner in his accounts.

1496. Naval Armament Stores in Packages.—Whenever naval armament stores, other than explosives, are received in packages not issued under Government seal, he is to verify the contents of the packages with as little delay as possible, reporting any deficiency to the Captain, in order that immediate communication may be made, through the proper channels, to the naval armament depôt from which the stores were received. This correspondence is to be attached to the supply note in support of any alteration of figures thereon.

2. He is to verify the contents of all packages containing explosives, not included in "Classification of Explosives," Naval Magazine and Explosives Regulations, Appendix III, before stowing them on board, unless such packages are issued under Government label.

1497. Materials to be used.—He is not, unless specially ordered to do so by the Captain, to use or permit the use of other than the proper materials with which he is supplied, for all purposes in connection with the ammunition and the stores in his charge generally.

1498. Register of Guns.—He is to insert in the "Memorandum of Inspection" of each gun the number of rounds fired, specifying with or without projectiles, and the nature of the explosive of which the cartridge was made up; and whenever the gun is returned into store, this form, properly filled up with the number of rounds fired from the gun previous to being supplied to the ship, as well as when on board, is to be delivered, with notes of all accidents or exceptional occurrences to the gun, to the local naval armament supply officer.

2. These registers or "Memoranda of Inspection" are to be kept on board the ship until the guns are finally landed, so that each succeeding Gunner may at all times be perfectly competent to furnish a complete history of every gun in his charge.

1499. Technical Books.—The Gunner will conform with the rules and the system of teaching laid down in the Gunnery Training and Firing Manuals, Naval Magazine and Explosives Regulations, and Drill Books.

1500. Life-Buoys and Sea-boats.—The Gunner is responsible to the Captain for the upkeep and efficient working of the night life-buoys.

2. The releasing mechanism of the buoys is to be tested by dropping once a week, also after painting ship, coaling or going alongside under circumstances in which the guide rods may have been bent by hawsers.

3. The buoys should also be dropped with lights in place every six months.

4. The results of the weekly and half-yearly tests are to be entered in the ship's log.

5. On proceeding to sea and each evening at sea, the Gunner will take care that the sea-boat's box is placed in each sea-boat, and will report to the Captain that this has been done.

6. The beckets of "Kisbie" life-buoys are never to be twisted or stopped together.

1501. Torpedo Gunner.—If a Torpedo Gunner not doing duty as Gunner of the ship should be borne, the instructions relating to Gunners' duties are to apply to him in so far as they relate to torpedo armament and fittings, to magazines, and to store-rooms for torpedo gear and stores in his charge, including explosives supplied for torpedo purposes.

1501a. Periodical Examination of Fittings.—Fittings permanently attached to the hull, and on which safety of life depends (*e.g.*, eyeplates, ring bolts, etc.), are to be periodically examined for flaws, defects, etc., and if there is doubt, the fittings are to be removed, fire-proved and tested.

Section II—The Boatswain

1502. General Duties.—He is frequently to be on deck in the day and at all

times day and night when the hands are employed. Assisted by his mates, he is to see that the men severally go quickly on deck when called and do their work well and with alacrity.

2. **Rigging, etc.**—He is responsible that the standing and running rigging, boats' falls and derrick purchases are in a thoroughly serviceable condition, taking care that they are refitted as necessary, and acquainting himself of their state by frequent examination, reporting the result to the Executive and Navigating Officers, so that immediate steps may be taken to refit or replace whatever may require to be so dealt with.

When the ship proceeds to sea, he is to see that the anchors are secure, and again on returning to harbour, to see that the anchors and cables are ready for immediate use, reporting the facts to the Officer of the Watch; he is to keep a sufficient supply of anchor strops for clearing four anchors, and to see on commissioning that the necessary strops for laying out bower anchor are fitted and ready for use.

He is to report at morning and evening quarters when at sea that the sea-boat is properly secured and ready for immediate service, and to see that all booms and gear on deck are secured for sea; also that the boats and appliances for getting them out are ready for immediate use, and that their sails and rigging are in good order; also that all gear used for coaling is in good condition and so stowed as to be provided readily when required.

3. **Stores.**—When in charge of stores, he will be guided by the instructions relative to the accounts of the stores in his charge, and keep the necessary books and documents for accounting for their receipt and expenditure, exercising at all times a proper economy in their consumption and care in their safe stowage. (*For ships in which the central storekeeping system is operative and the Accountant Officer is in charge of Naval Stores, see* **1451,** *Clause* 3).

4. **Canvas Gear.**—He is to examine any sails and all canvas gear received on board which are in his charge, and is to take the proper steps to keep all such stores repaired and fit for use, or replaced if necessary by the dockyard; he is responsible that none of them may suffer from damp or vermin, and that they are properly tallied and conveniently stowed in the appointed places so as to be at hand when wanted. He is to keep the Navigating Officer informed of these particulars.

5. **On Paying-off.**—When the ship is ordered to be paid off, he is to see that none of the rigging is damaged or cut, that all rigging for returning into store is properly tallied, and that the necessary documents relative to the return of stores in his charge, or their retention on board, as may be ordered, as duly rendered into Office.

6. **Periodical Examination of Fittings.**—Fittings permanently attached to the hull, and on which safety of life depends (e.g., eyeplates, ring bolts, etc.) are to be periodically examined for flaws, defects, etc., and if there is doubt, the fittings are to be removed, fire-proved and tested.

Section III—The Shipwright Officer

1503. On first appointment to a ship, he will inspect very minutely the state of her hull, masts, yards and all derricks. He will also at all times report at once any defect or deficiency he may discover.

2. **Masts, Derricks, etc.**—He is responsible that the masts, yards, derricks, davits, guard rails and ridge ropes are in a thoroughly serviceable condition, and that the lubricating cups fitted to the trunnions of the derricks and on main derrick blocks are in place and filled with oil. He is to make frequent inspections of them for the purpose of informing himself of their state, reporting the result of his inspection to the Executive Officer.

3. **Water Ballast.**—Whenever water ballast is admitted into ballast compartments, he is to attend when they are being filled or emptied, and to report any sign of stress or weakness in the bulkheads that he may observe. He will examine and report to the Officer of the Watch the state of the water at 0800 and in the second dog-watch.

4. **Ports, Scuttles, etc.**—He is to take care that all the ports, scuttles, and their fittings are kept efficient and in good order and, when barred in, he and his mates are frequently to see to their being properly secured, reporting their condition during each watch to the Officer of the Watch in accordance with Article **1152,** clause 15. Also that all watertight doors, hatches, skylights, ventilators, etc., and their fittings, on weather decks are in a thoroughly serviceable condition.

5. **Pumps, Fresh Water and Sanitary Services.**—He is to keep all pipes, valves, cocks, etc., of the fresh water and sanitary services, from the gravity tanks, in a state of efficient working order; also, all manual pumps, in a serviceable condition.

6. **Ship's Structure.**—He is to take care, so far as in him lies, to keep every part of the structure of the ship in the highest possible state of efficiency, being guided in regard to this by the instructions contained in Chapter XVIII.

He will report at once to the Captain whenever he is of opinion that any repairs should be taken in hand.

He is to assist at all inspections of the double bottoms, watertight compartments, bulge compartments, coal bunkers, oil tanks, bilge compartments and bilges made by the Engineer Officer, and is to sign the report of their condition in conjunction with that officer (*see* **682**).

7. **Preservation of Ship, Access to Compartments.**—He is responsible for the preservation of such spaces as are not in the charge of the Engineer Officer (*see* **1300,** clause 2). He is frequently to examine passages, etc., giving access to compartments, particularly those in the region of the waterline, to see that they are kept clear, so that all parts of the ship accessible through them may be reached instantly if required.

8. **Fire Precautions.**—He is to be careful to keep in good order the sheathing of the holes through which any funnels pass, to guard against fire. Also that all special fire appliances supplied to the ship in this charge are ready for immediate use.

9. **Docking Ship.**—He is to be most careful, should the ship be docked for any purpose, to see, himself, that every proper precaution is taken to guard against accidents.

10. **Rudder.**—He is to examine the rudder and its fittings up to the rudder head on each occasion of docking, in order that any defects which may have developed may be made good whilst the ship is in dock.

11. **Capstans and Cable Holders.**—He is to be careful to keep all capstans, cable holders and windlasses, their brakes and deck glands, in efficient working order.

12. **Pumping Systems.**—He is to be thoroughly acquainted with the ventilating, draining and pumping systems of the ship in which he is serving.

13. **Defects.**—He is to keep an accurate account of all defects to hull and boats, as they may develop, and record the steps taken for their repair, either by the ship's staff, or by the dockyard when the ship is taken in hand for refit, taking care that the services of his mates are devoted to maintaining the ship, boats, and fittings in the highest possible state of efficiency.

When ordered to prepare lists of defects, he is to be guided by the instructions contained in Article **707.** Defect lists should be prepared from the information contained in the record of defects.

14. **Fresh Water Tanks.**—He is to see that the tanks for the storage and distribution of fresh water are kept in a clean and efficient condition and that the man-hole covers to the storage tanks are properly secured.

15. **Draught of water.**—On proceeding to sea, he is to report to the Captain, and to the Navigating Officer for entry in the log, the draught of water forward and aft.

16. **Saws and planing machines.**—He is to see that guards over saws and planing machines are always in place.

1504. *Deleted.*

1504a. Pulling and Sailing Boats. Buoyancy.—In all pulling and sailing boats when swamped, positive buoyancy is to be maintained of an amount equal to at least 10 per cent of the weight of the boat complete with all fittings and equipment.

All such boats are to be tested by the ship's staff every two years, and the dates of all tests are to be marked on the inside of the transom, or inside the stern abaft the backboard where no transom exists.

Dockyard officers should only be called upon to test boats that are considered by the ship's officers, after a preliminary swamping test and careful survey, to be deficient in buoyancy, the ship's staff assisting the dockyard as far as possible at the test so as to ensure that the ship's officers are satisfied as to the final efficiency of each boat. Any boats, except launches and pinnaces, requiring additional buoyancy tanks should be dealt with by the dockyard. Launches and pinnaces should be brought up to the requisite standard by fitting casks or barricoes under the thwarts from ship's resources.

Where the buoyancy when swamped does not come up to the standard quoted above, such temporary measures as are possible should be taken until the matter can be dealt with by the dockyard on the next visit of the vessel.

A report stating the results of the tests carried out by the ship's officers should accompany the communication to the dockyard in all cases.

1504b. Life Floats. Periodical Tests.—All life floats are to be tested at intervals of not more than six months to ensure that they are capable of sustaining the weight of the proper number of men.

The following table shows the number of persons the floats should carry and the weights to be used for the tests:—

Patt. No.	Size	Numbers of persons	Test Weight
17	8′ × 12′	45	19½ cwts.
18	9′ × 14′	67	29½ ,,
19	5′ × 8′	18	7¾ ,,
20	5′ × 10′	20	8¼ ,,

1505. Keys.—He is responsible for the keys of all cabins and fittings in his charge until they are delivered to the officers who require them. Each officer will then be responsible for his key or keys until returned to the Shipwright Officer; the particulars of each delivery and return are to be entered in a key book, which is to be kept by the Shipwright Officer, and occasionally inspected and approved by the Captain, who will take the necessary steps to ensure the return of all keys to the Shipwright Officer before officers leave the ship.

2. On paying off, the whole of the keys of the cabins and fittings, after they have been proved to belong to the locks, are to be delivered, properly tallied and free from rust, to the Captain of the dockyard, who will give a receipt for them, which is to be inserted in the guard book with the final accounts. *See* **1780** (*Keys of Money Chests, etc.*).

1506. Artisan Ratings.—Unless otherwise directed, he is to have charge of all artisan ratings, including those lent from other ships to execute repairs to his own ship, and is to supervise their work. He will report any that are negligent or unskilful, so that their extra pay may be abated. He will also exercise the same supervision over all hired artisans.

1507. Stores and Store Accounts.—When in charge of stores, he will attend to the instruction relative to stores and store accounts, and will exercise proper economy in the consumption of those in his charge. (*For ships in which the central store-keeping system is operative and the Accountant Officer is in charge of Naval Stores, see* **1451,** *clause* 3).

2. Inflammable Liquids.—He is specially to be careful to comply with the regulations respecting the storage and use of inflammable liquids. *See* **1073,** clauses 13 to 24 (*Inflammable Liquids*).

1507a. Periodical Examination of Fittings.—Fittings permanently attached to the hull, and on which safety of life depends (*e.g.*, eyeplates, ring bolts, etc.), are to be periodically examined for flaws, defects, etc., and if there is doubt, the fittings are to be removed, fire-proved and tested.

1507b. Arrangements when Shipwright Officer is absent temporarily or is not allowed in complement.—In the absence of a Shipwright Officer, or in ships where none is borne, the duties enumerated in this section will be carried out as follows :—

(i) If one or more shipwrights are borne, the Executive Officer will supervise the work of the shipwright and artisan ratings and will be responsible for seeing that all the foregoing instructions are observed.

(ii) If no shipwright is borne, the Engineer Officer (or the Engine Room Rating in charge of machinery) will be responsible for the hull equipment enumerated in Article **1326b**, and the Executive Officer will be responsible for all other items specified above.

Section IV—The Ordnance Officer

1508. The Ordnance Officer, in ships where an Engineer Officer is borne for Ordnance duties, is to assist this officer in the maintenance of Gunnery Materiêl. He will, under the directions of this Engineer Officer, issue the necessary instructions to the Ordnance Staff.

2. **In ships where no Engineer Officer is borne for Ordnance duties,** the Ordnance Officer will be responsible under the Gunnery Officer for the duties laid down for the Engineer Officer for Ordnance Duties in Article **1242a.**

Section V—The Warrant Photographer

1508a. General Duties.—Under the direction of the Executive Officer he is to assist in the supervision, instruction, examination and general regulating and divisional duties in connection with photographic ratings.

2. **Stores.**—Under the authority of the Executive Officer he may obtain from the Officer-in-Charge of Stores, such stores as may be required for the work of the photographic department, affording that officer any information which may be required for accounting purposes.

Chapter XLIII

REGULATING DUTIES

1509. Responsibility for Regulating Duties.—The Executive Officer or the Officer of the Watch is responsible that the regulating ratings carry out the following instructions.

1510. Regulating Ratings.—Regulating ratings include the Master-at-Arms and Regulating Petty Officers, and other performing or assisting in the performance of regulating duties.

Seaman chief petty officers and petty officers of the watch on board are to be detailed to assist in regulating duties out of working hours, all executive petty officers being detailed for this duty in turn as part of their normal responsibilities. Petty officers so detailed are not eligible for difference of pay under Article **1591.**

2. **Prevention of Crime.**—Regulating duties are mainly those connected with the prevention of irregularities and offences, and the custody of offenders, and not with the detailing of individual ratings for work to be performed on board or on shore.

The Master-at-Arms is to take care that regulating ratings carry out their duties with firmness and good temper, and that all altercations with excited or drunken men are avoided.

3. **Patrols and Escorts** are always to include men below the rank of petty and non-commisisoned officer, in order to remove from drunken men the opportunity to strike their superior officers. A petty or non-commissioned officer, or the person in charge of a patrol or escort, should not personally arrest a drunken man, except when his assistance has become actually necessary.

4. **Patrol Armlets** are to be worn on the left cuff by men temporarily employed on regulating or patrol duties while actually on duty.

5. **Articles taken out of Ship. Trafficking.**—The Master-at-Arms is to be careful that no public stores, provisions or other articles are improperly taken out of ship by any person, and is to prevent all traffic in spirits or grog and their introduction into the ship.

6. **Disorderly Conduct.**—Regulating ratings are to take special care to check all bad language, quarrelling, gambling, trafficking, and disorderly noise among the ship's company.

7. **Visiting the parts of the Ship.**—The Master-at-Arms is frequently to visit the various parts of the ship to see that due order prevails, and that his subordinates are doing their duty. He, or the regulating ratings on duty, are to report to the Officer of the Watch all offences and irregularities in the ship which may come to their knowledge.

8. **Clear Lower Deck.**—When the order is given to clear lower deck, the Master-at-Arms is to see that it is obeyed with alacrity, and that no one remains below unless authorized. When the decks are clear, he is to report the fact to the Executive Officer.

8a. **Action Stations.**—When the order is given for the ship's company to close up at action stations the Master-at-Arms and regulating ratings are to see that the ship's company obey the order at once and that no one absents himself except the communication ratings or other authorized persons. The communication ratings will receive separate departmental instructions on this matter in accordance with the orders contained in the General Signalling Instructions.

9. **Authority.**—Ratings employed on regulating, patrol or sentry duties are authorized in the execution of those duties to give lawful orders to other ratings, including those superior to them in rating.

1511. Duties of Master-at-Arms.—The Master-at-Arms is to make himself acquainted with all the summary punishment regulations, and he will see that such punishments as are awarded are properly carried out.

2. **List of Defaulters.**—At 0900 he is to furnish the Executive Officer with a list (S. 241) of all defaulters under punishment, and of all men in the report whose cases have not been investigated.

3. **Persons under Punishment, etc.**—He will have the general charge of all persons under or awaiting punishment, until released to duty or otherwise disposed of.

4. He is to visit the men in cells at least once in each watch.

5. **In case of Fire,** or when the ship is otherwise in danger, he is responsible for the release of offenders from cells or irons.

1512. Store-rooms Locked. Lights Out.—He is responsible that all the store-rooms are locked at the appointed hours, and that no lights are left in them, also that the keys are returned to the allotted place, and will report to the Executive Officer that this duty has been discharged. The keys of the pistol cupboard, or the keys of store-rooms wherein pistols are kept, are to be considered as important keys, and are to be kept on the Important Key Board.

2. **Fires and Lights.**—He, or the regulating ratings on duty, are to see that all fires and lights are put out at the proper hours, and that during the night no lights are permitted except those authorized by the Captain. He is to report to the Officer of the Watch when any unauthorized lights are burning.

3. **Evening Rounds.**—He is to go the evening rounds with the officer performing that duty, when he is to be responsible that report is made by the keyboard sentry that all keys have been returned.

1513. Bumboats.—He and the regulating ratings are to examine articles brought off in bumboats to see that no unripe fruit, unwholesome vegetables, or other objectionable articles are introduced into the ship, reporting any doubtful article to the Medical Officer. *See* **1392,** clause 2 (*Supervision of Food*). They are to watch closely the prices charged, and any imposition is to be reported to the Executive Officer.

2. **Searching Men.**—When necessary, the Master-at-Arms is to search all boats and boats' crews or men returning from leave, but not petty officers or leading ratings. *See* **514** (*Privileges of Petty Officers*) and **514a** (*Privileges of Leading Ratings.*)

3. **Effects of absentees, etc.**—He is to collect and keep in his charge the effects of all absentees and deceased men until they are duly disposed of. (*See* **1769** as to delivery of dead and run persons' effects to the Accountant Officer.)

4. **Men going on Leave.**—He, or the regulating ratings on duty, are to pass men going on leave out of the ship and, on their return, are to inform the Officer of the Watch when they are ready for inspection. Petty Officers and above may at the Commanding Officer's discretion, be permitted to leave His Majesty's ships when alongside and shore establishments at any time after "Liberty men to clean" has been piped.

1514. Musters.—He is to attend all general musters, and account for absentees.

2. **Payments and Sales of Effects.**—He is to be present at all general payments and at the sale of all dead and run persons' effects.

3. **Descriptions of Men.**—He is to be present and to assist at the ship's office whenever the descriptions of men or boys are being taken; he will point out any marks, scars or peculiarities on the person that would be useful for purposes of identification, which should therefore be carefully recorded.

1515. Opening the Spirit-room.—A Regulating Petty Officer is always to be present when the spirit-room is opened, and to remain present until it is closed, or until relieved.

1516. Leave, Victualling and Check Books.—He is to keep the short leave book and the gangway victualling and check books.

2. He is to take care that the gangway victualling and check books are faithfully kept, and that the proper sheets are detached and taken daily to the victualling office in sufficient time to enable the men whose names are recorded therein duly to be victualled or checked.

He is to record in the spirit stoppage book (S. 76b), each day, the names of all persons (except Royal Marines) whose spirit ration is to be stopped for that day on account of short leave or punishment; and he is to take the book daily to the victualling office in time to enable the Accountant Officer to check the men accordingly. For Royal Marines, the book is to be kept by the senior non-commissioned officer.

3. **Record of Offences.**—A daily record of offences (S.240) is to be kept by the Master-at-Arms, in which are to be entered all offences committed by persons in the ship under the rank of subordinate officer, except Royal Marines, as well as the punishments awarded to them.

4. **Men off the Sick List.**—He is to obtain daily the names of men discharged to duty from the sick list, and he will take care that the petty officers of the part of the ship to which they belong and the Regulating Petty Officers are duly informed thereof.

5. **Patients to Hospital.**—When a patient, other than an officer or a Royal Marine, goes to hospital, he is to furnish the Accountant Officer with a list of his clothes and effects for transmission with the sick voucher (S. 47).

6. **Gangway Wine Book.**—He is to keep the gangway book for wine and spirits as directed in Article **619,** clause 1.

7. **Mails.**—He is to distribute parcels and letters, and is to carry out the instructions contained in Articles **1095, 1096** and **1098** with regard to registered letters, re-addressing of postal packets, and the collection of unpaid postage.

1517. Master-at-Arms Absent.—In the absence of the Master-at-Arms, or when none is borne, his special duties will be performed by the senior Regulating Petty Officer, or by such other petty or non-commissioned officer as the Captain may appoint.

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PART III—PAY AND ALLOWANCES, CASH, VICTUALLING, STORES AND PENSIONS

CHAPTER XLIV

FULL PAY, ALLOWANCES AND DEDUCTIONS

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SECTION I—GENERAL

Pay

1518. Scale of Full Pay.—The full pay of all ranks and ratings is set forth in Appendices I and XVII.

2. **Stoppages.**—Stoppages of pay are not on any account to be made, whether as regards officers or men, except in the cases expressly authorized by statute or by the regulations of the Service.

3. **Time for Pay.**—In regard to all questions of the pay of ranks and ratings, the definitions of time given in the "Explanation of Terms" are to be followed.

1519. When Ship wrecked, etc.—In the event of a ship being captured, wrecked, or otherwise lost or destroyed, the officers and ship's company shall, subject to the provisions of the Naval Discipline Act in force at the time, be entitled to full pay until the time of their being discharged, or removed into other of His Majesty's ships, or of their dying, unless the sentence of the court-martial held on the loss of the ship shall otherwise direct. (*See* **1124.**)

1520. In Prison or under Detention.—Every person committed to prison or to Naval detention quarters or military detention barracks under the Naval Discipline Act is to cease full pay during the term of his imprisonment or detention respectively. His pay is to recommence on the day following his release. *See* **557** *and* **558** (*Imprisonment and Detention*).

1521. Penalties of Desertion.—A person against whose name "R." is placed in the books of the ship to which he belongs, as denoting his desertion, forfeits all pay and allowances due to him up to and including the date of his desertion, unless the forfeiture is specially remitted by the tribunal by which he is tried or by the Admiralty, and, for the purposes of pension and the award of badges, all past service. *See* **589,** clauses 6 and 6a.

2. The removal or confirmation of "R.Q." is provided for in Article **588,** and the removal of "R." in Article **589.** *See also* **528** *and* **1986** (*Effect of R. on Badges or Pension*).

1522. Recovered Deserters, etc.—Recovered deserters are to be borne on ship's books for victuals only, but all other offenders waiting trial are to be borne for pay.

2. Should any person charged with desertion be acquitted of that offence, his pay is to be adjusted according to the circumstances of the case, as follows:—

(*a*) should his absence be satisfactorily explained, or should he be convicted of leave-breaking only, the R. or R.Q. is to be removed and his pay adjusted from the date of his original discharge;

(*b*) should his absence have been caused by conviction by the civil power, the R. or R.Q. is to be removed, but pay and time will be stopped, except in such special cases as the Admiralty or the Commander-in-Chief may direct. (*See* **598,** clause 3);

(*c*) should the punishment awarded entail the loss of any allowance, the allowance is to cease from the date of the offence.

3. Should an offender waiting trial be sent to a home hospital, and ultimately be invalided or discharged out of the Service without trial or punishment, special application should be made to the Director of Navy Accounts as to the date on which his pay is to cease.

4. For action in regard to allotments and marriage allowance, *see* Article **1764,** clause 6, *and* Appendix III, part 4.

1523. Assignments of Pay, etc.—Any assignment, sale, or contract of, or relating to, any pay, wages, bounty money, grant or other allowance in the nature thereof, payable in respect of service in His Majesty's Naval or Marine Forces to a person being, or having been, a subordinate officer, naval rating or Royal Marine, is void.

1524. Unclaimed Pay, etc.—Every description of pay or allowance shall be deemed forfeited if it is not claimed within six years from the next 1st day of January following the time when it became payable, or if the claim made to it is not proved to the satisfaction of the Admiralty.

The Admiralty may, however, if they see good cause, in any case remit such forfeiture.

Allowances

1525. Scale of Allowances.—The allowances payable to ranks and ratings are set forth in Appendices I and XVII, except as otherwise stated therein.

2. **Stoppages.**—No stoppages of allowances are on any account to be made, whether as regards officers or men, except in cases expressly authorized by statute or by the regulations of the Service.

3. **How Calculated.**—Allowances at annual rates are to be calculated as follows:—

(*a*) for a full quarter, one-fourth of the yearly rate;

(*b*) for a broken period, a proportion of the amount payable for a full quarter, based upon the number of days in the quarter in which the broken period occurs.

1526. Messes.—Allowances and advances to messes are provided for in Articles **615, 617** and **618.**

1527. Fired Cartridge Cases, etc., Gunnery, Torpedo, and Electrical, W/T Communications and Air Observation Improvement Funds.—Accounting officers in charge of naval armament stores are to return to store at convenient opportunities all fired machine gun and small arm cartridge cases, nickel, copper and lead from bullets, fired vent tubes, and other similar produce which is the property of the Admiralty.

2. Officers in charge of naval armament store depôts are to receive these fired cases, tubes, lead, etc., and bring them on charge and give a certificate (form O. 86) to that effect, stating thereon the weights received and approximate numbers. The Paymasters of Royal Marine divisions or fleet establishments on shore, or the Accountant Officer, Naval Reserves, in the case of Royal Naval Shore Signal and Wireless Services, are to pay the allowances specified in Appendix VII, Part I, on production of this certificate, which is to be attached to the cash account when the latter is forwarded to the Director of Navy Accounts.

3. These allowances are not payable in respect of cartridge cases, etc., returned from His Majesty's ships, provision being made for the upkeep of ships' gunnery improvement funds by grants payable quarterly in advance (*see* clause 9).

4. Payment of the allowances for cartridge cases and tubes is subject to the following conditions:—

(*a*) they are to be in good condition, and all grit and dirt removed from them before their return;

(*b*) they are to be packed separately according to their respective natures.

5. **Fired Aiming Rifle Cartridges** can be refilled; special care therefore is to be taken to ensure that as many as possible of them are returned, and, if time and circumstances permit, they are to be washed thoroughly in fresh water and soda as soon as possible after firing.

6. Precautions are to be taken to ensure that no unfired cartridges or tubes are included with the returned empties.

7. **Distribution of Allowances:—**

(*a*) *In Gunnery Schools, R.N. Barracks and other Shore Establishments.*

From 20 to 50 per cent of the sums received as allowances is to be distributed among the men who do the work of collecting and cleaning the cases. The remainder is to be used to form a range fund for promoting gunnery efficiency.

(*b*) *At Ranges having permanent Naval Staffs.*

A proportion of the money received is to be distributed, at the discretion of the Senior Officer, as a recompense for extra work in collecting, cleaning, etc., the fired cases and recovering the cupro-nickel, etc., from bullets; the remainder is to form a range fund to be used for promoting the efficiency of the range work, etc.

(*c*) *At Ranges not having permanent Naval Staffs.*

The fired cases are to be collected and taken back to the ship, but no allowances in addition to the grants to the ships' gunnery improvement funds (clause 9) are to be paid.

The Senior Officer is to arrange for the recovery of the cupro-nickel, etc., from bullets when opportunity offers.

8. **Administration of Range Funds.**—The range funds are to be administered by the Senior Naval Officers. A proper account of the receipts and expenditure is to be kept, and the Senior Officer is to arrange for an audit of all the accounts quarterly and whenever the accounts are transferred from one officer to another. The auditing officers are to satisfy themselves that all allowances paid into such funds are duly debited in the accounts, and that all payments therefrom are supported by proper receipts, or when payments have been made to individuals for the work of collection, etc., by witnessed certificates of payment.

9. **Ships' Gunnery, Torpedo and Electrical and W/T Communications Improvement Funds.**—Grants to gunnery and torpedo and electrical improvement funds are payable to His Majesty's Ships in full commission or in commission with reduced crews.

Grants to W/T communications improvement funds are only available to Flagships in which a qualified W/T officer is borne.

These grants are payable quarterly, in advance, in accordance with the scale shown in Appendix VII; His Majesty's ships in reserve commission are not eligible for these grants. Ships newly commissioned may draw on commissioning the proportionate amount due to the end of the quarter in which commissioned

10. **Administration of Gunnery Improvement Funds.**—Unless other arrangements are prescribed by the Commander-in-Chief or Senior Officer concerned, payment is ordinarily to be made:—

(*a*) in ships, except as in (b), to the Gunnery Officer under the approval of the Commanding Officer;

(*b*) in flotilla leaders, destroyers, submarines, etc., to the Gunnery Officer of the flotilla, or base, etc., under the approval of the Senior Officer concerned

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

A proper account is to be kept of the receipts and expenditure, and the funds are to be audited quarterly and whenever the accounts are transferred from one officer to another. A procedure similar to that for audit of the range funds is to be adopted by the auditing officers.

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

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

No refund is required on paying off, but unexpended amounts remaining in individual ships' funds should be handed over to the Commander-in-Chief of the Squadron to which the ship belongs. From these amounts a Central Fund is to be formed, from which issues are to be made at the discretion of the Commander-in-Chief for the purposes of gunnery efficiency. Where no appropriate Central Fund exists, the balances should be paid to the Accountant Officer and debited in the public cash account.

11. **Administration of Torpedo and Electrical Improvement Funds.**—Unless other arrangements are prescribed by the Commander-in-Chief or the Senior Officer concerned, payment is ordinarily to be made:—

(*a*) in ships, except as in (*b*), to the Torpedo Officer under the approval of the Commanding Officer;

(*b*) in flotilla leaders, destroyers, submarines, etc., to the Torpedo Officer of the flotilla, or base, etc., under the approval of the Senior Officer concerned.

If, in any case, a Torpedo Officer is not borne, payment is to be made to an officer detailed by the Commanding Officer or Senior Officer.

The funds so constituted are to be administered by the Torpedo Officer, or, when such is not borne, by the officer detailed.

A proper account is to be kept of receipts and expenditure, and the funds are to be audited quarterly and whenever the accounts are transferred from one officer to another. A procedure similar to that for audit of the range funds is to be adopted by the auditing officers.

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

It is specially pointed out that no portion of these funds is to be expended in prize money or as an emolument for any person in the Naval Service.

No refund is required on paying off or on the dispersal of a squadron or flotilla. If any balance is remaining on such an occasion, the Commander-in-Chief or Senior Officer will, at his discretion, cause it to be transferred to another torpedo improvement fund, or repaid to the public chest.

12. **Administration of W/T Communications Improvement Funds.**—The funds are to be administered by the qualified W/T Officer, and are to be expended primarily for the benefit of the Squadron, the money being employed chiefly in connection with W/T experiments, for the purchase of small condensers, inductances, etc.

Accounts are to be kept, expenditure vouched, and provision made for quarterly audit, as for range funds. The accounts should indicate the items that have been consumed, and also those that remain in the ship, *e.g.*, articles of a permanent nature. In the event of any articles being no longer required for experimental work, they should be returned to dockyard for disposal by sale or otherwise.

No refund is required on paying off or on the dispersal of a squadron. If any balance is remaining on such an occasion, the Commander-in-Chief or Senior Officer will, at his discretion, cause it to be transferred to another W/T communications improvement fund, or repaid to the public chest.

13. **Air Observation Improvement Funds.**—Grants to air observation improvement funds are payable in accordance with the scale shown in Appendix VII, Part 5, to each aircraft carrier in full commission. These grants are payable quarterly in advance. Aircraft carriers in reserve commission are not eligible for the grants. Ships newly commissioned may draw, on commissioning, the proportionate amount due to the end of the quarter in which commissioned.

14. **Administration of Air Observation Improvement Funds.**—Payment is ordinarily to be made to the Senior Observer in each Aircraft carrier concerned. The fund will be administered by the Senior Observer. Accounts are to be kept, expenditure vouched, and provision made for quarterly audit, as for range funds. The accounts are to indicate the items that have been consumed, and also those that remain in the ship. In the event of any articles being no longer required for experimental work, they are to be returned to dockyard for disposal by sale or otherwise.

It is specially pointed out that no portion of these funds is to be expended in prize money or as an emolument for any person in the Naval Service. No refund is required on paying off. If any balance is remaining on such an occasion, the Commander-in-Chief or Senior Officer will, at his discretion, cause it to be transferred to another air observation improvement fund, or repaid to the public chest.

Deductions

1528. Losses and Improper Expenditure.—The pay, allowances and future half-pay, retired pay and pension of an officer or other person shall be answerable, and may be stopped until the Crown has been completely reimbursed, for every loss or improper expense which he may have caused or promoted, namely:—

If an officer or other person shall—

(*a*) make any unauthorized or improper purchase on the public account, or by his conduct or negligence incur any improper expense in such purchase;

(*b*) incur any extraordinary or improper public expenditure;

(*c*) cause, through his misconduct or negligence, permit or conduce to, the loss, deficiency, embezzlement, destruction or deterioration of any money, stores or provisions;

(*d*) order or sanction any unnecessary or unauthorized expenditure of any articles whatsoever;

(*e*) being in charge of money or stores, have a deficiency thereof, of which he can give no satisfactory explanation or excuse; or

(*f*) wilfully destroy or injure the clothes or effects of persons in the Royal Navy or others, in which case the loss or injury shall, in the first instance, be made good at the public expense. When the value of the private property destroyed or injured cannot readily be fixed by the Captain, he should take competent advice on the subject.

2. **Charges against Officers.**—The particulars of all such charges against officers are to be reported specially to the Commander-in-Chief in each case for his approval or otherwise.

3. **Against Petty Officers and others.**—The particulars of all charges made against petty officers and others, showing also the rate book or other authorized value of the article, its estimated value at the time, and the amount actually charged, are to be shown in the ledger.

When a man is summarily punished in connection with any of the losses or damages specified in clause 1, the sum charged against his pay is to be noted for information on the punishment warrant and in the daily record of offences.

4. **Losses by Neglect** are dealt with by Articles **775** (*Band Instruments, etc.*); **777** (*Royal Marines' Arms, Accountrements and Musical Instruments*); **808** (*Troops*); **1881** *and* **1883** (*Provisions and Victualling Stores*); **1884** (*Library Books*); **1885** (*Mess Utensils*); and **1936** (*Naval and Naval Armament Stores*).

1528a. Mess Debts.—Any pay, half-pay, pension, retired pay, gratuity or other allowances payable to an officer are liable to be abated in order to meet mess debts or other liabilities in respect of his mess, or any similar debts or liabilities.

1529. Ship Subscriptions.—Whenever the officers and men of a ship are permitted to enter into a subscription for charitable or other purposes, the following directions are to be observed:—

(*a*) the total amount of the subscription, whether received in cash or charged against pay, is to be ascertained by the Captain and remitted by him to the Director of Navy Accounts on form S. 66, his signature thereon being taken as certifying to the correctness of the amount.

(*b*) the total sums thus remitted are to be debited in the cash account, and will be impressed against the Accountant Officer and cleared by the debit in his cash account in the usual course.

(*c*) sums charged against pay are to be shown in the "other charges" column of the ledger and claimed on a separate voucher to the cash account. A nominal list of the subscribers, signed by each individual against the sum authorized to be deducted from his pay, attested by the Accountant Officer and approved by the Captain, is to accompany the voucher, but for subscriptions in cash a detailed list is not required.

(*d*) the Captain is to take care that sums subscribed which are not received direct by the Accountant Officer are charged against each of the subscribers in the ledger and on all pay documents, in order that the necessary deductions may be made from their pay.

(*e*) where the ship's ledger is utilized for the collection of subscriptions to mutual aid funds the totals charged on the ledger should, on transfer to the society or fund, be claimed separately in the cash account, the cash voucher being accompanied by a certificate signed by the Accountant Officer to the effect that the amounts deducted have been authorized by the contributors, and by an acknowledgement of receipt for the total amount by an officer of the society or fund concerned. The nominal list referred to in clause (*c*) of this Article is not required for these subscriptions.

Section II—Flag Officers and Commodores

Pay

1530. Commencement after Half-pay.—A Flag Officer or Commodore of the First Class appointed from half-pay shall commence full pay from the date on which his flag or broad pendant is hoisted under Admiralty order, or from the date of appointment if his flag or broad pendant is not hoisted.

1531. Flag Officers on Promotion.—A Flag Officer promoted while his flag is flying, or whilst serving in an appointment which has not necessitated the flying of his flag, shall be allowed the rate of full pay of the rank to which he is promoted, from the date of his promotion.

1532. Commodore First Class.—A Commodore of the First Class appointed by a Commander-in-Chief abroad under the authority of Article **231**, or a Commodore of the Second Class or a Captain on foreign service, who may be authorized by Article **207**, to hoist a broad pendant as Commodore of the First Class, shall commence full pay as Commodore of the First Class from the date of hoisting his broad pendant as such.

1532a. Commodore of R.N. Barracks on Promotion.—A Commodore of Royal Naval Barracks promoted to Rear Admiral before the completion of his term of appointment, shall continue to serve as a Commodore but service the rate of full pay of a Rear Admiral (with the addition of Table Money only) from the date of his promotion.

1533. Cessation.—The full pay of a Flag Officer or Commodore at home shall cease on the day on which his flag or broad pendant is struck by order of the Admiralty or other competent authority, or on the day on which he shall cease duty if serving in an appointment which does not necessitate the hoisting of his flag or broad pendant, subject in either case to extension in respect of any balance of home-service leave due. Flag Officers and Commodores who may temporarily strike their flags or broad pendants on account of absence on duty or on leave shall nevertheless during such period continue to receive their full pay.

2. An officer returning, otherwise than in his flag-ship, from the command of a station or squadron abroad, shall receive full pay to the date of his arrival in England, but an officer returning in his flag-ship shall continue on full pay to the date of the striking of his flag or broad pendant, subject in both cases to extension in respect of any foreign-service leave due.

1534. Flag Officer acting as Governor of a Colony.—If a Flag Officer is appointed to act temporarily as Governor of a colony or other dependency receiving only half of the Governor's salary, he may draw the full pay and allowance of his naval appointment, if he continues to perform all his naval duties; but if another officer is appointed to carry out his naval duties, the full pay of the Flag Officer acting as a Governor shall be reduced by the additional full pay and duty allowances (if any) paid to the acting officer, and his allowances shall cease.

If a Flag Officer acting temporarily as Governor of a colony or other dependency draws the full salary of the Governor, he shall draw only one-half of the full pay (without allowances) of his naval appointment, whether an acting officer is appointed for the carrying out of his naval duties or not.

Allowances

1535. Table Money.—This allowance is payable to Flag Officers and Commodores at rates fixed by the Admiralty within the maximum prescribed in Appendix I, but a Commander-in-Chief will always receive the maximum rate.

2. **When payable.**—Subject to the provisions of clauses 3 and 4, the allowance is payable only while the flag or broad pendant of the Flag Officer or Commodore is flying within the limits of his station or during his absence from the station on duty.

3. On first proceeding to their stations, and on returning therefrom, in their flagships Flag Officers are to receive table money at the rate of 30s. a day, subject to the following conditions:—

(*a*) When proceeding to their stations, the allowance of 30s. a day is to commence on the date of setting up the mess in the flagship.

(*b*) In the event of a Flag Officer proceeding on leave or absence at home for more than 48 hours consecutively after having established his mess, one half this rate, i.e. 15s. a day, is to be paid during the whole of such absence.

(*c*) The payment is to cease on the day preceding entry within the limits of the station when the full rate authorized becomes capable; the latter rate is to cease on the day of passing out of the limits of the stations, the 30s. rate being payable from the day following.

4. Temporary Cessation or Reduction.—Table money and subsistence allowance are not payable concurrently. Officers who, after having commenced to receive table money, are absent on duty, on leave, or during sickness, are to be paid table money or subsistence allowance as follows:—

(*a*) When absent on duty, table money is payable in full together with lodging allowance in lieu of service accommodation for nights on which such accommodation is not obtainable, and also provision allowance if service victualling is not available. If, however, it is to the officer's advantage, he may be paid, in lieu of the foregoing allowances, subsistence allowance on the usual scale and, in addition, continue to receive any lodging allowance payable under the conditions set out in Art. **1672**, clause 1.

(*b*) During absence on leave, table money is payable as follows to Flag Officers and Commodores holding appointments at home:—

(i) For periods not exceeding 48 hours consecutively	In full.
(ii) For periods exceeding 48 hours consecutively	Half rate, but not for more than a total of 42 days in a year.
(iii) For periods exceeding a total of 42 days in a year	No table money is payable for the period in excess of 42 days.

(*c*) No table money is payable during leave to Flag Officers or Commodores holding shore appointments abroad.

(*d*) During absences on account of sickness Flag Officers and Commodores are to receive table money as follows:—

(i) At home	Half rate provided that the total period for which such rate is paid in a year for leave and sickness combined does not exceed 42 days.
(ii) Abroad	Half rate but not for more than 42 days in a year.

(*e*) For the purposes of sub-clauses (*b*) and (*d*) the year is to be computed in the manner prescribed in Article **1556**, clause 3.

5. **Temporary Command Abroad.**—Flag Officers or Commodores on temporarily succeeding abroad to the chief command of a station or fleet under Articles **207** and **208** shall be entitled to table money as prescribed for Commanders-in-Chief while their flags or broad pendants are actually flying, their own table money, if any, being meanwhile suspended.

Flag Officers and Commodores abroad placed temporarily in chief command under Article **209**, owing to the absence through sickness of the Commander-in-Chief, shall be entitled to table money as prescribed in clause 6 for officers temporarily in chief command at home.

6. **Temporary Command at Home.**—Flag Officers, or Commodores of the First Class, temporarily succeeding to a chief command at home under Articles **206**, **209** and **1038**, shall be entitled to additional table money from the day following that on which the allowance or any part thereof has ceased to be paid to the Commander-in-Chief, and ending on the day previous to that on which his flag is re-hoisted, the additional allowance to the officer in temporary command being regulated as follows:—

(i) For any period during which the Commander-in-Chief is in receipt of half table money	The remaining half of the table money, or such lesser amount as together with the table money payable in respect of his own command does not exceed the full table money payable to the Commander-in-Chief.
(ii) For any period during which the Commander-in-Chief receives no table money	Such additional allowance as together with the table money payable in respect of his own command equals the full table money of the Commander-in-Chief.

7. The senior Flag Officer shall in all cases be entitled to his table money for the day during any portion of which his flag may be flying.

8. Commodores of the Second Class temporarily succeeding to a chief command at home, under Articles **206**, **209** and **1038**, shall receive the higher rate of allowance provided for Commodores Second Class in Appendix I in addition to command money as Captains, but they shall not be entitled to any increase in their rate of table money.

9. Captains temporarily succeeding to a chief command at home, who may hoist a broad pendant as Commodores of the Second Class under Article **206**, shall

receive the same allowance as provided in clause 8 for Commodores of the Second Class. The receipt of table money as Commodore of the Second Class entails the suspension of entertaining allowance as Captain.

1536.
1537.
1538. } *Deleted.*
1539.
1540.

1541. Table of Flag Officer, etc.—The table of the Flag Officer or Commodore of the First Class shall be considered as the regulated place for the daily entertainment of the Captain of the Fleet, Captain of the Ship, Secretary and such officers composing the retinue of the Flag Officer or Commodore as he may think fit to receive, when he is actually resident on board. When the table of the Flag Officer or Commodore is not kept on board, those officers must make the necessary arrangements for messing on their own account.

1542. *Deleted.*

1543. Establishment Allowance.—An allowance at the rate provided in Appendix I is payable to Flag Officers and Commodores of the First Class when in charge of an Establishment or of a service and not in receipt of table money, and also to Rear Admirals and Commodores of both the First and Second Classes appointed as Chief of the Staff.

2. This allowance is payable under the general conditions laid down in Article **1559**, clause 2.

3. The establishments and services for which this allowance is payable are at Admiralty discretion, and no payment of the allowance is to be made without definite Admiralty authority.

1544. Commodores of the Second Class.—A Commodore of the Second Class shall, from the date of hoisting his broad pendant by order to the date of striking it, be entitled to a daily allowance at the rate laid down in Appendix I, in addition to his pay and command money as Captain.

2. When a Commodore of the Second Class strikes his broad pendant on proceeding on leave at home for any period exceeding one week, the Commander-in-Chief by whom the leave is granted is authorized to order the Captain, upon whom the duties of the officer on leave devolve, to be paid the amount of table money not drawn by the Commodore in consequence of his absence (*see* **1535**, clause 4).

3. The receipt of table money precludes a Commodore of the Second Class from receiving entertaining allowance as Captain.

1545. Courses.—Flag Officers and Engineer Rear-Admirals appointed for prescribed courses of instruction are to receive the full pay of their rank, together with provision allowance at the current rate and, when service accommodation is not provided, lodging allowance at the rate appropriate to their rank.

Section III—Officers

Pay

1546. Commencement of Full Pay.—All officers appointed otherwise than from full pay shall commence their full pay from the date of appointment (*see* **1530** for Flag Officers and Commodores). Officers appointed from full pay shall commence pay in their new appointments from the day following that to which they have been borne for full pay in their last ship or appointment.

2. **Delay in Joining.**—If there shall appear to have been any unnecessary delay in joining, or in embarking for the purpose of joining, the full pay of the officer shall commence only from such date as the Admiralty may direct.

3. **Sickness.**—Whenever an officer is delayed in taking up an appointment on account of sickness, the fact is to be reported to the Admiralty for instructions as to his entry for pay. (*See* **1439**.)

1547. Increments.—Except as otherwise provided in Appendix I, increases of full pay within the scale authorized for any rank are dependent on seniority in that rank in the case of officers on the active list.

2. Increases in the scale of full pay for Lieutenants, Royal Marines, are granted after certain specified periods from date of entry as prescribed in Appendix I, but if a Probationary Second Lieutenant, Probationary Lieutenant, or Lieutenant, Royal Marines, be for any reason deprived of seniority, the date upon which he is due for increment in full pay will be deferred by the amount of time forfeited.

3. Increased rates of full pay are not to be paid without prior reference to the Director of Navy Accounts, who will notify the dates from which they are to commence.

1548. Acting Ranks.—An officer is not to receive the pay of a rank superior to that which he holds in the Navy, unless he has been given an acting order in such superior rank by a competent authority, in which case he will be entitled only to the lowest rate of the full pay of that superior rank. *See* **237** (*Vacancies in certain ranks*).

2. If such acting order be given for duty in a ship other than that in which the officer is serving at the time, he shall be entitled to the full pay of the superior rank from the date of his discharge from his former ship, whether for passage or otherwise.

3. If such acting order be given for duty in his own ship, the officer shall be entitled to the full pay of the superior rank from the date of the acting appointment, which is to be noted in the ledger.

1549. On Promotion.—Officers promoted while serving shall be entitled to the full pay of the rank to which they have been promoted only if they are re-appointed by the Admiralty in such higher rank, and then only from the date of such re-appointment, except as specified in Article **1531**, and clause 2 hereunder. If not re-appointed on promotion, they shall continue on the full pay of their former rank until discharged after the expiration of any home or foreign-service leave due. (*See* **1556**, clause 26.)

2. An officer or man who may be promoted or advanced to any of the following ranks on the active list while serving shall be entitled to the pay of such rank from the date of promotion or advancement:—

Commander (ex-warrant rank) }
Lieutenant-Commander } of all classes
Lieutenant (ex-warrant rank) }
Acting Sub-Lieutenant or Midshipman }
Commissioned officer from warrant rank }
Acting warrant officer }
Instructor Commander.
Surgeon Commander.
Paymaster Commander or Paymaster Lieutenant.
Probationary Schoolmaster and higher Schoolmaster ranks.
Royal Marine Officers of all ranks (including Schoolmasters), except Paymasters and Barrackmasters on promotion to the rank of Lieutenant-Colonel.

The provisions of this clause are not to be applied to officers holding establishment appointments, without special Admiralty authority, with the exception of Lieutenants of all classes promoted to Lieutenant-Commander and commissioned officers from warrant rank of all classes promoted to Lieutenant.

3. Except for Probationary Schoolmasters and Schoolmasters, the date of seniority, when expressed in an order or warrant for any rank referred to in clause 2 of this Article, is to be accepted as the date on which the full pay in the higher rank is to commence. An Acting Paymaster Sub-Lieutenant who is subsequently confirmed in

that rank with seniority of a date anterior to that on which he was advanced to the acting rank will not, however, be entitled to full pay as a Paymaster Sub-Lieutenant from a date earlier than that on which he was advanced to the acting rank.

4. The above provisions do not apply to retired and emergency list officers re-employed. Such officers when promoted during re-employment will receive the full pay of the superior rank as from the date of seniority, except where specific instructions to the contrary are given.

1550. Officers qualifying in Engineering.—Officers qualifying in engineering will receive full pay on the Executive officers' scale while undergoing their qualifying courses and, except as provided in clause 2, while qualifying for their engine-room watch-keeping certificates. On obtaining their watch-keeping certificates, they will be granted full pay on the Engineer officers' scale according to rank—

(i) if re-appointed as fully qualified Sub-Lieutenant (E) or Lieutenant (E), from the date of re-appointment;

(ii) if not re-appointed, from the date of first appointment for (E) duties, or for Lieutenant (E), from the date of appointment to unemployed time, if earlier.

2. Officers selected for the advanced engineering course will be paid on the Engineer officers' scale from the date of appointment thereto, notwithstanding that they may not have obtained their watch-keeping certificates.

3. A Lieutenant (E) undergoing a course of physical and recreational training, or a Lieutenant-Commander (E) or Lieutenant (E) employed on physical and recreational training duties in the Mechanical Training Establishment, will not be eligible to receive physical and recreational training allowance.

4. The provisions of Article **366** are applicable to officers qualifying in engineering.

1551. *Deleted.*

1552. Officers Abroad for Study.—Officers allowed to reside abroad for the study of foreign languages will be paid as prescribed in Articles **368** and **371**. Lieutenant-Commanders and Lieutenants who have qualified as specialists will draw their specialist allowances continuously.

1553. Officers Absent without Leave.—Officers who from any cause are absent from duty without leave will be liable to forfeiture of pay and allowances, at the discretion of the Admiralty, for the whole or any part of the period of absence. This forfeiture will not, as a rule, be enforced when the period of absence is less than 14 days; on foreign stations, it should be enforced provisionally for absence without leave for 14 days or more, unless the Commander-in-Chief otherwise directs, a report being made to the Admiralty.

1554. Officers R.N. sent Sick at Home.—(i) Any officer of the Royal Navy serving in a ship or establishment at home, on being sent sick, shall continue to be borne on the books of his ship for full pay until he is able to rejoin, provided that no other officer has been appointed to act in his stead; but if an officer has been so appointed, or an officer has joined to supersede him, or if the officer who is sick is a supernumerary, then he shall continue to be borne on the books of his ship for full pay until the expiration of 42 days from the date of his being sent sick, provided that he shall remain so long under treatment and his ship continues in commission. If a sick officer is not superseded until after the lapse of 42 days, he shall remain on the books of his ship for full pay until the date of supersession. On the completion of 42 days, the Commanding Officer is to report the fact to the Admiralty, stating at the same time how much longer the officer is likely to be absent, and whether his services can be spared for so long without detriment to the Service. Any officer sent sick while undergoing a course of instruction on full pay shall receive full pay for such period as he shall remain sick, but not beyond the date of the expiration of the course or for more than 42 days, whichever is the earlier.

(ii) **Officers R.M. sent sick at Home.**—(*a*) An officer of the Royal Marines borne on ship's books at home, on being sent sick, shall continue to be borne on the books of his ship for full pay until he is able to rejoin, provided that no officer has been appointed to act in his stead; but if an officer has been so appointed or an officer has joined to supersede him, he shall be borne on the books of his ship for full pay only until the date on which he is superseded in his appointment or the date of discharge from ship's books.

(*b*) An officer of the Royal Marines sent sick while borne on shore strength shall continue to be borne on the books of a Royal Marine division or the depôt until he is able to rejoin or, if holding a divisional or depôt appointment, until the date of supersession in his appointment, provided that he remains so long under treatment.

(*c*) On the completion of 42 days' sickness the Commanding Officer of the ship or Royal Marine establishment will report the fact to the Admiralty, stating at the same time how long the officer is likely to remain absent, and whether his services can be spared for so long without detriment to the service.

(iii) **Officers R.N. and R.M. sent Sick Abroad.**—An officer of the Royal Navy or Royal Marines returning from service on a foreign station on account of sickness, shall be entitled to remain on full pay under his appointment until the date of his arrival in England, provided that the maximum period during which he may remain on full pay while sick under the provisions of clause 2 has not previously expired. If, however, his return is delayed for other than service reasons, beyond the date on which he is certified by the Medical Officer as being able, with safety, to make the journey to England, he shall remain on full pay under his appointment only to such date as the Admiralty may direct.

2. **Full Pay Sick Leave.**—(i) Any officer who, while borne on the books of one of His Majesty's ships or Royal Marine divisions for full pay, contracts a disability and thereby becomes unfit for service, may be awarded, as from the date of ceasing full pay under clause 1, full pay sick leave at the discretion of the Admiralty, as follows, provided there is a reasonable probability of his ultimate return to duty:—

(*a*) In ordinary circumstances—up to a maximum of 12 months, reckoned from the date on which he was first checked or absent sick, whether at home or abroad.

(*b*) In special cases, *e.g.*, disability due to service in an unhealthy climate or to active war service, or to bodily injuries sustained on duty in respect of which a hurt certificate has been issued—up to a maximum of 18 months, reckoned from the date on which the officer was first checked or absent sick, whether at home or abroad, each case being decided on its merits.

(ii) Officers found permanently unfit for further general service will be placed on the retired list from the date of final survey, except that, in the exceptional cases specified in (iii) below, a grant or an extension of full pay sick leave before retirement may be made at Admiralty discretion, the period being limited to a maximum of three months from the date of the first medical report certifying that a reasonable probability of ultimate fitness for duty no longer exists, and by the date on which the officer would normally have ceased to be entitled to full pay by reasons of having—

(*a*) reached the limit of full pay sick leave admissible under the ordinary regulations;

(*b*) completed the full period of his active service engagement (for an officer entered for short service);

(*c*) reached the age limit for compulsory retirement (for a permanent officer).

(iii) The exceptional cases referred to in (ii) above are those of officers—

(*a*) whose illness is certified to be attributable to the Service;

(*b*) who are suffering from tuberculosis or insanity where the disease, although not attributable, is certified as being aggravated by the Service.

These special provisions are intended to be applicable to officers certified as unfit for further service after a short period of sick leave only; each case will be decided on its merits.

(iv) No allowances whatsoever are payable during grants of full pay sick leave, except the following:—

(*a*) The specialist allowances payable continuously to Lieutenant-Commanders, Lieutenants, warrant officers, and officers promoted therefrom, under the conditions laid down in Articles **1566**, **1567** and **1568**; but these allowances will not be paid during any grant or extension of full pay sick leave after an officer is found finally unfit for further service in the cases specified in (iii) above.

(*b*) Submarine, observer's and flying allowances, subject to the conditions prescribed in the regulations governing payment of these allowances. This exception does not apply to the special allowance to qualified Fleet Air Arm Pilots and Naval Observer Officers serving in submarines carrying aircraft, *see* **1577**, and Appendix I, part 3 (51).

(*c*) Servant allowance (when payable) under the conditions laid down in Appendix V.

As regards illness and medical treatment of officers, *see* **1439.**

3. For the grant of full pay leave on completion of full pay sick leave *see* **1566**, clause 19.

4. During grants of full pay sick leave under clause 2, officers will be borne and paid as follows:—

(*a*) Officers of the Royal Navy normally entitled to continuous full pay under Article **235**—on the books of their own depôt.

(*b*) Other officers of the Royal Navy or officers of the Royal Marines seconded for duty at the Admiralty or on the Supplementary List (W/T—on the books of whichever depôt they may select.

(*c*) Other Royal Marine officers—on the books of their R.M. division.

The necessary authority for the entry for pay during the grant of full pay sick leave to officers referred to in (*a*) and (*b*) will be issued by the Director of Navy Accounts, and no payment is to be made without such authority. The pay documents of officers in categories (*a*) and (*b*) above are to be forwarded to the Director of Navy Accounts; those of officers in category (*c*) are to be forwarded to the Commandant of their respective divisions (*see* **1735** to **1739**).

5. Officers who contract disabilities whilst on the unemployed or half-pay lists are not eligible for any grant of full pay sick leave.

1555. Retention while closing Accounts.—Subject to the approval of the Commander-in-Chief, officers may be borne for full pay on ship's books, while closing their accounts, from the date of paying off or supersession at home, for the periods specified in the following clauses, in addition to any full pay leave to which they may be entitled under Article **1556.** The retention of officers for periods longer than those specified is not to be authorized without prior Admiralty sanction, which should be applied for not later than 10 days before the anticipated date of paying off or supersession.

2. Ratings may also be retained to assist in closing accounts, at the discretion of the Commander-in-Chief. The periods of retention should not normally exceed those shown below, but if the Commander-in-Chief considers such a course necessary he may authorize the retention of the ratings indicated beyond such periods and may also approve the retention of ratings other than those specified.

2a. Applications for the retention of officers and ratings are to be made to the Commander-in-Chief through the Commodore of the depôt. Where it is considered that a period longer than that laid down should be granted, or that ratings other than those shown should be employed, the reasons are to be stated in the application. The form containing the Commander-in-Chief's approval for the retention of the officers and men is to be forwarded to the Admiralty.

3. **On Paying Off at Home.**—If in charge of stores, or required to assist the officers in such charge, or in charge of stores on passage home:—

Personnel.	Authorized periods for closing accounts.	Where to be borne whilst closing accounts.
Commissioned Officers in charge of Accountant Officers' stores Accountant Officers Junior Accountant Officers Supply ratings Writer ratings Mess Stewards or other persons paid the allowance for care of officers' mess traps.	In ships whose complement is:— Over 600.....14 days* Over 400.....10 days Of or under 400..... 7 "	In such ships as may be ordered by the Senior Officer present.
Engineer Officers in charge	All ships..... 7 " (Or until the survey of the machinery and boilers by the officers of the dockyard has taken place.)	
Medical Officers in charge of stores Dental Officers in charge of stores Shipwright Lieutenants, Commissioned and Warrant Shipwrights	All ships..... 7 "	*General Rules.* Ships recommissioning immediately:— On the books of the new commission.
Commissioned Officers in combined charge of Accountant Officers' and naval stores	All ships.....10 "	Ship paying off to recommission in Reserve Fleet:— On the books of the ship of the Senior Officer of the Reserve Fleet.
Commissioned Officers in charge of naval stores Boatswains	All ships..... 7 "	Other ships:— As convenient.
Gunners or other warrant officers in charge of gunnery naval and naval armament stores	All ships except Destroyers.....14 "	When accommodation is not available in such ships, the procedure prescribed by Article 1668, cl. 2, should be followed.
Gunners or other warrant officers in charge of naval armament stores	All ships except Destroyers.....14 "	
Gunners in charge of naval armament stores	Destroyers.....10 "	
Torpedo warrant officers in charge of their own stores	All ships.....10 "	
Torpedo Coxswains	Destroyers..... 7 "	

*The maximum period is to be allowed for depôts, gunnery and torpedo schools, destroyer depôts, and training establishments (and for such other ships, establishments, and special services as the Admiralty may authorize) with the following exceptions, namely:—

	Period allowable.
Accountant Officers (S) at Training Establishments	10 days.
Accountant Officers (G.M.) at R.N. Barracks	7 "

4. **On supersession at Home.**—If in charge of stores (other than naval stores under the central storekeeping system), or required to assist the officers in such charge:—

Personnel.	Authorized periods for closing accounts.	Where to be borne whilst closing accounts.
Commissioned Officers in charge of Accountant Officers' stores	In ships whose complement is— Over 600 ..... 10 days* 400 ..... 7 " Of or under 400 ..... 5 "	On the supernumerary list of their own ships if practicable; if not, in depôt.
Accountant Officers		
Commissioned Officers or Gunners and Boatswains and Shipwrights in charge of stores, including Gunners in charge of naval armament stores in destroyers	All ships ..... 7 "	
Medical Officers	All ships ..... 5 "	
Dental Officers		
Commissioned Officers in combined charge of Accountant Officers' and naval stores	All ships ..... 7 "	
Engineer Officers	Where central storekeeping system is not in operation:— In ships with engines under 4,000 h.p. ..... 7 days† In ships with engines of and above 4,000 h.p. 10 days†	
Accountant Officers (S)	At Royal Naval Barracks at Portsmouth, Devonport, and Chatham ..... 14 days	
Accountant Officers (G.M.)	" " 7 days	
Accountant Officers (S)	At Training Establishments ..... 10 days	

*A period 10 days is to be allowed, on supersession, for depôts (other than for victualling and general messing accounts), gunnery and torpedo schools, destroyer depôts and training establishments, and for such other ships, establishments and special services as the Admiralty may authorize.

†To be performed concurrently with any period for turning over machinery (Article **1573**, clause 6.)

5. **On Supersession, in a Naval Establishment on Shore:—**

Medical Officers in charge (when in the sole charge of stores, or when there is a Pharmacist but no Store Officer and Cashier), also other Storekeeping Officers.	In Naval Medical Establishments abroad.	7 days	On the supernumerary list of their own ships.
Barrack Master	In Naval Barracks and Gunnery Schools.	14 "	
Gunners and Boatswains	In Naval Barracks and Gunnery Schools.	7 "	

5a. **Registrars, Royal Fleet Reserve.**—Accountant Officers may be granted 5 days to close accounts on supersession and are to be paid for such period on the pay list of their port.

6. **Re-commissioning.**—When a non-centrally stored ship is re-commissioned at a home port, the yeoman of stores of the old commission is to be retained for a period not exceeding 14 days, in order that his relief may become acquainted with the stores transferred. When a ship is re-commissioned abroad and the yeoman is due for relief, he is to be retained as long as practicable within the limit of 14 days, but is to return with the paid-off crew. The allowance to the yeoman of stores of the old commission is to cease on the date of paying off.

7. **Detention of Navigating Officer.**—Should the Commander-in-Chief see occasion to detain the Navigating Officer of a ship paying off who is not in charge of stores, he may do so for a period not exceeding that which he would be allowed if in charge; but the Commander-in-Chief will report his reasons by special letter in every such exceptional case.

8. **Closing Accounts Abroad.**—The Commander-in-Chief, or Senior Officer present, abroad, may detain any of the above-named officers, warrant or petty officers, for a period not exceeding that shown in clause 4, when it may be necessary to close accounts on the spot, either on supersession or on paying off; but whenever he does so, he is to report his reasons for the information of the Admiralty.

9. The pay due in respect of closing accounts is to be reported to the Director of Navy Accounts for settlement in those cases in which the full pay for subsequent foreign-service leave is dealt with at the Admiralty (Article **1556**, clauses 17 and 18).

Engineer officers in charge, when likely to be detained for the survey, and officers borne in ships where they will remain for disposal, as well as the supply ratings, will be paid on the ledger of those ships.

10. Store allowances are not payable to officers borne to close accounts. (*See* Appendix VIII, clause 4.)

1556. Extension of Full Pay in respect of Leave:—

Home-Service Leave

Subject to the convenience of the Service, leave taken within their appointments by officers serving in ships based on home ports or in home establishments will be governed by Articles **638** and **641**. (*See* **760** *regarding Royal Marine officers.*)

2. Officers vacating appointments in ships or establishments at home (except as provided under clauses 12 and 13) who have been unable, during the current leave year in the appointment, to obtain the proportionate period of leave due in respect of such year, may be allowed the unexpended balance on vacating the appointment, provided that they are not required for further service before such leave is completed, on the basis of:—

(*a*) 21 days for each completed period of 6 months' service;

(*b*) 3 days for each completed month for periods of service of less than 6 months.

3. The date of appointment to a home ship is the date of appointment to the ship in which the officer is serving during the period in respect of which leave is being applied for.

The current leave year commences from—

(i) date of appointment, where the appointment has lasted for less than a year, or

(ii) the anniversary of the date of appointment in other cases.

4. It is clearly to be understood that leave lapses if not taken by officers in the leave year for which it is due, and cannot be carried forward to the following leave year, except as provided in clause 25.

Officers who vacate their appointments before taking or before being able, for any reason, to take any general grant of leave, *e.g.*, seasonal leave and manœuvre leave, which may have been approved for the ships in which they are serving, are not eligible to take such leave on full pay after vacating their appointments. Such officers are entitled to an extension of full pay in respect of leave untaken only as laid down in this Article.

Foreign-Service Leave

5. All officers, after service on foreign stations, are, except as provided in clauses 12 and 13, to be allowed leave with the full pay of their respective ranks for the following periods (provided the requirements of the Service permit) according to the length of their total continuous service abroad:—

(*a*) 15 days' full pay leave for each completed period of six months' service;

(*b*) 2 days for each completed month for periods of service of less than six months.

A period of extra leave for service in the unhealthy climates mentioned in Article **650**, clause 3 (v), may also be granted to officers, at the discretion of the Admiralty, but special application, stating the dates of commencement and completion of the service for each officer concerned, is necessary.

6. This scale is to extend to a period of five years' absence from England. Absence from England for more than five years will be separately dealt with by the Admiralty, when, in their opinion, circumstances warrant the extension of some special indulgence to an officer returning to England after such absence.

7. **Officers Studying Abroad.**—Except for officers studying in Japan time spent on full pay for the study of foreign languages abroad will not count as foreign service for purposes of full pay leave, whether the officers were appointed direct from England or from foreign stations. In the latter case, leave previously earned may be carried forward until after the period of study.

8. **Officers Promoted.**—Officers returning to England on or after promotion will be allowed full pay leave as laid down in clause 5, but they will be allowed only the pay of their former rank, unless they held acting appointments in the higher rank at the time of promotion, or are entitled to the pay of the higher rank automatically from the date of promotion (Article **1549**, clause 2), or have been reappointed in the higher rank (*see also* clause 26).

9. **Reckoning Service for Leave.**—The foreign service of an officer shall be taken to commence on the date of his leaving England, whether in the ship to which he has been appointed or for passage to the same, and to end on that of his arrival at the first English port, provided that there has not been any unnecessary delay in returning (*see* **1557**, clause 2 (iii)). Should an officer return to England and proceed again under a fresh appointment to a foreign station, the previous foreign service is not to be reckoned as foreign service for full pay leave. For the purpose of this Regulation, "a fresh appointment" is one for an entirely new term of service and not one "in continuation" of previous service such as those referred to in clause 16 (*see also* clause 25).

10. (*a*) Should an officer serving abroad have been checked on leave to England during his service, the period which elapses between the date of leaving and that of returning to the ship will be deducted from the amount of full-pay leave to which he would otherwise be subsequently entitled, and will also be excluded for purposes of computation of the leave due on vacating the appointment.

(*b*) When leave for four days or less is granted to any officer by the Admiralty, or by the Commander-in-Chief or Senior Officer, between the date of arrival of his ship in England and the date the ship pays off, or the officer otherwise vacates his appointment whilst the ship is temporarily in home waters, such leave will be ignored in computing the amount of foreign-service leave to which the officer is

entitled, but will count in computing the balance of home service leave which may be due to the officer in respect of his service after arrival in England. Where leave in excess of four days is granted, however, the officer will be treated for full pay leave on the basis laid down under clause 16 (*a*).

General Regulations

11. Full pay leave is to commence from the date of the officer being paid off or otherwise ceasing full pay. (*See* **760** *regarding Royal Marine officers.*)

12. Officers who are—

(*a*) superseded for their own convenience; (*see below*)

(*b*) dismissed by sentence of court-martial;

(*c*) removed from their ships for any misconduct, or for any other reason not amounting to misconduct but of such a nature as may be deemed to render the grant of full pay leave unjustifiable;

(*d*) ordered to return to England from abroad to fill an appointment at home, or *vice versa*, except as provided in clause 25;

(*e*) retired for age, on promotion, or otherwise compulsorily retired (*see* clause 13);

(*f*) invalided from the Service;

(*g*) retired voluntarily before expiration of their appointments;

are not entitled to this indulgence.

Exceptionally, where the circumstances are considered to merit some concession, an officer superseded abroad for his own convenience, may, at the discretion of the Admiralty, be granted full pay leave not exceeding that permissible on the authorized scale. Any leave so granted shall run from the day following the date of ceasing duty, time, if any, during which the officer may have been employed on Naval duties during passage home being excluded. This concession will not be granted where the vacation of an appointment is approved with a view to early retirement.

13. Officers who may be retired compulsorily for age or any other cause, either on vacating a home appointment or while on passage home or on the day of arrival home from abroad, will not be entitled to any full pay leave in respect of home or foreign service, while leave actually granted to an officer will not continue beyond the day preceding that on which he becomes due for compulsory retirement for any cause.

14. An officer who, after vacating an appointment in the ordinary course, retires voluntarily will be allowed full pay leave prior to retirement on the scales laid down. If, however, the officer, had he not retired voluntarily, would have been retired compulsorily before the expiration of the leave, the latter shall only extend to the day previous to the date of such compulsory retirement.

15. **Temporary detachment from Home or Foreign Service:—**

(i) When a ship commissioned for foreign service returns temporarily to home waters and proceeds again to a foreign station, the time spent in home waters will not be treated as foreign service, but leave taken during this time by officers who remain in the ship for further foreign service will be dealt with as provided for in clause 16 (*c*).

(ii) For a home ship which is temporarily detached for foreign service, the following rules will apply:—

(*a*) Leave taken by an officer within 3 months of the ship's return to England, up to the amount due on the foreign-service leave scale for the period of such detached service, will be regarded as foreign-service leave and ignored in computing the balance of home-service leave due to the officer on vacating the appointment. Any foreign-service leave earned but not taken within three months of return to England will lapse. In the event,

however, of the officer vacating the appointment within 3 months of return, any untaken balance of such foreign-service leave will be allowed as an extension of full pay.

(*b*) In computing the balance of home-service leave due to the officer on vacating the appointment, any period of foreign service falling within the last leave year will not count, the date of commencement of the current leave year being regarded as the last anniversary of the date of appointment to the ship.

(*c*) Should the ship again be temporarily detached for foreign service within three months from the date of returning to home waters, *e.g.*, a ship employed on trooping service, the periods of detachment on foreign service will be aggregated for the purpose of computing the foreign-service leave due on the vessel finally reverting to home service.

16. **"Continuation" cases of Re-appointment on Recommissioning.**—Where a ship recommissions and an officer is appointed thereto to complete his time in the ship, and not for a further full period, the appointment will be regarded as a "continuation" appointment, and the following rules will apply as regards the computation of full-pay leave:—

Type	*Rules for computation*
(*a*) Where a ship returns to England from a foreign station and recommissions for home service.	The officer will be allowed to carry forward his foreign-service leave until he has completed his time in the ship, subject to the deduction of any excess leave which he may have taken since his return to England over the amount earned by him on the home-service scale for the period of his home service.
(*b*) Where a home ship recommissions for foreign service.	In addition to the foreign-service leave to which he is entitled, the officer will be allowed to carry forward the balance of home-service leave until his return to England.
(*c*) Where a ship returns from a foreign station and recommissions for foreign service.	Leave which may have been granted in excess of the normal home-service scale before the ship leaves England will be ignored in computing foreign-service leave due. Foreign-service leave will be calculated on the aggregate amount of actual foreign service (*see* clause 15), and any leave taken during the period in England will be dealt with as follows:— If leave is taken during the period in England in excess of the amount due on the home service scale for this period (together with the 10 days' special leave where allowable under Article **646a**), the excess will be deducted from the foreign-service leave due on finally vacating the appointment.
(*d*) Where a home ship recommissions for home service.	The officer's leave year will continue to be regarded as commencing on the anniversary of the date of his original appointment to the ship.

16a. **Ships permanently transferred from Foreign to Home Service, and *vice versa*.**—Where a ship is transferred permanently from a foreign to a home station, or *vice versa*, the full-pay leave due to officers on vacating their appointments will be dealt with on the lines indicated in clause 16 (*a*) and (*b*) respectively.

17. Flag Officers and Captains liable to discharge to half pay, and newly promoted Captains liable to discharge to unemployed pay on the completion of full pay leave, are to be entered on the books of a depot for time only on receipt of particulars from the Director of Navy Accounts. Their full pay during passage (if returning from abroad) and leave will be dealt with in a section of the

ledgers kept at the Admiralty, and payment made by the Director of Navy Accounts on the expiration of the leave. (*See also* **1747**, clauses 1 and 2; **760** *regarding Royal Marine officers*).

18. Naval officers liable to discharge to unemployed pay at the full pay rate are to be borne for pay on passage (when returning from abroad), and for full pay leave, on the books of a depôt on receipt of instructions from the Director of Navy Accounts. Accounts of Royal Marine officers whom it may be decided to discharge to unemployed pay at the full pay rate are to be adjusted on the books of their division for period on passage (when returning from abroad), and period of full pay leave, on receipt of accounting instructions from the Director of Navy Accounts —the period, if any, of full pay leave allowed will be notified by the Adjutant-General to the division concerned.

19. Officers who vacate their appointments on account of sickness will be granted any full pay leave due in respect of their previous service on completion of the period of full pay sick leave, provided that they are not then invalided from the Service, retired for age, or on promotion, or otherwise compulsorily retired.

20. Officers entitled to continuous full pay are to be borne as provided for in Article **235**, and particulars of the leave due are to be furnished on form S. 48 to the Commanding Officer of the ship or establishment where the officers are to be borne.

21. **Allowances.**—Officers while on full pay leave are to be allowed only the full pay of their rank, and not any extra or special allowances whatever, except in the case of Lieutenant-Commanders, Lieutenants and warrant officers and above entitled to continuous specialist allowances under the conditions laid down in Articles **1566**, **1567** and **1568**, who may receive such specialist allowances in addition to their full pay.

22. **How Full Pay Leave counts.**—Full pay leave will be allowed to reckon for promotion and for retired pay as time served in the rank for which officers are paid, and the date for compulsory retirement on account of non-service will reckon from the cessation of such full pay leave.

23. **Time closing Accounts.**—The time allowed to officers to close their accounts, or for any other special and temporary service after being paid off, will not be considered as a portion of the full pay leave.

24. **Acting or Temporary Rank.**—An officer granted full pay leave on the termination of an appointment in which he held acting or temporary rank, and who does not by virtue of confirmation in the higher rank come under the operation of clause 8, will be allowed the pay of his acting or temporary rank during any leave to which his service may entitle him only if he has held the acting or temporary rank for the twelve months immediately preceding the termination of the appointment.

25. **Loss of Leave by Temporary Appointments.**—Where, owing to a fresh appointment, an officer is unable to take all or any part of the full pay leave due to him, he will be allowed the balance on the expiration of the second appointment, provided that the duration of the latter (excluding any balance of leave earned in respect thereof) does not exceed three months. A Naval officer of or above the rank or equivalent rank of Captain, who is eligible for full pay leave in respect of a period of foreign service rendered in such rank, and who, before the expiration of any full pay leave due in respect of such foreign service, receives an appointment of more than three months' but not more than one year's duration, may be granted, on the expiration of the later appointment, at his option either—

(*a*) a period of full pay leave equal to the unexpended balance of foreign service leave due in respect of the earlier appointment at the rate of pay appropriate to the rank in which such foreign service was rendered, or

(*b*) a period of full pay leave equal to the unexpended balance of leave due in respect of the later appointment at the rate of pay appropriate to the rank in which such later service was rendered,

provided that such period of full pay leave shall in no case extend beyond the day preceding that on which he may become due for compulsory retirement. The option, once exercised, is to be final.

26. **Unemployed Pay in lieu of Leave.**—Officers retained temporarily in their appointments on promotion who cannot be reappointed in their new rank (there being no vacancy for such rank in the authorized complement), and who are not entitled to the pay of the higher rank automatically under Article **1549**, clause 2, will be allowed the option, if not appointed elsewhere, of being discharged direct to the unemployed pay of their new rank as from the date following that of vacating an appointment at home, or, in the case of officers serving abroad, from the date following that of return to England, in lieu of taking any full pay leave which may be due to them on the pay of the lower rank (*see* clause 8). Such officers should report to the Admiralty *before these dates* which arrangement they wish adopted. The decision arrived at by them is to be final, and cannot subsequently be revised. Applications to be discharged to the unemployed pay of the new rank, which are deferred until after the dates referred to above, will only be approved as from the date of application.

1557. Cessation of Full Pay.—The full pay of officers specified in Article **235**, clauses 1 and 2, is to cease only:—

(i) if invalided or otherwise discharged from the Service, or

(ii) if unemployed on account of misconduct (*see also* **1969** (7)), or at their own request, or for any other reason not amounting to misconduct but of such a nature as may be deemed to render the grant of full pay unjustifiable, or

(iii) on exhaustion of full pay sick leave.

2. For all other officers the following rules shall apply, subject to any extension in respect of home-service leave or foreign-service leave under Article **1556**:—

(i) Officers superseded at home in the normal course, if they have not previously left the appointment, are to be paid full pay up to, and including, the date on which their reliefs join (Article **245**, clause 6) and no longer; unless—

(*a*) a longer period of overlap is definitely provided for by the terms of the incoming officer's appointment, or

(*b*) a longer period is authorized for the purpose of closing accounts (*see* Article **1555**), or for turning over machinery (*see* Article **1573**, clause 6), or

(*c*) they are sick and retained on full pay on the books of their ship under Article **1554**.

(ii) Officers discharged at home from appointments in which no successor is appointed (*e.g.*, those where a particular duty is lapsing and those for courses of instruction) are to be paid full pay up to, and including, the last day on which they actually perform duty in those appointments (*see* **367**).

(iii) The full pay of officers discharged abroad and sent home on account of—

(*a*) having been promoted;

(*b*) their ships having been put out of commission or their particular employment having ceased;

(*c*) reduction of complement;

(*d*) having been superseded or having completed their term of service;

(*e*) having been retired compulsorily, otherwise than for misconduct (*see* (v));

shall cease on the date of their arrival in England. If there shall appear to have been any unnecessary delay in returning, full pay shall cease on such date as the Admiralty may direct. For officers sent home on account of sickness, *see* Article **1554**.

(iv) The full pay of officers discharged abroad for any of the following reasons, namely:—

(*a*) discharged or superseded at their own request (*see* **1556**, clause 12);

(*b*) retired from the Service at their own request;

(*c*) dismissed their ship or from the Service,

is to cease on the day on which they cease duty, and they shall not be entitled to full pay during the passage home, unless specially employed in an emergency (*see* **541** (7), as to category (*c*)).

(v) Officers sent home, or awaiting passage home, from a foreign station for disposal of the Admiralty on account of misconduct, are to be borne for victuals only while on passage or while awaiting passage, and the question of their eligibility for full pay during such period or periods will be decided by the Admiralty on their arrival in England (*see* **190**, clause 2).

1558. Failure in Examination.—No pay is to be forfeited for the loss of time or seniority to which an officer may be subjected by his failure to pass in navigation, gunnery, etc., for the rank of Lieutenant.

Allowances

1559. Allowances generally.—The allowances payable to officers are set out in Appendix I. Where the information contained in that Appendix concerning any allowance does not contain all the rules and conditions governing its payment, such rules and conditions are more fully detailed in the following Articles.

2. All allowances, except those for which specific provision is made to the contrary in the relevant Article or Articles, are to be paid from the date of first commencing duty in an appointment. They are to cease

(*a*) At Home

(i) On the date of supersession, or discharge from the appointment for reasons other than sickness;

(ii) On the last day of performing duty in the appointment when it is vacated through sickness.

(*b*) Abroad

On the last day of performing duty in the appointment.

The credit of allowances may be continued during periods of leave or sickness within an appointment, provided that no other officer is appointed for, or is specially granted the allowance or other extra remuneration in respect of the duties in the meantime, and subject, as regards the allowances referred to in clause 2*a*, to the provisions of (i) of that clause, but payment of an allowance to an absent officer is always to be suspended pending his return to duty.

2*a*. All allowances for specific duties attaching to an appointment, except where definite provision to the contrary is made in the relevant Article or Articles:—

(i) are only to be paid to one officer at a time in respect of that appointment, and

(ii) are to be paid to the outgoing officer for the day of supersession (*see* **245**, clause 6) or during any period of overlap, except during any period for which an officer may be borne to close accounts under Article **1555**.

3. Whenever a vessel commissions, or changes her status by Admiralty order, particulars of the allowances payable, with the exception of those specified hereunder, will be communicated by the Director of Navy Accounts to such ship, and also to the vessel in which her accounts are carried out, if different. If these particulars have not been received within seven days of the receipt of the orders for commissioning or alteration of status, application therefor is to be made to the Director of Navy Accounts, or, if necessary on foreign stations, by telegram to the Admiralty. This procedure is designed solely to minimize correspondence, and does not relieve the Accountant Officer of the responsibility which normally

devolves upon him for the correctness of all payments which he may make. Particulars of the following allowances which may be payable will not be communicated, namely:—

(*a*) Specialist allowances to Executive officers below the rank of Commander who have undergone special courses and qualified (Article **1566**).

(*b*) Allowances to unqualified officers appointed to perform specialist duties (Article **1569**).

(*c*) Interpreters' allowances (Article **369b**).

(*d*) Surveying pay (Article **1579**).

(*e*) Submarine allowance (Article **1577**—the rates are determined by the terms of appointment).

(*f*) Observer's and flying allowances (Article **1578**).

(*g*) Allowance to Signal Boatswain, Warrant Telegraphists, and Officers promoted therefrom (Appendix I, part 3).

(*h*) Diving allowance to Gunners and Officers promoted therefrom (Appendix I, part 3).

(*i*) Specialist allowances to Medical Officers (Appendix I, part 3).

(*j*) Afloat allowance to junior Engineer Captains, and allowance to Engineer Captains and Paymaster Captains appointed as Fleet Engineer and Fleet Accountant Officer respectively. (Appendix I, part 3.)

When the status of a ship is not altered by Admiralty order, but her employment changes sufficiently to justify an alteration in the rate or number of allowances payable, the Accountant Officer will be responsible for effecting any necessary changes in the allowances authorized, and will report such changes to the Director of Navy Accounts in order that the Admiralty record may be amended.

4. Officers are not eligible for the allowances prescribed for ratings.

1560. Command Money.—An allowance under the designation of command money shall be paid at the rates laid down in Appendix I, to :—

(*a*) Officers appointed in command of His Majesty's ships in commission, or of groups of His Majesty's ships in commission.

(*b*) Commodores of the Second Class, Captains and Commanders appointed in charge of shore establishments.

(*c*) Captains appointed to the special posts detailed in Appendix I, *i.e.*, Chief of the Staff, etc.

(*d*) Colonels Commandant, Royal Marines.

(*e*) Colonels, Lieutenant-Colonels or Majors, Royal Marines, placed in independent command of Royal Marine battalions detached from the divisions or depôt for special service or for training or manœuvres, or other analogous units.

(*f*) Officers in command of His Majesty's ships in tow, out of commission, of or above cruiser status.

(*g*) Captains and Commanders appointed in command of Royal Navy battalions.

Command money is not paid to officers employed on committees, or appointed for courses of instruction.

An officer in receipt of command money at the harbour rate will not be entitled to receive the sea-going rate on occasions of proceeding to sea for brief periods, *e.g.*, running trials.

2. Command money is issuable from the date of appointment in command and continues until the cessation of full pay in respect of the appointment, as determined by Articles **1554,** clause 1, and **1557.** It will not be issued during foreign-service leave, balance of home-service leave or during grants of sick leave on full pay under Article **1554,** clause 2.

An officer appointed to a ship as additional and as in command on recommissioning will, therefore, receive command money only from the date of recommissioning, but if he proceeds abroad in a transport, etc., with a relief crew for the new commission, he is entitled, from the date of appointment as additional, to the allowance at the rate he would otherwise draw from the date of recommissioning.

3. Command money is payable to an officer temporarily in command only if he receives a definite appointment from the Admiralty or, on foreign stations, from the Commander-in-Chief. Such an appointment will not normally be issued unless:—

(*a*) the vessel proceeds to sea and the period of temporary command is not less than seven days; or

(*b*) if the vessel does not proceed to sea, the period of temporary command is not less than 30 days.

The officer so relieved will cease to draw command money from the date on which his successor takes over temporary command, unless

(i) he is engaged on duties entitling him to a continuance of the allowance or

(ii) he is entitled to continuance of full pay under Article **1554,** clause 1, when the allowance will cease with the cessation of full pay in respect of the appointment and before the grant of any full pay sick leave for which he may be eligible under Article **1554,** clause 2.

4. The rate payable to an officer appointed in temporary command will be the rate appropriate to the lowest rank of officer provided by complement for command of ships of the class concerned; but if the officer temporarily appointed is senior to that rank, he will be eligible for the rate appropriate to his own rank. An officer below the rank of Captain is not to draw a higher rate than 7*s.* a day without specific Admiralty approval, which will be granted only in wholly exceptional circumstances.

If the appointment carries the harbour rate of command money, such rate is to continue during absence from the port, unless the seagoing rate is specially authorized by the Admiralty.

In a naval shore establishment or Royal Marine headquarters or depôt, a temporary appointment in command will not be issued unless the period of temporary command is not less than 30 days and the temporary Commanding Officer holds the rank of Captain or Commander, R.N., or Colonel, Lieutenant-Colonel or Major, R.M.

In a Royal Marine battalion detached from the divisions or depôt for special service or for training or manœuvres, an appointment in temporary command will not be issued unless the period of command is not less than seven days.

5. An officer placed in command of a drifter attached to a ship of one of the sea-going fleets, but not formally commissioned, may receive the command money of his rank when the drifter is on passage of over 24 hours' duration, or when absent at sea over-night, payment to be conditional upon the crew allocated to the drifter actually living and sleeping on board.

1561. Entertaining allowance.—An allowance under the designation of entertaining allowance shall be paid at the rates laid down in Appendix I, to :—

(*a*) Captains and Commanders appointed in command of His Majesty's ships in commission, or of groups of His Majesty's ships in commission.

(*b*) Captains or Commanders appointed in charge of shore establishments.

(*c*) Captains appointed to the special posts detailed in Appendix I, *i.e.*, Chief of the Staff, etc.

(*d*) Colonels Commandant, Royal Marines.

(*e*) Colonels, Lieutenant-Colonels or Majors, Royal Marines, placed in independent command of Royal Marine battalions detached from the divisions or depôt for special service or for training or manœuvres, or other analogous units; payment to be at Admiralty discretion.

(*f*) Officers in command of His Majesty's ships in tow, out of commission, of or above cruiser status.

(*g*) Captains and Commanders appointed in command of Royal Navy battalions; payment to be at Admiralty discretion.

The allowance to Flag Captains, which is fixed at the rate of 5*s*. a day, is to cover the expense incurred by them when the flag is temporarily struck.

2. The rates of entertaining allowance are dependent upon the rank of the recipient. The rates payable to Captains other than Flag Captains are each normally associated with only one rate of command money, that is to say, the rate of the former is 8*s*., 5*s*., or 2*s*. 6*d*. a day according as the rate of the latter is 10*s*., 7*s*., or 5*s*. a day, but the Admiralty reserves the power of awarding any of the rates of entertaining allowance with any of the rates of command money.

2a. **Special rates.**—When ships are cruising independently, and commanding officers incur unavoidable expenses on entertaining which cannot be met from the entertaining allowance normally payable to them, consideration will be given to applications for a higher rate of entertaining allowance, viz., 8*s*. a day for Captains whose normal rate is 5*s*. a day, and 5*s*. a day for Commanders in lieu of 2*s*. 6*d*. a day. Similarly, when entertaining expenses are incurred by commanding officers of the rank of Lieutenant-Commander or Lieutenant during such cruises, application may be made for a special entertaining allowance of 2*s*. 6*d*. a day. No additional payment can be made to Captains already in receipt of entertaining allowance of 8*s*. a day.

Payment of the higher rates will be confined to the actual period of detached duty within the limits of the station. Applications should be forwarded through the usual channels as soon as possible after the termination of the cruise, the actual period of which should be stated, and also the approximate amount by which the expense incurred for necessary entertaining exceeds the normal amount of entertaining allowance, if any, for the period in question, together with details of the circumstances in which it was incurred.

3. Except as provided in clauses 5 and 6, entertaining allowance may only be drawn by one officer at a time in respect of any given appointment.

4. Unlike command money, which is payable from the date of appointment and ceases with the cessation of full pay in the appointment (*see* Article **1560**, clause 2) entertaining allowance is payable under the general conditions laid down in Article **1559**, clause 2, except as provided in clause 6 hereunder.

5. An officer appointed to a ship as additional and as in command on recommissioning will, therefore, receive entertaining allowance only from the date of assuming command on recommissioning, but if he proceeds abroad in a transport, etc., with a relief crew for the new commission, he is entitled, from the date of embarkation, to the allowance he would otherwise have drawn from the date of assuming command. An officer returning to England in charge of a paid-off crew under like conditions, is similarly entitled to entertaining allowance whilst on passage home.

6. An officer who is appointed to the command of a ship or establishment under Article **1560**, Clause 3, will be entitled to the rate of entertaining allowance, if any, appropriate to his rank only, and such allowance shall commence from the date on which he assumes command. A Commander appointed temporarily in command of a shore establishment where a Captain is allowed by authorized complement as Commanding Officer will receive entertaining allowance at the rate appropriate to his rank under Appendix 1, Part 3, 11(v). The allowance of the officer temporarily superseded, if payable under Clause 4, will be reduced by the amount issued under this clause to his temporary successor.

1562. Temporary Transfer of Flag.—When the flag or broad pendant of a Flag Officer or Commodore is hoisted temporarily in a ship other than his proper flagship and, in the opinion of the Senior Officer present, circumstances are such as to justify it, the Captain of the temporary flagship shall be given a temporary

appointment as Flag Captain, and shall receive entertaining allowance at the flag rate as from the date of transfer, and the Captain of the proper flagship shall receive entertaining allowance at the rate normally payable in his ship.

1563. Special grant of Command Money and Entertaining Allowance.—The Admiralty reserve to themselves the power of awarding the highest rates of command money and entertaining allowance to Captains commanding ships, other than those specified in Appendix I, if the circumstances render it advisable, but this discretion is restricted to sea-going appointments.

1564. Flag Allowances.—These allowances are payable, on the scale prescribed in Appendix I, to officers when performing the relevant duties in ships carrying the flags or broad pendants of Flag Officers or Commodores in command of fleets or squadrons.

2. These allowances shall only be payable during such periods as the flag or broad pendant of the Flag Officer or Commodore shall be flying within the limits of his station, except in cases where the Admiralty may otherwise direct, and they shall not be granted to officers serving in:—

(*a*) Flag-ships at home ports.

(*b*) Stationary ships bearing a flag or broad pendant on a foreign station.

3. *Deleted.*

4. **Flag temporarily struck or transferred.**—If the Flag Officer or Commodore shall at any time temporarily strike his flag or broad pendant, these allowances shall continue to be paid during such temporary absence; and if the flag or broad pendant is temporarily hoisted in another ship, the allowances shall nevertheless continue normally to be paid in the proper ship, provided always that the latter vessel does not proceed outside the limits of the station. In such cases, the officers in the temporary flagship shall not be permitted to receive flag allowances.

5. When, however, in the event of temporary transfer of flag or broad pendant, the circumstances are such as may justify the transfer of flag allowances to the relevant officers of the temporary flagship, the officers of the proper flagship shall cease to draw the allowances meanwhile.

6. **Special Cases.**—In the event of any fleet or squadron of great extent and importance being placed under the command of a Flag Officer not holding the commission of a Commander-in-Chief, the officers in the ship of the Flag Officer in command, if so ordered by the Admiralty, shall be paid at the higher rate.

7. No allowances paid to an officer belonging to any detached fleet or squadron are to be altered on account of such fleet or squadron being employed within the limits of any particular station, without the express sanction of the Admiralty.

8. Subject to the stipulations of the foregoing clauses, these allowances are payable under the general conditions of Article **1559**, clause 2.

1565. First Lieutenant's Allowance.—In the absence of orders to the contrary, the senior Lieutenant-Commander or Lieutenant of a ship in which First Lieutenant's allowance is payable, is entitled to the allowance without specific appointment as First Lieutenant, but if a Lieutenant-Commander or Lieutenant be appointed for First Lieutenant's duties, he is to receive First Lieutenant's allowance while performing the duties, even though he be not the senior of the ship.

In Captains' commands in which no Commander is allowed, the Navigating Officer will not be eligible for the allowance unless appointed for First Lieutenant's duties in special circumstances.

2. A Lieutenant-Commander or Lieutenant performing both First Lieutenant's and specialist duties, may draw the allowances for both duties concurrently. If, however, the officer performing First Lieutenant's duties is a qualified specialist, but not appointed for specialist duties, he will not draw both allowances, but may choose which allowance he is to be paid.

3. **While on Passage.**—First Lieutenant's allowance may be paid while the officer is on passage if he performs the duties for which the allowance is granted; but payment is not to be made without the previous sanction of the Admiralty.

4. **Rate of Allowance.**—The rates payable are shown in Appendix I and are governed by the ranks allowed in the authorized complement. If, in any instance, the ranks actually borne are otherwise than is allowed in authorized complement, the allowance is nevertheless to continue to be paid on the basis of that complement; but if the conditions are likely to be more or less permanent, instructions should be applied for. In every ship the issue of the allowance is contingent upon the officer concerned filling a vacancy for a Lieutenant-Commander ____ Lieutenant, or the alternative rank of Lieutenant or Sub-Lieutenant (but not a Sub-Lieutenant without alternative) allowed as Executive Officer in the authorized complement, and for an officer below the rank of Sub-Lieutenant, that the officer concerned is actually filling a vacancy for the Executive Officer so allowed but not borne. In all cases the allowance is to be paid only if the complement of the vessel reaches a total of twenty-five or more officers and ratings.

5. *Deleted.*

6. **Payment to Ranks below Lieutenant.**—A Sub-Lieutenant, commissioned officer from warrant rank or warrant officer performing First Lieutenant's duties under conditions which would entitle a Lieutenant-Commander or Lieutenant to the allowance if borne, is to be paid the allowance at the same rate as it would have been paid to the Lieutenant-Commander or Lieutenant.

7. **Vessels in Reserve.**—The allowance is not payable in vessels of the following classes in reserve commission:—

Vessels with care and maintenance party.
Small monitors.
Minesweepers and sloops.
Destroyers.
P. and P.C. boats.

8. **While Absent on Special Duty.**—An officer holding the position of senior Lieutenant-Commander or Lieutenant for executive duties may continue in receipt of the allowance attached to the performance of those duties when absent from his ship on special and important duty, and the officer temporarily performing the special duties of the absent officer may, on obtaining the sanction of the Admiralty, be paid a special allowance at such rate as may be determined, but not in excess of the ordinary rate of extra pay authorized by the Regulations, nor of the amount of the allowance attaching to the special duty performed.

1566. Specialist Allowances to Lieutenant-Commanders and Lieutenants.—The allowances bearing this designation are those for qualification in gunnery, torpedo, navigating, signalling, wireless telegraphy, staff (operations or intelligence), physical and recreational training and anti-submarine duties.

These allowances are not payable to officers promoted from warrant rank, except those promoted for acts of gallantry and daring.

2. The regulations as to navigating allowance are laid down in Article **1568.** Officers who have undergone special courses in the other subjects and have qualified therein, are, subject to the provisions of clause 3 and except during service at the Admiralty, to be paid the appropriate allowance as laid down in Appendix I, concurrently with full pay, from date of first appointment for duty after qualifying (irrespective of whether that appointment is for special duties or not) until the date (*a*) of finally ceasing full pay as a Lieutenant-Commander, or (*b*) of permanently ceasing to be employed as a specialist, if earlier. These allowances are not payable to officers promoted from warrant rank, except those promoted for gallantry and daring, nor are they payable with unemployed pay.

If an officer who has been removed from the list of specialist officers is subsequently reinstated thereon, he will be eligible for specialist allowance as from the date of the first effective appointment after reinstatement, whether or not that appointment is for specialist duty. Officers reinstated as specialists will not be entitled to arrears of specialist allowance for the interval between the date of removal from the list and reinstatement thereon.

3. An officer having two specialist qualifications will be paid for only one of them, and, if the allowances are at different rates, the one at the higher rate is to be paid, provided the officer has not permanently ceased to perform these duties.

An officer appointed for specialist duties and performing First Lieutenant's duties may draw the allowances for both duties concurrently, but a specialist officer given an appointment carrying an allowance, *e.g.*, as First Lieutenant and not also appointed for specialist duties, will not draw both allowances, but may choose which allowance he is to be paid. (*See* **1565** (2).)

A specialist officer appointed in command is only to receive command money concurrently with specialist allowance in appointments for which the double payment has been specially authorized by the Admiralty. Otherwise he is to receive either command money or specialist allowance as may be the more advantageous to him.

3a. Specialist allowances (excepting Navigating Allowances in certain circumstances, *see* **1568**, clause 4 (*c*)) may be paid concurrently with flying, observers' and submarine allowances and surveying pay, where the officer is not considered by the Admiralty as having permanently ceased to be employed as a specialist. Concurrent payments of allowances under this clause are to be submitted to the Admiralty for decision.

3b. When a specialist officer is appointed to a ship for non-specialist duties for which an allowance is payable (other than the allowances dealt with in clause 3a), the option under clause 3 of drawing either specialist allowance or the allowance for the duties for which he is appointed, shall not apply if another officer is appointed for the specialist duties in that particular ship, *e.g.*, if appointed for First Lieutenant's duties, the specialist officer would be required to receive First Lieutenant's allowance instead of specialist allowance.

1567. Specialist Allowances to Officers of Warrant Rank and Officers below the rank of Commander promoted therefrom, except those promoted for gallantry and daring.—The allowances bearing this designation are those for qualifications in advanced gunnery course and in navigation.

2. The allowance for the advanced gunnery qualification is to be paid continuously at the rate shown in Appendix I, under the same rules and subject to the same restrictions as those prescribed in Article **1566.** This allowance is not payable concurrently with the special rates of pay for certain warrant officers referred to in Appendix I, Part I (A), *Note*, but, if advantageous, may be paid in addition to full pay on the normal scale, in lieu of a special rate.

The regulations as to navigating allowance are given in Article **1568.**

1568. Navigating Allowance.—This allowance is payable at the rates shown in Appendix I.

2. **Commanders.**—The allowance is issuable only to officers who are qualified in and appointed for (N) duties. Apart from the exceptions specified below, it is granted to such Commanders only on account of the special responsibilities of navigating a ship at sea and will be payable only:—

(*a*) In sea-going ships in commission.....	The higher rate shown in Appendix I.
(*b*) In ships in reserve commission when being navigated from one port to another or on occasions of trials or during manœuvres.....	
(*c*) In ships not in commission when being navigated from one port to another or on occasions of trials.....	

The exceptional appointments in which the allowance will be granted are:—

(*d*) King's Harbour Masters and Assistant King's Harbour Masters (*see* Note).....	The lower rate shown in Appendix I.

Note.—The allowance will not be granted to officers holding the following posts:—Assistant King's Harbour Master, Portland; Deputy Superintendent and King's Harbour Master, Sheerness.

(*e*) Those in which it may be authorized by the Admiralty in recognition of special circumstances, but it will not be paid to officers serving at the Admiralty or to superintendents of chart and chronometer depôts.

3. The allowance will be payable to Commanders under the conditions prescribed for allowances generally in Article **1559**, except that an officer appointed in command will not be paid navigating allowance in addition to command money.

4. **Lieutenant-Commanders and Lieutenants Qualified in (N) (except those provided for in clause 6).**—The allowance is issuable at the rate shown in Appendix I, under the conditions prescribed for other specialist allowances in Article **1566**, subject to the following stipulations:—

(*a*) An officer appointed in command will not be paid both command money and navigating allowance, but will receive whichever is the more advantageous to him.

(*b*) In Captain's commands in which no Commander is allowed, the Navigating Officer will not be eligible for First Lieutenant's allowance unless appointed for First Lieutenant's duties in special circumstances. (*See* **1565** (1).)

(*c*) Lieutenant-Commanders and Lieutenants qualified as (N) specialists when appointed to surveying ships for training in surveying duties, but not specifically for navigating duties, may receive either surveying pay at the appropriate rate, or (N) allowance, whichever is the greater, but not both.

5. The highest rate of (N) allowance may be paid to an officer who obtains a provisional certificate for first-class ships in accordance with Article **337**, clause 12, subject to the recovery of the excess of such highest rate over the lower rate in the event of failure to qualify when opportunity occurs.

6. **Warrant Officers, Commissioned Officers from Warrant Rank and Lieutenant-Commanders and Lieutenants promoted therefrom, qualified in Coastal Navigation.** The allowance is issuable only to officers who are qualified in coastal navigation and appointed for (N) duties. It is payable at the rate shown in Appendix I, under the conditions for allowances generally prescribed in Article **1559**, and in clauses 3 and 4 (*b*) of this Article.

1569. Non-Specialists performing Specialist Duties.—The allowance shown in Appendix I is payable to unqualified officers specifically appointed to perform any one of the following specialist duties in a ship in the complement of which a corresponding specialist Lieutenant-Commander or Lieutenant is allowed, but not borne, namely, gunnery, torpedo, navigating, signalling, wireless telegraphy, staff (operations or intelligence) physical and recreational training, and anti-submarine.

The allowance, except in surveying ships under the conditions prescribed below, is not to be paid to a non-specialist, even though actually performing specialist duties, if there is an officer borne in the ship in question who is being paid as a specialist in those particular duties.

A non-specialist officer actually performing navigating duties in a surveying ship, in the complement of which an (N) specialist is allowed but not borne specifically for (N) duties, may be paid the allowance, if he is within the ranks ordinarily eligible therefor, notwithstanding that (N) specialists may be borne in the ship for training in surveying duties. (*See* **1568**, clause 4 (*c*).)

2. The ranks eligible for this allowance are Lieutenant-Commanders and Lieutenants (whether promoted from warrant rank or otherwise), Sub-Lieutenants, commissioned officers from warrant rank and warrant officers.

Subject to the same conditions, non-executive officers below Commander's rank will be eligible for the allowance for the performance of staff (operations and intelligence) duties.

Officers receiving the allowance for director duties (Article **1570**) will, however, not be eligible for any allowance for performing specialist duties.

3. The allowance is issuable under the conditions prescribed in Article **1559** for allowances generally.

4. An officer of warrant rank or an officer promoted therefrom, who has qualified in the advanced gunnery course and who is entitled to continuous payment of the advanced gunnery allowance under Article **1567**, may be paid in addition thereto the allowance authorized by clause 1 when appointed in lieu of a specialist Lieutenant-Commander or Lieutenant for duties other than gunnery. If appointed in lieu of a Lieutenant-Commander (G) or Lieutenant (G), he is to receive his advanced gunnery allowance only, but if he is required to perform the duties of a Lieutenant-Commander (G) or Lieutenant (G) in addition to those for which he was appointed, his case is to be represented to the Admiralty for decision as to whether the allowance authorized by clause 1 is to be paid in addition to his advanced gunnery allowance.

5. An non-specialist officer performing more than one specialist duty will be paid only one allowance.

6. The performance of (N) duties by an unqualified officer during a temporary vacancy will not entitle him to this allowance unless the ship proceeds to sea, when payment will be allowable subject to the issue of an appointment as indicated in clause 1.

1570. Director Officers.—Commissioned officers from warrant rank and warrant officers appointed as Director Officers are to receive the allowance at the rate shown in Appendix I, under the conditions prescribed in Article **1559** for allowances generally, and in addition to the allowance for the advanced gunnery course (Article **1567**) when qualified therefor. (*See* **1569**, clause 2).

1571. Specialist Allowance to Captains, R.M., and Lieutenants, R.M.—The allowances bearing this designation are those for qualification in gunnery, small arms, army signalling, wireless telegraphy, staff (operations or intelligence), mechanical transport, physical and recreational training duties, and searchlight duties.

2. Officers who have undergone special courses in these subjects and have qualified therein are, when duly appointed for any of these duties afloat or ashore, to receive the appropriate allowance as specified in Appendix I.

3. The allowance is issuable under the conditions prescribed in Article **1559** for allowances generally, and will not be payable during service at the Admiralty.

4. If an officer is appointed for two specialist duties, he will be paid for only one of them, and, if the allowances are at different rates, the one at the higher rate is to be paid.

5. The provisions of Article **1567**, so far as they relate to the allowance for the advanced gunnery course, apply to Commissioned Royal Marine Gunners promoted to that rank before 4th November, 1938.

1572. Non-Specialist Captains, R.M., and Lieutenants, R.M.—The allowance shown in Appendix I is payable to unqualified officers specifically appointed to perform any one of the following specialist duties ashore or afloat in a vacancy for a corresponding specialist officer, namely, gunnery, small arms, signalling (army or otherwise), wireless telegraphy, staff (operations or intelligence), physical and recreational training, anti-submarine, and searchlight duties.

2. The allowance is issuable under the conditions prescribed in Article **1559** for allowances generally.

3. An officer performing more than one specialist duty will be paid only one allowance.

1573. Machinery and Senior Engineer's Allowances.—Officers in charge of propelling machinery in ships in commission are entitled to machinery allowance according to the scale laid down in Appendix I. The officer next in seniority in ships in which an Engineer Commander or Commander (E) (without alternative rank) is allowed in the authorized complement is entitled to senior allowance according to the scale laid down in that Appendix. If dockyard officers or contractors for construction, repairs, reconstruction, etc., are in charge of the propelling machinery, both the allowances, notwithstanding that the vessel is in commission, shall be suspended until such time as the Engineer officers assume full responsibility for the machinery.

2. The senior Engineer officer attached to a base for service with sea-going destroyers, additional to the officer in charge of the machinery of the ship, is to receive machinery allowance according to the scale in Appendix I, subject to the proviso that when the officer is not solely employed on service with sea-going destroyers (*e.g.*, certain local defence flotillas), the allowance shall be contingent upon the duties being mainly in connection with such destroyers.

If there be more than one flotilla of sea-going destroyers attached to a particular base, the senior Engineer officer attached for service with each flotilla may be paid machinery allowance subject to the same conditions.

3. Officers in charge of propelling machinery in ships paid off for refit, and the officers next to them in seniority, are entitled, subject to the provisions of clause 4 of this Article, to machinery and senior allowances respectively at the same rates and under the same conditions as for ships in commission.

4. Where the dockyard officers take over the entire charge of the machinery of a vessel for "thorough repair," machinery allowances or senior engineer's allowance will not be payable until the Engineer officer nominated to take charge is satisfied with the result of the "thorough repair trial," and responsibility for the propelling machinery has been transferred to him from the dockyard officers.

The Captain of the dockyard in such circumstances is to forward a certificate as to the date of such transfer to the Accountant Officer responsible, and this certificate is to be forwarded as an enclosure to the ledger.

Payment in respect of either allowance is not to be made during refit without the prior sanction of the Admiralty.

5. In new ships, prior to commissioning for service, machinery and senior allowances are payable at the same rates and under the same conditions as in ships paid off for refit, when the ship's Engineer Officer has taken over responsibility for the boilers and engines from the dockyard or contractors.

5a. In ships paid off in circumstances other than for refit, when it is not possible to prepare the machinery for dockyard control before the date on which the vessels are technically paid off, the officers in charge of propelling machinery, and the officers next to them in seniority, are entitled to machinery and senior engineer's allowances respectively, at the same rates, and under the same conditions, as for ships in commission, up to the date on which the Engineer Officer's responsibility for the machinery ceases.

Payment of these allowances is not to be made without the prior sanction of the Admiralty.

6. These allowances are payable to officers performing the appropriate duties and under the conditions laid down in Article **1559**, subject to the following exceptions:—

(*a*) Machinery allowance only may be paid for a period not exceeding 5 days when turning over machinery on supersession.

(*b*) They are to cease when officers are absent sick; or when officers are checked to other duty for a period of over 48 hours, unless the duty performed is such as to warrant payment of the allowances in some other ship. During such absence the allowances are to be paid to the persons actually performing the duty at the rates appropriate to their ranks. The allowances are not to be paid to engineer officers in charge of machinery on shore or of machinery in stationary vessels.

1574. Court-Martial.—The allowance to an Officiating Judge-Advocate of a court-martial is as follows:—

	£	s.	d.
If the court shall sit one day only	4	0	0
If more than one day, then for each day	3	0	0

He is not, however, to be paid more than the sum of £10 10s. for any one day during which he officiates, whatever number of courts-martial he may attend on that day.

The allowance to the Provost-Marshal at a court-martial is as follows:—

(*a*) For each day the court shall sit, for each court..... 10s.

(*b*) For each day, exclusive of those days on which the court has sat, during which he may have an offender in his charge; for each offender..... 4s.

subject, however, as regards (*b*) to a maximum of £1 a day.

He is not to be paid for the custody of any one or more of the offenders after the court is dissolved.

2. Disciplinary Court.—The allowance to the Clerk of the Court officiating at a disciplinary court, subject to the maximum daily limit prescribed by clause 1, is as follows:—

	£	s.	d.
If the court shall sit one day only	2	0	0
If the court shall sit more than one day, then for each day	1	10	0

The allowance to the Provost-Marshal at a disciplinary court, subject to the maximum daily limit prescribed by clause 1, is as follows:—

For each day the court shall sit, for each court..... 10s.

For each day, exclusive of those days on which the court has sat, during which he may have an offender in his charge; for each offender..... 4s.

3. The allowances are to be credited on the ledger of the ship in which the officer or rating is borne for pay, form S. 9 being rendered by the President of the Court in support thereof.

1575. Allowances for Religious Ministrations to Naval and Royal Marine personnel will be made on the following scale to ministers of religion, where no naval chaplains of the appropriate denominations are appointed, provided that they are not paid a fixed salary by the Admiralty, namely—

For 1 to 100, at the rate of 10s. each per annum.
After the first 100, and up to 300, at the rate of 3s. each per annum.
After the first 300, at the rate of 2s. each per annum.

2. At Royal Marine Headquarters, and at ports where ships are more or less permanently stationed, and the duties performed include visitation of the crews and the sick in hospital in addition to the conduct of Divine Service, payment of the allowance is to be based on the average number of the officers and men of the particular denomination present at the port or headquarters on each Sunday morning, during the period ministrations are given.

3. These allowances will normally be paid quarterly, and for the purpose of calculation the annual rates laid down in clause 1 should be divided by four and multiplied by the average number for the quarter. Thus the amounts due for ministrations to an average number of 463 of one particular denomination would be computed as follows:—

			£	s.	d.
First 100	100 × 2s. 6d.	=	12	10	0
Nos. 101-300.....	200 × 9d.	=	7	10	0
Remainder	163 × 6d.	=	4	1	6
			£24	1	6

4. For periods other than a complete quarter the annual rates specified in clause 1 should be multiplied by—

(i) the average number present and

(ii) the number of Sundays in the period under review, this figure then being divided by the normal number of Sundays in a year (*i.e.*, 52).

5. For occasional ministrations, *e.g.*, at ports which are not regularly visited by a ship or squadron, the allowances are to be calculated according to the numbers actually attending the services, whether held on a Sunday or not. For the purposes of calculation, the annual rates specified in clause 1 are to be divided by the normal number of Sundays in a year. Thus the amounts due for an occasional service attended by (*a*) 326, or (*b*) 30 Naval and Royal Marine personnel would be computed as follows:—

(*a*) Attendance of 326 at an occasional service.

		£	s.	d.
First 100	$\frac{100 \times 10s.}{52}$ =		19	3
Nos. 101-300	$\frac{200 \times 3s.}{52}$ =		11	6
Remainder	$\frac{26 \times 2s.}{52}$ =		1	0
Total capitation allowance for attendance of 326 at one service	=	£1	11	9

(*b*) Attendance of 30 at an occasional service.

		£	s.	d.
	$\frac{30 \times 10s.}{52}$ =		5	9
Total capitation allowance for attendance of 30 at one service	=	£0	5	9

6. When it is necessary for the minister to hold a special and separate service either on shore or on board one or more of His Majesty's ships exclusively for the benefit of Naval and Royal Marine personnel, an allowance of 10s. for each such service is to be paid in addition to the capitation allowance.

7. These allowances are subject to a percentage increase, the rate of which is notified from time to time in Admiralty Fleet Orders.

8. No allowance will be paid for any ministrations in respect of which an application for payment is not made within a year of the service being rendered.

9. At Scottish ports where two or more Presbyterian ministers propose to give religious ministrations to Naval and Royal Marine personnel, preference is to be given to the minister connected with the Established Church of Scotland.

10. The allowances are to be paid by the Accountant Officer, with the approval of the Captain or of the Senior Officer, or of the Commandant, Royal Marines, or as may be directed by the Commander-in-Chief or Senior Naval Officer.

11. On the occasions mentioned in clauses 5 and 6, form S. 225 is to be rendered by the officer in charge of church parties to his Commanding Officer for transmission to the Senior Officer present. Separate returns are to be rendered for each religious denomination landed and/or each special service held.

1576. Allowance for Charge of Accountant Officer's Stores and Accounts.—Allowances on the scale laid down in Appendix I are payable under the following conditions to officers, other than Accountant officers, performing the duty of an Accountant officer in ships in which no such officer is borne, or where, owing to sickness or other causes, no Accountant officer is available for duty. (*See* **1464 and 1465.**)

2. In order to qualify for the allowance, it is necessary that an officer should not only have charge of cash, but perform other functions appropriate to an Accountant officer involving distinct individual responsibility, *i.e.*, ordinarily, only officers who render pay accounts direct to the Admiralty and are required to alter rates of pay according to relevant Admiralty Fleet Orders, etc., and to assume responsibility for such alterations in addition to the ordinary duties of their appointments, will be eligible for the allowance.

3. An officer who receives the pay for personnel working under his orders in bulk from an Accountant officer, and is charged with the duty of making the actual payments to the men, will not be eligible for the allowance, as in such a case the Accountant Officer who sends the money has to assume responsibility for the correctness of the amounts to be paid.

4. Where the rendering of a cash account is an integral part of the duties for which an officer is appointed (*e.g.*, recruiting officers), the allowance is not payable.

5. If in any individual instance the allowance payable under the scale in Appendix I is considered to be inadequate in view of special responsibilities or unusually difficult work, a higher rate, not exceeding the maximum rate prescribed, may be awarded with prior Admiralty sanction.

6. Admiralty approval should be sought before payment of the allowance is made when the officer does not render pay accounts direct to the Admiralty or when there is doubt whether the cash duties form an integral part of the duties of the appointment.

7. All payments of this allowance should be supported by certificates setting forth the average number of ledger accounts open during the quarter for which payment is made.

8. The allowance is not payable for periods during which officers are borne to close accounts.

1577. Submarine Allowance.—Allowances are payable for service in, or for duty with, submarines as laid down in Appendix I.

2. Submarine allowance at the appropriate rates to officers holding appointments entitling them to continuous payment thereof is payable under the conditions laid down in Article **1559**, clause 2, subject in the event of sickness, to the provisions of clause 3 hereunder. Submarine allowance is not payable to officers during periods of passage between two submarine appointments, unless passage is made in a submarine.

3. In the event of sickness, including sick leave, the following rules shall apply, except for the special allowance to qualified Fleet Air Arm Pilots and Naval Observer Officers serving in submarines carrying aircraft (Appendix I, Part 3 (51)), which is in no case payable during sickness:—

(i) If the disability is held by the Admiralty to be directly attributable to conditions peculiar to service in submarines, submarine allowance may be continued, so long as the officer remains on full pay, up to a maximum of ninety-one days from the date checked sick, irrespective of whether the allowance is being issued continuously or intermittently. A full report of the circumstances attending the officer's disability, supported by a medical certificate, is to be transmitted at the earliest possible date to the Director of Navy Accounts, pending instructions from whom submarine allowance is to be credited only under the regulations laid down in sub-clause (ii) of this clause. The rate of submarine allowance to be credited during sickness to officers whose disability is

admitted as coming within this category will be the rate, or where two rates are shown, the higher rate, appropriate to their rank and appointment as laid down in Appendix I.

(ii) If the disability is not directly attributable to conditions peculiar to service in submarines, and is not due to causes within the officer's own control, submarine allowance, where being paid continuously, may be continued during sickness, so long as the officer remains on full pay, up to a maximum of thirty days from the date checked sick. The credit of submarine allowance is to be supported by a medical certificate to the effect that the disability is not due to causes within the officer's own control, this certificate being forwarded as an enclosure to the ledger, or with the pay documents in the case of an officer whose account is transferred to the Admiralty before the expiration of the thirty days. The rate of submarine allowance to be credited to officers whose disability is regarded as coming within this category is to be the rate, or where two rates are shown, the lower rate, appropriate to their rank and appointment as laid down in Appendix I. Officers who receive submarine allowance only for days when actually at sea in a submarine will not be eligible for the allowance during sickness coming within this category.

(iii) If the disability is due to causes within the officer's own control, submarine allowance will cease from the date on which he is checked sick.

4. Submarine officers who are appointed to naval, army or air force staff courses will receive a special allowance, as laid down in Appendix I, in lieu of submarine allowance, while they are undergoing such courses. This allowance will be payable under the same conditions as submarine allowance. The special allowance to qualified Fleet Air Arm Pilots and Naval Observer officers, while serving in submarines carrying aircraft, will not be payable to those officers when appointed to such courses.

1578. Fleet Air Arm.—Pilots, Observers and Acting Observers.—Officers serving as Pilots or Observers in the Fleet Air Arm (*see* **334** and **335**) are eligible for allowances as shown below (*see also* Appendix I). These allowances are payable under the general conditions laid down in Article **1559**, clause 2, subject, in the event of sickness, to the provisions of clause 3 hereunder.

2. (i) Naval officers of the rank of Commander, or officers of the Royal Marines of the rank of Major, who are attached to the Royal Air Force for service with the Fleet Air Arm and hold appointments appropriate to the rank of Wing Commander or Squadron Leader, R.A.F., are eligible for allowances at the same rates as any duty allowances payable by King's Regulations and Air Council Instructions to Wing Commanders or Squadron Leaders in the same posts. Such allowances are, however, not to be paid without specific Admiralty authority in each instance.

(ii) Commanders or Majors similarly attached to the Royal Air Force, who hold appointments carrying no R.A.F. duty allowance, but in which they are under a definite and continuous liability to make ascents in aircraft, are eligible for flying pay at the rate of 3s. 6d. a day.

(iii) Naval officers of or below the rank of Lieutenant-Commander, and Marine officers of or below the rank of Captain, who are attached to the Royal Air Force for duty with the Fleet Air Arm, are eligible for flying pay of 6s. a day when holding appointments under which they have a definite and continuous liability to make ascents in aircraft.

(iv) Officers who have qualified and hold appointments for duty as Observer are eligible for allowances as laid down in Appendix I.

2a. Pilot officers undergoing a period of general service, and temporarily employed with the Fleet Air Arm in emergency under Article **335**, clause 8 (vi), will be entitled to continuous payment of flying allowance whilst so employed, and will continue to receive any specialist allowance for which they are qualified; but for the time being they will cease to be eligible for the emoluments issuable under the naval appointment from which they are detached.

2b. Officers referred to in clause 1, who undertake practice flights during a period of general service (*see* Article **335** (8)) elsewhere than at the Admiralty, are eligible for flying allowance at the rate appropriate to their rank (*see* clause 2 (ii) and 2 (iii)) for each day on which a practice flight is made, subject to a maximum of twelve days annually for each officer; except that in the event of an officer in these circumstances contracting, while flying, a disability directly attributable to conditions peculiar to flying, payment of the allowance during sickness so arising may be continued, subject to the regulations contained in clause 3 (i).

For officers serving at the Admiralty, *see* clause 5.

3. In the event of sickness, including sick leave, the following rules shall apply:—

(i) If the disability is held by the Admiralty to be directly attributable to conditions peculiar to flying, or, if Fleet Air Arm Pilots and Naval Observer officers serving in submarines carrying aircraft, to conditions peculiar to submarine service, the allowance may be continued, so long as the officer remains on full pay, up to a maximum of ninety-one days from the date checked sick, irrespective of whether the allowance is issued continuously or only for actual days of ascent. A full report of the officer's disability, supported by a medical certificate, is to be transmitted at the earliest possible date to the Director of Navy Accounts, pending instructions from whom the allowance is to be credited only under the regulations laid down in sub-clause (ii) of this clause.

(ii) If the disability is not directly attributable to conditions peculiar to flying, or, if Fleet Air Arm Pilots and Naval Observer officers serving in submarines carrying aircraft, to conditions peculiar to submarine service, and is not due to causes within the officer's own control, the allowance may be continued to officers (provided they were in receipt of the allowance continuously at the time they were sent sick) up to a maximum of thirty days from the date checked sick. The credit of the allowance under this sub-clause is to be supported by a medical certificate to the effect that the disability is not due to causes within the officer's own control, this certificate being forwarded as an enclosure to the ledger, or with the pay documents in the case of an officer whose account is transferred to the Admiralty before the expiration of the thirty days. Officers who are not in receipt of the allowance continuously are not eligible for the payment of the allowance whilst sick under the provisions of this sub-clause.

(iii) If the disability is due to causes within the officer's own control, payment of the allowance will cease from the date on which he is checked sick.

4. Qualified Naval and Marine Fleet Air Arm Pilots and qualified Naval Observer officers, whilst undergoing certain courses, and Observers, whilst holding appointments to ships prior to trials, will receive, in lieu of Flying or Observers' allowances, special allowances as laid down in Appendix I. These allowances will be paid under the same conditions as Flying or Observers' allowances, but the allowance for Pilots undergoing the Senior Officers' Tactical Course will only be payable provided the officer concerned would have been in receipt of flying pay had he not been appointed to undergo the course.

5. Naval Officers of the Fleet Air Arm serving at the Admiralty are eligible for allowances as laid down in Appendix I for each day in which they make a practice ascent as pilot or observer. These allowances are payable in addition to Admiralty Staff allowances.

6. Lieutenants and Lieutenant-Commanders who have not undergone the Staff Course but are qualified Fleet Air Arm Pilots or Observers, and are appointed, during a period of general naval service, for operational duties on the staff of a Flag Officer with aircraft under his command, are eligible for an allowance of 2s. 6d. a day. This allowance is not to be paid without specific Admiralty authority in each instance. It is not payable concurrently with Navigating, Specialist or Physical and Recreational Training allowances, nor with the allowance for performing specialist duties laid down in Article **1569**. It is also not payable for any day for which flying allowance is paid under clause 2b.

1579. Surveying Pay.—Officers appointed for surveying duties in His Majesty's ships, or in the Hydrographic Department, are to receive the special surveying pay laid down in Appendix I, part 3, item 46, and, except as otherwise directed in this Article, the allowance is issuable under the conditions prescribed in Article **1559.**

Lieutenant-Commanders and Lieutenants (other than those promoted from warrant rank) qualified as (N) specialists, when appointed to surveying ships for training in surveying duties, but not specifically for navigating duties, may receive either surveying pay at the appropriate rate, or (N) allowance, whichever is the greater, but not both. (*See* **1568 (4).**)

2. Officers appointed from unemployed or half pay, or from one of His Majesty's ships other than surveying ships (including a depôt for full-pay leave or full-pay sick leave), are not to begin to draw their surveying pay until the actual date of joining.

3. Officers transferred from one surveying ship to another, or appointed to a surveying ships from an appointment in the Hydrographic Department, or *vice versa,* are to continue their surveying pay without a break, provided they proceed direct and the transfer is for the benefit of the Service and not at their own request. Where, however, an officer on vacating an appointment for surveying duties is discharged to a depôt for home or foreign-service leave, or the continuity of his employment on surveying duties is otherwise broken (except in respect of the time necessarily spent in proceeding from one surveying appointment to another), payment of surveying pay is to cease in accordance with the general instruction in Article **1559,** clause 2, and is to recommence only from the date of assuming duty in the second appointment.

4. Provided they are entitled to continuous surveying pay under clause 3, officers transferred from a survey abroad to one at home, or to an appointment in the Hydrographic Department, are to retain the foreign rates up to the date of joining the survey at home or the Hydrographic Department, but if transferred from a survey at home or the Hydrographic Department to a survey abroad, they are to continue in receipt of the home rates until the date of joining the foreign survey.

5. Officers appointed to a surveying ship commissioning at home for service abroad are to be paid surveying pay at the foreign rates from the date of joining.

6. Officers appointed for surveying duties, who return home from a foreign survey in their ship, are to retain their surveying pay at foreign rates for so long as they are engaged in drawing the charts relating to that survey, after which, should the ship still be in commission, they will receive such rate of surveying pay as the Admiralty may approve.

Should the ship pay off before the completion of the drawing of the charts, and the officers engaged thereon be temporarily appointed elsewhere for this purpose, they will remain on the foreign rates until such charts are completed, provided they are continuously employed on the same.

7. Whenever surveying ships are laid up for the winter months, or for refitting either at home or abroad, surveying pay is to continue at the appropriate rates, provided the officers are employed on hydrographic work whilst the ships are so laid up. Surveying pay at the appropriate rates is also to continue to be paid to surveying officers while undergoing courses in meteorology or gyro-compasses.

8. **Compiling Hydrographic Publications.**—Retired officers engaged under the Hydrographer's directions in compiling hydrographic publications will receive 20s. a day of 6 hours when so employed. When the period of employment on any one day is less than 6 hours, the remuneration will be at the rate of 3s. 4d. an hour.

9. No payment is to be made under this Article without the prior sanction of the Admiralty, except to officers attached to surveying vessels or borne for surveying work.

1580. **Interpreters.**—Officers appointed as Interpreters or Acting Interpreters will be paid allowances in accordance with the scale prescribed in Article **396b, clause 1.** The allowance as Interpreter or Acting Interpreter shall be payable in addition to any other allowances an officer may be receiving. (*For Interpreters in Oriental Languages, see* **374.**)

For instruction of junior officers in French, German, Italian and Spanish, *see* **370,** clauses 4, 5 and 6.

1581. Store Allowances.—Naval officers below the rank or relative rank of Commander, and Royal Marine officers below the rank of Major, in charge of stores, are to be paid store allowance in accordance with Appendix VIII. The allowance shall be payable from the date of an officer joining to take up the duties, the allowance to his predecessor in charge of the stores ceasing on the preceding day.

2. **Reduced Store Allowance.**—When any stores, for the charge of and accounting for which store allowance is usually paid, are placed in charge of any commissioned or warrant officer, under exceptional circumstances, and the accounts rendered do not show expenditure in detail, a portion, in no case exceeding one half of the appropriate allowance shown in Appendix VIII, will be paid at the discretion of the Admiralty, according to the merits of each case.

3. **Conditions.**—All allowances for charge of stores are granted conditionally upon the duties being correctly and properly performed, and satisfactory accounts being duly rendered and passed at the Admiralty.

Although, for the sake of convenience, the allowances are paid periodically, prior to the examination of the accounts, the officers who receive the payments may be required to refund them if, on examination of the accounts, the duties should appear to the Admiralty not to have been correctly and properly performed.

4. **Losses or Damage.**—The pay, full, half, or retired, or pension of the officers, will also be held liable for the value of any stores lost or damaged. *See* **1934** (*Store Allowance in Tenders*).

1582. Outfit and Equipment Allowances.—The authorized rates of outfit allowances are shown in Appendix VI. Equipment allowances, in addition, are granted to Midshipmen (E), Signal Boatswains, Probationary Lieutenants, R.M., and Lieutenants, R.M., promoted from Royal Marine Gunner, towards the cost of provision of necessary equipment. The rates of these allowances, which are subject to variation, are published in Admiralty Fleet Orders.

1a. Except as provided in clause 3, all outfit and equipment allowances will be authorized by the Director of Navy Accounts, without prior application, as they become due. Payment is to be made through the cash account and not on the ship's ledger, and for equipment allowances, is to be supported by a certificate by the Commanding Officer of the ship or establishment to the effect that the officer has provided himself with suitable and serviceable articles.

2. At Admiralty discretion, the outfit allowance for Acting Sub-Lieutenants of all categories and Probationary Second Lieutenants, R.M. (direct entry), may be paid to the officer's parent or guardian, subject to a written undertaking by such parent or guardian to refund the amount in whole or in part in accordance with the provisions of clause 6.

3. Petty Officers serving in ships on foreign stations ordered to act temporarily as warrant officers in order to fill vacancies (Article **237**), may be paid the allowance laid down in Appendix VI by the Accountant Officer of the ship to which they belong, under the authority of the Captain, with the Commander-in-Chief's sanction. Should such Acting Warrant Officers revert to Petty Officer rating and, subsequently, be again appointed temporarily in the acting rank, they will not be entitled to the payment of a second gratuity.

The gratuities payable under this clause are not to be credited on the ship's ledger, but are to be paid through the cash account, and the Director of Navy Accounts is to be informed immediately any such payments are made.

Petty Officers thus temporarily promoted may, at their option, until confirmed or superseded, continue to wear their petty officer's uniform, and mess with the chief petty officers, but if they so elect, they will receive no gratuity unless confirmed. They are, however, to be allowed to use the warrant officer's cabin to which they may become entitled.

4. Except as provided in clause 3, no outfit or equipment allowance is to be paid until the authority of the Director of Navy Accounts has been received.

5. These gratuities being granted for the sole purpose of assisting the recipients to provide themselves with proper outfit and equipment, the Admiralty reserve the right in every instance to demand an account of expenditure and to pay no greater sum than that for which proof of expenditure is produced.

6. The qualifying periods for retention of outfit or equipment allowance are:—

(*a*) Outfit Allowance to Acting Sub-Lieutenants (or equivalent rank) entered as Cadets, and Probationary Second Lieutenants, R.M. (direct entry).....	3 years.	From date of becoming eligible therefor.
(*b*) Outfit Allowance to officers other than those at (*a*), and all equipment allowances	2 years.	

An officer to whom an outfit or equipment allowance has been paid, and who fails to serve the periods prescribed above, will be required to refund the allowance as under:—

Officers at (*a*), one-sixth in respect of each period of six months (or part of such period) by which his service falls short of three years.

Officers at (*b*), one-fourth in respect of each period of six months (or part of such period) by which his service falls short of two years. The liability of Schoolmasters, R.N., and R.M., to refund outfit gratuities under this Regulation will be based on the counting of six months' actual service as qualifying for retention of one-quarter of the total gratuity, and service for this purpose will count from date of advancement to Probationary Schoolmaster, R.N., and of entry as Probationary Schoolmaster, R.M., respectively.

The refund may, however, be waived in whole or in part, at the discretion of the Admiralty, if the failure to complete the prescribed periods of service is due to death, invaliding through causes beyond the officer's own control, or other special circumstances.

7. Officers who have had previous service as permanent, temporary or Reserve Naval Officers, and who re-enter the Navy for permanent service, will be granted the outfit allowance appropriate to their rank in full, provided that three years or more have elapsed since their previous service. If less than three years have elapsed, the grant payable will be reduced by the amount of any previous grants made in respect of outfit allowance.

8. The rates of allowances authorized by Appendix VI are payable only under peace conditions, and will not necessarily be applicable in time of war or emergency, when uniform requirements, etc., may be curtailed.

1583. Private and Supplementary Allowances. Naval Cadets (ex Dartmouth), Special Entry Cadets and Paymaster Cadets.—The parents or guardians of these cadets are called upon to pay, in advance, private allowance at the rate of £36 per annum during the period of training in the seagoing training ship.

Claims for the amounts due are preferred upon the parents or guardians by the Director of Navy Accounts.

2. **Personal Allowance. Midshipmen.**—It is undesirable that young officers should have control of considerable sums of money. The pay of Midshipmen is sufficient to enable them to meet their normal current expenses, and it should therefore not be necessary for parents or guardians to make them personal allowances, except as may be required to meet the cost and upkeep of uniform, etc., visiting places of interest

abroad, and of travelling expenses on leave. If a parent or guardian desires that an officer should have greater means for these purposes and to meet other expenses, he may place at the officer's disposal a sum, *not exceeding* £50 per annum. If desired, this sum may be remitted to the Director of Navy Accounts, to be placed by him under the control of the Captain, to be expended for the purposes stated and at such times as the Captain may approve. The foregoing also applies to Paymaster Cadets in ships other than training ships.

3. **Naval Cadets and Paymaster Cadets in Training Ships.**—The pay of a cadet is seven shillings per week whilst in the training ship and additional pocket money is not in any way essential. Parents and guardians may, however, supplement the pay up to a limit of £3 a term at their discretion.

Section IV—Petty Officers and Others

Pay

1584. Commencement.—Naval ratings and Royal Marines shall commence full pay, according to their ratings, from the date of their entry or re-entry into the Service. Men re-entered shall count their former Royal Naval or Royal Marine service towards increase of pay, provided such service is declared on re-entry and the period of absence shall not have exceeded five years. (*See* Appendix XVII, Part I, paragraphs 7 and 8, for previous man's service in the Army, Royal Air Force, Dominion or Colonial Forces, and mobilized war service. Such reckonable service must be counted for all appropriate purposes or none). (*See* **382**, clause 7.) Absence for a longer period than five years entails forfeiture of previous service for all purposes, unless otherwise ordered by the Admiralty in a particular case. (*See* **406**, **528**, *et seq., and* **1934**.) Former service not acknowledged on re-entry is similarly forfeited, except that in particular instances the Admiralty may direct that it be allowed to count for purposes of pay and advancement. (*See* **406**.)

2. **Royal Marines.**—Royal Marines on embarkation shall commence full pay on the day following that up to which they may have last been paid at their respective headquarters.

3. **Joining Ships Abroad.**—Naval ratings and Royal Marines ordered under Article **831** to join ships absent from the United Kingdom shall commence their full pay in those ships from the date of embarkation.

1585. Men checked Sick. Hospital Stoppages.—Men and boys checked sick on account of disabilities for which they are not themselves responsible are to be allowed full pay for the whole period of sickness, or until invalided (*see* **1588**, clause 3), or discharged dead. If the sickness is due to their own misconduct, carelessness or neglect, their pay is to be subject, after the first 30 days, to stoppage at the rate of—

10*d.* a day for naval ratings and non-commissioned officers and men, Royal Marines;

4*d.* a day for Boys;

to be charged on the ledger concurrently with the credit of pay. These stoppages are also applicable when the illness results from a motor or other accident which is proved to the satisfaction of the Commanding Officer, *e.g.*, by Civil Court conviction, to be due to the man's own misconduct, carelessness or neglect.

Stoppages of pay under these conditions are applicable to all men and boys, at home and abroad and in hospital ships, except non-European natives for whom see Article **1587**, clause 2.

2. } *Deleted.*
3. }

4. **Relapses, when to be considered continuous.**—All persons suffering from venereal diseases attributable to misconduct, who are again checked within 14 days of the expiration of the previous period of sickness, are to be considered as under con-

tinuous treatment, counting, however, only the actual days so checked. Other patients suffering from diseases due to their own default, are to be considered as under continuous treatment if again checked sick as a result of misconduct, neglect or carelessness within seven days.

5. **Authority for charging stoppages.**—The Commanding Officer will decide whether a rating checked sick as the result of any accident is to be charged hospital stoppages after 30 days' treatment or not, and is to give the necessary directions to the Accountant Officer in the ship's Request and Alteration Book.
In doubtful instances, reference should be made to the Admiralty.

When a rating is checked sick for other causes, the Medical Officer is to state on S. 47 whether the sickness is venereal, and whether or not it is considered to be due to the man's own misconduct, carelessness or neglect. The form will then be forwarded to the hospital *via* the ship's office, where the Medical Officer's decision is to be noted in the "Remarks" column of the ledger, and hospital stoppages are to be charged, where applicable, after 30 days' treatment.

If the Medical Officer in Charge of the hospital finds on fuller investigation that it is necessary to modify the opinion given on form S. 47 as to the attributability of the disease, he will notify the Accountant Officer of the ship, and the man's account is to be adjusted as necessary by the imposition or cancellation of hospital stoppages.

If a man, while still in hospital after treatment for a disability involving stoppages, develops or has to be treated for a disease not involving stoppages; or if a man under treatment for a disease not involving stoppage, develops a disease or suffers an accident involving stoppages and thus requires further treatment, the Medical Officer in Charge of the hospital will notify the Accountant Officer of the date from which attributability should be regarded as ceasing or commencing; or, where applicable, will cause the necessary notation to be made on the Pay Ticket (Form S. 43).

6. **Private Treatment.**—A man or boy under private treatment for sickness due to his own misconduct, carelessness, or neglect, will be exempt from hospital stoppages. Should he, however, be sent for further treatment to a naval hospital, or be placed in the care of a naval Medical Officer or Surgeon and Agent, he will become chargeable with stoppages as soon as 30 days' treatment, reckoning the time under private treatment, shall have expired, or forthwith if that period has already expired. (*See* **1440**.)

7. **In Civil Hospitals.**—Men sent for treatment to a civil hospital by the naval authorities are to be regarded for purposes of pay and hospital stoppages as if under treatment in a naval hospital or sick quarters.

8. When a man or boy is checked sick on shore, it should be stated in the ledger in which he appears for pay whether he was under treatment by a naval Medical Officer or a Surgeon and Agent, by a private practitioner, or in a civil hospital; if in a civil hospital, it should also be stated whether he was placed there by order of the naval authorities or not.

9. **Prisoners, etc., in Hospital.**—Should a prisoner or person under detention be in hospital when his sentence expires, for the treatment of sickness due to his own misconduct, carelessness or neglect, the time during which he has been under treatment is to count towards the 30 days, after which hospital stoppages become chargeable under this Article.

10. Men and boys under treatment in the sick bay of a ship are not to be charged hospital stoppages.

1585a. Royal Marines checked Sick.—Non-commissioned officers and men, other than those employed as ward-room attendants, checked sick from ships at home are to be borne for pay on ships' books for a period of 91 days from the date on which they are first so checked, and, then, unless previously invalided or discharged dead, they are to be discharged from the ships' books to their own headquarters.

Marines employed as ward-room attendants in ships at home are to be discharged to their own headquarters on the expiration of 30 days from the date of being checked sick, unless previously invalided or discharged dead.

1586. Sick Men sent Home from Abroad.—Men and boys sent home sick from abroad on account of disabilities for which they are not themselves responsible, who, on arrival home, require further hospital treatment, shall be allowed full pay until invalided (Article **1588**, clause 3) or discharged dead. If the sickness is due to their own misconduct, carelessness, or neglect, they shall be subject to hospital stoppages at the rates laid down in Article **1585.**

1587. Natives in Hospitals Abroad.—Non-European natives sent from ships to hospital or sick quarters in the country from which they entered, and whose services are no longer required, are to be discharged immediately to the shore on admission to hospital if the illness is due to the man's own misconduct, carelessness or neglect, pay being extended only for any leave which may be due; but if admitted to hospital or sick quarters in other circumstances pay may be extended as authorized in Station Orders.

In order that natives so discharged may not be deprived of any disability pension or gratuity to which they may be entitled, the medical authorities, if they consider the case to be one for invaliding, may cause the man to be surveyed and invalided. In this event, the cause of discharge should be amended to "invalided," and a medical report on the invalid (D. 145), on which the date of final discharge should also be shown, is to be forwarded to the Admiralty.

Natives sent to hospitals, other than those in the country from which they entered, are entitled to receive pay to the date of return to their port of entry.

Hospital stoppages are to be charged against the pay of native ratings as and when required by Station Orders.

2. **Maltese Ratings.**—If invalided, either at home or abroad, Maltese ratings are entitled to extension of pay and allowances under Article **1588**, clause 3, or, if later, to the date of return to their port of entry.

Maltese ratings in hospital on their ship sailing and whose services are no longer required, or who are due for discharge on expiration of engagement, are entitled to continuance of pay as laid down in Article **1118**, or, if later, until the date of return to their port of entry.

1588. Men Discharged. Date of Ceasing Pay.—Naval ratings who are discharged from the Service shall cease to be entitled to pay on the date of their discharge from ship's books. Royal Marines shall cease pay on the date of their discharge from divisional ledgers. (*See* **395** (3), *concerning pay for time-expired ratings sent home from abroad who are unable to complete foreign service leave before expiry of engagements*).

2. **Abroad.**—Naval ratings and Royal Marines whose discharge is approved whilst they are serving abroad shall continue on full pay until they are disposed of in England, except as follows:—

(*a*) men dismissed from the Service;

(*b*) men discharged "services no longer required" in consequences of civil conviction involving imprisonment;

(*c*) men who elect to take their discharge abroad;

(*d*) men who are discharged at their own request (free or by purchase) and are not required to proceed to a home depot to enrol in the Royal Fleet Reserve.

The pay of such men, where not already discontinued owing to imprisonment, is to cease on the day of discharge, and they shall not be entitled to pay during passage home, unless specially employed in an emergency under Article **541**, clause 7.

For men in categories (*a*) and (*b*), the date of discharge will be the date of the sentence of dismissal or the date of receipt on board of the order for discharge, as the case may be, and whilst on or awaiting passage, they will only be entitled to be victualled as laid down in Article **1817**, clause 2 (*h*).

The accounts of the men referred to at (*c*) and (*d*) above are to be extended on the books of the ship from which they are discharged for the period of any foreign service leave due under Article **650.**

See **786**, clauses 3 and 4, and **789**, clause 2 (*Royal Marines*), **651**, clause 1 (*Men awaiting pension*).

3. **Invalided.**—Men and boys who may be invalided or discharged insane from a home hospital, from sick quarters at home, or from a ship on the home station, will be entitled to pay and allowances for 28 days beyond the date of medical survey. Leave allowance is payable to invalided men during this period, except when victualled in a Naval establishment. Submarine pay and Telegraphist Air Gunners' allowance may be continued within the unexpired portion of the period authorized under Articles **1615-1616.** The extension of 28 days' pay and allowances is not to be appropriated towards the liquidation of possible wages debts nor is it subject to reduction on account of cell punishment, detention or imprisonment, but any other penalties attaching to these or other punishments are to apply. Hospital stoppages, if applicable, are to be enforced in respect of any portion of the 28 days' period which is spent in hospital. (*See* Art. **1764** (9) *as to Allotments and Marriage Allowance.*)

Where men or boys are invalided for medical defects discovered prior to final entry, this extension of pay and allowances is not to be granted without Admiralty authority.

Pensioners in receipt of long service pensions, who are serving on further engagements, will not be eligible for the invaliding benefit of 28 days' pay and allowances, unless the invaliding is due to insanity; but their pay and allowances are to be extended, under the foregoing conditions, for 3 days beyond the date of medical survey. This regulation is suspended in time of war, however, and with effect from July 4, 1940, all pensioners (including any disability pensioners who may have been re-entered for service), who are invalided during a period of hostilities, will be eligible for the full extension of 28 days' pay and allowances beyond the date of medical survey, irrespective of the cause of invaliding.

The accounts of Royal Marines borne on ships' books at home are to be transferred to their own headquarters on the date of invaliding (**783** (2), **1349** and **1586**). The accounts of those sent home sick from abroad are to be transferred to their own headquarters on their arrival in England, whether the men are sent to hospital or not.

Men and boys who have been recruited on a foreign station, and who may be invalided on another station or in England, are to be re-surveyed at the headquarters of the station on which they were entered, and will be entitled to pay and allowances for 28 days beyond the date of final survey. *See* **1587**, clause 2 (*Maltese ratings*).

4. **Discharged Dead.**—The pay of a man or boy discharged dead ceases on the date of death.

1589. Pensioners.—Pensioners when serving, whether called out or voluntarily re-entered in duly authorized posts, will receive the continuous service rate of substantive pay of their respective ratings or ranks, unless by nationality they are only eligible for the non-continuous service rate, together with progressive pay and pay for good conduct badges, in addition to their pensions.

Pay will be on the scale applicable to men entered after October 4, 1925, except that pensioners called up on mobilization, will be paid on the *scale* (Column A or B of Appendix XVII, Part 1), which would have been applicable to them had they continued in the active service. Only actual service will count for progressive pay and badge pay. *See* **529** (*Good Conduct Badges*), **1584** (1) (*Progressive Pay*), and **1996** (*Pensioners serving*).

2. Non-substantive pay is not to be paid to pensioners voluntarily re-entered unless they are qualified and specially entered to serve in a non-substantive rating, but Signal and Telegraphist ratings will be entitled as a minimum to the pay of the non-substantive rating obligatory to their substantive rating, except when they are serving in the Royal Naval Shore Signal Service or other unit where special rates of pay are operative.

3. Extension pay will be allowed to pensioners when called out if they were previously entitled to it. (*See* Appendix XVII, Part 3.)

1590. Acting Ratings.—An acting rating is entitled only to the lowest rate of pay in that rating in the scale of pay to which he is normally entitled. (*See* **430,** clause 1 (*b*). (Non-substantive Pay) and Appendix XVII, Part 1, paragraph 4 (Progressive Pay).)

2. Paid acting substantive ratings (other than those granted under **407** or to Acting Artificers, Shipwrights or Artisans 4th Class) are to be relinquished after 28 days continuous absence from duty through sickness, and difference of pay under **1591** may then be paid, at the discretion of the Commander-in-Chief, to the substitute performing the duty. This rule however does not prejudice the right of a Torpedo Coxswain or Submarine Coxswain to retention of the Acting C.P.O. rate with pay during a homeward passage, etc., from a submarine abroad as provided in Appendix XVII, Part 1, No. 2 (F) (i).

1591. Difference of Pay.—Where, in the circumstances set out in clauses 3 to 6 herein, the necessity arises of employing any person on the duty of a substantive rating more highly paid than his own, he may receive the difference between the rate of pay of his own substantive rating and the lowest rate of pay of the more highly paid rating, provided that :—

(*a*) The more highly paid rating is allowed in complement, otherwise than by an alteration of complement which will be adjusted in due course, and is either not borne or is absent from duty through sickness;

NOTE.—When a person is granted difference of pay under this Article, he retains his substantive rating and no vacancy is created in which to grant further difference of pay.

(*b*) The period of continuous performance of the duties exceeds 28 days;

(*c*) his general conduct and performance of the duties are satisfactory;

(*d*) in the opinion of the Captain, real and definite responsibilities are involved.

2. **Date of Commencement and Rates.**—Difference of pay under this Article is payable only from the 29th day of the performance of the duty and no person is to be paid until he has performed the duty continuously for 28 days. Men in receipt of pay at non-continuous service rates are to receive the non-continuous service rate of pay in the higher rating and men paid on the 1925 scale are to receive difference of pay on that scale. (*See* **430,** clause 1 (*b*) (Non-substantive Pay) and **1590**, clause 2).

3. **Duty in Rating of another Class.**—Where the employment is on the duty of a more highly paid substantive rating of another class, *e.g.* a seaman doing artisan's duty, difference of pay may be paid at the discretion of the Captain.

4. **Duty of Higher Rating of the same Class.**—Difference of pay for performing the duty of a more highly paid substantive rating of the same class is at the discretion of the Commander-in-Chief, and is subject to the restrictions in clauses **6,** 7 and 8 as regards Writer, Artificer, Shipwright, and Sailmaker ratings. Applications for approval of payment are only to be submitted when it can be stated that the conditions laid down in sub-clauses (*a*), (*b*), (c) and (*d*) of clause 1 are fulfilled.

The written authority of the Commander-in-Chief is to be forwarded into Office with the ledger in which payment commences.

5. When difference of pay under clause 4 is granted to Signal or Telegraphist ratings, the Commanding Officer may also confer, at his discretion, from the 29th day of performing the duty, the paid acting V/S or W/T non-substantive rate obligatory to the substantive vacancy, if not already held, and subject to satisfactory performance of the duty.

6. **Writers.**—*In normal circumstances* difference of pay to Writer ratings is to be granted only to a Petty Officer Writer doing duty in a vacancy for a Chief Petty Officer Writer or to a Writer rating of a lower grade doing duty in a vacancy for either a Chief Petty Officer Writer or a Petty Officer Writer.

If, however, it becomes necessary, in time of war or emergency, to effect a temporary dilution of complement, by the substitution of lower ratings for those of a higher category normally allowed, difference of pay may be granted also to Writers doing duty in vacancies for Leading Writers, subject to satisfactory performance of the duties of the higher rating.

7. **E.R.A.s, E.A.s, O.A.s, A.A.s and Shipwrights.**—Difference of pay between the different classes of Engine-room Artificers, Electrical Artificers, Ordnance Artificers, Air Artificers and Shipwrights is to be granted only in the circumstances set out below and provided that the conditions of clause 4 are also fulfilled. It is confined

in all cases to payment as 'Chief' rating of the Branch, although in some instances the qualification may be performance of the duty of an Officer of the Branch.

(*a*) An Engine-room Artificer may receive difference of pay as Chief Engine-room Artificer when, from any cause, he is in actual charge of the machinery of the ship or is doing the actual duty of an Engineer Officer allowed to the ship but not borne. If he should be in possession of both watch-keeping certificates, the difference of pay is to be reckoned as between pay as Engine-room Artificer plus watchkeeping allowance and pay as Chief Engine-room Artificer plus both certificate allowances.

(*b*) An Electrical Artificer, Ordnance Artificer or Shipwright may receive difference of pay as 'Chief' rating when, from any cause, he is performing the actual duty of an Officer of the Branch allowed to the ship but not borne. In ships of over 2,000 tons standard displacement, he may receive the difference of pay as 'Chief' if he is the senior rating of the Branch and no Officer of the Branch is borne.

(*c*) An Air Artificer may receive difference of pay as 'Chief' rating if he is the senior rating of his Branch in an Aircraft Squadron and there is no Air Engineer Officer or Warrant Aircraft Officer borne in the ship or station where the squadron is working at the time. Difference of pay as 'Chief' may also be granted to an Air Artificer borne in lieu of a Chief Air Artificer where allowed in Flagships carrying a Unit Commander if no Air Engineer Officer or Warrant Aircraft Officer is borne in the same ship.

8. **Sailmakers.**—Sailmakers' Mates serving in lieu of Sailmakers allowed by complement may be granted difference of pay as Sailmaker if they have qualified in all respects for the higher rating.

A rating not so qualified is not to receive difference of pay without prior Admiralty authority, which will only be given if exceptional circumstances justify it.

9. Men doing the duty of Sick Berth Attendant are to be dealt with as laid down in Article **1611.**

1592. Natives replacing Naval Ratings.—On foreign stations where natives are entered for service on the station only, and where the rates of pay authorized by the Regulations for corresponding naval ratings are in excess of the labour rates obtaining locally, the Commander-in-Chief, at his discretion, may authorize payment at such lower rate as he shall deem fair and equitable in the circumstances.

2. In such cases, the word "Native" is to be added after the rating in the ledger and in all documents, thus:—

"Stoker"
(Native),

and the authority of the Commander-in-Chief for the special rate paid is to accompany the ledger in which the first payment appears.

3. Chinese ratings in ships returning to England will receive their ordinary pay. When it is necessary to pay them in other than the normal currency, they should be paid the equivalent value of the appropriate dollar based on the official rate of exchange at the time. Allowances to meet the extra cost of victualling and the extra expense for maintenance of clothing are payable at rates and under conditions promulgated in Admiralty Fleet Orders.

1593. Detained Pay (D.P.).—All men, whether entered for continuous or non-continuous service, who, in times of emergency (Article **987**), are detained in the Service after the expiration of the period for which they were originally liable to serve, are entitled with the approval of the Commander-in-Chief, or Adjutant-General, Royal Marines, for Royal Marines on shore strength, to receive 2*d*. a day in addition to the pay of their respective ratings.

The sanction of the Commander-in-Chief, or Adjutant-General, on form S. 221, is to be forwarded into Office as an enclosure to the ledger.

2. This allowance is not payable, in ordinary circumstances, to men who voluntarily remain in their ships after their engagements have terminated; nor to men who volunteer to remain abroad when their ships are ordered home. It is, however, payable to men compulsorily detained on a foreign station beyond the expiration of their engagements, awaiting passage home, up to the actual date of discharge to the shore.

1594. *Deleted.*

Allowances
(*See also* Appendix XVII, part 3)

1595. Payment of store allowances to ratings is subject to the same conditions as apply to officers in charge of stores as laid down in Article **1581** and Appendix VIII. (*See also* **1609**—*Victualling Store Allowance.*)

1596. Clothing Gratuities (O.G.).—Clothing gratuities are to be credited in the ledger as detailed in the following clauses. They are subject to revision with a rise or fall in the issuing prices of clothing, and except where a definite amount is quoted below, the amounts payable are communicated periodically in Admiralty Fleet Orders. Credits are to be indicated in the ledger by the letters O.G.

2. **Master-at-Arms (O.G.).**—To Regulating Petty Officers, on promotion to Master-at-Arms, towards the cost of providing a frock coat and sword. Amount £6.

3. **Petty Officers (O.G.).**—To every petty officer dressed as a seaman on completing one year's service as petty officer and being confirmed in the rating, to enable him to change his dress to that prescribed by the Uniform Regulations for confirmed petty officers with over one year's service as petty officer.

This gratuity is not to be credited to petty officers who, on completing one year's service as petty officer and being confirmed in the rating, are within a year of completion of their first period of service, unless they re-engage for a further period of service, or to petty officers who are within three months of completing time for pension. Petty officers who become qualified to wear the uniform of confirmed petty officers within a year of completing their first period of service, but do not undertake to re-engage for a further period of service and are, therefore, ineligible to be paid outfit gratuity, may be permitted to provide themselves with Class III uniform at their own expense if they wish to do so.

Petty officers who, on completing one year's service as petty officer and being confirmed in the rating, have more than three, but not more than twelve, months to serve before pension, may exercise the option of making the change of uniform or not. Those electing to make the change are to be credited with the gratuity.

Ratings who have received this gratuity are not entitled to a further gratuity on being:—

(*a*) re-advanced to petty officer, following disrating or reversion; or
(*b*) advanced from petty officer to chief petty officer.

1597. *Deleted.*

1598. Ward Room Officers' Stewards' Dress Gratuity.—At those naval establishments at home, and in those depôt and repair ships, which are approved by the Admiralty, an allowance at the rate of £2 a year for each Officers' Steward rating employed as a personal servant to an officer, or as a ward-room mess waiter, is to be paid to the ward-room mess committee by the Accountant Officer to enable the man to provide himself with the necessary mess clothing.

2. Payment is to be made for one year in advance from the date on which the man commences attendance on an officer or at the mess, and subsequently quarterly in arrear at the rate of 10s. a quarter. These quarterly payments are to be made at the end of each quarter, a proportionate amount being paid for the adjustment of a broken period.

The advance of £2 may be paid notwithstanding that payment has already been made in advance on account of a servant replaced, provided that it is not made in respect of a servant on whose account a similar advance has been made within the year at the same or some other establishment. In the latter case, payment at the rate of 10s. a quarter may be made quarterly in arrear on the expiration of the period covered by the original advance.

3. This allowance is not to be considered as a part of the mess fund, but is to be paid over by the mess committee to the officers' stewards as compensation for providing themselves with the mess clothing.

4. It is not to be credited in the ledger, but paid on a voucher to the cash account on form S. **24**, which is to show:—

(*a*) the names of the ratings employed, with the amounts and periods for which each of them is paid, and the dates to which they were last paid on previous vouchers;

(*b*) a certificate, signed by a member of the mess committee, that the officers' stewards paid have all been employed as mess waiters or as personal servants during the period to which the payment relates.

1599. Warrant Officers' Mess Waiters' Dress Gratuity.—At certain naval establishments at home, to be determined by the Admiralty, an allowance at the rate of 10s. a year may be paid on account of the officers' stewards employed as waiters in the warrant officers' messes, in order that they may be provided with extra mess clothing.

2. The allowances payable at each establishment are to be on the scale of one for every six warrant officers borne, with one additional when the total number of warrant officers borne is at least three in excess of six or a multiple of six.

3. Payment is to be made (at the rate of 2s. 6d. a quarter for each waiter allowed by this scale) to the warrant officers' mess committee by the Accountant Officer on vouchers to the cash account, the voucher in every case showing the names of the waiters employed and the dates to which previous payments have been made, a certificate being added as to the number of warrant officers borne during the quarter. The allowance is not to be considered as part of the mess fund and is to be expended solely in the provision of the necessary clothing.

4. The first quarterly allowance may be paid in advance, but subsequent payments are to be made quarterly in arrear at the end of each quarter, a proportionate amount being paid in adjustment of a broken period.

1600. Kit Upkeep Allowance (K.U.A.).—Naval ratings, including boys in the Training Establishments, are entitled, subject to the regulations in clauses 3, 4 and 5, to be credited with allowances to enable them to replace, without expense to themselves, the free kits issued on first entry. The allowance is payable while men are undergoing detention, but is not payable during periods of imprisonment or imprisonment in lieu of detention.

Recovered deserters waiting trial are entitled to the allowance from the date they are received into naval custody.

2. The rates are based upon the composition of the kits of the different classes of ratings and the estimated life of the various articles under conditions of fair wear and tear; and they are fixed in relation to the current issuing prices of clothing. They are liable, therefore, to revision from time to time, according to the rise or fall in the issuing prices. The rates will be communicated periodically in Admiralty Fleet Orders.

2a. When a man becomes entitled by confirmation in his rating to a higher rate of K.U.A., and the confirmation has been delayed and antedated under Article **407,** the higher rate of K.U.A. is to be credited only from the date the man is informed of his confirmation.

3. The allowance is to be credited quarterly in advance (*i.e.*, on the first day of each quarter), and the credits are to be shown in the ledger and indicated by the letters K.U.A.

In ships and establishments in which the system of cash payments for clothing is in operation, a proportionate instalment of the current rate of the allowance is to be paid at each fortnightly (or monthly) payment. The amount of the allowance included in these payments is to be posted up on the lower deck notice boards, in order that men may be aware that payment is being made.

In ships and establishments in which the system of cash payments for clothing is not in operation, K.U.A. is not to be paid by instalments. Clothing charges are to be inserted in the appropriate debit column of the ledger, and any balance of K.U.A. remaining unexpended at the end of the quarter is to be included in a lump sum in the payment made in the next quarterly settlement.

Adjustments at the approximate daily rates of the allowance are to be made in respect of periods of less than a quarter at the commencement and end of a man's service, and on his going to and returning from any shore service during which he receives free replacement of kit in kind (*see* clause 4).

In order to facilitate computation of the credit of kit upkeep allowance to petty officers, those who are not dressed in the special uniform of that rating (Class III dress with gilt buttons, etc.), and consequently are not entitled to the highest rate of K.U.A., are to be distinguished in the ledger and other pay documents by the notation K.U.A. II or K.U.A. III (according to whether they are

entitled to Class II or Class III rates of kit upkeep allowance) being placed under their names. Petty officers who, on confirmation in the rating, are not eligible to be paid outfit gratuity but are permitted to provide themselves with Class III uniform at their own expense (*see* Article **1596**, clause 3), are to be credited with kit upkeep allowance at the rate appropriate to the uniform they are wearing.

4. Kit upkeep allowance is not to be paid to ratings who are employed on services where free replacement of clothing is authorized on account of the nature of the service.

5. Special reduced rates of K.U.A. are laid down for Maltese and certain coloured ratings who are not generally required to maintain full kits. Should it be essential, however, for any of these ratings to maintain the full kit of their rating, they are entitled to receive the full rate of allowance.

1601. Submarine Kit Allowance (S/K A.).—Ratings serving in submarines are to be credited with an annual allowance to enable them to replace the articles of submarine protective clothing issued gratuitously on joining or rejoining.

2. The allowance is payable in quarterly instalments in addition to, and under similar conditions to, kit upkeep allowance (Article **1600**), and will be subject to revision according to the rise or fall in issuing prices. The rate will be communicated periodically in Admiralty Fleet Orders. Credits are to be indicated in the ledger by the letters S/K A.

1601a. Damage to Clothing in Netlayers and Boom Carriers.—Ratings in Netlayers and Boom Carriers are to be paid allowances of 3d. a day and 2d. a day respectively when actually working on the nets, to compensate for the extra wear and tear to which their personal clothing is subjected. Form S.9 is to be used as a supporting voucher for this payment and is to be forwarded into office as an enclosure to the ledger.

1601b. Damage to clothing in oil-operated gun turrets.—Ratings regularly employed in oil-operated gun turrets (including 4·5-in. U.D. Mark III, 4·7-in. Mark XIX (Twin) and 4·7-in. Mark XX (Twin) Mountings) are to be paid an allowance at the following rates to compensate for damage by oil to their personal clothing :—

Ordnance Artificers and Ordnance Mechanics borne in lieu .... 5s. 0d. a quarter.
Other Naval Ratings ..... 3s. 0d. a quarter.

2. The allowance is to be credited quarterly on the ledger in the "Miscellaneous Credits" column, Form S. 9 (rendered separately from the extra pay lists) being used as a supporting voucher.

1602. Plain Clothes Gratuity (P.C.G.).—Subject to the following conditions, men and boys leaving the Service are to be given a gratuity to assist them in providing themselves with plain clothes. The actual amount of the gratuity, which is subject to periodical revision, is communicated from time to time in Admiralty Fleet Orders.

2. Men and boys leaving the Service for any of the following reasons will not be entitled to the plain clothes gratuity:—

(*a*) Men and boys who are discharged at their own request (including those who purchase discharge) within three months of entry.
(*b*) *Deleted.*
(*c*) Men and boys dicharged for misconduct or for fraudulent entry.
(*d*) Men and boys discharged for any reason shortly after entry who are still in possession of the plain clothes they wore on joining.

3. Men and boys who re-engage without a break in service are only entitled to receive the plain clothes gratuity when they actually leave the Service.

4. Men and boys who re-enter after being out of the Service for less than six months will not be entitled to the plain clothes gratuity again on discharge; men and boys who re-enter after a break of six months or more may be given the gratuity again on discharge,

5. In the event of a rating who is entitled to the plain clothes gratuity being in debt to the Crown at the time of his discharge, the gratuity is not to be applied towards the liquidation of the debt.

6. Detailed instructions regarding the payment of plain clothes gratuity to Royal Marines are given in the Instructions for Royal Marine Divisions.

7. The fact that a man has or has not been credited with the plain clothes gratuity on discharge is invariably to be noted in the engagement column on page 1 of his service certificate.

1603. Good Shooting Prizes.—Prizes for good shooting with heavy, light and other guns, etc., are allowed to Naval ratings and Royal Marines under the following conditions:—

I—Gunnery Proficiency

A—General

(*His Majesty's ships in commission with full or reduced complements.*)

(i) An annual capitation allowance not exceeding 2s. 3d. for each of the ratings required to man the gun armament, shell rooms, magazines and fire control stations as specified at the foot of pages 8 and 9 of form S. 255 (Quarter Bill) may be paid at the discretion of Commanding Officers, subject to any instructions issued locally by Senior Officers afloat, to Naval ratings, Royal Marines and Royal Air Force ratings embarked, particularly responsible, either individually or collectively, for a ship's attainment of gunnery proficiency and including those successful in competition, drills and the use of instructional appliances.

The number of officers required at gunnery stations is not to be included in the number on which the capitation allowance is based.

Officers are ineligible for this prize money.

(ii) The capitation allowance is to count from the date of the ship commissioning or recommissioning.

(iii) Payment of gunnery proficiency allowances due in respect of separate years may be made at any time within the period of a ship's commission, provided that the total prize money distributed during the commission does not exceed the aggregate of the capitation allowance payable in respect of each separate year in commission, reckoning for this purpose any portion of an incomplete year as a full year.

(iv) The Senior Officer may exercise discretion in the administration of the prize money funds, whether by money payments or the purchase of trophies, etc. For this purpose ships may be grouped if the Senior Officer considers that a more equitable distribution of the moneys available would be thereby effected.

Money payments are to be credited in the "Good Shooting Prizes" column of the ledger, the authority for payment (form S. 297) being forwarded into office as an enclosure to the ledger. When a trophy, etc., is purchased, the receipted bill is to be attached to the cash account voucher.

(v) No part of this prize money for proficiency in gunnery is to be devoted to prizes for rifle, pistol or machine gun firing.

B—Grouped Ships

(i) When ships are grouped as provided for in Section I. A, (iv), the Senior Officer may determine what proportion of the capitation allowance is to be aggregated for disposition as a central group fund.

Details of any such groupings are to be reported to the Admiralty for information.

The remaining portion of the capitation allowance will constitute the ship's fund and may be drawn on at the discretion of the Commanding Officer after each practice or for drills, etc. Where exceptional merit is shown a further grant may be applied for from the group fund.

(ii) Awards from the group fund are to be authorized by the Senior Officer on the results of the group competitions or firings and at the close of the practice year. Where individual awards to ratings are authorized, the amounts will be communicated to the appropriate ship. Payments authorized from the group fund otherwise than for awards to ratings, e.g., for the purchase of trophies, etc., will be made by the Accountant Officer of the Senior Officer's ship, the receipted bills being attached to the relevant cash account vouchers.

(iii) The amount allocated to the group fund is to be noted on form S. 297 authorizing payment from the ship's fund, and forms authorizing payment from the group fund are to show the amount pooled and the respective proportions arising from the individual vessels.

Awards to ratings from either fund are to be credited in the "Good Shooting Prizes" column of the ledger, the authority for payment being forwarded as an enclosure thereto.

II—Rifle Shooting Proficiency

(i) The following scale of prize money is to be adopted for all "B" Course practices carried out under the regulations contained in the R.N. Handbook of Musketry and Pistol Practices for His Majesty's Fleet:—

Percentage of points	Prize Money payable	Percentage of points	Prize Money payable
	s. d.		s. d.
65	0 6	83	16 0
66	1 0	84	17 4
67	1 6	85	18 8
68	2 0	86	20 2
69	2 8	87	21 8
70	3 4	88	23 4
71	4 0	89	25 0
72	4 8	90	26 8
73	5 6	91	28 6
74	6 4	92	30 4
75	7 2	93	32 2
76	8 0	94	34 2
77	9 0	95	36 2
78	10 0	96	38 2
79	11 0	97	40 4
80	12 2	98	42 6
81	13 4	99	44 8
82	14 8	100	47 0

Maximum points—100

Payments are to be credited in the "Good Shooting Prizes" column of the ledger, the authority for payment (form S. 290) being forwarded into office as an enclosure thereto.

(ii) The results of rifle courses are to be entered on ratings' history sheets, in accordance with the instructions printed thereon, immediately after completion of the courses. For ratings having no history sheets, the notation is to be made under "Examinations, etc.", on page 3 of the service certificate.

(iii) A man is eligible for badges and prize money only for the first course fired during the current musketry year.

(iv) Officers are ineligible for this prize money.

(v) Prizes for good rifle shooting for Royal Marines are allowed under the conditions set forth in Article 774.

III—Pistol Firing Proficiency

(i) The following scale of prize money is to be adopted for pistol firing, in accordance with the instructions contained in the Handbook of Musketry and Pistol Practices for His Majesty's Fleet.

Total Points obtained	Prize Money	Total Points obtained	Prize Money
	s. d.		s. d.
210	10 3	194	7 6
209 or 208	10 0	193	7 3

Total Points obtained	Prize Money	Total Points obtained	Prize Money
	s. d.		s. d.
207 or 206	9 9	192	7 0
205 or 204	9 6	191	6 9
203 or 202	9 3	190	6 6
201 or 200	9 0	189	6 3
199	8 9	188	6 0
198	8 6	187	5 9
197	8 3	186	5 6
196	8 0	185	5 3
195	7 9	184	5 0
183	4 9	176	3 0
182	4 6	175	2 9
181	4 3	174	2 6
180	4 0	173	2 3
179	3 9	172	2 0
178	3 6	171	1 9
177	3 3	170	1 6

Below 170 no Prize Money

The prize money is to be credited in the "Good Shooting Prizes" column of the ledger, the authority for payment (form S. 300) being forwarded into office as an enclosure thereto.

(ii) The results of pistol practices are to be entered on ratings' history sheets immediately after completion of the courses. For ratings having no history sheets, the notation is to be made under "Examinations, etc." on page 3 of the service certificate.

(iii) A man is eligible for prize money only for the first standard test pistol course fired in the current musketry year.

(iv) Officers are ineligible for this prize money.

IV—Light and Heavy Machine Gun Proficiency

(i) The following scales of prize money are to be adopted for machine gun firing, in accordance with the instructions contained in the Handbook of Musketry and Pistol Practices for His Majesty's Fleet, the definitions of light and heavy machine guns being as follows:—

(*a*) A light machine gun is a continuous fire weapon which is normally fired from the shoulder with the aid of a rest.

(*b*) A heavy machine gun is a weapon capable of prolonged continuous fire which by the aid of a suitable mounting and instruments gives sustained accuracy.

Light Machine Gun

Points	Prize Money	Points	Prize Money
	s. d.		s. d.
120	0 3	145	12 2
121	0 6	146	12 11
122	0 9	147	13 8
123	1 0	148	14 5
124	1 4	149	15 2
125	1 8	150	15 11
126	2 0	151	16 8
127	2 4	152	17 5
128	2 8	153	18 3
129	3 0	154	19 1
130	3 4	155	19 11

Light Machine Gun—Con.

Points	Prize Money	Points	Prize Money
	s. d.		s. d.
131	3 10	156	20 9
132	4 4	157	21 9
133	4 10	158	22 9
134	5 4	159	23 9
135	5 10	160	24 9
136	6 4	161	25 9
137	6 10	162	26 9
138	7 6	163	28 3
139	8 2	164	29 9
140	8 10	165	31 3
141	9 6	166	33 0
142	10 2	167	34 9
143	10 10	168	36 9
144	11 6		

Heavy Machine Gun

180	0 2	218	12 4
181	0 4	219	12 10
182	0 6	220	13 4
183	0 8	221	13 10
184	0 10	222	14 10
185	1 0	223	14 10
186	1 3	224	15 4
187	1 6	225	15 10
188	1 9	226	16 4
189	2 0	227	16 10
190	2 3	228	17 5
191	2 6	229	18 0
192	2 9	230	18 7
193	3 0	231	19 2
194	3 3	232	19 9
195	3 6	233	20 4
196	3 10	234	21 0
197	4 2	235	21 8
198	4 6	236	22 4
199	4 10	237	23 0
200	5 2	238	23 8
201	5 6	239	24 4
202	5 10	240	25 0
203	6 2	241	25 8
204	6 6	242	26 4
205	6 10	243	27 2
206	7 3	244	28 0
207	7 8	245	28 10
208	8 1	246	29 8
209	8 6	247	30 6
210	8 11	248	31 4
211	9 4	249	32 2
212	9 9	250	33 0
213	10 2	251	33 11
214	10 7	252	34 10
215	11 0	253	35 9
216	11 5	254	36 9
217	11 10		

(ii) Officers are ineligible for this prize money.

(iii) Prizes for proficiency in the above firings for Royal Marines are allowed under the conditions set forth in Article **774**.

(iv) The prize money is to be credited in the "Good Shooting Prizes" column of the ledger, the authority for payment (form S. 293) being forwarded into office as an enclosure thereto.

1604. Torpedo Proficiency Prizes.—Money prizes for proficiency in drill, loading, careful manipulation and maintenance, and satisfactory running of torpedoes are awarded under the following conditions:—

(*a*) At an annual capitation rate of 5d. on the authorized complement in vessels in which a torpedo armament is carried, for proficiency in drill, loading, careful manipulation and maintenance, and satisfactory running of torpedoes.

Supernumerary ratings borne for training are not to be regarded as part of the authorized complement of a vessel for the purpose of calculating the total amount of prize money available for distribution. Supernumerary ratings, however, are eligible to participate in the distribution.

Payment is admissible in aircraft carriers, and the total authorized complement, including Royal Naval and Royal Air Force personnel of the Fleet Air Arm complement, is to be taken into account in calculating the amount of prize money due. Royal Air Force ranks serving in His Majesty's ships are eligible for these payments.

(*b*) To be paid at the discretion of commanding officers, subject to any instructions issued by Senior Officers.

(*c*) To be calculated as from the date of commissioning or recommissioning of a vessel.

(*d*) The amount due in respect of separate years to be payable at any time within the period of a ship's commission, provided that the total prize money distributed during the commission does not exceed the aggregate of the amount payable in respect of each separate year in commission, reckoning for this purpose any portion of an incomplete year as a full year.

(*e*) The Senior Officer may exercise discretion in the administration of prize money funds, whether by money payments or the purchase of trophies, etc.

(*f*) A part of the whole of the funds available in respect of individual ships may be pooled and administered to the squadron or flotilla, etc., at the discretion of the Senior Officer.

A notation of the amount so dealt with is to be made on form S. 297 authorizing payment of the unpooled portion. Forms for payment of pooled prize money are to show the total amount pooled, and respective proportion arising from the individual vessels.

(*g*) *Submarines.*—Prize money is to be payable at the rate of £1 per annum in each submarine affected, subject to the same conditions as above.

(*h*) *Naval Air Stations and Mobile Torpedo Maintenance Units.*—Prize Money is payable on the following scale:—

	Per Annum £
Naval Air Stations with Torpedo facilities with authorized complements of—	
1,000 or over	15
Over 500 but under 1,000	10
500 or below	5
Mobile Torpedo Maintenance Units	2

(*i*) The amounts payable under (*h*) of this Article may be pooled and distributed by the Rear Admiral, Naval Air Stations, who may also exercise discretion whether to administer the fund in the form of money payments or in the purchase of trophies. Royal Air Force ranks are eligible to participate.

(*j*) The prize money is to be credited in the "Good Shooting Prizes" column of the ledger, Form S.297, authorizing payment being forwarded into Office as

an enclosure to the ledger. When a trophy, etc., is purchased the receipted bill is to be attached to the cash account voucher.

(*k*) Officers are ineligible for this prize money.

1605. For Charge of Machinery.—Engine-room ratings are entitled to machinery and senior engineer's allowances under the conditions and according to the scale laid down in Appendix XVII, Part 3. *See also* **1573**, clauses 1 (last sentence), 4, 5 and 6, the provisions of which apply to ratings, except that they may be paid an allowance for charge of engines at W/T Stations at home and abroad (Appendix XVII, Part 3).

1606. Acting Schoolmaster.—The allowance authorized in Appendix XVII, Part 3, may be paid to any person (other than an officer) acting as Schoolmaster in the following circumstances:—

(*a*) In a ship in which an Acting Schoolmaster is authorized by complement, if directed to perform the duties in accordance with Article **1485**, provided the duties are carried out to the satisfaction of the Captain, and the person concerned does not neglect any other duty which he is normally bound to perform. Where no Schoolmaster is carried, the Acting Schoolmaster will be responsible for keeping the school register and forwarding the same annually as directed in Article **1484**, clauses 2 and 3.

(*b*) *Deleted.*

(*c*) In the temporary absence (except on leave, other than sick leave) of a Schoolmaster in a vessel in which one or more are allowed as part complement.

(*d*) If employed by Admiralty authority as Schoolmaster in a shore or harbour establishment.

Subject to the above conditions, the allowance is to be credited in the ledger.

On every occasion of a rating taking up or ceasing this duty, the fact is to be reported to the Admiralty on form S. 161.

1607. Ship's Library.—In ships not bearing a Schoolmaster or Acting Schoolmaster, the person appointed to manage the issue and return of the books of the ship's library shall receive the allowance authorized in Appendix XVII, Part 3. In ships in which an Acting Schoolmaster is borne, the allowance payable under Article **1606** is to be regarded as inclusive of library allowance.

1608. Playing Harmonium, etc.—The allowance authorized in Appendix XVII, Part 3, may be paid to any properly qualified person of the ship's company, selected by the Commanding Officer, who plays the harmonium or any other suitable instrument and conducts the choir during Divine Service

2. The allowance is payable only to the person who actually performs the duty, and in the event of the usual recipient being absent from Divine Service owing to leave, sickness, etc., the payment for that week is to be made to the substitute who performs the duty.

3. Officers are not eligible for this allowance.

1609. Victualling Store Allowance.—Ratings, other than Supply and Writer ratings, when in charge of victualling stores may receive store allowance according to the rates laid down in Appendix XVII, Part 3.

The allowance is granted conditionally upon the duties being correctly and properly performed, and may be withheld, or refund thereof required, if the performance of the duties is not satisfactory.

1610. Troop Allowance.—When His Majesty's ships are carrying troops, the Supply Chief Petty Officer or Supply Petty Officer borne for victualling duties is entitled to troop allowance as laid down in Appendix XVII, Part 3. This allowance is to be paid by the Accountant Officer on a certificate signed by the Captain, showing the numbers victualled each day.

2. This allowance may also be paid, at the discretion of the Admiralty, to the Supply Chief Petty Officer or Supply Petty Officer borne for victualling duties in

any ship employed in the conveyance of naval supernumeraries, but it will not be paid for any day on which the number of naval supernumeraries carried does not cause the authorized sea-going complement to be exceeded by 200. If the number of supernumeraries is likely to exceed 200 for more than 14 days, the fact is to be reported to the Admiralty, so that extra ratings may be sent.

1611. Sick Berth Attendant's Duties.—The rating employed on the duties of Sick Berth Attendant may be credited with the allowance authorized in Appendix XVII, Part 3.

2. The allowance is not payable in a ship allowed two or more Sick Berth ratings, unless no Sick Berth staff is borne.

3. While it is not desired to restrict the Captain in selecting the most efficient man for this duty, it is to be understood that in making the selection preference should be given to men whose pay does not exceed 4s. a day.

1612. Lamptrimmer.—In ships in which this rating is allowed in the complement, the qualified Marine, or other person who satisfactorily performs the duty in the absence of a duly qualified Marine, is to receive the lamptrimming allowance authorized in Appendix XVII, Part 3, and, if he is the senior or only lamptrimmer, the allowance for care of lamps in addition, in accordance with the scale laid down in Appendix XVII, Part 3. The employment of qualified Marines as lamptrimmers is to be noted in red ink under their names in the ledger; unqualified persons are to be described therein as "Acting Lamptrimmer."

2. The additional allowance to the senior or only lamptrimmer is to be considered as a gratuity for thoroughly efficient performance of duty, and is not to be paid as a matter of course, but only provided that the Commanding Officer is satisfied that the lamps and lamp stores have been carefully and properly attended to. The number of lamps and lanterns on charge in the relative Naval Store Account is to be noted against the name of the lamptrimmer concerned in the "Remarks" column of the ledger.

3. The rate of allowance for care of lamps payable to the lamptrimmer allowed by complement to each tier or group of destroyers in reserve is to be based on the total number of lamps and lanterns on charge in the relative Naval Store Accounts in respect of the whole tier or group.

4. In battleships, battle cruisers, cruisers, minelayers, fleet target, depôt and repair ships, also aircraft carriers, and shore naval establishments, in which the central storekeeping system is operative, no allowances are payable, and the custody and care of the lamps and lamp stores are to be undertaken by Supply ratings.

In all other ships fitted for central storekeeping, the allowances are payable to the rating mentioned in clause 1.

1613. Ships Undergoing Trials, etc.—In a ship undergoing trials, men employed on the duties of the following ratings, namely:—Supply Chief Petty Officers, Yeoman of Stores, Engineer's Writer, Gunnery Lieutenant's Writer, Torpedo Lieutenant's Writer, Lamptrimmer, Butcher, and Officers' Servant, may, at the discretion of the Admiralty, be credited with the established allowances (Appendix XVII, Part 3).

2. The sanction of the Admiralty is to be obtained in each case before payment is made, and the application for payment is to be accompanied by certificates that the men have performed their duties satisfactorily.

1614. Chief Yeomen of Signals and Chief Petty Officer Telegraphists.—The following rules are to be observed for the payment of senior allowance (Appendix XVII, Part 3) to half the number of Chief Yeomen of Signals and Chief Petty Officer Telegraphists:—

(*a*) General rosters of all Chief Yeomen of Signals and Chief Petty Officer Telegraphists are kept by the Captain of the Signal School, Portsmouth. The allowance is not to be granted or restored without the approval of this officer.

(*b*) The allowance is to be restricted to men in the top half of the general roster, subject to the undermentioned conditions:—

(i) When a vacancy for the payment of the allowance occurs, the Captain of the Signal School is to inform the Commanding Officer of the ship or establishment in which the man next in seniority is serving, that he is

entitled to the allowance, provided he is recommended therefor. If the man is recommended, the Captain of the Signal School is to be so informed and the authority for payment is to be noted in the ledger.

(ii) A man may be deprived of the allowance if, in the opinion of his Commanding Officer, he is not fitted to receive it, but it may be restored to him if he is subsequently recommended.

(iii) The allowance may not be held by any man in receipt of pay for the non-substantive rating of V/S 1 or W/T 1.

(iv) The allowance is to be restricted to men advanced to the rating of Chief Yeoman of Signals or Chief Petty Officer Telegraphist not later than 31st December, 1933, and will cease to be paid in respect of men advanced to those ratings after that date.

1615. Submarine Pay.—The rates of submarine pay to ratings are laid down in Appendix XVII, Part 3. The lower rate of submarine pay is payable continuously to trained submarine ratings throughout their service in the submarine branch, except when:—

(a) Borne as "part crew" of a submarine

(b) Drafted in lieu of a "part crew" rating checked sick

when the higher rate is payable, and during sickness when submarine pay ceases as provided in clause 4. (The term "service in the submarine branch" connotes immediate availability for service in submarines and continuous submarine pay is not payable to ratings when detached for general service.)

Whenever ratings are discharged from service in the submarine branch, the notation "To general service" is to be made in the "Cause of Discharge" column of the service certificate and in the "Discharge" column of the ledger. (*See* Appendix XVII, Part 4.)

2. During periods of passage other than in a submarine the allowance is normally payable at the lower rate; but payment at the higher rate may be continued to men in receipt of such rate when travelling or on passage for periods not exceeding 48 hours, provided that payment of the higher rate would be continuous except for this short period on passage.

3. Payment of submarine pay at the higher rate may be continued to "part-crew" ratings during all periods of leave taken whilst borne in that capacity on ship's books. On all other occasions of leave, submarine pay is payable only at the lower rate.

Where ratings are discharged to general service while serving abroad, submarine pay is to be paid only for that portion of foreign service leave which is earned by service in the submarine branch.

4. In the event of sickness, including sick leave, the following rules will apply:—

(i) *Disability directly attributable to conditions peculiar to service in submarines.*

If the disability is held by the Admiralty to be directly attributable to conditions peculiar to service in submarines, submarine pay may be continued, so long as the man remains on full pay, up to a maximum of ninety-one days from the date checked sick, irrespective of whether submarine pay is being issued continuously or intermittently. A full report of the circumstances attending the man's disability, supported by a medical certificate, is to be transmitted at the earliest possible date to the Secretary of the Admiralty, pending directions from whom submarine pay is to be credited only under the regulations laid down in sub-clause (ii) of this clause.

The rate of submarine pay to be credited during sickness to men whose disability is admitted as coming within this category will be the rate, or where two rates are shown, the higher rate, appropriate to their rating.

(ii) *Disability not directly attributable to conditions peculiar to service in submarines and not due to causes within the man's own control.*

Submarine pay, where being paid continuously, may be continued during sickness, so long as the man remains on full pay, up to a maximum of thirty days from the date checked sick. The credit of submarine pay is to be supported by a medical certificate to the effect that the disability is not due to causes within the man's own control, this certificate being forwarded as an enclosure to the ledger.

The rate of submarine pay to be credited during sickness to men whose disability is regarded as coming within this category is to be the rate, or where two rates are shown, the lower rate, appropriate to their rating.

Men who receive submarine pay only for days when actually at sea in a submarine, will not be eligible for submarine pay during sickness coming within this category.

(iii) *Disability due to causes within the man's own control.*

Submarine pay will cease from the date checked sick, and shall not recommence until the day following the expiration of the checked draft period.

5. Submarine ratings may continue to receive submarine pay in accordance with the scale laid down in Appendix XVII, Part 3, whilst lent to the various schools for the purpose of qualifying or requalifying in substantive or non-substantive ratings necessary to submarines, provided that during the period of the course a man is not discharged from service in submarines for reasons within his control. (*See* Appendix XVII, Part 4, paragraph 14.) The allowance may similarly be continued to ratings undergoing the course for, and during, the higher educational test.

Submarine pay may not be withheld as a punishment for misconduct, but may, however, be stopped, at the discretion of the Commanding Officer of a flotilla, in the event of inefficiency resulting from misconduct on shore or on board, or want of diligence. Such stoppage should not exceed thirty days in all; it should not be entered in records of punishment, but a reference is to be made in the "Remarks" column of the ledger, *e.g.*, "20 days' submarine allowance stopped for inefficiency (want of diligence)."

Submarine pay is attachable for the purpose of mulcts, but is not liable to deductions when a rating is in the second class for conduct.

1616. Telegraphist Air Gunner.—Men trained and detailed as Telegraphist Air Gunners, or under training as such, are to receive allowances as laid down in Appendix XVII, Part 3.

2. Payment is to be made during sickness, leave and passage in accordance with the following rules:—

During Sickness (including Sick Leave)

(*a*) If the sickness is held by the Admiralty to be directly attributable to conditions peculiar to flying, the allowance may be continued, so long as the rating remains on full pay, to a maximum period of ninety-one days from the date checked sick, irrespective of return to duty. This provision applies to all men in receipt of the allowance, whether continuously or for actual days of ascent. A full report of the circumstances attending the man's disability, supported by a medical certificate, is to be transmitted at the earliest possible date to the Secretary of the Admiralty, pending directions from whom the allowance is to be credited only under the regulations laid down in sub-clause (*b*) of this clause.

(*b*) During ordinary illness, the allowance is to be continued to fully qualified ratings only up to a maximum period of thirty days from the date checked sick, irrespective of return to duty. Credits under this authority are to be supported by a medical officer's certificate to the effect that the sickness is of an ordinary nature, and is not due to causes within the rating's own control. The concession does not apply to men under training.

(*c*) When sickness is due to causes within the control of the rating concerned, payment is to be suspended from the date checked sick.

During Leave

(*d*) Ratings may continue to receive the allowance during periods of ordinary leave while detailed for air duties, provided they return to this duty on expiration of leave. This concession does not apply to ratings under training.

(*e*) The allowance is payable to qualified ratings whilst on foreign service leave, but, with this exception, it is not payable to ratings during any leave granted after completion of air duty.

During Passage

(*f*) The allowance is not to be paid to ratings in respect of periods of passage to or from an appointment, unless the allowance is payable under the rules stated above.

3. Ratings may continue to receive the allowance whilst lent elsewhere for the purpose of undergoing courses, provided they return to air duties when the course is finished.

4. The allowance is attachable for the purpose of mulcts, but is not liable to deductions when a rating is in the second class for conduct.

Deductions

1617. Fraudulent Entries and Deserters. Adjustment of Debts between the Services.—If a man fraudulently join the Royal Navy or Royal Marines from the Army or Royal Air Force, or from any Reserve or other Force affiliated to the Army or Royal Air Force, and be subsequently reclaimed for further service in his original unit, the amount of any debt incurred by him in the Royal Navy or Royal Marines (excluding the expenses of apprehension) is to be recovered through the Commanding Officer of the unit concerned (*See* **1816** and **1879**). If retained in the Royal Navy or Royal Marines, he will be required to make good any sums that may be due from him under the Regulations of his former unit. The amount due will be notified by, and repaid to, the Commanding Officer of the unit and will be charged against the man in the ledger.

2. If a deserter from the Royal Navy or Royal Marines fraudulently enter the Army or Royal Air Force, or any Force affiliated thereto, and be not reclaimed for further service in the Royal Navy or Royal Marines, the amount of any debt outstanding at the time of desertion will be recovered through the Commanding Officer of the unit in which he is serving. If, however, he be reclaimed for further service in the Royal Navy or Royal Marines, the value of any clothing or other articles supplied gratuitously to him by the unit, as well as any moneys owing by him (excluding the expenses of apprehension), shall be repaid to the Commanding Officer of the unit and charged against the man in the ledger, irrespective of the state of the man's conduct.

3. A similar procedure will be followed when men fraudulently enter the Royal Navy from the Royal Marines, and *vice versâ*.

4. Whenever practicable, the necessary adjustment of these debts is to be made locally between the Accountant officers of the Services concerned; otherwise the case should be reported to the Admiralty.

1618. *Deleted.*

1619. Forfeitures and Deductions generally.—Forfeiture and deductions of pay, allowances, etc., necessary under the various conditions specified in the Regulations, are dealt with in the following Articles:—

541 *(Dismissal with Disgrace)*; **566,** clause 4 *(Second Class for Conduct)*; **569,** clause 3 *(Cell Punishment)*; **578,** clause 8, and **580** *(Leave-breaking and Drunkenness on Leave)*; **589,** clause 6 *(Deserters)*; **593-596** *(Rewards for Recovery of Deserters and Absentees)*; **598** *(Men in Civil Custody)*; **1120, 1121** *(Discharge by Purchase and Re-entry)*; **1520** *(During Imprisonment or Detention)*; **1524** *(Unclaimed Pay)*; **1528** *(Losses or Improper Expenditure)*; **1879** *(Recovery of Clothing Gratuities)*.

CHAPTER XLV

EXTRA PAY AND COMMITTEE ALLOWANCES

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SECTION I—EXTRA PAY, ETC.

(a) *General Instructions*

1620. Authority.—Extra pay, subject to the following regulations, will be granted to officers, men and boys of ships in commission, and of the Royal Marines on shore strength, when employed on extra duty, under the special orders and at the discretion of the Commander-in-Chief, or Senior Officer present, or of the Adjutant-General for Royal Marines on shore strength, or as otherwise provided in the following articles. Such employment is, however, not to be sanctioned except when it is absolutely necessary.

2. **Extraordinary Service.**—Any case of an officer or man being employed on extraordinary service not provided for in the following regulations, which, in the opinion of the Commander-in-Chief or of the Adjutant-General, Royal Marines, may give him an equitable claim to extra remuneration, or for payment at more than the usual rates, is to be referred to the Admiralty for decision.

3. Commanding officers are to exercise great discretion in forwarding applications for extra pay in cases where the grant thereof by the Commander-in-Chief, or Adjutant-General, is not provided for by these regulations.

4. **When not Entitled.**—No officer or other person, except as expressly provided for in the following regulations, is entitled to extra pay for work done in or directly for the ship to which he belongs, either as part complement or as supernumerary, or in which he may be borne for the express purpose of performing any given work, or for any work done in or for the tenders or boats of such ship.

5. **Supernumeraries in Stationary Ships.**—It being part of the ordinary duty of officers and men borne as supernumeraries in the depôts or stationary ships at home, when directed by the Commander-in-Chief, to perform the various duties appertaining to a seaman's work in connection with masts, rigging, fitting out, and stores, etc., of ships in or out of commission, such services are not to be considered as extra duty carry extra pay, except as provided in Article **1625.**

Artisans so borne are similarly to be employed at their various trades without extra pay.

6. **Natives.**—Except where otherwise expressly provided, the rates of extra pay laid down in the following Articles are not to be paid to native ratings (Kroomen, Somalis, Goanese, etc.), employed in ships on foreign stations. The rates payable to such ratings will be fixed by the Admiralty, within the limits laid down for European ratings, at their discretion.

7. **Vouchers.**—Separate schedules (S.9) are to be made out for persons belonging to different ships or establishments in which not only the nature of the work performed, but the grounds on which it has been authorized to be paid for as an extra duty, are invariably to be stated. Separate lists are to be used for officers and men. The lists are to be made out in triplicate; one copy is to accompany the ledger, and one copy is to be retained by the Accountant Officer. The third copy of forms, showing payments to men and boys, is to be posted on the lower deck notice board. (*See* **1713**, clause 3.)

8. **Approval.**—All extra pay lists are to be approved by the officer ordering the extra duty, or by the senior officer present, except in the cases provided for in Articles **1623, 1624, 1627, 1629** to **1636** and **1642**, when the Commanding Officer's approval will suffice.

9. The order of the Commander-in-Chief, Adjutant-General, Royal Marines, Senior Officer, or Commanding Officer, as the case may be, for the employment of persons on extra pay, or a copy, is to accompany the schedule, or the substance of the order is to be stated thereon.

10. **Day, how Reckoned.**—With regard to extra pay, the day is to be reckoned as follows:—

Hard lying money Field allowances Tropical allowance and stoking Climate pay	24 hours.
Engineering work General work Slinging troop hammocks Soldiers and airmen employed as stokers, etc.	10 hours, including intermediate dinner hour.
Working in double bottoms	8 hours, including intermediate dinner hour.
Assisting in ship's office	6 hours.

11. Unless otherwise directed, proportionate amounts are to be paid for the adjustment of broken periods.

12. **Work for Private Individuals.**—Extra pay is not to be paid to officers or men for work performed for private individuals in rendering salvage services, or assistance to a ship in distress, without special Admiralty authority; and the circumstances of each case of this nature, in which a Captain may consider that extra remuneration should be granted, are to be reported fully for consideration and decision.

13. **Work for other Governments or Departments.**—Extra pay to officers and men for work performed for, or services rendered to, other Governments or Departments is to be paid according to the rates and regulations of their own Service, being credited in the ledger in the usual manner. This rule is to hold good whether the amount paid is ultimately recoverable or not from the Government or Department for which work is performed.

See also **714**, clauses **2** and **3**, *and* **1727**, clauses **5** and **6**.

(b) *Casual Services*

1621. For General Work.—Extra pay in accordance with the following scale may be allowed at the discretion of the Commander-in-Chief or Senior Officer, or of the Adjutant-General for Royal Marines on shore strength, when such conditions of extra work and hardship are entailed as to be considered deserving of additional remuneration. The allowance is only to be paid for exceptional work extraneous to officers' or ratings' normal duties, and is not ordinarily to be granted for such services as watering or towing a ship or taking off stores to another ship.

Ranks and Ratings	Rate to each Person per diem	
1. Lieutenants R.N., and officers of corresponding or superior rank; Lieutenants, R.M., paid on the scale prescribed for Lieutenants ex-warrant officers, and other Lieutenants, R.M., of over four years' commissioned service	3s.	
2. Sub-Lieutenants and officers of corresponding rank; Lieutenants, R.M., not provided for in (1); Second Lieutenants, R.M.; Commissioned officers from warrant rank and warrant (except Sergeant-Majors, R.M.) and subordinate officers	2s.	
Sergeant-Majors	1s. 3d.	
3. Chief petty officers and petty officers	1s. 3d.	
4. Leading ratings, "A.B." ratings, Stokers, 2nd Class	1s.	and equivalent Royal Marine ranks.
5. "Ordinary" ratings, other than Stokers, 2nd Class	9d.	
6. Boys	3d.	

1622. For Engineering Work.—The following rates may be paid to the ranks and ratings specified while employed on manual labour in repairing the machinery or boilers, or in other engineering work of ships, and to artisans employed at their trades. (Whatever their ratings may be on the ship's books, "Artisans" shall include all men employed as such, namely:—as Joiners, Sailmakers, Blacksmiths, Coopers, Armourers, Shipwrights, Plumbers and Painters.)

Ranks and Ratings	Rate to each Person per Diem
1. Lieutenants (E) and Ordnance Lieutenants	6s.
2. Sub-Lieutenants (E)	5s.
3. Commissioned Engineers, Warrant Engineers, Commissioned Mechanicians, Warrant Mechanicians, Commissioned Ordnance Officers and Warrant Ordnance Officers	4s.
4. Chief Artificers of all classes, and Chief Mechanicians	3s. 6d.
5. Artificers of all classes, and Mechanicians	3s.
6. Chief Shipwrights	3s. 6d.
7. Shipwrights, Leading Shipwrights (Old System), Shipwrights (Old System), Carpenter's Mates	3s.
8. All Artisans and Armourer ratings	2s. 6d.
9. Stokers and all other men employed as mechanics	1s. 6d.

1623. For Diving.—Payment at the rates and under the conditions laid down in the following table may be made for diving work under the authority of the Commanding Officer:—

Class of Work, and circumstances in which Extra Pay may be paid.	Ranks and Ratings.	Depth (fathoms) Over.	Depth (fathoms) Up to and including.	Rate for time under water. Any period up to the first 30 minutes.	During second half-hour at a rate per 30 minutes.	During third or subsequent half hrs. at a rate per 30 minutes.
When actually employed under water in charge of Diving Instruction.	1. Gunner, R.N.	3s. 6d. an hour. Payable when actually employed under water in charge of Diving Instruction in any ship or Establishment where authority has been given by the Admiralty for the training and qualification of divers.				
	2. Diver	—	6	s. d. 2 6	s. d. 1 6	s. d. 1 0
		6	12	2 9	1 9	1 6
		12	20	3 0	2 0	2 0
		20	25	3 6	2 6	2 6
		25	30	5 0	4 0	3 0
		30	35	6 6	5 6	4 0
		35	40	8 0	7 0	5 0
		40	45	10 6	9 6	7 0
		45	50	13 0	12 0	9 0
		over 50		Add 6d. per fathom for each half-hour.		
	3. Artificer Diver.	—	6	3 6	2 6	1 6
		6	12	3 9	3 0	2 3
		12	20	4 0	3 6	3 0
		20	25	5 0	4 0	3 9
		25	30	6 6	5 6	4 0
		30	35	8 0	7 0	5 0
		35	40	9 6	8 6	6 0
		40	45	11 0	10 6	8 0
		45	50	13 0	12 0	9 0
		over 50		Add 6d. per fathom for each half-hour.		
When employed as Instructor.	4. Diving Instructor.	—	6	9	9	9
		6	12	1 9	1 3	1 0
		12	20	3 0	2 0	1 6
		20	25	3 6	2 6	2 0
		Rates for further depths as for Diver (No. 2) above.				
When actually employed in attending on Divers, if not paid a bonus or gratuity for such attendance.	5. Attendant.	6d. an hour. This payment is to be made to the actual attendant on each Diver, and not to the warrant officer in charge of the party. The additional attendant accommodated in a submerged decompression chamber to be paid as for Diver (No. 2) above.				

(a) The period for which payment is made is to count from the time of entering to that of leaving the water, decompression times being included in the time under water for which payment is to be made. Proportionate amounts are to be paid for fractional periods of the second and subsequent half-hours below water, calculated at the rates shown in the last two columns of the scale. Should the work subsequently be found to be done improperly, the Captain, at his discretion, may cancel the whole or any portion of the payment.

(b) Artificer Divers, when actually employed under water on a purely mechanical piece of work, which the ordinary diver is not capable of efficiently performing

and when not paid a bonus or gratuity, are to be paid half a day's pay of their substantive rating for every hour, and proportionately for parts of an hour, in addition to the diving extra pay to which they may be entitled for the several depths.

(c) For recovery of articles, a bonus not exceeding one-fourth of the value of the article and not in any circumstances more than £1, may be given in lieu of payment by scale, of which bonus one-tenth is to be paid to the attendant.

When diving takes places for recovery of articles, a certificate should be inserted on the extra pay sub-voucher stating whether blame was attributable to any officer or man for the loss, and, if so, where the corresponding charge has been made against his pay in accordance with Article **1528**.

(d) A gratuity not exceeding £5 may be given in lieu of payment by scale in exceptional circumstances requiring despatch and for important skilled work satisfactorily performed, of which gratuity one-eighth is to be paid to the attendant; where the depth dived to is in excess of 40 fathoms, the gratuity may be increased to a maximum of £10.

(e) A diver who fails to conform to conditions of exercise, or is at any time unwilling to dive, is liable to be deprived of his diver rating and retaining pay for the current quarter.

(f) Men lent to another ship and employed in diving may be paid extra pay under Article **1621** in addition to the extra pay for diving under this Article.

(g) Divers are to be paid under this Article when they are employed in diving work for their ships, or for the tenders of their own ships.

(h) Only one first and one second period rate is to be paid for any one day, but if diving to two different depths, payment may be made at whichever first period rate is more advantageous to the diver. (*Example.*—A diver descends to 12 fathoms for 60 minutes, and to 6 fathoms for 45 minutes. The more favourable assessment would be 6s. 3d., arrived at as follows:—1 first period rate and one-half of second period rate, for 6 fathoms; and 2 third period rates for 12 fathoms.)

(i) Diving extra pay is not to be paid to officers and men who use the Davis Submerged Escape Apparatus as a means of shallow water diving. When the service is of such an exceptional nature as to merit remuneration, application for extra pay may be made in accordance with Articles **1620** or **1621**.

1624. For Bread-making.—Extra pay for bread-making, under the authority of the Commanding Officer, is to be paid as follows:—

(a) In Ships not fitted with Bakeries

Allowances may be paid at the rates and under the conditions for the quantity produced specified in the following scale, provided that the number of persons in receipt of bread-making allowances does not exceed the number of Cook and Cook (S) ratings allowed to the ship, and that the work is undertaken in addition to their ordinary duties:—

Rating.	When the Quantity produced is not less than—		
	25 per cent of the Full Allowance for the Ship's Company.	50 per cent of the Full Allowance for the Ship's Company.	75 per cent of the Full Allowance for the Ship's Company.
	Per diem.	*Per diem.*	*Per diem.*
Chief Petty Officer Cook, Chief Petty Officer Cook (S), Petty Officer Cook or Petty Officer Cook (S).	6d.	9d.	1s.
Other Cook or Cook (S) ratings (or persons employed in lieu thereof).	4d.	6d.	8d.

NOTE.—The above scale is to apply to Native Cooks in Sloops on the East Indies Station.

(b) In Ships fitted with Bakeries

Allowances may be paid at the daily rates specified in the following scale when the ratings employed in the bakery are engaged, in addition to their ordinary duties, in baking bread for issue to other ships. Payment is not to be made to more than four ratings per diem in any ship, and payment at the higher rate is only to be allowed to one Chief Petty Officer Cook, Chief Petty Officer Cook (S), Petty Officer Cook or Petty Officer Cook (S), although more than one rating of these grades may be employed. Extra pay is not allowable if the additional quantity of bread produced is less than 120 lbs. in capital ships and large aircraft carriers, or less than 60 lbs. in cruisers and small aircraft carriers and below.

Rating.	When the Extra Quantity of Bread produced is from—							
	60 to 119 lb.	120 to 200 lb.	201 to 300 lb.	301 to 450 lb.	451 to 600 lb.	601 to 750 lb.	751 to 900 lb.	901 lb. and over.
	Each per diem.							
	s. d.	*s. d.*	*s. d*	*s. d.*	*s. d*	*s. d.*	*s. d.*	*s. d.*
To one Chief Petty Officer Cook, Chief Petty Officer Cook (S), Petty Officer Cook or Petty Officer Cook (S) if employed	0 6	0 9	1 0	1 3	1 6	1 9	2 0	2 3
To each other rating:—								
(a) When not more than two other ratings are employed	0 3	0 6	0 8	0 10	1 0	1 2	1 4	1 6
(b) When three other ratings are employed	Nil	0 4	0 6	0 7	0 8	0 9	0 10	1 0

2. The vouchers for payment are to give full particulars in accordance with the above provisions.

1625. Working Parties in the Dockyards.—Except as provided in clause 5 of this Article, all Naval ratings and Royal Marines (including supernumeraries in the depôts, Royal Marine divisions, or stationary ships at home) employed in His Majesty's dockyards on work—

(a) ordinarily performed by dockyard workmen, or
(b) in ships out of commission in the dockyard,

are to be paid extra pay in accordance with Articles **1621**, **1622** or **1623** as may be applicable.

2. At the discretion of the local dockyard officers, working suits may be supplied on loan to such ratings or Royal Marines on the same lines, and under similar regulations, as for dockyard workmen.

3. A certificate in regard to employment and the approval for payment is to be given on form S. 9 by the appropriate officer of the dockyard concerned, and the amounts due should be credited to the men's accounts in their ship's ledger.

4. All such payments should be charged against the appropriate dockyard votes.

5. Extra pay under this Article is not to be paid to the ship's company (including a care and maintenance party) when employed in their own ship on work ordinarily performed by them.

See **1637.**

1626. Slinging and Unslinging Hammocks.—An allowance of 6*d.* a day will be paid to every man employed in slinging and unslinging troop and Royal Marine hammocks at a victualling yard, provided he completes not less than 30 a day.

1627. Docking or Undocking.—When the duty of docking or undocking one of His Majesty's ships in a colonial or private dock abroad falls upon the senior Shipwright officer or rating of the ship, he may be granted a gratuity not exceeding £1 for each docking or undocking, on the certificate of the Commanding Officer that the operation has been carried out successfully.

1628. Chaplain doing another's duty.—When a Chaplain is ordered to do the duty of another Chaplain in addition to his own, he shall receive for every day on which he so acts by order, whether in conducting services or religious ministrations and visiting the sick, the sum of 3s. extra pay. This allowance is not payable when a Chaplain does duty in or for a ship not allowed a Chaplain in her complement.

1629. Acting as Shorthand Writers.—Extra pay is issuable to officers and men of the Royal Navy and Royal Marines acting under competent authority (*i.e.*, a Commanding Officer or superior authority qualified to order an investigation) as shorthand writers at courts-martial, boards of inquiry and other important inquiries, at which it is necessary that evidence should be recorded in shorthand, including investigations into charges brought against petty officers, but not ordinary defaulters, at the following rate:—

For each folio of 100 words, 9d. (to cover both notes and transcription), but with a minimum payment of 5s. for any one court-martial, etc. No payment to be made unless notes are actually taken. The amount payable is to be credited in the ledger, and form S. 9, signed by the Captain, and stating the number of folios for which payment is due, is to be furnished.

1630. Assisting in Clerical Duties.—The Captain may authorize the employment of any person competent to assist in the clerical duties of the ship, and the payment to him of extra pay at the rate of 1s. 3d. a day, consisting of not less than six hours' work, in any of the following cases, which must be stated on the extra pay form S. 9:—

(*a*) When the office staff is short of complement.

(*b*) When sickness or absence, except on leave, of any of the office staff has continued for more than 14 days.

(*c*) When any extraordinary pressure has thrown more than a fair day's work upon the office staff daily for any period exceeding 14 days, provided the Captain be satisfied that the pressure has not arisen from previous want of application, and cannot otherwise be overcome.

2. Supply ratings, when employed on ship's office duties in addition to their own, are eligible for this extra pay under the foregoing conditions.

1631. Acting as Stokers.—All men employed, under the authority of the Commanding Officer, to act as stokers in a ship or in a steamboat, except stoker ratings, are to be paid for such duty 1s. a day, but while within the tropics, or, between 1st April and 30th November inclusive, while within the Red Sea or Persian Gulf, or while employed as provided in Article **1642** clause 1 (*c*), 1s. 6d. a day, in addition to their ordinary pay.

2. Soldiers, airmen, or distressed British subjects similarly employed are to be paid 1s. a day, but while within the tropics, or, between 1st April and 30th November inclusive, while within the Red Sea or Persian Gulf, 1s. 6d. a day.

3. Petty officers, leading ratings, non-commissioned officers and boys are not to be so employed unless their services are urgently required.

4. **Natives.**—Kroomen, native Africans, or Asiatics performing this duty, within or without the tropics, and whether in ships or in steamboats, are to be paid extra pay at the rate of 5d. a day.

1632. Soldiers and Airmen as Stokers, etc.—Except in emergency, soldiers and airmen are only to be employed as stokers, coal trimmers or artisans when they volunteer, and then only with the consent of their Commanding Officer, and if the Medical Officer certifies that they are capable of performing the duty without injury to their health. Each occasion is specially to be reported to the Admiralty, and the men are to be paid extra pay, under the authority of the Commanding Officer, as follows:—

(*a*) When employed as artisans, 1s. a day.

(*b*) When employed coaling ship, 9d. a day.

(*c*) When otherwise employed as stokers. (*See* **1631**).

2. Soldiers and airmen are not to be employed on duties which, through their lack of naval training, might place them in positions attended with risk to life or limb.

1633. Collecting Absentees.—Each Master-at-Arms, Regulating Petty Officer, or person doing duty as Regulating Petty Officer, under the authority of the Commanding Officer, is to be paid 1s. 6d. a day whilst employed on shore collecting deserter or absentees, without reference to the length of his absence from the ship, and in addition to any subsistence or lodging allowance to which he may be entitled under Article **1666.**

1634. Hammock-Men.—Men and boys employed as hammock-men to commissioned officers from warrant rank and warrant officers not provided with cabins are to be paid the allowance laid down in Article **1139** for the periods they are so employed. The names and ranks of the officers who have no cabins, and to whom the men or boys were appropriated for this duty, should be shown on the form S. 9.

(*c*) *Compensatory Allowances of a Casual Nature*

1635. For Work in Confined Spaces.—Extra pay at the rates laid down in clause 2 is to be paid to all persons, whatever their rating, employed under the authority of the Commanding Officer in scraping, repainting or other laborious work in the following confined spaces:—

(*a*) All double bottom compartments.

(*b*) All wing compartments not fitted with a ventilating system.

(*c*) Under engine bearers and under boilers.

(*d*) In vessels other than destroyers and similar craft:—

All compartments whose entrance and exit are by one or more ordinary manholes, or by rectangular water-tight hatches not hinged but secured by bolts or studs and nuts, and whether such entrance be from a flat or from a bulkhead.

Bunkers when empty are not to be regarded as confined spaces, but, if more than two-thirds full, and work has to be done in the bunker in this condition, the limited space over the coal after it has been trimmed may be regarded as a confined space for purposes of this regulation.

(*e*) In destroyers and similar craft:—

Fore peak or collision compartment.
Chain locker bilges.
Under flats or in bilges of magazines, shell and store-rooms.
Air spaces between magazines and boiler rooms.

Under and behind boilers and engines.
Coal bunkers when more than half full.
Oil fuel tanks and water spaces.
The space in any store-room which is nearly filled with stores in which a man may have to work, but not for the purpose of placing or receiving stores.
Stern gland compartments.
After compartment.

(*f*) Interiors of steam turbines from which only the examination or manhole doors have been removed.

2. The rates of the extra pay are as follows:—

(*a*) Ordinary rate	9d. a day.
(*b*) Within the tropics	1s. a day.
(*c*) When in the Red Sea or Persian Gulf between 1st April and 30th November, inclusive	1s. a day.

Payment under (*b*) and (*c*) above is to be restricted to the non-tropical rate for ratings in receipt of tropical allowance (Article **1642**) concurrently.

On the West Coast of South America, payment is to be restricted to the non-tropical rate when tropical allowance is not payable (*see* **1642**, clause 1, (*d*)).

3. Chief petty officers, petty officers, or leading ratings, who are engaged only in supervision over working parties entailing their presence in the confined spaces, are to be allowed extra pay at the special rate of 6d. per diem.

4. A record of the work in detail is to be kept as provided for in the Record Book and forms supplied for the purpose, and a full description of all spaces and of the nature of the work done is to be given on the extra pay sub-vouchers which accompany the ledger.

5. Extra pay is not to be granted for scraping or repainting the open parts of steel ships for which working dresses are allowed, nor will it ordinarily be granted for similar work on mess decks, in cabins, magazines, shell and store rooms and similar spaces, it being an essential condition that the space in which the work is carried out shall be confined, badly ventilated, or otherwise detrimental to the health of the men working therein.

6. Extra pay under this regulation is not to be allowed to stoker ratings for work in the interior of boilers or for trimming coal in bunkers.

7. Should work not be done satisfactorily, the extra payment is not to be made.

8. When doubt exists as to whether a space may be considered as "confined" for the purpose of extra pay, reference is to be made to the Admiralty before payment is made.

1636. For Work in Mud or Water.—Naval ratings and Royal Marines employed at Naval or Royal Marine establishments upon work which entails their standing in mud or water are to receive an allowance of 6d. a day, in addition to any other allowances payable for the duty.

1637. For Work of an Objectionable Nature.—When Naval or Royal Marine working parties are employed on work of a particularly objectionable character in confined spaces in His Majesty's dockyards. they are to be paid, in addition to any extra pay payable under Articles **1621, 1622** or **1623,** extra pay of such amount not exceeding 3d. an hour, as would under like conditions be paid to dockyard workmen similarly employed. Naval ratings or Royal Marines so paid, however, are not entitled to payment under Articles **1635** or **1636**.

See Article **1625,** clauses 2. 3, 4 and 5 which are applicable to this Article also.

1638. Hard-lying Money.—Subject to the conditions hereinafter stated, hard-lying money at the rates set forth in the following schedule is payable to officers and men (including those belonging to record parties and those appropriated for service in any particular vessel) whilst actually living and sleeping on board ships and vessels in the circumstances specified. By the term "full rates" is meant the rates of extra pay provided under Article **1621,** and by the term "half rates" is meant one-half of those rates of extra pay.

The general conditions governing payment, apart from the further conditions of sea service hereinafter mentioned, are as follows:—

When the living and sleeping conditions are not superior to those experienced in a trawler on normal service	Full rates.
When the living and sleeping conditions are superior to those experienced in a trawler but are markedly inferior to those in a destroyer on normal service	Half rates.

NOTE.—The term "living and sleeping conditions" refers not only to the actual messing and sleeping accommodation provided in the vessel concerned, but includes all other factors which affect the health and comfort of those on board, *i.e.,* the amenities of life on the vessel as a whole and in comparison with those of either a trawler or a destroyer on normal service.

(*a*) In submarines under all conditions of service, whether at sea or in harbour and without prior Admiralty sanction ..... Full rates.

(*b*) In the following vessels payment is not to be made without prior Admiralty sanction. It is a condition, also, that the vessels must be employed mainly on sea service, *i.e.,* continuous service involving lengthy periods in the open sea or voyages between distant ports, irrespective of periods incidental to such service spent in port, since it is essential that crews live and sleep on board the vessels during considerable periods in the open sea as well as in port. Payment is not to be made in vessels employed exclusively in harbours or in smooth waters (*e.g.,* Spithead or the Firth of Forth); or in vessels employed at sea for short periods only; or in vessels employed at sea in the day time only:—

Trawlers § Drifters Motor Launches Motor Lighters * Tugs * Patrol Boats ("P" & "P.C.")	Full rates.
Gunboats (Insect Class) * Minesweepers (when employed on minesweeping duties)	Half rates.

§ When drifters are not commissioned as tenders, payment is to be restricted to periods of passage of over 24 hours or when absent at sea overnight.

(*c*) Payment may be allowed when the following vessels are engaged in actual hostilities, or on special operations, but payment is not to be made without prior Admiralty sanction:—

Flotilla Leaders (ratings only) Destroyers (ratings only) * Sloops (other than Surveying Ships) Small Monitors	Half rates.

(*d*) Payment is not normally allowable during refit, but should exceptional circumstances arise in the vessels specified at (*b*) and (*c*) above, application may be made to the Admiralty with a view to special consideration.

(*e*) In the following vessels payment is not to be made without prior Admiralty sanction:—

* Ships in temporary commission and manned by a navigating party, or undergoing steam, gunnery, torpedo, &c., trials	Half rates.

NOTE.*—Payment will be allowed to officers in exceptional circumstances only.

2. **Surveying Ships.**—Hard-lying money (at half rates) to officers in surveying ships in home waters will be allowed only in exceptional circumstances and with prior Admiralty sanction. Normally, payment of hard-lying money will be considered only in respect of periods of not less than five days during which

(*a*) the ship is engaged on a survey in open waters and necessarily remains at sea overnight, or is continuously anchoring at sea at night in exposed positions, and

(*b*) the weather conditions then experienced cause the living and sleeping conditions to become markedly inferior to those in destroyers on normal service.

In surveying ships abroad, hard-lying money (at half rates) may be paid without prior Admiralty sanction to the non-surveying officers but is not allowable to surveying officers.

Ratings may be paid hard-lying money, without prior Admiralty sanction, at half rates in surveying ships in home waters and full rates in surveying ships abroad.

Payment in surveying ships commissioned for service in home waters is to commence from the date of leaving the home port for the surveying ground, and should continue until final arrival at home port on conclusion of the surveying duties.

Payment in surveying ships commissioned at home for service abroad is to commence from the date of departure from the United Kingdom. Similarly, on the return of a surveying vessel from service abroad, payment is to cease on the date of arrival in the United Kingdom.

The allowance may be continued during incidental short periods spent in port, but is not to be issued when ships are refitting or laid up, unless in wholly exceptional circumstances and with the prior sanction of the Admiralty.

3. Where the period of living on board is less than 24 consecutive hours, hard-lying money for one day will only be granted provided the officers or men have to sleep on board the ship.

1639. Field Allowance.—Officers and men serving on shore under the following conditions are to be paid field allowance under the authority of the Commander-in-Chief, or of the Adjutant-General for Royal Marines on shore strength:—

(*a*) Officers employed on shore service in time of peace or war and sleeping under canvas or in shore accommodation markedly inferior to that normally used for sleeping purposes.

(*b*) Officers and men employed on shore service in time of peace in military operations of a warlike nature.

(*c*) Officers and men employed in military operations on shore in time of war in an area specifically defined by the Admiralty as a war area.

2. Payments may be made in advance to officers of a sum equal to one month's allowance, repayment of which is to be required if an officer leaves the force for his own convenience before the expiration of that period.

3. This allowance is not to be made to officers, Naval ratings or Royal Marines provided with quarters at the public expense, nor is lodging money payable in addition thereto.

4. Scale of field allowance:—

	Per diem. s. d.
(*a*) Flag Officers, Commodores, Captains, Commanders and officers of relative rank	3 6
(*b*) Lieutenant-Commanders, Lieutenants and officers of relative rank; Lieutenants, R.M., paid on the scale prescribed for Lieutenants ex-warrant officer, and other Lieutenants, R.M., of over four years' commissioned service	3 0
(*c*) Lieutenants, R.M., not provided for above; Second Lieutenants, R.M., Sub-Lieutenants and officers of relative rank; commissioned officers from warrant rank, warrant (except sergeant-majors, R.M.) and subordinate officers	2 6
(*d*) Naval ratings and Royal Marines (other ranks)	0 6

NOTE.—The rates payable in war under (*a*), (*b*) and (*c*) are subject to review.

1640. Living under Canvas.—Naval ratings and Royal Marines (other ranks), when employed on shore in time of peace or war and sleeping under canvas or in shore accommodation markedly inferior to that normally used for sleeping purposes, are to be paid living-under-canvas allowance of 6d. a day under the authority of the Commander-in-Chief, or of the Adjutant-General for Royal Marines on shore strength.

2. This allowance is not payable concurrently with field allowance (Article **1639**).

1641. Climate Pay.—Officers and ratings (other than men of colour), serving in His Majesty's Ships employed in the areas detailed in clause 2, may be paid climate pay during the periods specified at the undermentioned rates:—

	s. d.
Commissioned officers and commissioned officers from warrant rank	3 0 a day.
Warrant and subordinate officers	1 0 a day.
Rest of ship's company	0 6 a day.

2. The areas in which the allowance is payable and the periods and conditions of payment are as follows:—

(*a*) *China Rivers (1st June to 30th September).*—For the purpose of payment of climate pay, Shanghai, Macao, Ningpo, Wenchau and Swatow may be considered as in China Rivers. When vessels are entering a river, payment is to commence on the date on which they are first anchored or moored to a buoy and is to cease on their finally leaving the river. The allowance is not payable whilst vessels are on passage between the mouths of rivers.

(*b*) *Persian Gulf and Rivers in Iraq (1st April to 30th September).*—The eastern limit of the Persian Gulf may be taken as an imaginary line drawn from Rasal Hadd on the Arabian coast to the point where the meridian of 61° 36′ E. cuts the northern shore.

(*c*) *Red Sea and Gulf of Aden (1st April to 30th September).*—The allowance is payable in vessels continuously employed for more than ten days between the meridians of 33° and 50°. Payment is not to commence until the eleventh day, and is not to be made in ships which are merely passing through the area. The allowance is also payable in shore establishments at Aden and Port Sudan during these months.

(*d*) *Vessels on the Nile (1st April to 30th September).*

(*e*) *West Coast of Africa (1st April to 30th September). See also* (*f*).—The allowance is payable only when officers and men are serving within 15° North and 15° South of the equator, and, subject to this restriction, payment may be made in vessels when within 50 miles of the coast, in craft up the West African Rivers, and at places on the coast. Payment is not to be made in ships which are merely passing through the area.

(*f*) *Gulf of Guinea.*—Climate pay may be paid continuously throughout the whole year in ships stationed in the gulf, *i.e.*, between the coast and a line drawn from Cape Palmas in Liberia, to Cape Padron, on the South of the Congo.

3. The dates of entering and leaving areas in respect of which climate pay is payable (and, for the China Rivers, the date on which the vessel first anchored or moored to a buoy) are to be noted in the ledger in the list of passages.

4. Payment of climate pay may be continued to officers and men while sick within the above-mentioned localities during the respective periods indicated.

5. Except where specified above, climate pay is not payable in respect of service ashore.

1642. Tropical Allowance.—Subject to the provisions of clause 4, the ratings specified in clause 2 are entitled to extra pay of 1s. 6d. a day, in addition to their full pay, both when at sea and in harbour, in the following circumstances:—

(*a*) Within the tropics—at any time, except as specified at (*d*).

(*b*) Within the Red Sea or Persian Gulf—between 1st April and 30th November, inclusive.

(*c*) In surveying ships only, when employed in surveying but not on ordinary passages—when between the Northern Tropic and latitude 30° North, between 15th June and 15th October, inclusive, or between the Southern Tropic and latitude 30° South, between 15th December and 15th April, inclusive.

(*d*) On the West Coast of South America, as follows:—

Coasts of Colombia and Ecuador (including Guayas River)—throughout the year; Coast of Peru—between 1st October and 30th April, inclusive; Coasts of Chile, down to and including Antofagasta—between 1st December and 31st March, inclusive.

(*e*) In Gunboats on the River Yangtse—between 1st June and 30th September inclusive.

2. (A) In surface craft, including steamboats, but excluding open motorboats:—

(i) All engine-room and cook ratings, including Maltese:—

(*a*) in engine-rooms, stokeholds and boiler rooms;

(*b*) in auxiliary machinery rooms in connection with the engine-room department containing steam-driven or internal combustion machinery;

(*c*) in galleys and bakeries;

(ii) the Ordnance Artificer, the Q.O., and the torpedo rating in the turrets of 8 inch, 6 inch, and 5·25 inch gun cruisers when employed for a full day on refitting work, and Turret Sweepers (two per turret) when employed for a full day in the turrets of such cruisers.

(iii) Switchboard watchkeepers in "C," "D," "E," "Kent," "London," "York," "Norfolk," "Leander," "Modified Leander," and "Fiji" class cruisers and H.M.S. "Eagle."

(iv) The blacksmith and blacksmith's mate in "Ormonde" class surveying ships, when employed in the blacksmith's shop situated in the after boiler room uptake, when steam is raised in the after boiler.

(B) In the interior of submarines:—

(i) all engine-room and cook ratings;

(ii) electrical watchkeepers in motor rooms;

(iii) W/T and asdic watchkeepers;

and to ratings continuously employed in the spaces covered by (ii) and (iii).

3. Ratings, including Maltese, of all other classes, when continuously employed, other than as stokers, under the foregoing conditions shall be entitled to the above extra pay, but payment to such ratings is to be confined to those employed whilst at day work for a full day, or keeping regular watches during the 24 hours.

4. Payment is not to be made unless the ratings are actually employed and doing duty under the authority of the Commanding Officer; is not to be made in respect of employment elsewhere in the ship without prior Admiralty sanction; and is to be confined to periods during which steam is raised or internal combustion engines are in use, or when galley or bakery fires are burning.

5. Kroomen, Somalis, or other native Africans or Asiatics are not entitled to this extra pay.

6. The dates of entering and leaving the areas in which Tropical Allowance is payable are to be noted in the ledger in the list of passages.

7. Applications for payment of the allowance to ratings regularly employed in compartments, other than those specified in clause 2, where conditions are particularly onerous, may be forwarded to the Admiralty through the Commander-in-Chief, who will satisfy himself that the claim can be thoroughly substantiated and that the conditions are comparable with those for which payment is already authorized.

Details of the ventilation of the compartment concerned, including wet and dry temperatures, katathermometer readings, velocity of air currents, etc., as compared with similar readings, etc., taken on deck, are to be forwarded with each application together with particulars of any instances of collapse or illness considered to be due to the environment of the compartment.

SECTION II—COMMITTEE ALLOWANCES

1643. Full Pay Officers away from Ship.—Officers on full pay, employed on committees, or on special duties by the Admiralty, at a distance from their ships, will be paid their actual reasonable travelling expenses and subsistence or lodging allowance as laid down in Article **1666**.

2. **Full Pay Officers at their Ports.**—Officers receiving full pay while employed as members of committees under the Admiralty at the port where their ships may be, or at their place of residence, are not to be paid subsistence allowance, but only the allowance in lieu of provisions, as under Article **1673**.

1644. Officers on Unemployed Pay, Half Pay or Retired Pay.—Officers on unemployed, half or retired pay employed as members of committees under the Admiralty will be paid:—

(*a*) Their actual reasonable travelling expenses in attending the meetings of, or when employed on special duties connected with, the committee.

Whenever practicable, travelling warrants should be used for the journey, but when warrants are not used, the number of the railway ticket purchased should be stated. In the absence of this information, only the cost of a Government rate journey will be allowed.

(*b*) The difference between full pay and unemployed or half or retired pay for those days on which officers attend the meetings of the committee, or are employed on special duties connected therewith, including the days occupied in travelling from the officers' residences and back.

(*c*) Subsistence allowance, according to Article **1666**, when employed at a distance from their residences, for those days on which they attend the meetings of the committee, or are engaged on special duties connected therewith, including the days occupied in travelling; but should the service on which they are employed entitle them to the allowance for more than fourteen nights consecutively at the same place, a reduction of one-third will be made in the allowance during any further stay at that place.

(*d*) Should officers' residences be at such a distance from the places at which the committee meets that the expense of going there and returning between the dates of any two consecutive meetings would be greater than that of remaining in the vicinity, and receiving the pay and allowances they are entitled to whilst actually attending the committee, officers are to adopt the latter course, acquainting the president of the committee of the facts, and reporting the same to the Admiralty in forwarding their claims for payment.

2. Officers on unemployed, half or retired pay while employed on special duties under the Admiralty will be paid in accordance with these Regulations, the days of employment on special service being taken as answering to those of attendance on committees.

3. Officers on unemployed, half or retired pay, when called upon to give evidence before committees assembled at a distance from their residences, will be repaid their actual reasonable travelling expenses, subject to the proviso in the second paragraph of clause 1 (*a*), and will receive subsistence allowance, as specified in clause 1 (*c*) and (*d*).

4. All claims are to be made by the respective officers in detail, and, for employment on a committee, the claim of each officer must be certified by the president or chairman, stating the number of days and the dates on which the officer actually attended a meeting, or was employed on special duties connected with the committee.

Chapter XLVI

TRAVELLING EXPENSES, SUBSISTENCE AND LODGING ALLOWANCES

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Section I—Travelling Expenses and Subsistence at Home and Abroad

1645. Journeys on Public Service.—All officers and men of the Royal Navy and Royal Marines proceeding to carry out orders to meet Service requirements, transferred from one ship or establishment to another, or from one branch of the Service to another, are entitled to travel at the public expense.

2. The expense of first joining the Service will not be borne by the public.

1646. Route Order.—When an officer or a man has occasion to travel on public service, in default of any special directions from the Admiralty, he is to apply to his Commanding Officer, who will furnish him with a route order (S. 542), accompanied by the requisite travelling warrants (Article 1648), care being taken to select the most economical routes compatible with the interests of the Service. Full details of the duty should be shown on the route order.

2. **Claims for Repayment.**—On the same form that contains the route order, the officer or man is to make out his claim for repayment of expenses incurred. No payment of expenses will be made unless a route order is produced or a satisfactory explanation of its absence given when a claim is preferred.

In the case of parties travelling together, the names and ranks and ratings (with official numbers) of all the officers and men are to be given on the route order on which payment is made.

3. **Payment of Claims.**—The claims for travelling expenses are to be examined and paid by the Accountant Officer on the approval of the Commanding Officer, but in case of doubt reference is to be made to the Commander-in-Chief, or to the Admiralty, with a statement of the particular point on which a decision is desired. An advance to the extent of that portion of the claim respecting which there is no doubt may, in such cases, be made.

1647. When Serving on Shore.—The repayment of travelling expenses, the allowances for subsistence and lodging, and the provision of passages for Naval officers and men borne on ship's books for service in naval establishments on shore, or for Royal Marine officers and other ranks borne on shore strength, are governed by the same regulations as apply to officers and men serving afloat, except where express provision to the contrary is made.

2. Special arrangements are promulgated in Admiralty Fleet Orders for ratings serving on shore abroad, when service accommodation or service victualling or both are not available and where the ordinary rates of lodging and provision allowances are inadequate.

1648. Travelling Warrants.—All Commanders-in-Chief, Senior Officers or Commanding Officers, in whom is vested the power of ordering or allowing others to travel, have the power of issuing railway or steamship travelling warrants, and on them lies the responsibility of determining in the first instance whether the journey is on the public service or not. Full details of the duty should be shown on the warrant.

2. When travelling warrants have not been issued, or have not been used, and a claim for the refund of the cost of the journey is made, the following particulars must be shown on the claim:—

(*a*) the reason why a warrant was not obtained,

(*b*) the number of the railway ticket purchased.

In the absence of this information, only the cost of a Government rate journey will be allowed.

3. **Class of Travelling Warrants.**—(i) First class accommodation to be ordered on travelling warrants for all officers of and above the rank or relative rank of Lieutenant-Commander, R.N., and Major, R.M.

(ii) Officers of and below the rank or relative rank of Lieutenant, R.N., and Captain, R.M., are normally allowed only third class travelling for duty journeys by railway within Great Britain. First class accommodation may, however, be allowed exceptionally in the circumstances and subject to the conditions promulgated in Admiralty Fleet Orders.

(iii) For chief petty officers, Royal Navy, and equivalent ranks, Royal Marines, accommodation is to be ordered as follows:—

(*a*) For all journeys in Great Britain	3rd class.
(*b*) For journeys in Ireland, or for the Irish portion of the journey in the case of a through warrant between Great Britain and Ireland	2nd class, or 3rd class where 2nd is not available.

Whenever possible, chief petty officers and petty officers, Royal Navy, and equivalent ranks, Royal Marines, travelling in Great Britain should be placed in separate third-class compartments from lower ratings.

For all other Naval ratings and Royal Marines, third-class accommodation is to be ordered for all journeys.

4. **Applications while on Leave.**—When officers and men on leave, etc., are unable to obtain travelling warrants from their ships, they may apply for them to the Director of Navy Accounts.

1649. Attendance at His Majesty's Levees and Investitures.—Travelling expenses are not repayable except to Aides de Camp to His Majesty who are attending on duty, and railway warrants should not be issued in connection with the attendance of officers and men of the Royal Navy and Royal Marines at His Majesty's levees and investitures.

2. Exceptions to this rule may be allowed at the discretion of the Admiralty when hardship would otherwise be caused to men.

1650. Reporting at the Admiralty.—Officers returning from abroad, other than those provided for in Article 970, are not required to report in person at the Admiralty, and expenses for the journey to London will not be repaid unless an officer is definitely ordered to report at the Admiralty personally. The authority should appear on or be attached to his claim for expenses.

1651. Transfers and Removals at own Request, etc.—The expense of removals exclusively for the officer's or man's own benefit, or at his request, or at the personal request of a superior officer, or for misconduct, will not be borne by the public.

1652. Medical Survey.—Travelling expenses incurred in proceeding to the Admiralty, or to a naval hospital, from the port of disembarkation in England for the purpose of being surveyed, will be allowed to all officers who have been invalided; also in cases of re-survey and other special cases of a like nature.

1653. Attending Examinations.—Any expenses incurred by officers and others already in the Service in attending examinations, which the Regulations render compulsory, will be allowed. Those connected with optional qualifying examinations will be allowed if the officer succeeds in passing.

1654. Sports.—Officials and members of committees formed in connection with the Royal Naval and Royal Marine Sports Control Board are only entitled to refund of their travelling expenses when they are summond by the Admiralty, or the Commander-in-Chief of a home command or the Home Fleet, to attend meetings in connection with sports or games for the voluntary recreation of officers and men.

Expenditure on this account is strictly to be limited, and proposals for meetings of Royal Naval and Royal Marine sports associations, unions and clubs, must receive the prior approval of the Admiralty, if travelling expenses and subsistence allowances are involved. Applications for such meetings should be made, therefore, to the Director of Physical Training and Sports, Admiralty, at least 14 days before the meeting is to be held, and a nominal list of those attending is to forwarded within seven days of the meeting.

This regulation is applicable only to those sports and games in which all officers and ratings are eligible to take part.

1655. Leave, Sick Leave, etc., between Appointments and Unemployed Full Pay and Half Pay.—Officers on discharge to leave (including home-service leave, foreign-service leave and sick leave), unemployed time or half pay are not entitled to the repayment of any expenses, but on appointment from leave (including home-service leave, foreign-service leave and sick leave), unemployed time or half pay, they may be re-paid their personal and baggage expenses from the place where they left their last ship or establishment to the place where they take up their new appointment, not exceeding the cost of a direct journey at Government rates. Route orders giving particulars of discharge should be issued for subsequent use if necessary

2. When officers return from abroad, the port of disembarkation in Great Britain or Ireland will be regarded as the place where they left their last ship.

3. Officers ordered to report personally at the Admiralty (Article **1650**) or any other naval establishment at the expiration of their appointments will be regarded as proceeding to leave, etc., from the place at which they reported.

4. The above clauses do not apply to the temporary appointments dealt with under clause 6 of this Article. When an officer is allowed expenses under clause 6 and subsequently receives another appointment, he will be entitled to expenses to his new appointment under the above clauses as from the place at which he was originally discharged to foreign-service leave, unemployed full pay list, etc.

5. The above clauses do not apply to Warrant Officers, R.N., and officers promoted therefrom. When these officers are permitted to proceed on leave at once without reporting to the depot, they are entitled to the repayment of their expenses in proceeding on leave, not exceeding the cost of a Government rate journey to the depôt. Similarly, on appointment from disposal, leave or sick leave, for which they have been borne in a depôt, the expenses incurred in travelling from the place of leave are repayable, not exceeding the cost of a Government rate journey from the depôt.

6. **Temporary Appointments.**—When an officer is appointed from home-service leave, curtailed foreign-service leave, unemployed full pay list, or half-pay, ⌊⌊ ⌊⌊ to a ship or establishment for temporary service, and is discharged to home-service leave, foreign-service leave, the unemployed full pay list, or half-pay, ⌊⌊ ⌊⌊ , within three months of the date of his appointment by reason of his services being no longer required, an application for repayment of his travelling expenses in joining the ship or establishment and in returning to the place from which he proceeded on taking up the appointment may be submitted for the consideration of the Admiralty.

1656. Leave, Sick Leave, &c., within an Appointment.—Officers and ratings proceeding on, or returning from, leave, sick leave, etc., within an appointment are not entitled to the repayment of their expenses except as shown in the following clauses.

2. **Long Leave.**—If an officer or rating on returning from long leave is required to rejoin his ship at another port because the ship has unexpectedly moved during the period of long leave, the extra expenses incurred will be repaid.

3. **Recall from Leave.**—Officers and men are not to be recalled from leave unless circumstances have arisen which render this course imperative. The fullest explanation of the reasons for the recall are to be given if any claim is made for travelling expenses.

4. When an officer or rating is recalled from leave, travelling expenses will not be allowed in connection with the journey to his ship, except so far as extra expense may be incurred in consequence of the ship having in the meantime proceeded to sea or to another port.

5. If, after recall, the officer or rating is allowed to complete the leave originally granted, expenses incurred for journeys in Great Britain and Ireland in proceeding again on leave and in returning finally to his ship (excluding charges for excess luggage) will be repaid, subject to the provisos in clauses 6, 8 and 9, and that the Crown does not bear any expense in excess of the cost of travelling between the port at which the ship was lying at the time of his recall and the place at which he was spending his leave when he received the order to return. Expenses incurred outside Great Britain and Ireland in connection with leave spent abroad will not be allowed.

6. Railway warrants for the outward and return journey, marked "to complete unexpired leave after recall," should be issued to all officers and men proceeding to a place in Great Britain or Ireland for this purpose, provided that the unexpired portion of the leave will admit of at least 24 hours being spent at the destination. If less than 24 hours can be so spent, no expenses are allowable, and warrants should not be issued.

7. Whenever claims for travelling expenses incurred in proceeding to and returning from leave after recall are preferred, the following details should be furnished:—

(i) Amount of leave originally granted.
(ii) Date of its commencement.
(iii) Date of recall.
(iv) Place at which leave was being spent.
(v) Date of again proceeding on leave.
(vi) Amount of leave then granted.
(vii) Date of final return from leave.

8. When an officer or rating is recalled from leave and is subsequently allowed to return to complete the unexpired period of the leave originally granted, travelling expenses in again proceeding to and from leave are not allowable where additional leave is granted in excess of four days over the unexpired period.

9. Officers and men who are aware before proceeding on leave that there is a likelihood of their being recalled will not be entitled to claim repayment of any travelling expenses under this Article. Railway warrants should not be issued in such circumstances.

10. **Recall from Foreign-Service Leave.**—Officers who are recalled from foreign-service leave to take up appointments, other than those dealt with under Article **1655**, clause 6, will be allowed the cost of one return journey to and from leave, in accordance with the rules laid down in clauses 4 to 8, when taking the balance of their leave, provided that the exigencies of the Service admit of the balance being taken within three months of the date of original discharge to foreign-service leave. Any foreign-service leave not taken within this period is to be regarded as cancelled.

11. The foregoing rules apply only to leave granted on the home stations, and travelling expenses will not generally be repaid for journeys performed abroad.

In regard, however, to the rules contained in clauses 2 and 4 of this Article, cases of exceptional hardship may be submitted to the Admiralty for special consideration when an officer or man abroad incurs extra heavy expense as a result of his ship having moved unexpectedly to a more distant port.

12. Men granted sick leave under Article **652** are to be allowed the option of:—

(*a*) paying their own fares from the hospital to their homes and thence to their ships on the expiration of their leave; or

(*b*) being discharged to their depôts, and proceeding thence to their homes and back at their own expense. The expense of proceeding from their depôts to their ships will be borne by the public.

The Commanding Officers of the ships to which the men belong are to be informed of the alternative selected.

1657. Retired and Emergency Lists.—Officers discharged to the Retired or Emergency list are not entitled to the repayment of any expenses except as shown below.

2. An officer on first proceeding to the retired or emergency list from duty in a ship or appointment in the British Isles from a place north of, but including Grimsby on the East Coast, or north and west of, but including Swansea on the West Coast, or any place in Ireland, whose total travelling expenses exceed £4 10s. may submit an application to the Admiralty for repayment of the excess.

3. Officers on the retired and emergency list are eligible for refund of travelling expenses within the British Isles under the conditions applicable to Officers on the Active List both on joining up and on discharge, when called up on mobilization, when voluntarily re-employed during an emergency and when temporarily re-employed in peace in a naval appointment. Officers permanently re-employed in peace in a naval appointment will also be eligible for similar refund of their expenses on re-joining but not when discharged except as under clause 2. These arrangements do not apply to officers re-employed on the basis of retired pay plus civil salary.

1658. Absentees and Men from Leave.—When men and boys are sent on to their ships in consequence of having been absent without leave when their ship sailed, or are granted travelling warrants to enable them to return from leave of absence, the actual cost of their conveyance by rail or steamship is to be charged against their pay, but other incidental travelling expenses, including the expenses of any escort, are chargeable against Navy Votes. (*See* Art. **595.**)

1659. Excess Luggage.—On such journeys as involve conveyance of luggage beyond the quantity conveyed free by the railway companies, the expense of its conveyance, to the extent of the regulated quantity (as laid down in Appendix X), will be allowed as a public charge.

Such liability, however, will not be accepted where removal allowance is payable to an officer on taking up a shore appointment at home and he transfers baggage from one place of residence on shore to another.

Baggage expenses incurred by an officer in proceeding to a leave address on relinquishing a sea-going appointment prior to taking up a shore appointment may be allowed irrespective of his eligibility for removal allowance provided the cost does not exceed that of conveyance to the new appointment.

2. D.N.A. Form 818 should be issued to all officers and men travelling on duty with personal effects, in order that the Admiralty may obtain the benefit of the cheaper rates granted by the railway companies for Government traffic.

Men's hammocks and bedding are conveyed at the reduced Government rate for stores. Care should therefore be taken that, on presentation of the form at the railway station, particulars as to the weight of the hammocks and bedding are entered separately from those relating to bags, chests, etc. Hammocks and bedding should be conveyed in the train by which the owners are themselves travelling.

No payment in respect of excess luggage charges should be made at the railway station. After the weights have duly been certified both by the officer or man concerned and by the railway official who weighed the baggage, the form is retained by the railway company, who presents accounts for such charges monthly to the Senior Naval Officer at the port of departure, or direct to the Director of Navy Accounts if there is no naval authority at the place concerned.

3. In order that the advantage of the reduced rates may be obtained, it is necessary that officers and men should, if possible, take their heavy luggage with them when travelling on duty. Other arrangements may, however, be made for the transmission of baggage, provided that additional charges are not thereby incurred. The expense of sending baggage by passenger train independently of the owner is not to be paid unless the circumstances are quite exceptional.

When "through" journeys involve travelling over more than one company's system, care should be taken that the complete journey, from the starting point to the final destination, is entered on D.N.A. Form 818. Otherwise additional charges may be levied when the passenger changes from the company's system on which he began his journey.

4. The amount of baggage which the railway companies are required to carry free for naval personnel are:—

112 lb. First class.

56 lb. Third class.

Officers and men arriving in Great Britain or Ireland from foreign stations in merchant ships are not able to avail themselves of D.N.A. Form 818, and their baggage should, if possible, accompany them to their depôts or elsewhere, the ordinary public excess charges being paid at the railway station. When it is not possible for the baggage to be cleared from the steamer in time for it to accompany the owner, there is no objection to the repayment of charges within the prescribed limits for forwarding the baggage independently by goods train. In either event the expenses should be included in the claim rendered for the repayment of travelling expenses, and the claim should be supported by receipted vouchers for the conveyance charges. When baggage is forwarded independently, the nature of any "paid on" charges should be ascertained from the carriers and the details shown on the voucher.

5. "Agency" charges in the clearance of baggage are only allowable in exceptional circumstances, *e.g.*, when the steamer arrives in port on a Sunday, Saturday afternoon or Bank Holiday, and it is not practicable to clear the hold without delay, or on occasions when the baggage is not cleared before the departure of the boat train.

1660. Cab Hire.—Cab hire may be allowed to commissioned officers in the following circumstances, if no suitable public conveyance is available:—

(*a*) For all distances of two miles and upwards.

(*b*) For distances of less than two miles when baggage (*see* clause 3) is necessarily carried, or when required for the saving of time in circumstances not under the control of the officer; in the latter case, the reasons for the urgency should be explained fully on the claim.

(*c*) In exceptional cases not covered by the above, Commanders-in-Chief or Flag Officers in command may authorize cab hire if, in their opinion, such cab hire was desirable in the interests of the public service. In this connection, attention is directed to Article **1793.**

2. The hire of a cab or special conveyance may also be allowed—

(*a*) To commissioned officers from warrant rank, warrant officers and subordinate officers, when necessarily travelling with baggage, if no cheaper mode of conveyance is available.

(*b*) For prisoners and escorts when they cannot be conveyed by rail.

(*c*) For invalids (*see* **1664**, clause 2).

(*d*) For parties of four or less ratings travelling across London with bags and hammocks, two or less travelling with chests, and four or less Royal Marine ranks when wearing equipment, and carrying rifle and kit-bags.

3. The term "baggage", when used in this connection, is not intended to include light articles which are ordinarily carried by hand.

4. When two or more officers are proceeding on the same journey, the expense of separate vehicles will not be allowed for each where it is possible by forethought and care to make more economical arrangements.

5. Service means for conveyance of baggage between stations and His Majesty's ships and establishments at the home ports should be utilized when available. When Service means are not available, actual reasonable cab hire charges are repayable.

6. Receipts are required for items of 10s. and over.

1661. Gratuities, Porterage, etc.—The necessary cost of porterage or waterage as incurred and stated in detail will be allowed, but not stewards' fees, or gratuities to porters and servants.

1662. Insurance and Warehousing.—Charges for insurance and warehousing of the private effects of officers or ratings are inadmissible.

1663. Allowances for the use of Private Motor Cars, etc.—The allowances payable in respect of official journeys performed by officers and men in privately-owned motor vehicles, and the conditions subject to which they may be paid, are as prescribed from time to time in Admiralty Fleet Orders.

2. The Admiralty will not accept any responsibility for damage caused or sustained by such vehicles.

1664. Travelling Expenses on Discharge.—Men and boys dismissed or finally discharged from the Service for any cause other than by purchase or at their own request, including those discharged from a military detention barrack, are to be furnished with travelling warrants to convey them to their homes, provided there is no opportunity of sending them in Government vessels; and where there is no railway, they are to be granted an allowance of one penny for every mile they may have to travel. If necessary, they may receive subsistence allowance under Article **1666**, but should any pay be due, the amount advanced for subsistence is to be charged against them. The cost of the conveyance of personal effects will not be met from public funds, except that tool chests of Shipwrights and Joiners may be conveyed to men's homes at the public expense.

When ratings, who are proceeding to their homes on final discharge, use private motor vehicles for their own convenience, they may be paid mileage allowance (*see* **1663**) on the scale appropriate to such journeys, provided that the amount does not exceed the cost of the railway fare at Government rate for the direct journey and that payment of the sum due is made only after the completion of the journey.

Ratings eligible under the foregoing instructions, who were entered abroad, are to be allowed free conveyance to their homes in the country of entry. Men entered in the United Kingdom who elect to reside abroad are not to be allowed transport or other expenses beyond the port of embarkation.

2. **When too Ill to Walk.**—When invalids who are so ill as to be unable to walk, any necessary cab hire, between railway stations and from hospital to station or station to home, will be allowed.

3. **Discharge from Civil Prisons.**—On release from confinement in civil prisons, naval ratings who have been discharged from the Service will not be entitled to conveyance to their homes or elsewhere at the cost of naval funds, the arrangements on discharge being left to the prison authorities. This also applies when Royal Marines are discharged from the Service direct from His Majesty's ships.

4. **Discharge by Purchase, etc.**—Travelling warrants are not to be granted to men and boys discharged by purchase or at their own request.

1665. Removal Expenses on Discharge.—Removal expenses to the place of employment will be allowed for Naval ratings and Royal Marines discharged to pension, or invalided from the Service, under the following regulations:—

(*a*) All men who are awarded a pension on completion of full time for pension, and those serving on continuous service engagements or attestations who are invalided, will be entitled to removal expenses on discharge. Non-continuous service men who are invalided will only be entitled to the privilege, provided they have completed 14 years' pensionable service.

(*b*) The concession is only applicable to journeys within Great Britain and Ireland, and in the event of a man pensioned or invalided proceeding abroad on discharge from the Service, removal expenses to the port of embarkation only will be borne by the public.

(*c*) The expenses of removal on one occasion will be defrayed from public funds provided that the removal is actually effected, if long service pensioners, within a period of twelve months, and in the case of men invalided, within two years, after final discharge from the Service. The expenses of removal actually carried out within six months prior to discharge may be refunded in lieu.

(The periods within which removals may be effected have been fixed temporarily as above, but are subject to revision and may be reduced).

(*d*) The repayment of expenses will be confined to the cost of conveyance of furniture by rail at Government rate with an allowance for packing, and railway fares for the man and his wife and children. All other incidental expenses, such as cab hire, the cost of temporary accommodation while awaiting the arrival of the furniture, etc., must be borne by the man himself.

(*e*) The term "Children" is to be understood to include sons under 16 years of age, unmarried daughters dependent on, and residing with, their fathers, and sons over 16 years of age, who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

(*f*) The maximum weight of furniture which will be conveyed at the public expense is 60 cwt., and proportionate cost of any excess beyond this weight will be disallowed.

(*g*) Any extra expenses incurred by the use of "Lift" vans or railway containers for these removals cannot be admitted as a public charge.

2. When the removal is prior to discharge, the man, if serving in a ship or naval establishment, should make application to his Commanding Officer, who will forward such application to the Director of Navy Accounts, or, in the case of Royal Marines, to the Commandant of the appropriate Division, in order that further instructions may be given to the applicant. After discharge, Naval ratings should address their applications to the Director of Navy Accounts, and Royal Marines to the Commandant of their Division. No contracts for removal should be made without prior approval.

1666. Subsistence Allowances.—Officers and men on home stations, including Royal Marines, whether borne on ship's books or on shore strength, when travelling on duty are, in the absence of service accommodation and victualling, to be paid subsistence allowances at the following rates, subject to clause 1a and the qualifications contained in Articles **1535**, clause 4 and **1541** and to the exceptions referred to in clause 10. These rates are subject to periodical revision.

Class	Rank or Rating	(A) Whenever absent a night, or for every 24 hours of absence (*see* clause 4).	(B) Nine hours or more and not absent the night.	(C) Above 5, but under 9 hours.
		£ s. d.	£ s. d.	£ s. d.
I.	Flag Officers holding an appointment in which their flags are flown.....	1 10 0	0 15 0	0 6 0
II.	All other Flag Officers, Commodores, Captains and Commanders, R.N., and Majors, R.M., and above.....	1 5 0	0 12 6	0 5 0
III.	Lieut-Commanders and Lieutenants R.N., Captains, R.M., Lieutenants, R.M., paid on the scale prescribed for Lieutenants ex Warrant Officer, and other Lieutenants, R.M., of over 4 years commissioned service.....	0 18 9	0 9 4	0 3 9
IV.	All other Officers, R.N. and R.M.....	0 15 0	0 6 3	0 2 6
V.	Petty Officers and men, and sergeant-majors, non-commissioned officers and men of the Royal Marines, when travelling singly.....	0 7 6	0 3 9	0 1 6
VI.	Boys.....	0 3 9*	0 3 9	0 1 6

* Boys (Class VI) may receive an additional sum of 1*s.* 6*d.* a night when it has been necessary to pay for sleeping accommodation *en route*.

1a. The concurrent payment of provision allowance (whether at the daily or annual rate) with subsistence allowance is inadmissable, and when officers and men have been credited with the former allowance, the rates shown above are subject to the following deductions:—

(A) Whenever absent a night, or for every 24 hours absence.	(B) 9 hours or more and not absent the night.	(C) Above 5, but under 9 hours.
The full daily rate of provision allowance.	One-half the daily rate of provision allowance to the nearest penny below.	One-fifth the daily rate of provision allowance to the nearest penny below.

2. **Subsistence of Large Parties.**—When men travel in large parties, proper economical arrangements for their subsistence are to be made.

When such arrangements are made, or when ratings take their provisions with them on a journey, or are provided with meal orders, subsistence allowance is not payable, except for such further expenses as are actually and necessarily incurred.

3. **Sleeping Berths in the United Kingdom.**—Officers necessarily using sleeping berths on duty journeys in the United Kingdom will be refunded the full cost of the sleeper, but the subsistence allowance for the night of the journey will be reduced by one third. Claims for refund of the charge for sleepers should be supported by a certificate on form S. 542 that night travel was necessary for Service reasons, and should be accompanied by a receipt for the amount paid, or, in its absence, by a certificate that a sleeper was actually used and paid for. Requisitions for sleeping berths should not be included in Railway Warrants.

4. **Payment for a Night or Part of a Day.**—Payment at the nightly rate of subsistence allowance on account of a particular night is inadmissible for an absence which terminates before or begins after 0300.

When an officer or man is entitled to payment for 24 hours or upwards, no fractional part of a day is to be allowed in addition, unless the extra time for which payment is claimed shall exceed by more than five hours the full time for which he would be paid under column (A) of the table in clause 1.

5. **On Detached Duties, etc.**—Officers and men detained at a port waiting to join their ships, or employed on detached duties where Service accommodation is not available, are required to enter lodgings as soon as possible, more especially if there is a possibility of the period of duty being extended, or if there is an uncertainty as to the duration of the duty.

Subsistence allowance under clause 1 may be paid for the period of travelling to the port or place of detached duty, and may be continued from the time of arrival for a further maximum period of 72 hours (or 96 hours including a Sunday) whilst seeking lodgings, the whole period being regarded as continuous for the purpose of calculating subsistence allowance. Lodging and provision allowances may then be paid under Articles **1669** to **1673**.

Any reasonable expense incurred for rent or lodgings in lieu of notice is repayable. During any necessary short absences, and while travelling on return to ship, the subsistence allowance under clause 1 will be paid. If provision allowance has been credited, abatements should be made from the subsistence allowance as prescribed in clause 1a. Lodging money may, however, be continued if the lodgings are retained

Where it is known definitely that the total period of detached duty or detention will not exceed seven days, subsistence allowance at the full rate is payable throughout the period.

No payment of allowances arising from the departure from this procedure should be made in the absence of prior approval from the Admiralty, and exceptions will only be authorized in special circumstances, but the amount of subsistence allowance after fourteen nights is not to exceed two-thirds of the full-rate.

6. When an officer in receipt of reduced subsistence allowance is absent on subsidiary business for a few days, the full subsistence allowance will be paid in respect of such absence, not exceeding fourteen days, but on return to the original place of employment the reduced rate will recommence.

7. **Court-Martial Duty, etc.**—Officers of the rank of Captain, who may be ordered to a port for a few days on court-martial or other temporary duty, will be allowed subsistence allowance under clause 1, when Service accommodation is not utilized.

Other officers will be allowed subsistence allowance on a report being made to the Commander-in-Chief that they cannot be accommodated and messed in the depôt or other ship. On arrival at the port, they are to repair immediately, either to the Commander-in-Chief direct, or to the Captain of the ship to which they are to be attached, for instructions as to their accommodation, etc.

8. **Ranks and Ratings Promoted.**—Subsistence allowance is payable to officers and men promoted, at the rate appertaining to the higher rank or rating, from the

date on which they draw the full pay of that rank or rating, or the date on which they receive official notification of promotion, whichever is the later. Ante-dating of promotion does not carry with it ante-dating of the allowance at the higher rate.

9. **Subsistence Allowances Abroad.**—The general principles which govern payment of subsistence allowance at home apply to detached duty abroad, but the rates of subsistence in clause 1 do not apply. In lieu, such rates will be allowed as may from time to time be prescribed in Admiralty Fleet Orders.

10. **Officers in Official Residences and holding Establishment Appointments.**—Officers provided with official residences and holding appointments paid out of an "Establishment" vote, *i.e.*, other than Vote I, are to be paid lodging allowance at the rate and under the conditions prescribed in the relative Dockyard Regulations if their residences are temporarily unavailable for occupation, provided that the amount so payable is not less than the net total of the subsistence and lodging allowances which would otherwise be issuable under clauses (1), (5) or (9) of this Article and under Article **1669**.

1667. Advances to Meet Expenses.—When an officer or man is about to proceed on a journey likely to entail expense, a moderate sum may be advanced by the Accountant Officer towards meeting such expense. This should take the form of an advance of pay (and be charged in the ledger accordingly) in preference to an advance of public money, provided that it does not exceed the pay due to the officer or man at the date on which it is made.

2. If an advance of public money is made to meet the expenses of a journey, it will be brought to account on the travelling expense claim submitted by the officer or man. To ensure that it is not overlooked, it is to be noted on his pay documents. The receipt obtained for the advance, which will be the voucher to the Accountant Officer's cash account, should indicate the steps taken to ensure that it will be accounted for.

3. Accountant officers of His Majesty's ships and establishments who effect settlement of travelling expense claims on which naval travelling advances are accounted for, are to send an immediate notification to the Director of Navy Accounts of the clearance of the advance. A separate notification should be used for each advance cleared, and form S. 542b should be used for this purpose.

Unless a notification of the clearance of an advance to meet travelling expenses is received at the Admiralty within a reasonable period from the date on which the advance was made, steps will be taken by the Admiralty to recover the amount of the advance from the rank or rating concerned.

Section II—Lodging and Provision Allowances, Etc.

1668. Authority Required.—Lodging and/or Provision allowances at either the annual or daily rates are not to be paid without the special authority of the Commander-in-Chief or the Admiralty having been obtained on form S. 1297, except where the issue of such allowances has already been specifically authorized by Standing Orders, Commander-in-Chief's signal, etc., or the Admiralty. When so authorized, the Commanding Officer's certificate as regards non-availability of Service accommodation and/or victualling, together with a reference to the specific authorization, will be sufficient authority for payment, subject, however, if the allowances are authorized by signal, etc., to a copy being attached to form S. 1297. The forms, when completed, should be forwarded immediately to the Director of Navy Accounts and should not be retained as enclosures to the ledger.

Formal approval on form S. 1297 for payment of provision allowance may, however, be dispensed with for officers who are provided with official residences and are, therefore, automatically precluded from utilizing Service victualling.

2. Lodging allowance is not to be paid to officers or ratings who are actually provided, or who can be provided, with sleeping accommodation in any vessel (including stationary ships and small craft), or in a naval establishment or in Service premises of any description. This will not, however, affect the continued payment of lodging allowance under the conditions laid down in Article **1672**.

Applications for payment of lodging allowance to officers and ratings are to be submitted through their Commanding Officer, who should not give the necessary certificate as to the non-provision of Service accommodation until he has satisfied himself that such accommodation is not available in any ship or establishment within reasonable distance of the place of duty.

3. No variation from the foregoing procedure is to be made without prior Admiralty sanction.

1669. Officers for whom accommodation cannot be provided on board His Majesty's ships, in Naval or Royal Marine barracks, or in Service quarters generally, will be granted lodging allowance at the following rates:—

Actual or Relative Rank.	Annual Rate.	Daily Rate.
	£	*s.* *d.*
Flag Officers and Captains, R.N., and Lieutenant-Colonels and above, R.M.	100	10 0
Commanders, Lieutenant-Commanders and Lieutenants, R.N., Majors and Captains, R.M., Lieutenants, R.M., paid on the scale prescribed for Lieutenants ex-Warrant Officer, and other Lieutenants, R.M., of over four years commissioned service.	80	8 0
All other officers (including Lieutenants, R.M., not provided for above), commissioned officers from warrant rank and warrant officers, R.N. and R.M. (except sergeant-majors, R.M.).	60	6 0

2. It is a condition for a grant of this allowance that previous application shall have been made, and that it is applied for immediately upon its being ascertained that accommodation could not be provided.

3. Payment of lodging allowance to officers shall, in the first instance, always be made at the annual rate. Where it is found that the period involved does not exceed one month, the difference between the daily and annual rates is to be credited.

4. **Officers in Official Residences and holding Establishment Appointments.**—*See* Article **1666** (clause 10).

1670. *Deleted.*

1671. Ratings residing on Shore.—When ratings are compelled to reside on shore and no accommodation is available for them, chief petty officers are to be paid 2s., and ratings below that grade 1s. 6d., per diem.

1672. Officers and Men admitted to Hospital or Absent on Detached Duty.—When officers and men who are in receipt of lodging allowance are admitted to a service hospital or to a civil hospital where they are maintained at Admiralty expense, or are absent on detached duty, payment of the allowance may be continued up to a maximum of 30 days from the date of admission to hospital or of proceeding on duty, provided that the lodgings are retained and paid for, and that, for officers, the allowance was previously being paid at the annual rate. These provisions also apply to officers and men who elect to receive treatment in civil institutions when service hospitals are available.

2. **Officers and Men absent on leave.**—Officers and men who are in receipt of lodging allowance will be permitted to retain the allowance during periods of leave (including sick leave authorized by Article **1554**, clause 1, other than that covered by clause 1 above) provided they can certify that they have necessarily retained and paid for their lodgings during the period, and subject, in the case of officers, to the conditions that the allowance was previously being paid at the annual rate.

1673. Provision Allowance.—Officers and men borne on ship's books who are entitled to Service victualling and cannot be so victualled owing to the nature of their duties may, unless special arrangements are made to the contrary, be paid provision allowance in lieu. When in receipt of this allowance, they are not entitled to draw provisions from Government stocks on repayment.

Officers and men of the Royal Naval Shore Signal Service, and others who are in receipt of consolidated rates of pay, are ineligible for this allowance.

Provision allowance is not payable in addition to subsistence allowance (*see* Article **1666**, clause 1a, *as to abatement of provision allowance from subsistence allowance*).

2. The rates of provision allowance are subject to periodical revision and are promulgated in Admiralty Fleet Orders (*see* **1674**, clause 1, *as to the commencement of the higher rate when a rating is promoted to officer*).

Payments to Officers

3. There are two rates of provision allowance for officers—(1) the annual rate, which is payable only on home stations and is based upon the daily rate for 365 days, less the normal period of absence on leave authorized by Article **638**; and (2) the daily rate, which is payable (*a*) at home where the period of entitlement does not exceed 30 days, and (*b*) to officers serving abroad irrespective of the period involved. Payment to officers at home is always to be made at the annual rate in the first instance. Where it is found that the period involved does not exceed 30 days, the difference between the daily and the annual rate is to be credited.

4. **Method of Calculation.**—Provision allowance at the annual rate is normally to be calculated in accordance with Article **1525**, clause 3, but should an officer in receipt of the annual rate be intermittently victualled at the expense of the Crown for periods not exceeding 30 days, he is to be charged the daily rate of provision allowance in respect of each day he is thus ineligible for the allowance. When a period of victualling exceeds 30 days, the allowance is to be withdrawn, that is to say, deduction is to be made at the annual rate.

Similar action is to be taken with officers embarked in ships for trials where contractors provide full victualling.

5. **During Leave.**—Provision allowance is not payable to an officer while on leave, unless he is in receipt of the annual rate at the time of proceeding on leave and returns to duty in the same appointment.

6. **During Sickness.**—Officers who fall sick when in receipt of provision allowance at either the annual or daily rate, may continue to be paid the allowance so long as they remain on full pay within their appointment under Article **1554**, clause 1, and are not victualled in a naval hospital or sick quarters or otherwise subsisted at the public expense. (The restriction of the daily rate at home to 30 days applies to these cases, which should be dealt with as in clause 3.) During grants of full pay sick leave under Article **1554**, clause 2, provision allowance is not payable.

7. **When Closing Accounts.**—When no accommodation can be found in any ship or Naval establishment for officers detained to close accounts, or when it is prejudicial to the work for them to return to their ship or establishment for meals, they may be granted the allowance in lieu of provisions for the prescribed periods (*see* **1555**), subject to the approval of each grant by the Commander-in-Chief.

Payments to Men

8. There is no annual rate of provision allowance for ratings.

9. **During Leave.**—Men on long leave are ineligible for provision allowance but are entitled to leave allowance (*see* Article **1817**, clause 2 (*f*)).

10. **During Sickness.**—*See* Article **1674**, clause 2.

1674. Officers and Men Promoted.—Lodging and provision allowances are payable to officers and men promoted, at the rates appertaining to the higher rank or rating, as from the date on which they draw the full pay of that rank or rating,

or the date on which they receive official notification of promotion, whichever is the later. Ante-dating of promotion does not carry with it ante-dating of the allowances at the higher rates.

2. **Ratings discharged Sick ashore.**—Lodging and provision allowances should not be paid to men discharged sick ashore except to ratings who, before their illness, were already in receipt of the allowances. It is a condition of payment to such ratings that they remain in their lodgings at the place of duty.

1675. Servant Allowance.—The rates and conditions of payment of this allowance are shown in Appendix V.

SECTION III—CONTRIBUTION ON ACCOUNT OF MESSING

1676. Officers' Families.—Messing contribution is not recoverable from naval or civilian officers in respect of themselves or their servants (naval or domestic), but contributions towards the expense of messing while on passage, and towards hotel expenses incurred abroad, are to be recovered from officers entitled to first-class passages in respect of their families, in accordance with the following scale:—

Scale.—Families of Naval, Royal Marine and civil salaried officers, with pay or salaries of over £515 per annum, when ordered passage:—

	s.	d.	
Individuals over 16	6	0	per diem
Children 7 to 16	4	0	"
" 1 to 7	3	0	"
" under 1	Free		

Families of Naval, Royal Marine, or civil salaried officers, with pay or salaries not exceeding £515 per annum, when ordered passage:—

	s.	d.	
Individuals over 16	2	6	per diem
Children 7 to 16	1	3	"
" 1 to 7	1	3	"
" under 1	Free		

(*a*) The total messing contribution recoverable in respect of the families of officers is subject to the following limits:—

	s.	d.	
Officers in receipt of pay or salary of not more than £650 per annum	12	6	per diem
Officers in receipt of pay or salary of not more than £850 per annum	15	0	"
Officers in receipt of pay or salary of not more than £1,100 per annum	17	6	"

(*b*) Messing contribution is not chargeable for periods while on passage in respect of the families of civil salaried officers and others entitled to second-class passages only, whether travelling in their usual class or, for special Service reasons, in first class.

2. **Period.**—The contribution for messing is to commence from the day on which the first dinner meal is taken on board, and to end with that on which the last dinner meal is taken.

3. **Wine and Beer.**—Officers will not be entitled to reimbursement of any expenses incurred by them or their families in the purchase of wine or beer on board ship, or at hotels.

1677. Method of Recovery.—The messing contributions due from officers in respect of free or assisted passages which have been provided for their families under Article **840** are, except as shown in clause 2 below, recovered at the regulated rates by the Director of Navy Accounts.

2. Where free passages are provided for the families, the messing contributions due in respect of the family's outward passage are to be recovered from the officers by the Accountant officers from whom they receive their pay, at the first quarterly settlement after the completion of the passage in respect of which messing contribution is payable.

CHAPTER XLVII

ENTERTAINMENT OF PASSENGERS EMBARKED IN HIS MAJESTY'S SHIPS

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SECTION I—GENERAL

1678. *Deleted.*

1679. Authority for Conveyance at Public Expense.—Except as shown in Article **1680**, no passenger is to be received at the public expense, either abroad or at home, without a special order from the Admiralty. Any officer who shall give or order any passage without such authority will himself be liable for all the expenses incurred, unless the special circumstances, in the opinion of the Admiralty, were such as to warrant this regulation being departed from.

1680. Superintendents, Civil Officers, etc.—For Superintendents and civil officers serving in one of His Majesty's establishments abroad, the Senior Officer on a foreign station is authorized to order passages without a previous order from the Admiralty.

1681. Naval Officers on passage, etc.—Except as shown in Article **1691**, clause 3, naval officers taking passage in His Majesty's ships, or when embarked in His Majesty's ships for temporary duty, are to be messed as follows:—

(*a*) Captains, Engineer Rear-Admirals, Surgeon Rear-Admirals and Paymaster Rear-Admirals—at the Captain's table;

(*b*) Commanders, Surgeon Captains, Instructor Captains, Secretaries to Admirals of the Fleet and to Commanders-in-Chief, Paymaster Captains and Engineer Captains—at the ward-room table, or the table of a Commander in actual command;

(*c*) other ward-room officers—at the ward-room table;

(*d*) Gun-room and warrant officers at their respective tables.

1682. Captain's Table. Definition.—The Captain's table includes the table of a Flag Officer or a Commodore, should there be one on board, and also the table of a Commander in the actual command of a ship. The ward-room is to be understood as including also the table of a Lieutenant-Commander or Lieutenant in actual command.

2. **Lieutenant-Commander or Lieutenant in Command.**—When a person entitled to mess at a Captain's table is entertained by a Lieutenant-Commander or Lieutenant in command, such person is to be paid for as if entertained at a Captain's table.

1683. Joining an Inferior Mess.—When persons ordered passages shall prefer to join an inferior mess to that to which they are entitled by their rank, they are to be permitted to do so. If a person entitled to be entertained at one table is

received at a superior table by personal invitation or favour, no additional allowance will be granted for his entertainment; if the change be to an inferior table, such allowance only will be made as would be given for entertainment at such inferior table.

1684. Admiralty and dockyard officers when embarked in His Majesty's ships are to be dealt with as laid down in Article **1818**, clause 3c.

Civilian officials belonging to the War Office, Air Ministry, or other Government departments, embarked in His Majesty's ships otherwise than for passage, are entitled to subsistence allowance from their own departments and should therefore be messed, but not victualled, in the same manner as Admiralty and dockyard officers who are entitled to subsistence allowance (*see* **1818**, clause 3c).

See **1685**, clause 5 (*"when embarked for passage"*) *and* **1696** (*Messing of Army and R.A.F. officers*).

SECTION II—PASSENGERS FROM WHOM COST OF ENTERTAINMENT IS RECOVERABLE BY SHIP

(*For Army and Royal Air Force Officers see Article* **1696**)

1685. Scale of Entertainment.—The scale of allowances for entertainment of passengers, and the messes in which they are to be received in His Majesty's ships, shall be as laid down in the following table.

The allowances prescribed will be paid to the mess concerned by the Accountant Officer, who will recover the total amount involved from the passenger before disembarkation, as laid down in Article **1690**.

Subject to prior Admiralty approval or direction, the scales may be reduced when the allowances are considered more than adequate to meet the expense of the passengers embarked, or may be increased in any special case in which they are deemed to be insufficient:—

Class	Passengers	Amount per diem
	CAPTAIN'S TABLE	£ s. d.
I.	Viceroy and Governor-General of India	
	Governors-General of Australia, Canada, New Zealand, the Union of South Africa and the Irish Free State	6 0 0 for the first 7 days. 1 5 0 afterwards.
	Ambassadors	
	Each individual composing the suite	1 5 0 for every day.
II.	Governors of India, and Governors or High Commissioners whose salaries, exclusive of allowances, are not less than £3,000 a year	4 0 0 for the first 7 days. 1 1 0 afterwards.
	Ministers plenipotentiary and envoys	
	Each member of their suite	1 1 0 for every day.
III.	Chargés d'Affaires, Secretaries of Legation, other Governors, Administrators and Commissioners of Colonies, Protectorates, etc. and Lieutenant-Governors	3 0 0 for the first 7 days. 1 1 0 afterwards.
	Each member of their suite	1 1 0 for every day.
	Members of Council, Commissioners, Political Residents, Secretaries to Governments (In India.)	3 0 0 for the first 7 days. 1 1 0 afterwards.
IV.	Bishops, Second and Third Secretaries, Attachés, and other subordinate diplomatic officers, Consuls General, and Consuls	1 1 0 for the first 14 days. 0 15 0 afterwards.
	Political Agents, Assistant Political Residents, General Officers and Consuls (In India.)	
V.	Refugees, including passengers of a wrecked ship.	0 9 0 for every day.

Class	Passengers	Amount per Diem
	WARD-ROOM MESS	£ s. d.
VI.	Vice Consuls. Also refugees, including passengers of a wrecked ship, and all others for whom passages may be ordered in this mess. (*For Army and Royal Air Force officers see* **1696**).....	0 7 6 for every day.
	GUN-ROOM MESS	
VII.	Refugees including passengers of a wrecked ship, and all others for whom passages may be ordered in this mess. (*For Army and Royal Air Force officers see* **1696**).....	0 6 0 for every day.
	WARRANT OFFICERS' MESS	
VIII.	Refugees including passengers of a wrecked ship, and all other passengers for whom passages may be ordered in this mess. (*For Army and Royal Air Force officers see* **1696**).....	0 5 0 for every day.

2. When more than one person coming within the first three classes in the above table is embarked at the same time, the full scale of entertainment is only to be regarded as applicable in the case of one; for the others, the rate of 25s. or 21s. a day each will apply.

3. **Governors-General, Governors and other Dominion and Colonial Officers.**—When a Governor-General, Governor, High Commissioner or other dominion or colonial public officer proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate per diem will generally only be paid for the seven days' entertainment following his first embarkation. Should there be special reasons for repeating this payment, the Captain will represent the circumstances for the consideration of the Admiralty.

4. The sums specified in the scale include provision for a reasonable number of male servants. They are exclusive of charges for bedding and such fittings as the dockyard may be ordered to furnish, but, as regards the Captain's table, they cover other extra charges of every kind. The rates payable for entertainment in the ward-room, gun-room and warrant officers' messes, however, are exclusive of wines, etc., which are to be considered as a separate personal charge against the passenger to be incurred or otherwise at his option.

5. The scale allowances laid down in clause 1 and in Article **1686** are applicable when civilian officials belonging to the War Office, Air Ministry or other Government departments are embarked in His Majesty's ships for passage.

1686. Scale for Casual Meals and Definition of Periods.—For officers or officials taking short passages not entailing three meals in the day, the following rates are applicable for casual meals, and allowance at these rates will be made if the amount is not recoverable from the passenger. No allowance can be made for teas.

	Breakfast	Luncheon	Dinner
	s. d.	s. d.	s. d.
Class IV	4 0	6 0	10 0
Classes V-VII	2 0	2 6	3 6
Class VIII	1 6	2 0	2 6

Every three meals taken on board during one continuous period, even if on separate days, will be reckoned as a day, and dealt with in accordance with the scale in Article **1685**. If one or two meals remain to be accounted for, the rates in the present article will be applicable. The scale may also be applied to visits to ships of an official character where it has been necessary or desirable to supply the visitor with a meal.

1687. Women, Children and Female Servants.—If it is found necessary to convey women, children or female servants in any of His Majesty's ships, either as passengers or refugees, they are to be entertained at, or messed from, the Captain's table, at the following rates per diem:—

Families of Passengers as classed in Article 1685	Women	Children of either sex		Female servant
		Between 16 and 7 years	Under 7 years	
	s. d.	s. d.	s. d.	s. d.
I.....	16 8	8 4	6 3	2 0
II, III, IV.....	14 0	7 0	5 3	
V.....	6 0	3 0	2 3	
VI.....	5 0	3 4	2 6	
VII.....	4 0	2 0	1 6	

1688. King's or other Official Messenger.—When a King's or other official messenger is ordered to be embarked for passage, the Captain will direct him, unless it shall be specified in the order, to be messed with such of the officers as he may see fit.

If in the ward-room, the allowance shall be at the rate of 9s. a day; in the gun-room, 6s. a day; or with the warrant officers, 5s. a day. Before disembarkation, he will be called on to pay to the Accountant Officer for the mess the total amount of messing for the passage, in accordance with the terms of Article **1690**. The Captain will also take care that he is provided with a suitable berth.

1689. Refugees.—Refugees received on board ships, under Article **947**, whether foreigners or British subjects, are to bear the expense of their own entertainment and that of their families; but if in too distressed circumstances to be able to do so, they will be paid for at the established rates. A report of the circumstances should be forwarded to the Admiralty immediately afterwards.

1690. Arrangements for Payment by Passengers.—When any person from whom the cost of entertainment is recoverable shall be embarked for passage, the Captain is to direct the Accountant Officer to inform such passenger of the rate laid down for his entertainment, and the Accountant Officer is to arrange for the recovery of the amount before the passenger leaves the ship. For persons in His Majesty's Diplomatic, Consular, Dominion, Colonial or Indian Services, the amount may, alternatively, be recovered, upon the certificate of the persons embarked, from the Consulate or Dominion, Colonial or Indian Government on the spot, as appropriate. (*For Army and Royal Air Force officers see* **1696**.)

(NOTE.—Officers of His Majesty's Diplomatic, Consular, Dominion, Colonial or Indian Services are granted allowances at the rates laid down in Article **1685** while they are embarked for passage, under the regulations of their departments.)

2. If the passenger should not be satisfied with the statement of the Accountant Officer as to the scale under which the passage is to be paid for, the matter is at once to be referred to the officer ordering the passage, or to the Admiralty.

3. *Deleted.*

4. The arrangement laid down in clauses 1 and 2 should also be applied to representatives of the press, news reels, photographic agencies and film companies embarked in His Majesty's ships. These representatives are to be charged 5s. 6d. a day if messed in the Ward-Room and 3s. 6d. a day if messed in the Warrant Officers' Mess. Casual meals in the Ward-Room and Warrant Officers' Mess are to be charged for at the rates laid down in Article **1686** for Classes VI and VIII respectively. Wines and spirits and other extras are to be charged for in addition.

SECTION III—PERSONS FROM WHOM COST OF ENTERTAINMENT IS NOT RECOVERABLE BY SHIP

(For Army and Royal Air Force officers see Article **1696***)*

1691. The allowances payable to the mess in respect of the passengers referred to in this section are intended to be grants from naval funds, and should be brought to account in the cash account as such, unless special authority is received from the Admiralty to recover from any individual.

2. **Royal Personages, etc.**—When Royal Personages, Foreign Ambassadors or other foreign persons are embarked for passage in His Majesty's ships, Commanders-in-Chief may, at their discretion, authorize entertainment expenses within the limits of the scale laid down in Article **1685** for British officials and officers of corresponding rank. If, however, it is found necessary to exceed the rates in any instance, and time does not permit of prior Admiralty approval being obtained, a statement of the actual expenses incurred is to be forwarded for consideration.

When special circumstances render it desirable, the Commander-in-Chief may issue instructions for the entertainment allowance to be limited to the scale laid down in Article **1685** for persons of lower status. For Royal Personages, the maximum rate of scale should normally be authorized.

Whenever entertainment allowance is authorized in accordance with the provisions of this clause, Commanding Officers of His Majesty's ships are to forward, through the Commander-in-Chief, a certificate that the amounts shown have been expended.

3. **Members of the Board of Admiralty and Flag Officers generally.**—When members of the Board of Admiralty pay official visits to His Majesty's naval ports or establishments, or to the fleet, and are entertained as guests of the Commander-in-Chief of the port or fleet, or of the Commanding Officer of the establishment or ship visited, the following allowances are payable in respect of their entertainment:—

	Daily Allowance
(*a*) for the First Lord, or if the First Lord is not present, for the senior member of the Board.....	£4 for the first 7 days, £1 1s. 0d. afterwards.
(*b*) for each other member of the Board or officer included in the Admiralty party.....	£1 1s. 0d.

Allowances for casual meals taken by members of the Board and officers included in their party are payable at the rates laid down for Class IV in Article **1686** irrespective of the number of meals taken.

When Flag officers, other than those who are members of the Board of Admiralty, are embarked in His Majesty's ships for passage or for temporary duty, and do not establish their own mess, etc., and do not draw table money, entertainment allowance at the rate shown in Article **1685** (Class IV) is payable in respect of their entertainment.

4. **Hydrographer of the Navy.**—If the Hydrographer of the Navy holds the rank of Captain R.N., entertainment allowance at the rate of 15s. for every day is payable for his entertainment when embarked in His Majesty's surveying ships for inspection duties.

1692. Officers of a Wrecked Ship.—Whenever the Master or any other officer of a merchant ship, who has become destitute by the loss of his ship, is ordered by the Captain or other competent authority to be entertained in a mess or by an officer, a sum, at the discretion of the Captain, but not exceeding 9s. a day, is to be paid by the Accountant Officer to the mess, or to the officer entertaining him, upon a certificate from the Captain. The certificate is to state the circumstances and the number of days the destitute officer was on board and entertained by the mess or officer, and that the Captain considers the sum allowed to be fair and reasonable in reference to the expenses actually incurred for the messing, and to the class of ship to which the destitute officer belonged.

1693. Messing Pilots.—Pilots are to mess at the ward-room table or with the warrant officers, as the Captain may direct. Five shillings a day will be allowed

to the ward-room mess, or 3s. 6d. a day to the warrant officers' mess, for the entertainment of a hired pilot not belonging to His Majesty's Service; 3s. 6d. a day will be allowed to the warrant officers' mess for the master of a yard craft, and the same amount is to be paid when, exceptionally, a pilot is obliged to mess in the gun-room. These payments are to be made by the Accountant Officer on the approval of the Captain. *See* **1818** (*Victualling of persons not belonging to the Navy*).

1694. Advances towards the Cost of Entertainment.—Where officers ordered to make preparations for any passenger desire an advance, the Admiralty at home, or the Senior Officer abroad, may, on receipt of a special application, authorize an advance of half the estimated cost of entertainment at the appropriate rate being paid by the Accountant Officer out of his contingent money, but no bills may be drawn specially for these advances, and where an allowance is made for the entertainment of the passengers from whom the cost is not recoverable, particulars of any such advances are to be shown in the claim for final settlement.

1695. Passengers if not Embarked.—If a passenger for whom provision has been made under competent authority should not embark, or, having embarked, should be disembarked or transferred to another ship, the officer or the mess, as the case may be, will be entitled to half the cost of entertainment to cover the expenses incurred in making the necessary preparations. For persons from whom the cost of entertainment is recoverable (*see* Section I), recovery of this amount should be made as provided in Article **1690** (*see* Note). No deduction is to be made from the allowances for the time passengers may spend on shore at intermediate places for their own pleasure.

2. **Passengers disembarking on Duty.**—When a Governor or other public officer disembarks for the purpose of performing *bona fide* public service, without being able to give sufficient notice of his intended absence to prevent expense being incurred in preparing for his entertainment, one-half of the rates above authorized will be payable during such absence, and in the case of officers coming under Section I, this amount should be recovered as provided in Article **1690.** For the purpose of computing the seven days referred to in Article **1685**, each day in respect of which a charge for entertainment is made at half of the authorized rate is to be counted a full day.

SECTION IV—ARMY AND ROYAL AIR FORCE OFFICERS

1696. The messing of Army and Royal Air Force officers is dealt with differently according to whether they are embarked for passage or for duty.

2. **Embarked for passage.**—When Army and Royal Air Force officers are embarked for passage a certificate in the following form will be furnished by the Military or Royal Air Force authorities and handed by the officer concerned to the Accountant Officer of the ship:—

"Certified that.....(officer's name, etc.) is proceeding from.....
"to.....in H.M.S. .....on (state briefly ground of entitlement)
".....and that the cost of his entertainment for the period of the voyage in
"the naval mess appropriate to his rank is a proper charge against Army (or Air
"Force) funds."

3. For officers so certified, an allowance at the undermentioned rates is to be credited to the mess concerned. The allowances for Flag Officers' and Captains' messes are inclusive of all meals, wines, spirits, tobacco and all extras. In other messes the allowances are intended to cover all meals (including tea), servants' pay and mess subscriptions; but wines, spirits, tobacco and all other extras should be recovered from the officers by the mess concerned.

Officers messed at the table of a Flag Officer.....	15s. a day
Officers messed at the table of a Captain (*see* **1682**)....	10s. a day
Officers messed in the ward-room (*see* **1682**).....	5s. 6d. a day
Officers messed in the gun-room	4s. 6d. a day
Officers messed in the warrant officers' mess.....	3s. 6d. a day

These allowances are to be brought to account in the cash account, and the necessary recovery will be effected from the War Office or Air Ministry by the Admiralty, except that the allowance for journeys between Great Britain and Ireland should be recovered direct from the officers and shown in the cash account. The certificates referred to in clause 2 should be forwarded into office as enclosures to the relative cash voucher.

4. **Embarked for duty.**—Where the certificate referred to in clause 2 is not provided, Army and Royal Air Force officers are to be regarded as embarked for duty. They are then to be victualled as laid down in Article **1818**, clause 3b. The rates laid down in clause 3 (less the cost of service victualling) may be regarded as a suitable messing charge to be recovered from officers who are messed at the table of a Flag Officer or Captain.

5. **Tours of Inspection, etc.**—When senior Army or Royal Air Force officers are embarked for tours of inspection or other special duty entailing an exceptional amount of entertaining by the Flag Officer or Captain at whose table they are accommodated, thus rendering the rates laid down in clause 3 inadequate, a special report, if necessary, should be forwarded to the Admiralty giving details of the additional expenditure incurred.

6. Army and Royal Air Force officers embarked are to be messed as follows, except as otherwise directed in Article **613**, clause 3:—

Captain's Table	All officers of and above the rank of Colonel or Group Captain, R.A.F.
Ward-Room Mess	Commissioned officers of the Army and Royal Air Force of rank lower than that of Colonel or Group Captain, and Warrant officers when required to mess in the ward-room.
Gun-Room Mess	Commissioned officers of the Army and Royal Air Force when no room in the ward-room.
Warrant Officers' Mess	Warrant officers of the Army and Royal Air Force.

CHAPTER XLVIII

COMPENSATION FOR LOSSES

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SECTION I—COMPENSATION

1697. Losses or Damage by Service Casualty.—Officers, petty officers, men and boys of the Royal Navy, and officers, non-commissioned officers and men of the Royal Marines, who sustain, as a result of a casualty of the Service, loss of or damage to necessary articles of uniform clothing and equipment, or books, instruments or tools necessary for the proper performance of their duties, will be compensated for such loss or damage, provided that a certificate is furnished that the following conditions have been fulfilled, namely:—

(*a*) that the claimants are acquitted of all blame for the cause of the loss or damage;

(*b*) that the loss or damage occurred in circumstances altogether unavoidable by them;

(*c*) that it was not the neglect or default of the claimants; and

(*d*) that every exertion was used by them to prevent the loss or damage.

2. **Amount of Compensation and Conditions.**—The amount of compensation awarded will be calculated on the principle of making good actual losses so far as to enable officers and men to re-equip themselves with what is necessary for further service. The scale given in Appendix IX will not be exceeded, except in equipments for special or exceptional service.

Where an officer or man leaves the Service for causes other than his own misconduct before re-equipment takes place, a report of the circumstances should be submitted to the Admiralty with a view to the award of compensation to the officer or man concerned. Such award will be at the discretion of the Admiralty, and will never exceed the actual value, so far as it can be ascertained, of the articles lost or damaged.

Where an officer or man dies before re-equipment takes place, no compensation will be payable. If expenditure on re-equipment is incurred but the officer or man dies before a claim for refund is made, the Admiralty may, on receipt of proof of the expenditure, make an award, at their discretion, to the legal representative of the deceased.

3. **Inadmissible Claims.**—Compensation will not be payable for—

(*a*) losses or damage sustained when an officer or man is proceeding on or returning from leave of absence;

(*b*) losses of money;

(*c*) losses of, or damage to, plain clothes;

(*d*) losses of, or damage to, mess stock, except when it has been laid in, by order, for passengers;

(*e*) losses or damage occurring to baggage or equipment sent by an officer, for his own convenience, by a vessel, whether one of His Majesty's ships or a merchant vessel, in which the officer is not himself a passenger.

In such cases it is incumbent upon the officer to protect himself by insurance.

4. **Procedure to be Followed in Submitting Claims.**—All claims are to be submitted to the Captain or Senior Officer within one month of the date of loss. Any neglect to submit a claim within this period may be held sufficient reason for its rejection.

Upon receipt of the claims, the Senior Officer will order an investigation with all convenient despatch. The officers detailed to conduct this investigation will inquire into and report the circumstances attending the loss, will furnish the certificate required in clause 1, and will certify as to the correctness of the items set forth in the claims.

Officers.—Claims of officers are to be submitted to the Admiralty for consideration. Reasonable money advances may be made under the authority of the Senior Officer to meet these claims, but such payments are to be reported to the Admiralty when the claims are transmitted.

Ratings.—The following procedure is to be carried out in regard to losses of uniform clothing, claims of a special nature being referred to the Admiralty for decision:—

(*a*) Immediately after the loss, any absolutely necessary articles are to be issued and their value charged in the ledger against the men to whom the issues are made. These charges need not, however, actually be abated from pay pending the result of the investigation, and may be carried forward, if necessary, to subsequent ledgers as debts.

(*b*) The investigating officers will assess the compensation proposed (if any) in money. Compensation for articles of compulsory kit (for the maintenance of which kit upkeep allowance is paid) is to be calculated on the basis of the current issuing prices of new articles, the actual amount to be determined by the condition of the articles at the time of loss or damage, and the extent of the damage. As kit upkeep allowance is not paid in respect of articles of optional kit, the full issuing prices of such articles are to be allowed. Care is to be taken that in no case is compensation awarded for articles of clothing, etc., in excess of the regulation kit (obligatory and optional) of the rating held by the man at the time of the loss.

(*c*) The report of the investigating officers is to be submitted to the Commander-in-Chief or Senior Officer, who will award such compensation as he may consider equitable. The amounts awarded are then to be credited to the men concerned in the ledger, any debts incurred under (*a*) being liquidated before payment is made.

(*d*) The report of the investigating officers, with all other correspondence, is to be forwarded to the Admiralty as soon as practicable after the decision of the Commander-in-Chief has been obtained.

Royal Marines.—Articles lost by Royal Marines are, as a general rule, to be replaced in kind, form S. 371 (*Claim for replacement of clothing and necessaries lost, etc.*) being used in these cases, but compensation at current issuing rates will be paid for any article replaced at the man's expense.

5. **Instruments and Books.**—In claims for compensation for the loss of instruments or professional books which are necessary for the proper performance of the applicant's duties, the maker's name and original cost of the instruments should be stated, and the title and publisher's name of the books. Compensation may be paid in respect of instruments lost or others may be supplied in lieu, but books will be replaced in kind.

6. **Tools.**—Compensation for the loss of tools will be calculated according to the current market values, but will only be paid in respect of such tools as are included in the minimum tool kit of the rating who has sustained the loss (*see* Appendix XVIII).

7. **Destruction of Infected Clothing, etc.**—When the clothing or effects of an officer or man suffering from an infectious disease are ordered to be destroyed to prevent the risk of infection to others, a list is to be made and the actual value

appraised. In the event of the restoration of the patient to health, compensation will be paid according to the foregoing rules, but in the event of death, no compensation will be payable to the deceased person's representatives in respect of the articles destroyed.

A certificate from the Medical Officer, stating the necessity for destroying the articles, is to be given on the list, and should be attached to the voucher for the payment or replacement. The list should not include articles other than those referred to in Appendix IX.

1697a. Loss entitling Officer or man to Claim on Persons other than Naval Personnel.—Should any loss occur in circumstances which give an officer or man a claim to indemnification from persons, other than Naval personnel, through whose fault it happened, no compensation will be paid under Article **1697**; but should the officer or man desire it, and lose no time in making application to the Senior Officer present, an inquiry is to be ordered by the latter, and every assistance given to obtain documentary or other evidence to substantiate the claim against the parties liable. The result of any such claim should be reported to the Admiralty as soon as practicable. (For claims on Naval Personnel, *see* Article **1528**, clause 1 (*f*)).

Section II—Replacement of Medals

1698. Conditions of Replacement.—Medals lost on duty in similar circumstances to those detailed in Article **1697**, clause 1, may be replaced at the public expense. Those lost in other circumstances may be replaced at the expense of the officer or man concerned.

2. **Inquiry.**—The Captain will in all cases make inquiry as to the cause of the loss, and the measures taken for recovery, and a report of his investigation should accompany any application for replacement, which should be made to the Director of Navy Accounts.

3. **Punishment for Selling, etc.**—Men who are found to have sold or made away with the decorations awarded to them are to be dealt with under the provisions of Article **540**, Table I, §h. I, and the cases specially reported to the Admiralty.

4. **Pensioners, etc.**—Applications for replacement of medals from pensioners and others who have left the Service will be considered only on the execution of a statutory declaration as to the circumstances of the loss of the originals.

16597—AA

CHAPTER XLIX

PAY ACCOUNTS

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For modification of these Instructions in time of war, *see* Article **34** and Appendix XXIII.

SECTION I.—BOOKS AND RETURNS CONNECTED WITH PAY AND NUMBERS VICTUALLED

1699. List of Books and Returns.—The following are the books and returns to be kept by the Accountant Officer:—

	ARTICLE
S. 41, S. 41A, etc.—The ledger, abstract, and classified summary of victualling	**1700**
S. 51—Return of deaths and desertions	**1733**
S. 52 or S. 52A—Return for Admiralty register of services	**1729**
S. 53—Return of numbers borne	**1730**
S. 160—Return of entries and re-entries	**1730a**
S. 161—Return of changes in rating, etc.	**1730b**
S. 165—Reports of movements of ratings	**1732**

2. The books are to be opened immediately after a ship is commissioned, and are to be kept constantly complete.

SECTION II—LEDGER

1700. Accuracy.—The ledger (S.41A), being the basis both of payments on board and of audit in Office, it is essential that:—

(*a*) it should be kept with absolute accuracy, except that all fractions of a penny are to be disregarded;

(*b*) the ship's ledger, upon which the payments are based, should be in agreement in every particular with that which is sent into Office.

Duplicate Ledger and Abstract.—To attain these objects, the ledger and abstract are both to be kept in duplicate independently and concurrently, so that one may serve as a check upon the other, and, where the ship's complement admits of it, one of these ledgers is to be kept by an Accountant Officer. Where it is unavoidable that both ledgers should be compiled by Writer ratings, a statement to this effect, signed by the Accountant Officer, is to accompany the ledger.

In ships in which no Accountant officer and only one Writer rating is borne, one of the ledgers is to be kept by the Executive officer borne for accountant duties.

2. **Lists of Credits and Debits.**—The ledger is normally the sole record, in regard to all persons borne thereon, of—

(*a*) The following credits:—
Full pay and allowances of the nature of full pay.
Table money. Entertaining allowance.
Hard-lying money. Grog money.
Extra pay of any description.
Lodging and provision allowances.
Mess traps allowance. Servant allowance.
Leave allowance. Colonial allowance. Field allowance.
Kit upkeep allowance. Submarine kit allowance.
Clothing gratuities. (*See* Article **1596**).
Gratuity to Royal Marines on re-engaging. Marching money.
Exchange compensation.
Allowances for local audit and stocktaking.
Clothing allowances in Royal Yachts.

(*b*) All charges against pay.

(*c*) The particulars requisite for calculating the number of rations with which the Accountant Officer may be entitled to be credited in his victualling account.

3. **Entries in and Closing of.**—It is to be kept constantly complete by the entry of every transaction or particular at the time of its occurrence or as soon afterwards as possible. It is to be closed, and sent into Office, at the end of every quarter, and a new ledger is to be commenced on the first day of the succeeding quarter. It is also to be closed, and sent into Office, when the ship is paid off, unless in special circumstances, particularly when a ship is paying off and recommissioning the same day, the Captain is of opinion that it would be in the interests of the Service to keep open the ledger (and, therefore, also the victualling and clothing, cash and gratuitous, accounts under Article **1891**) for the remainder of the current quarter. In these circumstances, a report to this effect is to be made by the Captain to the Director of Navy Accounts, a duplicate being sent to the Director of Victualling.

4. **Despatch.**—The ledger, with its supporting documents, is to be transmitted to the Director of Navy Accounts as early as possible, and in any event not later than the period for completion allowed under clause 7.

It is to be sent by the quickest route, and the date and method of despatch are to be notified to the Director of Navy Accounts by separate reference. (*See also* **886**, clause 4.)

5. **Extension of Ledger and Victualling Accounts.**—When a ship is commissioned within twenty-eight days of the end of a quarter, the foregoing rule may be modified, and the ledger, instead of being closed at the end of the quarter, may be carried on to the end of the quarter following; and, similarly, when a ship is to be paid off within twenty-eight days after the commencement of a quarter, it may be continued for such period, all extensions under this clause being notified to the Director of Navy Accounts. The periods of the victualling and cash clothing accounts rendered by the Accountant Officer must coincide with the period of the ledger. (*See also* **1891**, clause 1).

6. **Documents to accompany Ledger.**—The following documents are to accompany the ledger when sent into Office:—

Transfer lists and pay tickets;
Office victualling and check sheets;
Sub-vouchers in support of credits of extra pay, etc. (separate sub-vouchers for officers and men);
Wills executed during the period of the ledger;
Counterfoils of return of changes in rating, etc.—form S. 161;
Lists of R.N.V.R. men embarked for training—form R.N.V. 16;
Return of R.A.F. Personnel attached to Royal Navy for Rations—(*see* **1818**, clause 4a);

and all other orders and correspondence relative to questions of pay and victualling which are dealt with in each ledger, with the exception of documents authorizing the victualling of civilians which are to be forwarded into Office with the victualling store accounts. Where persons have belonged to merchant ships, the names of such ships are to be specified in the ledger.

7. **Completion of Ledger.**—As the ledger, in a great measure, can be prepared in advance, a period of fourteen days only will be allowed for its final completion and transmission into Office, except as provided in the following paragraph.

Sea-going flag-ships will be allowed an extension of time not exceeding seven days. Depôt ships and establishments may be allowed, under Admiralty authority, a longer period according to circumstances, but the time is in no instance to exceed six weeks.

If, owing to unforeseen circumstances, it is found to be impossible in any particular instance to complete and transmit the ledger within the periods allowed above, a report should be made to the Admiralty by the Commanding Officer, stating the reasons for delay and the date by which it is anticipated that the ledger can be despatched.

8. **Sections.**—The ledger is to be rendered in two separate sections, viz.:—

(*a*) For officers.
(*b*) For men.

Each section is to be complete in itself in regard to the certificates, tables, lists and the index; but on being sent from the ship, they are to be tied together securely, the several lists and folios following in proper numerical order, so as to form one ledger, and an abstract (S. 41b) is to be rendered for the complete ledger.

9. **Accounts of Independent Commands kept in another Ship.**—When the accounting arrangements of ships which are independent commands are carried out in another vessel, the pay accounts of such ships are to be kept in a separate ledger under the name of the ship itself, with separate covering certificates, which are to be signed by the Accountant Officer and Commanding Officer of the ship in which the accounts are kept. The Commanding Officer of the ship in which the accounts are kept will declare himself as such in signing the covering certificate; he will sign certificate 2 on the authority of a special certificate which the Commanding Officer of each independent command will furnish at the end of the period of each ledger. The special certificate is to be in the following terms and is to be affixed to the ledger when it is forwarded into Office:—

"This is to certify that (*a*) the undermentioned officers were actually in charge of the descriptions of stores shown against their names for the periods similarly indicated, and that *primâ facie* the store accounts have been properly rendered, and (*b*) the Articles of War have been read to the ship's company agreeably with the Admiralty Instructions.

.....
Commanding Officer.
H.M.S. .....
Date .....19...."

The ship in which the accounts are kept is, however, to render a combined abstract of ledger (S. 41b), alphabetical index and ledger returns, and a single cash account.

The separate ledger kept for each independent command constitutes the books of that ship for the purposes of the Naval Discipline Act, and the ship whose accounts are kept in another ship in accordance with this Article is none the less an independent command for the purposes of the Naval Discipline Act.

10. **Contents.**—The ledger is to contain the names of all persons, of whatever rank or rating and whether belonging to the Service or not, who are borne or victualled during the period to which it relates. It is also to contain a debtor and creditor account for every person entitled to pay or incurring charges, except those taking passage, who are to be dealt with as directed by Article **1706**; and all the particulars required by the headings of the columns are duly to be noted except that the "Net Balance", and "By Cash at Payment" columns are not required where the fortnightly system of payment is in force.

The names of supernumeraries borne for victuals only, such as distressed British subjects and other persons who have no claim for pay, are to be inserted in the ledger for the purpose of showing the details of victualling. All men and boys recovered from desertion are to be so noted in the ledger, with the name of the ship from which they deserted and the date of desertion.

11. **Classification.**—(i) The ranks and ratings forming the ship's complement, as well as the supernumeraries and others, are to be classified in lists as shown in sub-clause (ii). While in course of preparation, the ledger, if possible, should be arranged so as to avoid the inclusion of blank pages in the completed volume.

(ii) The following are the lists into which the Officers' and Men's sections of the ledger are to be divided:—

List 1.	Flag Officers and their Staff.
List 2.	Flag Officers' attendants.
List 3.	Officers of the Royal Navy.
List 4.	Officers of the Royal Marines.
List 5.	Ship's complement, men and boys.
List 6.	Pensioners drawing pensions.
List 7.	Pensioners not drawing pensions.
List 9.	Band.
List 11.	N.C.O.s and men, R.M.
List 12.	Officers and Men borne for service in tenders (Name of tender to be inserted at head of list).
List 13.	Permanent supernumeraries borne in addition to complement. (The nature of service for which allowed and borne to be specified.)
List 13 (I).	If shore establishments, to be entered in 13 (I).
List 13 (II).	Kroomen, etc., on 13 (II).
List 14.	Supernumeraries borne for temporary service, full pay leave, closing accounts, etc. (nature of service to be specified). Reserves under training—*see* clause 12.
List 14.*	Men undergoing detention.
List 15.	Supernumeraries borne for disposal, taking passage, etc.
List 16.	Supernumeraries lent from other ships (nature of service to be specified).
List 17.	Supernumeraries borne for victuals only, full allowance.
List 18.	Supernumeraries borne for victuals only, standard ration only under Article **1817**, clause 2 (*h*), or persons marked "Run" under Article **539** pending final discharge, or recovery, or "waiting trial for desertion" (Article **1522**).
List 19.	Men undergoing imprisonment or detention (Articles **557** and **558**) not victualled.
List 20.	Indulgence passengers.
	Canteen Staffs (*see* viii).

(iii) In all ships with a complement of 250 and above, where accounts are kept on board, the complement list as regards men and boys should be subdivided as follows:—

List 5. Seamen class.
List 5A. Engine-room ratings.
List 5B. Artisans.
List 5C. Sick Berth ratings.
List 5D. Accountant ratings.
List 5E. Miscellaneous ratings.

In ships with a complement of below 250, and in ships not bearing their own accounts, the list should be subdivided thus:—

List 5. Seamen class.
List 5A. All other ratings.

Each of the above lists should be further divided into Parts I (C.P.O.s and P.O.s) and II (ratings below P.O.).

The same course should be followed with regard to the supernumerary lists where the number of supernumeraries borne is large. (*See also* **514**, clause 4.)

In the case of permanent supernumeraries, care is to be taken to define clearly, opposite their names in the "Remarks" column of the body of the ledger, the several duties or services for which they are specially authorized and borne. At the beginning of each list, the class of men borne on the list, or the nature of the establishment for which borne (torpedo stores, etc.), is to be noted.

The duty for which each man is borne on the complement lists (5 to 11) is also to be noted against his name in the ledger in the case of depôts, shore establishments and all ships where the scheme of complement issued sets out the duties in detail.

(iv) Officers and men in tenders are to be entered on separate sections of List 12 (one section for each tender), and each section sub-divided according to classification as shown in sub-clause (iii). When any member of the crew is lent to the parent ship, he is to be so noted in red ink in the victualling columns of the tender's list (*see* **725** (*Hired Men*)).

(v) Royal Marines and pensioners are always to be borne on separate lists or sub-divisions of lists; those on any list, except 4, 6, 9 and 11, are to be borne in a sub-division marked M. or P. respectively.

(vi) Officers and men of the Army, Royal Air Force, or of foreign or dominion naval, military, and air forces, when borne on ships' ledgers, whether for pay or victualling only, are to be listed separately thereon according to the Service to which they belong, *e.g.*, List 14 R.A.N., List 17 R.A.F., List 20, etc. (*see* classification in sub-clause (ii)). Prisoners of war are also to be listed separately. Dominion, Army and Royal Air Force ranks and service numbers are to be shown.

(vii) "Non-attached" officers (Observer officers) and men of the Fleet Air Arm are to be entered on sub-divisions of the appropriate lists, *i.e.*, List 3/F.A.A., List 5 (1) F.A.A., etc., according to classification.

Naval officers of the Fleet Air Arm "attached" to the R.A.F. are to be borne on further sub-divisions of the appropriate lists and distinguished by the heading "List—F.A.A. (Naval officers attached R.A.F.)."

Officers and men of the R.A.F. borne for Fleet Air Arm duties should be listed on List 17 R.A.F.

(viii) Canteen staffs are to be shown on a separate section of List 20. They are not to be borne for pay or victualling.

12. Officers and men of the Royal Naval Reserve, Royal Fleet Reserve, Royal Naval Volunteer Reserve, Royal Naval Auxiliary Sick Berth Reserve, borne for training, are to be listed separately in the appropriate Section of the ledger as follows:—

List 14. R.N.R. (Officers).
List 14. R.N.V.R. (Officers).
List 14. R.N.R. (E.R.A's).
List 14. R.N.R. (Seamen).
List 14. R.N.R. (Stokers).
List 14. R.F.R.
List 14. R.N.V.R. (Men).
List 14. R.N.A.S.B.R.

13. **Substantive Ratings and Pay.**—The pay of men and boys is to be shown in the ledger at the rates specified in the table of full pay, Appendix XVII, part 1, and in the case of men whose rates of pay increase by length of service, the fact of their having completed such service should be shown in the rating column as follows:—

"Master-at-Arms" (over 3 years). "Bugler" (over 1 year).

14. **Abstract of the Ledger and Classified Summary of Victualling.**—The following regulations are to be observed in the preparation of the abstract, and classified summary of victualling:—

(*a*) The totals of the ledger folios are to be arranged in the abstract in two groups:—

I. All lists except those on which Royal Marines are borne.
II. Lists on which Royal Marines are borne.

(*b*) Only such items as have no separate columns provided for them in the abstract are to be shown in the "Miscellaneous Other Credits" and "Miscellaneous Other Charges" column thereof.

(*c*) Separate totals are to be rendered at the foot of each column for each class of credit or debit, with the exception of the column headed "Balances Debtor from Former Accounts," etc., for which one total will suffice.

(See **1468** *as to special procedure when change of Accountant Officers occurs during period of the ledger.)*

(*d*) Separate totals are to be rendered for the various reserve, Fleet Air Arm (attached R.A.F.) and Dominion, etc., personnel, amounts relating to officers and men respectively being distinguished.

(*e*) Gross sub-totals of the victualling "checks" of R.N. officers and ratings (respectively) lent to R.A.F. stations, etc., are to be shown in the ledger abstract.

(*f*) The following details only should be completed on board in the classified summary of victualling in the spaces provided for the purpose:—

(i) Statement of victualling per ledger, including numbers shown per victualling account and explanations of differences, if any.

(ii) Aggregate numbers, in each class, of persons (officers and men separately) belonging to the Army, Royal Air Force, or Dominion naval, military or air forces, to whom rations have been issued.

(iii) Full particulars of officers of the Fleet Air Arm (attached R.A.F.) and of all other persons not belonging to the Royal Navy to whom rations have been issued.

15. **Ranks and Ratings borne in Lieu.**—When a rank or rating is borne in lieu of another not available at the time of commissioning, or on account of advancement to a higher grade, or for other causes, no alteration is to be considered as having been thereby made in the complement, but a notation is to be made in the ledger that such rank or rating is "borne in lieu" of the one authorized, the authority for so bearing being quoted.

16. *Deleted.*

17. **Examinations, etc.**—Particulars of all examinations passed, certificates granted and other qualifications obtained, are to be noted in the "Remarks" column of the ledger against the names of naval ratings concerned. *See also* **609** (1) (*Notation of Qualifications, etc.*) and **1719.**

1701. First Entry.—Each first entry into the Service is to be noted in the ledger, and the official number is to be inserted as soon as received from the Admiralty.

2. **Port Division.**—The port division of every man is to be noted against his name, immediately before his official number, and is always to be quoted as part of his official number. The port divisions will be identified by the letters P., C., D., E., G., respectively for Portsmouth, Chatham, Devonport, Malta (Maltese) and H.M. Naval Office, Colombo (Native stewards and cooks entered on the East Indies Station), and these letters, and the series of official numbers laid down in Article **387**, clause 6, are not to be used for local records of natives.

3. **Marine Attendants and Officers' Stewards and Cooks.**—All Marines employed as attendants to Naval or Royal Marine officers, and all men and boys of the Officers' Steward, Officers' Cook and Cook (O) classes, are to have the mess or individual officer for whose service they are borne noted against their names in the ledger.

1702. Particulars on Joining.—When any person is received on board, his name and particulars of the place or ship whence he was received, together with his list and number in such ship, his rank or rating, the date of commencing pay, rates of pay and allowances, and other information, as well as the official number of each man and boy, are immediately to be inserted in the ledger and verified by the man's service certificate, ratings other than C.S. being noted S.S. or Non-C.S. It should also be ascertained that the official number corresponds to the class of the man's or boy's rating—*see* **387**, clause 6.

2. If an officer, the date of his appointment, in whose vacancy, and whether additional or for special service, are also to be stated, and particulars of his nearest relative or representative obtained (*see* **601a**).

3. As regards boys, the dates of their C.S. engagements are to be noted in the ledger in which their names appear on first entry, but these particulars need not be repeated in subsequent ledgers. Entry of these dates is in all cases to be made direct from the boys' service certificates.

1703. Number on Ship's Books.—Officers and men are, as a rule, to retain one number on the ship's books during the whole period of the commission, but if, from having been borne as supernumeraries, or discharged from ship's books and re-entered during the same quarter under Article **1726**, or from any other cause, their names necessarily appear in more than one place in the books, cross-references are to be made at each entry, so that there may be no difficulty in tracing the whole of their services.

1704. Men with Same Name.—When several men of the same name are borne on the books of a ship during her commission, they are each to receive a distinguishing number, as John Smith (1), John Smith (2), and John Smith (3).

1705. Character and Efficiency Assessments.—The characters and assessments of efficiency in rating awarded to petty officers and others are to be noted in the ledger for the quarter in which the assessment of character and efficiency is made on the service certificates. The underlining of any assessment of character on a service certificate (*see* Article **605**, clause 8) is to be reproduced in the ledger entry. The notation of character is to be distinguished from the notation of efficiency, which it is invariably to precede.

Should it be found impossible to note a character or efficiency assessment in the ledger before despatch, the reason for the omission should be stated, and the character or efficiency assessment should be communicated to the Director of Navy Accounts as soon as practicable.

2. *Deleted.*

3. **Recommendations, Badges, Conduct, etc.**—Recommendations for good conduct medals and gratuities, re-engagement, the award and deprivation of good conduct badges, changes in class for conduct, notations of offences and punishments by warrant, and special recommendations as to gallantry, etc., are also to be duly noted in the ledger in the columns provided for the purpose.

The following notations are to be made in the "Remarks" column of the ledger:—

"Imprisonment recorded on service certificate as 'D.'"—whenever a sentence of imprisonment is so recorded under Article **606**, clause 11.

"Recommended for the Royal Fleet Reserve"—when a man's service certificate is so endorsed. (*See* **606**, clause 10.)

In the case of the award and restoration of good conduct badges and restoration to the first class for conduct, form S. 1130 is to be forwarded with the ledger.

4. The class of kit upkeep allowance to which petty officers not dressed in the special uniform of that rating are entitled should be noted under their names. (*See* **1600**, clause 3.)

5. When the corner of a man's certificate is cut off on his discharge, the fact is to be noted in the ledger. (*See* **606**, clause 13.)

6. **Discharges.**—Men discharged on completing time for pension are to be so described in the ledger, and are not to be shown as discharged on completing continuous service engagements. *See* **517**, clause 2 (*Notation in Ledger of Discharge from Prison or Detention Establishment*); **418a**, clause 1 (*Men reverted for unsuitability*), *and* **595** (*Charges against Deserters and Absentees*).

1706. Persons on Passage in a Ship of War.—Except as provided in clause 2, persons borne for passage from one ship to another are to be entered on list 17 of the ledger of the ship conveying them, for the purpose of showing the dates of victualling, and of noting any charges incurred during passage. All such charges are to be shown in the proper columns of the ledger, and the total of the charges incurred by each person is to be shown as a debt against the name on the original transfer list or pay ticket, which is to accompany them to the ship to which they are ultimately discharged. The dates, with the fact of their having being victualled during the passage, are also to be noted, both on the transfer list, or pay ticket, and in the "date" and "lent" columns of the victualling section of the ledger of the ship to which they are discharged, as laid down in Article **1711.**

Officers discharged abroad to England for disposal, and officers appointed from unemployed pay or half pay to a ship abroad, are similarly to be entered, for victuals only, on list 17 of the ledger of the ship conveying them.

2. **Ships specially detailed for conveying Relief Crews.**—Supernumeraries in ships specially detailed for conveying relief crews are to be dealt with as follows:—

(*a*) When proceeding to England from foreign stations, they are to be borne for pay on the ledger of the ship conveying them. On arrival at home, any balance of pay and any advance of pay and leave allowance under Article **1746**, clause 12, to which they may be entitled, are to be paid to them before their discharge.

(*b*) When they are proceeding abroad, the procedure laid down in clause 1 is to be followed, provided the outward passage will not occupy more than a fortnight. If the duration of the passage exceeds a fortnight, the supernumeraries are to be dealt with as provided in sub-clause (*a*).

1707. Persons on Passage in a Merchant Vessel.—Persons taking passage in a contract steamer or merchant vessel, or otherwise than in a ship-of-war, are to be borne on list 17 (Passage) of the ship from which they have been discharged, and are not to be removed therefrom until a report (S. 214) has been received from the Accountant Officer of the ship in which they are received that they have been duly entered on the books of that ship. In the case of Flag Officers and Captains and officers of relative rank, who are returning from a ship abroad to England for foreign-service leave, etc., this report will be furnished by the Director of Navy Accounts. Royal Marine personnel taking passage from R.M. Divisions, otherwise than in His Majesty's ship, are to be borne on list 17 of the local Royal Naval Depot.

1708. Accounts of Persons Lent.—The account of a person lent from one ship to another to do duty should normally be closed. The details of his pay and victualling for the period are to be shown in the ledger of the ship to which he is lent. His name is, however, to continue open at his number in the ship to which he belongs, with a notation in the victualling column of his being so lent, all particulars with regard to his pay during his absence being omitted.

2. The above rule is not to apply—

(*a*) when the person lent can continue to receive his pay from the ship to which he belongs;

(*b*) when the lending and receiving ships are within easy communication and the probable period of absence is short, or other circumstances render it desirable;

but in such circumstances, the person lent should be borne on list 17 of the ship to which lent and remain borne for pay on the ledger of the lending ship. The latter may communicate amounts of "fortnightly or monthly advances," "quarterly balance," or other sums due, and these may be paid as advances of pay in the ship to which lent, and promptly transferred as "charges" to the lending ship on the man's discharge.

3. If any such person is discharged or transferred to a ship other than that to which he belongs, a notification is to be sent immediately to the ship from which he was originally lent.

1708a. Parent Ship's responsibility when vessels under her care are commissioned for service as Tenders to a Parent Ship at another Port.—Tenders ordered to commission for service as tenders to a parent ship at another port are, in the first instance, to commission as tenders to the original parent ship, and all pay and similar documents of the advanced drafts are to be sent to such parent ship.

This will provide for these drafts, as well as the remainder of the crew, being victualled and, if necessary, paid by the original parent ship, during the period for which the tenders and the original parent ship are in company.

2. On sailing for the port of allocation, the tenders are to be transferred to the new parent ship for pay and victualling.

1709. Absence on detached Service.—When officers or men, whether Naval or Royal Marine, are absent on detached service, the nature of the service, and with what force they are acting, are to be stated in the ledger. If they cease to be victualled by their ship, they are to be checked accordingly; but so long as they are supplied with rations from their ship, they are not to be checked, but the period and cause of their absence should be stated, in red ink, in the victualling columns.

2. In the event of the death of any officer or man, whilst absent on detached service, a return on form S. 544 should be forwarded to the Registrar-General of Births, Deaths and Marriages as is required by Article **869** when a death occurs on board.

1710. Pensioners.—If a pensioner, who is not entitled to receive his pension while serving, re-enters the Service, he must produce his identity certificate, showing the period up to which his pension has been paid, in order that any payment for a period beyond the date of re-entry may be charged against his pay in the ledger, and a report of the same is to be sent to the Admiralty.

Men who are pensioners are to be noted as such in the ledger and other ship's books and returns (*see* **1700**, clause 11 (V)).

1711. Persons not Victualled on Board.—When officers or men from any cause are not received on board the ship to which they are ordered or transferred on the same day as that on which they are entitled to commence full pay, the period which may have elapsed, and for which they have not been victualled on board, is to be noted in the column headed "For victualling," and the date of appearance is to be noted under the name of the place or ship whence they are received.

2. When officers and men belonging to a ship are absent, the cause is to be noted in the victualling column, thus:—

L.	Lent.	The name of the hospital, place, or ship, and the inclusive dates, are to be stated.
P.A.	Paid provision allowance.	
V.A.	Paid victualling allowance.	
V	Leave.	
S.L.	Sick leave or sick on shore (*see* **1440**, clause 2).	
X.	Absent without leave.	
C.P.	In custody of civil power.	
Duty.	Absent on Duty.	
Cells.	Undergoing cell punishment.	
S.	Sick in hospital, sick quarters or sick mess.	

3. Any period for which a man is granted leave allowance while checked sick is to be noted in the leave allowance column; but it is still to be counted as absence due to sickness for purposes of pay under Article **1585**.

Sick Mess.—In the case of men checked to the sick mess on board, the period so checked is to be indicated in red ink in the sick column.

1712. Former Credits.—In the column headed "Former Credits, Full Pay, etc." the following items are to be inserted, with a brief description of the nature of the credit in each case against the amount, together with the date of the ledger or the name of the ship on account of which the credit is allowed, namely:—

Credit balances transferred from former accounts or other ships.

Credits on account of pay and allowances and credits resulting from corrections of former accounts, unless provided for in other columns (*see* **1713** and **1717**).

1713. Miscellaneous Credits.—The column for miscellaneous credits is to be used for any of the following items:—

Wages of men entered from merchant ships when received in cash.

Full pay for officers and men provided out of votes other than Vote I, except those persons referred to in sub-clauses (vi) and (vii), clause 11, Article **1700**, *e.g.*—

Staff of torpedo stores.

Officers and men of the various Reserve Forces, when borne for training.

Pay granted under special authority; the authority should be quoted in every ledger in which the credit appears. (This does not apply to difference of pay authorized under Article **1591**.)

Repayments on account of overcharges in previous accounts for clothing, desertion or absence without leave, and for income tax, hospital stoppages, losses, mulcts, allotments, etc.

Surveying pay (including allowances paid to ratings employed as surveying recorders).

Gratuities to Royal Marines on re-engaging.

Allowances to officers as interpreters.

Lodging allowances.

See **1771** (*Work done for Private Individuals*).

2. Separate totals are to be rendered at the foot of each column for each class of credit or debit.

3. **Extra Pay, etc., Sub-vouchers.**—Amounts credited in the ledger on account of extra pay, etc., with the exception of hard-lying money (*other than that payable in Submarines*), climate pay and submarine pay, are to be supported by sub-vouchers which are to be arranged alphabetically, so as to enable the separate credits made in the ledger to be identified, corresponding letters being inserted in the columns provided for this purpose in the ledger forms. Separate vouchers are to be rendered in respect of credits to Dominion personnel.

4. **Credits when Accounts closed.**—In the case of officers or men who have been discharged to other ships before credit of extra pay, etc., could be effected, the closed account is not to be reopened for the purpose of including the credit, but an extract of the voucher is to be forwarded.

5. **Leave allowance, how calculated.**—Leave allowance is to be credited in the ledger for the quarter in respect of which the amounts become due, whether those to whom it is credited have returned from leave or not. When two quarters are involved, the credits are to be divided proportionately.

1714. Increased Rates of Pay, etc.—In cases of persons becoming entitled to increased rates of pay or allowances, any amounts subsequently directed to be credited to them in respect of the same are to be entered against their names in the ledger on a separate line, with dates and other particulars.

1715. Miscellaneous Notations.—Notations of allotments, desertion, absence without leave, etc., and charges for clothing for which cash is not paid, dead and run men's effects purchased, mulcts, and other charges are to be entered at the time of their occurrence. Charges for allotments are to be entered whenever an account is closed. Cash payments to officers, as advances on joining, are to be entered in one of the columns for monthly payments and described as "Advance." Income tax charges, adjustments and notations are to be made in accordance with the rules laid down in the current income tax circular. Debits and credits are to be shown in red ink.

1715a. Clothing and other small charges incurred by boys serving in His Majesty's Ships.—Boys serving in His Majesty's ships are not required to pay cash for clothing, etc., issued to them on repayment, or for other small items of expenditure incurred, but the amounts due are to be charged against them in the "Other Charges" column of the ledger. The procedure for bringing these charges to account is as follows:—

(*a*) All small charges incurred by boys, including clothing, are to be entered in the Boys' Small Charges Book (form S. 79).

(*b*) Boys' small charges are to be entered in the "Other Charges" column of the ledger. The Boys' Small Charges Book is to be proved quarterly.

(*c*) Money charged against the boys through the medium of the Small Charges Book is to be cleared in the Cash Account, monthly receipts being obtained on form S. 27.

(*d*) The quarterly totals shown in the ledger are to agree with the quarterly total in the Boys' Small Charges Book, and with the totals cleared through the Cash Account during the three months of the quarter.

(*e*) Forms S. 80 are to be used for all issues of clothing to boys, the boys' receipts being obtained on the forms. The forms S. 80 are to be summarized on S. 1048 monthly, and recorded in the Cash Clothing Account Book (S. 1049) monthly. The Accountant Officer is to sign S. 27 monthly and debit himself in his Cash Account with an equivalent sum, the duplicate copy S. 1048 being retained with the duplicate Cash Account.

2. This procedure is optional for ships in which only a few boys are borne, but small charges incurred by the boys borne should be inserted in the "Other Charges" column of the ledger.

(*See* **1744** as to safe custody of Boys' Small Charges Book.)

1716. Allotments.—Abatements on account of weekly allotments, designated "W," are to be shown in quarterly sums in the ledger in the column provided, the abatement in each case being determined by the number of Thursdays on which the allottor is both allotting and borne on the books of the ship during that quarter. Abatements on account of monthly allotments, designated "M," are also to be shown in quarterly sums, one instalment being calculated, except for those who have died or deserted (*see* clause 4), for the 15th of each month the officer or man is borne.

Monthly allotments are to be distinguished by insertion of the rate in red ink in the "Rate" column. The use of red ink in the "Amounts charged" column is still to be reserved for indicating arrears (W. and M.).

2. The quarterly abatements on account of weekly and monthly allotments, including those concurrent for one allottor, are to be kept distinct in the body of the ledger, but should be amalgamated in one total at the foot of the allotment columns and also in the ledger abstract. Arrears should be shown in the "Allotments" column of the ledger, and not under the heading of "Other Charges." Credit authorized on account of allotment overcharges should be distinguished as such, and should appear in the "Miscellaneous Credits" column. *See* **1726** (*Hospital Allotments*).

3. When an allottor enters during the period of a ledger, the date from which charges commence should be shown.

4. In "D.D." or "Run" cases, charges for weekly allotments should be made inclusively to the last Thursday on which the allottor is borne for pay, and for monthly allotments to the end of the month preceding that in which death or desertion occurs or, if death or desertion occurs on the last day of a month, to the end of that month (*see also* **1764**, clause 5a).

5. When effecting payments of pay to allottors or closing accounts on discharge, care is to be taken that all necessary charges for allotments have been taken into account.

6. Allotments of officers and men transferred to another ship or depôt should be dealt with as directed in Article **1734.**

7. Allotment charges may be checked periodically by means of the allotment section on the back of form S. 537. (*See Article* **867,** clause 1.)

1717. Examination in Office. Notation.—Credits and charges directed to be made after the examination of the ledger in Office are to be inserted in the proper columns, according to the nature of the credit or charge, and a notation is to be inserted in the column for remarks, giving the date and number of the official communication.

1718. "Other Charges."—The column headed "Other Charges" is to be used for any of the following items, the description of each of which is to be specified, namely:—

Balances debtor from former accounts or ships.
Conduct deductions (*see* **566,** clause 4, *and* **798,** clause 3).
Recoveries of pay overcredited.
Travelling warrants.
Money advanced by Surgeons and Agents to men on leave after medical treatment to enable them to return to their ships.
Stoppages for liabilities incurred during service in army or air force.
Losses by neglect (*see* **1528**).
Life assurance premiums (particulars to be inserted in "Remarks" column). (*See* **1719.**)
Clothing and other small charges incurred by boys serving in H.M. Ships. (*See* **1715a.**)
Any other charges, the particulars of which are to be detailed separately.

1719. "Remarks."—The following notations are to be made in the "Remarks" column:—

Particulars of life assurance premiums shown in "Other Charges" column (Quarterly premium; extra flying premium).
Particulars of all examinations passed, certificates granted and other qualifications obtained, and the further items mentioned in the heading of the column (*see* **1700,** clause 17).
When a rating refuses advancement (*see* **412a**).
When a rating is borne in lieu of another not available (*see* **1700,** clause 15).
Permanent supernumeraries, duties for which borne. (*See* **1700,** clause 11 (iii).)
When the corner of a man's service certificate is cut off on his discharge. (*See* **1705,** clause 5.)
The following particulars concerning deserters, viz.: (*a*) balance of pay if irrecoverable (*see* **1722,** clause 1), (*b*) date of being marked "Run," (*c*) character and efficiency assessments on desertion, and (*d*) date and authority for discharge from ship's books (*see* **1720a**).
Special recommendations as to gallantry, etc.; recommendations for R.F.R.; imprisonment records (*see* **1705,** clause 3).
Average numbers victualled during preceding quarter in small vessels or tenders for the purpose of payment of allowance as Cook or Victualling rating.
When care of lamps allowance is paid, the number of lamps and lanterns on charge in the relative naval store account (*see* **1612,** clause 2).

Medical Officer's opinion, on form S. 47, as to whether sickness is venereal, and whether or not sickness is due to misconduct, neglect or carelessness (*see* **1585,** clause 5).

Name of private individual for whom work has been performed, period of employment and amount of pay and allowances on account thereof (see **1771,** clause 6).

See **1615** (*Submarine Pay*); **1739,** clause 2, and **1740** (*Pay ticket*).

1720. Men imprisoned, etc.—Men undergoing imprisonment or detention are to be borne as laid down in Article **558,** clause 1.

Men sentenced to cells are not to be discharged from the ship's books, but the forfeiture of time is to be shown by a notation under their names in red ink in the ledger for the period, specifying the inclusive dates, and the forfeiture of their pay is to be regulated by a charge entered as a mulct in the proper column. *See* **1817** (*Checked for Victualling*).

2. **Civil Power.**—Forfeitures of pay owing to conviction by the civil power are to be shown as breaks in service in the wages period column of the ledger, but to secure continuity of bearing (*see* **558,** clause 2), the "C.P." period is to be shown in the victualling column.

1720a. Deserters. Nominal Bearing.—On a person being marked "Run" under Article **589,** clause 1, his pay account is to be closed, and his name and the balance of his account are then to be transferred from the pay account to List 18 of the ledger, the notation "D. List 18" being made in the cause of discharge column of the pay account. On List 18 he is to be checked to absence without leave, and will continue to be so checked until recovery or final discharge. The date marked "Run" and the character and efficiency assessments are also to be noted in the "Remarks" column of this list.

2. Until recovery or final discharge, the person's name and the balance of his account are to be transferred from ledger to ledger on List 18, the date of being marked "R" being noted in the "Remarks" column of each ledger concerned.

3. If the ship in which he was marked "R" pays off, proceeds abroad, or leaves her normal station while the person is still borne on List 18, his name, etc., are to be transferred to List 18 of one of the ships designated in Article **558,** the date of his being marked "R," etc., being noted on the transfer list for insertion in the ledger in which the man's name eventually appears.

4. If the person marked "R" is not recovered within three months from the date of first transfer to List 18, the decision of the Captain (or Admiralty) as to final discharge is to be obtained in accordance with Article **589.** When approval for final discharge is given, the authority for removal from ship's books is invariably to be recorded in the ledger at the time.

5. If he is recovered prior to the expiration of the three months, his name is to remain on List 18 ("waiting trial") pending trial, removal of "R" (**589,** clause 2) or other decision as to his disposal, the victualling columns of the ledger being adjusted as necessary (*see* **1521, 1522** and **1721**). If he is acquitted at his trial, or "R" is otherwise removed under Article **589,** clause 2, or Article **1521,** the consequent adjustment of his balance is to be made and his name, etc., then transferred to the appropriate list on the ledger at a new number.

6. If "R" is not removed, no entry is to be made on the man's service certificate for "time whilst in desertion" as this is forfeited under Article **1936.** In such case, for the period after recovery and while "waiting trial," entries are to be made in accordance with Articles **605,** clause 3, and **606,** clause 11.

7. A balance transferred to List 18 as above is not to be dealt with as a "final balance of a deserter" under Article **1722,** until the person is finally discharged under clause 2, whether before or after recovery.

8. On a person being marked "Run," the fact is to be reported at once to Naval Branch (Statistical Section) on form S. 161, and to the Ministry of Health on form S. 1034; reports on S. 161 and N.S. **124** are to be made when a person so marked is recovered.

9. If a man is not recovered but is finally discharged after the three months' interval or more, no further report is then required on forms S. 161, S. 165 or S. 1934, but his name, etc., is to be included in the monthly return of "Deaths and Desertion" (S. 51), rendered to the Director of Navy Accounts under Article **1733,** with which his service certificate is to be forwarded (*see* **1769**—*Sale of Deserter's effects*).

1721. Debts of recovered Deserters.—In the case of a recovered deserter, steps are at once to be taken to ascertain whether he was in debt to the Crown at the time of his desertion, and the amount of the debt, if any, is to be charged against him in the ledger of the ship in which he is re-entered.

1722. Pay, when to be Balanced.—The pay of persons who die, desert or are discharged is to be balanced finally; the pay of all other persons is to be balanced whenever the ledger may be closed, and the balances, debtor or creditor, are to be transferred to the next account or ship. (*See* **1720a,** clause 7.)

The final balances of deserters are to be treated as follows:—

Balance Creditor—As for a balance creditor transferred, with the word "forfeited" written against it in red ink.

Balance Debtor—To be carried to the "Remarks" column and noted in red ink, as a "balance irrecoverable," and separately totalled in the abstract.

2. When the pay account of a man about to be discharged to the shore shows a balance debtor, steps are at once to be taken to notify the debt to the Director of Navy Accounts, a full statement of account from the current ledger being furnished, together with any available information as to the manner in which the debt was incurred. (*For Officers, see* **1752.**)

1723. Particulars when Balancing, etc.—The date to which the pay has been cast and adjusted is always to be inserted; and in casting out the credits, the daily pay of the rank and rating, and all allowances of the character of full pay, as specified in Appendices I and XVII, are to be shown separately. On the last day of each quarter, the gross pay, etc., are to be computed in one sum, except that when any change in the rates takes place the component amounts are to be shown, and the total debits and credits, with the balances, debtor or creditor are to be calculated. After the payment, any amounts not paid are to be transferred to the ledger for the succeeding quarter.

1724. Discharges and Transfers.—The pay and victualling of officers, men and boys transferred from ship to ship, or discharged to hospital are to be claimed in the ledger of the ship from which the removal takes place, provided it occur after the hour of noon; but should it take place at or before noon, the pay and victualling shall be accounted for in the ship or hospital to which the transfer or discharge is effected. *See* **1754** *and* **1817** (2 (*l*)) (*Pay and victualling of men on paying off*).

1725. Officers and Men Checked Sick Abroad.—When an officer or man is sent sick from a sea-going ship to a hospital or sick quarters abroad, a pay ticket is to be made out on the occasions described at (*a*) and (*b*) of Articles **1739,** clause 2, and **1740,** clause 2, and forwarded as detailed below:—

(i) If he is sent to a naval hospital—Pay ticket to the hospital.

(ii) If he is sent to a civil or military hospital at a port where there is a naval depôt—Pay ticket to the depôt.

(iii) If he is sent to a civil or military hospital at a port where there is not a naval depôt—Pay ticket to the hospital, the hospital authorities being requested to send it with him on discharge.

2. In the above circumstances, the officer or man should continue to be borne nominally on the books of his ship until—

(*a*) he is discharged dead,
(*b*) he is discharged from the station,
(*c*) his ship leaves the station, or
(*d*) in the case of a rating, the period of 60 days' sickness has expired (Article **986**, clause 2),

when he should be discharged finally to the books of the local depôt, or flag-ship.

3. **Documents to accompany Invalids from Abroad.**—When any person is invalided abroad, the Medical Officer in Charge of the hospital is to be careful that timely notice is given to the ship, or depôt, so that the pay ticket, service certificate, medical history sheet, and other documents shall invariably accompany the patient home to avoid any delay in settling the invalid's account.

1726. Re-entries from Hospital, etc.—When a person for whom a pay ticket had been made out rejoins the Navy from hospital or sick quarters, he is, when entered for pay, to be given an entry for the same, if entitled thereto, from the date following the date of his discharge from his own ship shown on his pay ticket, and the balance, creditor or debtor as the case may be, and all charges shown on the pay ticket, together with any charges for hospital stoppages and allotments, are duly to be transferred to his account in the ledger. Should he return to his own ship during the same quarter in which he was discharged, he is to be re-entered at a new number, the necessary cross-references being made. (*See* **1703**—*Number on Ship's Books.*) In either case the pay ticket is to be transmitted into Office with the ledger.

1727. Persons serving on Shore at Home.—The pay and allowances, and any amounts due in respect of extra pay, provision, lodging and kindred allowances, of persons borne on the books of stationary ships at home, for permanent service in a naval establishment on shore, are to be paid by the Accountant Officer of the establishment, to whom all requisite information respecting ranks and ratings, rates of pay, allotments, etc., should be furnished.

2. **Abroad.**—The pay and allowances, and any amounts due in respect of extra pay, provision, lodging and kindred allowances, of officers and their coxswains or servants borne on the books of ships abroad for service in a naval establishment on shore, are to be paid by the Accountant Officer of the establishment.

3. **Home and Abroad.**—(*i*) Naval ratings and Royal Marines borne for service at any shore establishment where there is no stationary ship, are to be paid by the Accountant Officer of the naval depôt on shore and dealt with generally as provided in the preceding clause.

(*ii*) Members of the sick-berth staff serving in naval hospitals are to be credited with the amounts in the hospital ledger, and payment made by the Accountant Officer of the establishment.

(*iii*) Credits of extra pay, provision, lodging and kindred allowances are to be supported by sub-vouchers (S. 9 and S. 14).

(*iv*) The pay of officers while on passage is to be charged to the establishment vote, but the pay of Naval ratings and Royal Marines while on passage is to be charged to Vote 1.

4. **On Shore temporarily.**—Officers and men lent for temporary or special service in an establishment on shore are to be credited with their pay and any amounts due in respect of extra pay, provision, lodging or kindred allowances by the Accountant Officers of their respective ships, the necessary classification, with a brief description on subsidiary vouchers (on form D. 202c) of the services performed, being furnished by the Accountant Officer of the shore establishment.

5. **Supernumeraries.**—Officers or others borne as supernumeraries on the books of His Majesty's ships for special duties, who are not attached to naval establishments on shore, but whose pay and allowances are provided in votes other than Vote 1, are to be paid by the Accountant Officer of the ship in which they are borne.

6. **Work on loan.**—The pay and allowances of officers and others lent to do work for private individuals, or for dependent or foreign governments, etc., are to be dealt with as directed in Article **1771**, clause 7, the classification, where necessary, and other particulars, being obtained from the Accountant Officer of the naval establishment.

1728. Men from Merchant Ships.—By the Merchant Shipping Act, 1894, sections 196-7, the wages of men who enter the Navy from merchant vessels are to be settled to the date of their discharge by the Masters of such merchant vessels, either in money or by bill on the owners, the wages being paid to the officer who receives the men, as they are not entitled to be paid their merchant seamen's wages before they would have been payable had they remained in the service of the merchant vessel they volunteered from. The amounts due to them from the Merchant Service are, therefore, to be placed to the credit of such men in the ledger, to be paid to them with their naval pay. (*See* **1713**.) If money should be received in payment of such merchant wages, the Accountant Officer will debit himself with the amount in his cash account; if by bill on the owners, such bill, properly endorsed, is to be transmitted by the first opportunity to the Director of Navy Accounts, in order that payment of the same may be obtained.

1728a. Prisoners of War.—The full name, ranks or ratings, and/or official or regimental numbers of all enemy prisoners of war who may be received in the ship are to be entered in the ship's ledger in accordance with Article **1700**, clause 11 (vi). ⌊⌋ ⌊⌋.

In obtaining this information, it should be borne in mind that no pressure may be exerted on prisoners to obtain information regarding the situation in their armed forces or their country.

2. All additions to, or discharges from, the ledger (giving particulars as above) are to be reported to the Admiralty by letter at the first opportunity as they occur, copies being sent to the Commander-in-Chief and to the Senior Naval Officer at the port at which it is proposed to disembark the prisoners.

SECTION III—PERIODICAL RETURNS FOR REGISTER OF SERVICES, ETC.

1729. Entries, Re-entries, etc.—Return S.52A is to be transmitted to the Director of Navy Accounts weekly on each Monday in respect of the preceding week by Royal Naval depôts and Boys' and Youths' Training Establishments, and Return S. 52 on the first day of each month in respect of the preceding calendar month by His Majesty's ships and other establishments, for record in the Admiralty register of services, of all men and boys who have engaged or re-engaged for continuous, special, or non-continuous service during the period covered by the return, and of all boys advanced to men's ratings during the same period, giving date rated and personal description.

2. The Admiralty register of services will be the official record for exhibiting the full particulars of service for pension, or for the benefits of Greenwich Hospital or for identification, in regard to all petty officers and other ratings in the Navy.

1730. Numbers borne.—A return (S.53) of every description of person belonging to the Navy borne on 30th April and 31st October is to be made up half-yearly on the 7th May and 7th November by all ships and shore establishments rendering ledgers, and is to be transmitted to the Admiralty for Naval Branch (Statistical Section) by the first opportunity.

2. This return is also to be rendered by ships on foreign stations on commissioning, re-commissioning or paying off, under circumstances specified in the instructions given on the form.

1730a. Reports of Entries and Re-entries.—A card (form S.160) completed as far as possible, is to be attached to the papers of each man or boy entered at a recruiting office and forwarded with him to the final entry establishment, where if he is entered, the card is to be completed with all further information available and forwarded to the Admiralty for Naval Branch (Statistical Section).

2. All entries and re-entries from the shore, including Maltese and native ratings and the Shore Signal Service, other than through a recruiting office, are to be reported on form S. 160 by the ship or establishment in which they are entered. When certain particulars concerning native ratings are not available (e.g., date of birth) form S. 160 is nevertheless to be completed as far as practicable and forwarded as directed.

1730b. Reports of Changes in Ratings, etc.—Reports on Form S. 161 are to be rendered to the drafting authorities and to the Admiralty of changes, as they occur, in rating, non-substantive rating, engagement, port division, etc., and of all discharges from the Service. (Detailed instructions for rendering Forms S. 161 are supplied with the forms.)

2. The original copy of the form is to be forwarded direct to :—

		For
(i)	The Commodore, for Drafting Commander, R.N. Barracks of the man's Port Division.	All naval ratings, including pensioners, reservists, etc., and Dominion ratings lent to the Royal Navy except as at (iii) to (vii) below.
(ii)	(*a*) The Commandant, Royal Marine Headquarters of the N.C.O.'s or other rank's Division.	All Royal Marines other than Band ranks.
	(*b*) The Superintendent, R.N. School of Music.	All Royal Marine Band ranks.
(iii)	The Captain (S) V (for Drafting Officer), Fort Blockhouse, Gosport, who will forward them as at (i) above after notation.	All naval ratings, including pensioners and reservists borne for service in submarines.
(iv)	See Clause 4.	Ratings belonging to Dominion Navies serving in ships of the Royal Navy but not lent to the Royal Navy.
(v)	The Commodore, Patrol Service, Central Depôt, Lowestoft.	R.N. and R.N.R. Patrol Service Ratings.
(vi)	The Superintendent, Boom Service Central Depôt, Rosyth.	Boom Defence ratings.
(vii)	As may be directed by the Commander-in-Chief locally.	Maltese and Native ratings.
(viii)	The Director, W.R.N.S., Admiralty, London, S.W.1.	W.R.N.S. ratings.

3. The carbon copy is to be forwarded to the Admiralty, Naval Branch (Statistical Section) subject to any intermediate disposal as may be directed by the Commanders-in-Chief of stations abroad. Any local arrangements should not be such as to cause undue delay to the receipt of the form in the Admiralty.

4. In the case of Dominion ratings mentioned in clause 2 (iv), the original copy is to be forwarded to Admiralty Naval Branch with the carbon copy unless the Commander-in-Chief gives instructions for its transmission direct to the Naval Authorities of the Dominion concerned.

1731. *Deleted.*

1732. Reports of Movements.—A return (S. 165) is provided for the report to the various port divisions and Royal Marine headquarters and certain authorities abroad of the movements within the Service of every description of rating belonging to the Royal Navy, Royal Marines, Royal Fleet Reserve, Royal Naval Reserve, Royal Naval Volunteer Reserve, and Dominion naval ratings serving with the Royal Navy for whatever reason.

2. Movements of Royal Air Force ratings within the fleet are to be reported in accordance with instructions issued by the Air Council.

3. Movements are to be reported promptly as they occur, so that the responsible authorities may be in possession of up-to-date information of men's whereabouts to enable them to deal expeditiously with enquiries, casualties, etc.

4. When report is to be made.—The appropriate form S.165 is to be rendered for every rating, including ratings in the Dominion Navies, Pensioners, Reserves of all classes, and men of the Royal Naval Shore Signal Service and Royal Naval Shore Wireless Service, when entered on the books of His Majesty's ships and naval establishments for pay, except :—

(i) For ratings other than Maltese Stewards and Cooks (O) received direct from the R.N. Barracks or R.M. headquarters of the ships' manning port by ships and establishments in home waters. (*See* clause 5 (x).)

(ii) For ratings other than Maltese Stewards and Cooks (O) joining on commissioning or re-commissioning at home, when their names are shown on the nominal list provided by the R.N. depôt or R.M. headquarters before commissioning. (*See* Clause 5 (x).)

(iii) *Deleted.*

(iv) For first entries and re-entries from the shore (not including pensioners or reserves), which are to be reported on form S. 160 and not S. 165.

NOTE.—Pensioners and Reservists joining seagoing ships for training do not come in this category and should accordingly be reported on S. 165, but these reports are not required from shore establishments.

(v) When a tender or ship which is an independent command, whose accounts are kept in another ship, is transferred from one parent ship to another, a reference sheet, in lieu of an individual form S. 165 for each man, may be sent, stating,

(*a*) name of tender or independent command transferred,
(*b*) name of parent ship to which transferred,
(*c*) date of transfer,
(*d*) whether the crew is transferred complete to the new parent ship ; if this is not so, forms S. 165 showing the disposal of ratings not so transferred are to be attached to the reference sheet.

5. In addition, form S. 165 is to be rendered on the following occasions :—

(i) By a ship or establishment discharging any rating to a R.N. depôt or R.M. headquarters other than the one from which the ship is manned.

(ii) By a seagoing ship or establishment discharging a pensioner or reserve rating borne for training in peace to the shore. (This report is not required from shore establishments).

(iii) By parent ships for all movements of personnel between tenders, and between tenders and parent ships.

(iv) By R.N. Barracks for ratings joining ships of which the accounts are carried out in R.N. Barracks, or a tender to the R.N. Barracks from some other ship or establishment.

(v) By R.N. Barracks for all movements between their tenders. The ledger section entering the man is to render S. 165. For changes from tender to tender or parent or other ship, the name of the tender from whence discharged, as well as the tender receiving the man, should be shown.

(vi) In the event of a tender to the R.N. Barracks being transferred to another parent ship, the procedure in clause 4, sub-clause (v), is to be carried out by the R.N. Barracks.

(vii) By the ship sending a man to hospital (naval, military, air force or civil) including hospital ships and carriers.

(viii) By the ship or R.N. Barracks (other than the man's home depôt) entering or re-entering a man from hospital (naval, military, air force or civil) including hospital ships and carriers, whether borne for pay or not.

(ix) When submarine ratings are discharged to general service, including ratings invalided home from foreign stations ; to be rendered by submarine depôt ships.

(x) By the ship or R.N. Barracks entering or re-entering Maltese Stewards and Cooks (O).

6. The R.N. Barracks and R.M. headquarters will render forms S. 165 only on the occasions referred to in clause 5.

6a. **Hospital Ships.**—Reports concerning movements of ratings forming part of the medical staff are to be rendered by hospital ships in accordance with the foregoing instructions for His Majesty's Ships.

7. Preparation of the Form.—The following forms are to be used for the different classes of personnel :—

Form S. 165A Buff Form ..	For naval ratings of all descriptions other than those for which forms S. 165C and S. 165D are provided.
Form S. 165B Pink Form ..	For all Royal Marines, including band ranks.
Form S. 165C Blue Form ..	For naval ratings borne for duty in submarines, other than Maltese, Chinese and natives.
Form S. 165D White Form	For all Maltese, Chinese and natives.

The forms are to be made out in duplicate, the latter being retained in the ship for reference and the original disposed of as directed in clause 9 below.

8. Whenever it may be convenient to do so, a nominal list may be made out instead of a separate form S. 165 for each rating. In order to continue the series number of the forms, a form S. 165 is to be attached to the list showing all necessary particulars, other than names and ratings. Each list should comprise men of one port division only and be limited to men making the same movement.

These forms are serially numbered, and separate books of forms are to be used for each manning depôt or headquarters so as to enable losses to be checked. In the event of a form not being used, it is to be cancelled, and the succeeding form used marked "No. . . . cancelled", to account for the intervening number.

When for any reason it is necessary to cancel any forms already despatched, another form is to be forwarded, containing the same particulars in full clearly marked "Cancellation", as the forms will not be retained after the necessary notations in the records have been made.

Separate sets of books are to be used by parent ships and establishments for each tender and for each port division or headquarters, the name of the tender being clearly indicated.

9. Disposal of form S. 165.—Forms S. 165 are to be disposed of as follows :—

(i)	For all naval ratings, including Dominion ratings, pensioners, reserves, etc., but not including ratings serving in ships and borne for submarine duties.	The Commodore of the R.N. Barracks of the ship's manning port, marked "for Drafting Commander."
(ii)	(*a*) For all Royal Marines borne	The Commandant of the R.M. headquarters of the ship's manning port.
	(*b*) For R.M. Band ranks	The Superintendent, R.N. School of Music, Deal.

(iii) For all naval ratings, including pensioners and reserves, borne for submarine duties.	The Rear-Admiral (S), Fort Blockhouse, Gosport, marked "for Drafting Officer".
(iv) For all Maltese ratings.....	The Commanding Officer, H.M.S. "St. Angelo", Malta.
(v) For native stewards and cooks entered on the East Indies Station.	The Captain-in-Charge, Ceylon.
(vi) For other natives and Chinese..	As may be directed by the Commander-in-Chief locally.
(vii) For ratings serving in the Maintenance Reserve at Rosyth and H.M.S. "Greenwich."	The Commodore of the R.N. Barracks or the Commandant of the R.M. headquarters to which the man belongs. For pensioner and reserve ratings borne for training in peace, to the Commodore of the R.N. Barracks at Portsmouth.
(viii) For Naval ratings and Royal Marines borne for duty with R.A.F. Flights.	As at (i) and (ii) above, but when disembarked to an R.A.F. establishment, the name, rating or rank, port division and official number or division and registered number of the man is to be reported by reference sheet to the Commodore of the R.N. Barracks, marked "for Drafting Commander", or the Commandant of the R.M. headquarters at the ship's manning port. The re-embarkation is to be similarly reported.
(ix) R.A.F. Ratings.....	Commanding Officers are to ensure that the whereabouts of these ratings are reported in accordance with such instructions as may be issued by the Air Council, and using the appropriate form whenever possible. (*See* Appendix XXXII, K.R. and A.I).

(x) When a form S. 165 is received which affects more than one drafting authority (*e.g.* man's port division is different from the manning port of the ship rendering the form), the drafting authority at the manning port is to pass the form on to the other drafting office (or offices) concerned, the drafting office at the man's port division being the final destination of the form. Thus, if a Portsmouth manned ship discharges a Chatham rating to a Devonport manned ship, the last-named will render form S. 165 to Devonport, whence it will be passed to Portsmouth, and thence to Chatham. Forms S. 165c for ratings in the submarine service, after notation in the records of Rear-Admiral (S), are to be forwarded to the drafting commander at the men's port division at the earliest opportunity.

(xi) In war time, forms S. 165 for R.N.R. and R.N.V.R. ratings are to be forwarded finally as under, after notation at the ship's manning port:—

R.N.R. Ratings.—To the Registrar General of Shipping and Seamen, Tower Hill, London, E.C.3.

R.N.V.R. Ratings.—To the Headquarters of the R.N.V.R. Division to which the man belongs.

1733. Deaths and Desertions.—A return (S.51) of the deaths and discharges from ship's books on account of desertion, which have occurred during the month, is to be transmitted to the Director of Navy Accounts at the close of the month, accompanied by the men's service certificates. (*See* **606** (14), **1720a** and **1769**),

SECTION IV—TRANSFER LISTS

1734. Preparation, etc.—When officers or other persons are transferred to another ship or establishment, a transfer list (S. 45) is to be prepared from one ledger, verified by reference to the duplicate ledger, and then signed by the Accountant Officer. All details required by the form are to be completed, and all necessary particulars of the leave of persons who may be transferred while on leave, and of persons in hospital (e.g., when sent sick, etc.), are also to be noted. Care is to be exercised, not to include any allowances which will cease to be payable under the regulations after discharge to another ship or establishment. When men are sent home for discharge from the Service, a note is to be inserted on the transfer list stating the cause of discharge. *See* **1557** (*Pay on passage*); **1708a** (*Tenders commissioning for service as tender to a parent ship at another port*); **926** (*Addresses of officers on leave*).

Erasures are not to be made on transfer lists. Any alterations made in rates of pay or allotment, in balances, or in cease pay dates are to be effected by ruling through the erroneous figures and inserting the correct ones above them. All such alterations are to be initialled by the Accountant Officer responsible for the preparation of the transfer list. Material alterations should be attested by the Accountant Officer's signature.

In order to prevent tampering, the particulars of amounts shown on the lists should occupy the entire width of the appropriate columns, and should be written in such a way as to make alterations practically impossible. (*See also* clause 3.)

2. **Despatch of Transfer Lists.**—Transfer lists are to be sent with the party or individual to whom they relate, *i.e.*, for a party, they are to be sent in the custody of the officer or petty officer in charge; for individuals, the form is to be entrusted to the individual himself. This instruction is only to apply to individuals or parties proceeding direct to the ship or establishment to which they are being transferred for pay purposes. For persons who are granted leave before joining such ship or establishment, the transfer lists are to be forwarded by post. Similarly, for persons drafted to tenders, the transfer lists are to be sent to the parent ship direct by post.

If it is not possible to send complete transfer lists, nominal transfer lists are to accompany the draft or individual, showing names, ratings, official numbers, rates of pay and allotment, and indicating whether the person concerned is likely to be to any extent in debt to the Crown. Particulars as to classes for leave and conduct, and the date to which victualled, are also to be inserted on the nominal transfer list. Complete transfer lists are to be forwarded at the earliest possible moment. Papers for ships on foreign service which do not accompany the draft are to be sent to the Admiralty for transmission. (*See* **856**, clauses 2, 3 and 4.)

3. **Action on Receipt of Transfer Lists.**—The transfer list is to be completed on board the ship to which the officers and men are transferred, by the insertion of the lists and numbers at which they are entered. If the Accountant Officer of the ship to which they have been transferred is not satisfied as to the accuracy of the dates or other particulars shown on the transfer list, or should he suspect that the transfer list has been tampered with, he is immediately to take such steps as may be requisite to verify the particulars shown and to adjust any discrepancy.

4. **Single Transfer Lists.**—For persons discharged to depôts, or to any station abroad for disposal, a separate transfer list is to be used for each individual. Whenever a transfer list is made out for a single individual who takes it with him, the total balance creditor or debtor is to be written in words on the transfer list.

5. **Royal Marines.**—When Royal Marines are discharged from headquarters and embarked, a separate transfer list for each ship or establishment, duly completed in all particulars, is to be sent with them, and when they are discharged from ships to headquarters, separate transfer lists are to be made out for each division; these transfer lists are to be forwarded to the Commandants of the respective divisions with the men.

6. **Disposal.**—The transfer lists are to be transmitted to the Admiralty with the next quarterly ledger of the ship to which they are transferred.

7. Addresses of Officers on Leave.—When officers are discharged to a depôt or ship for any purpose and are granted leave without joining such depôt or ship, their addresses (*see* Article **926**) are to be noted on their transfer lists.

8. Small Parties Proceeding to or Returning from Abroad in Time of War.—A separate transfer list is to be made out for each person discharged in war time for passage to a foreign station or for passage to England, and handed to the individual concerned before sailing. This instruction applies only to small parties, and not to drafts proceeding as part of the crew of one of His Majesty's ships. *See* **1706** (*Persons borne for Passage*).

9. Allotments. Transfer to another Ship, Depôt or Establishment:—

(*a*) *Of Allottors.*—On the transfer of an allottor to another ship or depôt, his allotment is to be shown on the transfer list with the designation "M" or "W," together with the month, or the last Thursday, to which ledger charges have been made, according as the allotments is monthly or weekly. If an officer or man has more than one allotment in force (weekly and/or monthly), special care will need to be taken in the insertion of particulars on the transfer list. The rate of a monthly allotment, in addition to being distinguished by the designation "M," is to be shown in red ink.

(*b*) *Of Non-allottors.*—For an officer or man who does not allot, the word "nil" is to be entered in the allotment column of the transfer list. In the absence of this notation, or of particulars of a weekly or monthly allotment, immediate reference is to be made by the receiving ship to the ship making the transfer.

(*c*) *To Detention or Imprisonment.*—The allotments of men sentenced to detention are to be reduced, or stopped if necessary, prior to the transfer of the men's accounts. *See* **1756**, clause 3 (*g*).

(*d*) *To Admiralty.*—On an officer's appointment to the Admiralty, whether he continues to be borne on ship's books or not, any allotment that he had in force ceases automatically, and he is required to make his own arrangements. The usual stop form is, however, to be rendered.

(*dd*) *Of Pensioners appointed as Chief Petty Officer Instructors to the R.N.V.R. without break of service.*—The allotment in force on discharge to pension need not be stopped, provided that a transfer list (form S. 45) is sent to the Accountant Officer, Naval Reserves, notifying the rate and the date to which charges have been made.

(*e*) *To Royal Australian Navy, New Zealand, and other Colonial Naval Forces.*—In order to provide that officers and ratings definitely transferred or on loan to the Royal Australian Navy, or to the New Zealand or other colonial naval forces, shall have an opportunity to revise their contributions to their dependants on being placed on the new rates of pay, and in order to avoid hardship through a break in the continuity of payment to the dependants by reason of the transfer, the allotment (and any allowances in force in respect of ratings) at the time of transfer will not necessarily be discontinued, and any adjustments or stoppages should be left for arrangement between the Director of Navy Accounts and the Colonial Government.

The allotments of all officers and ratings selected for service in the Royal Australian Navy, or in the New Zealand or other colonial naval forces, should not therefore be regarded as stopped on transfer, but particulars of the allotment should be shown on the transfer list in a similar manner to transfer in the Royal Navy, a duplicate copy of the transfer list being forwarded for information to the Director of Navy Accounts (Officers' Accounts Branch in the case of officers; Allotments Branch in the case of men).

(*f*) *To other Services paying Allotments.*—Similarly, the allotments of officers and men transferred to another service should be notified to that service on transfer. Stop notices, however, should invariably be rendered to the Director of Navy Accounts, in order that action may be taken to stop payment from the Admiralty.

SECTION V—PAY TICKETS

1735. When to be Used.—A pay ticket (S.43) is to be made out, showing all particulars required by the form, when any officer, seaman, or other person borne for pay is discharged from a ship or tender:—

(*a*) to a hospital or sick quarters as provided in Articles **1725**, **1739** and **1740**;

(*b*) to a merchant ship for passage to England by order;

(*c*) to a dockyard as rigger, etc., while on leave from a depôt after being paid off;

(*d*) to the shore, or from the Service, when the balance of full pay due has not beeen paid to him before his discharge, except in cases of discharge to unemployed, half or retired pay, or full pay leave (*see* clause **2**); or

(*e*) having been paid the balance of full pay due—if he is entitled to any further payment after his discharge.

See **1706** (*Persons borne for passage*).

2. A Pay Document (S.48) is to be made out and forwarded whenever an officer is discharged from a ship to:—

(*a*) full pay leave,

(*b*) continuous full pay under Article **235**,

(*c*) unemployed or half pay,

(*d*) retired pay,

(*e*) shore,

and also

(*f*) when discharged to full pay sick leave on termination of the period of sickness laid down in Article **1554** (1).

On the completion of an officer's full pay sick leave granted under the provisions of Article **1554** (2), the depôt concerned is to forward a pay document to the Director of Navy Accounts for the assessment of any balance of full pay leave due, transfer to unemployed pay, or to the retired list, as may be necessary.

With the exception of (*b*), when the original pay document is to be forwarded to the depôt, the original is to be forwarded to the Director of Navy Accounts. The duplicate is always to be forwarded to The Secretary of the Admiralty (C.W. Branch).

3. Notation of Allotment.—When an officer or man is provided with a pay ticket upon any occasion, the rate of allotment is to be noted on it.

4. On all pay documents, transfer lists, and other official documents relating to officers and men of the Army or Royal Air Force, or of foreign or dominion naval, military and air forces, the Service to which they belong is plainly to be indicated, *e.g.*, R.A.N., R.C.N., R.I.N., N.Z.N.F., S.A.N.S.

1736. When not Required.—Pay tickets are not to be made out for persons transferred from one ship to another, except as provided in Article **1737**, clause 4

2. When an officer or man is sent to hospital from any ship at home or from a stationary ship abroad, a pay ticket is not to accompany him (*but see* **1725**, **1739** and **1740**), but the sick voucher only (S. 47), the information required by the form being correctly and carefully filled in. The name and address of the patient's nearest relative or friend should also be noted on the form. Payments to men remaining in hospital are only to be made as provided in Articles **1737** and **1738**.

3. When men are invalided at a home hospital, a pay list (B. 38) may be used for reporting to the hospital the amounts due to the men, and the documents from the hospital, giving the date of invaliding, must be sent into Office with the ledger.

1737. Disposal, etc., of Pay Ticket.—The pay ticket is to accompany the person discharged; if discharged to a hospital or sick quarters abroad, it is to be delivered to the Medical Officer in Charge, who will cause to be duly recorded upon it, from time to time, any advance of pay made to the patient, and any casual charges incurred while in hospital. In the event of an officer not rejoining his own or any other ship from a hospital at home, his pay ticket is to be sent by the Medical Officer in Charge to the Director of Navy Accounts for authority as to payment of the balance of full pay due, endorsed with a notation as to where it is desired that the balance shall be paid. *See* **1726** (*Particulars from Pay Ticket on Re-entry*).

2. Invalids from Abroad.—When a man or boy sent home sick from abroad is received into a home hospital, he is to be entered for pay in the ledger of the depôt at the port from the date following the date of discharge for pay from his own ship shown on his pay ticket. The balance, creditor or debtor, and all charges shown on the pay ticket, are to be transferred to the man's account in the ledger.

3. When an officer is discharged abroad, and provided with a passage by any other conveyance than a ship-of-war, the pay ticket is to be delivered to him for transmission on his arrival in England to the Director of Navy Accounts.

The pay ticket of a seaman or other person sent home in a merchant vessel is to be enclosed in an envelope, and sent by the same conveyance as the man, addressed to the Senior Naval Officer at the port of arrival, who, except in the cases provided for in clause 2 of this Article, after noting thereon the date of arrival and the intended disposal of the man, is to transmit it to the Director of Navy Accounts, who will give directions as to payment. Should, however, men arriving from abroad join a depôt or ship at home without papers, immediate application for them is to be made to the Director of Navy Accounts.

4. The pay tickets of all officers sent home on account of sickness, and received in a home hospital, are to be forwarded to the Director of Navy Accounts for adjustment of the balance due to date of arrival in England, and for the issue of instructions regarding the continuation of full pay.

5. **Officers Absent on Duty from their Ships.**—Officers temporarily employed on special service at a distance from any ship are to be provided with similar pay tickets, upon which they may receive their pay, according to the established rules, from the Accountant Officer of any ship they may fall in with. In these cases, the pay and time are to be extended on the pay ticket, which is to be transmitted with the cash account by the paying officer; and the officer employed on special service, if entitled to any subsequent payments, is to be furnished by the paying officer with another pay ticket, showing the name of the ship to which he belongs, as well as that of the ship in which he has been paid, and all other necessary particulars.

6. **Final Disposal.**—Pay tickets are to be returned with officers or men discharged to ships from hospitals; and, as a rule, are always to accompany the persons for whom they have been made out, until payment has been made upon them, or until the accounts have been entered in the ledger of the ship to which they have been discharged, in the manner described in Article **1726.**

1738. Officers and Men in Hospital. Remittances, Advances of Pay, etc.—Any necessary remittances on behalf of an officer or man in hospital, whose account remains open on ship's books, and all issues of clothing, are to be made by the Accountant Officer of the ship to which the patient belongs. The necessary notice of such requirements is to be given to the Accountant Officer by the Medical Officer in Charge, and whenever a remittance is needed, the notice should bear the patient's authority, *i.e.*, his signature or witnessed mark, for payment to his nominee. The Accountant Officer, having ascertained that the amounts are due to the several officers and men, will, in the case of men, make payment direct to the parties entitled, obtaining their receipts, and show the amounts in the ledger as advances of pay; the remittances, in the case of officers (also to be shown in the ledger as advances of pay), are to be made through the medium of the usual monthly list (Article **1787**) and attested by the written authority of the remitter or the signature of the Accountant Officer on his behalf.

2. For the purchase of sundries, such as stationery, stamps, tobacco, etc., men may be allowed to withdraw, at the discretion of the Medical Officer in Charge, such sums from money deposited with the Cash Officer as are required to meet their needs. The deposits may be created or replenished by advances from pay due to them on application to the Accountant Officers of their ships. Advances for deposits, or in replenishment thereof, are to be treated as casual payments and entered in the ship's ledger accordingly.

3. Remittances on behalf of men whose accounts have been closed on ship's books will be made by the Store Officer and Cashier under the authority of the Medical Officer in Charge.

4. If an officer desires a payment to himself, notice of such requirement is to be given to the Accountant Officer of the ship by the Medical Officer in Charge. The Accountant Officer, after having ascertained that the amount applied for is due, will charge the same in the ledger in the column headed "Other Charges" (Advance in Hospital) and return the application to the Medical Officer in Charge, who will cause payment to be made thereon, including the amount in the hospital cash account.

1739. Officers checked Sick from Sea-going Ships in Home Waters.—The period during which officers sent sick are to be retained on the books of the ship or establishment is laid down in Article **1554,** clause 1.

2. Officers Sick in a Naval Hospital.—In sea-going ships, however, the pay account of an officer retained on ship's books as above is to be closed on the occasions indicated below, and a pay ticket made out and forwarded to the hospital to which the officer has been discharged, provided that it be a naval hospital:—

(*a*) on, or immediately after, the officer's discharge to hospital if the ship is in a port other than that at which the hospital is located;

(*b*) on, or shortly before, the date of sailing if the ship leaves the port at which the hospital is located.

Notwithstanding this instruction, the officer is to continue to be borne nominally on the books of his ship. The notation "Pay ticket to hospital" is to be inserted against the officer's pay account in the "Remarks" column of the ledger.

3. Officers discharged from a Naval Hospital to Sick Leave, etc.—Should an officer be discharged from a naval hospital to a civil or military hospital, or to sick leave at his home, before his name has been removed from the books of his ship under the provisions of Article **1554,** his pay ticket is to be returned by the hospital to his ship if the ship be in home waters (otherwise to the Director of Navy Accounts), in order that he may be re-entered for pay, and arrangements made for his pay to be sent to him (*see also* clauses 4 and 5). If, however, the officer be transferred from one naval hospital to another naval hospital while his name remains open on ship's books, his pay ticket is to accompany him and the removal is to be notified by the hospital, from which he is transferred, to the Accountant Officer of his ship.

4. **Officers invalided from the Service.**—Should an officer be invalided from the Service while still in hospital and while still borne nominally on ship's books, he is to be paid by the hospital the approximate sum due to the date of invaliding as calculated from the particulars given on the pay ticket. This payment, together with any other charges incurred, is to be noted on the pay ticket, which is then to be forwarded to the Director of Navy Accounts, the officer's ship being notified of the date of invaliding and the disposal of the pay ticket.

5. **Officers discharged dead.**—Should an officer be discharged dead, the hospital is to forward his pay ticket, with particulars of any charges incurred, to the Director of Navy Accounts, and is to notify his ship of the action taken.

6. **Officers still Sick after discharge from Ship's Books.**—Should an officer be still in hospital after the expiration of the period mentioned in Article **1554,** clause 1, notice of his removal from ship's books under that Article is to be sent by the ship to the hospital in which the officer then is, with instructions to forward the pay ticket forthwith to the Director of Navy Accounts, together with particulars of any charges.

1740. Men checked Sick from Sea-going Ships in Home Waters.—The period during which men checked sick are generally to be retained on the books of their ship is 60 days (*see* **986,** clause 2).

2. **Men Sick in a Naval Hospital.**—In sea-going ships at home, the pay account of a man retained on ship's books as above is to be closed, and a pay ticket made out and forwarded to the hospital to which the man has been discharged, on the occasions indicated below:—

(*a*) on, or immediately after, the discharge of the man to hospital if the ship is in a port other than that at which the hospital is located,

(*b*) on, or shortly before, the date of sailing if the ship leaves the port at which the hospital is located (*but see* **1116**).

Notwithstanding this instruction, the man is to continue to be borne nominally on the books of his ship. The notation "Pay ticket to Hospital" is to be inserted against the man's pay account in the "Remarks" column of the ledger (*but see* **1116**).

3. **Men discharged from a Naval Hospital to Sick Leave, etc.**—Should a man be discharged from a naval hospital to a civil or military hospital, or to leave at his home, before his name has been removed from the books of his ship, his pay ticket is to be returned by the hospital to his ship (if the ship be in home waters, otherwise to his depôt or Royal Marine division), in order that he may be re-entered for pay, and arrangements made by the ship, depôt or division for his pay to be sent to him (*see also* clause 6). If, however, the man be transferred from one naval hospital to another while his name remains open on ship's books, his pay ticket is to accompany him and the removal is to be notified by the hospital, from which the man is transferred, to the Accountant Officer of his ship.

4. **Men discharged dead or invalided from the Service.**—Should a man be discharged dead while in hospital and while still borne nominally on the books of his ship, the hospital is to forward the man's pay ticket and service certificate to his depôt, or Royal Marine division, for entry on the books of the depôt or division of the final pay account, and is to inform the Accountant Officer of his ship of the action taken. Similar action is to be taken by the hospital in cases of invaliding from the Service, the pay ticket and service certificate being forwarded to the man's depôt or division as soon as the order for survey is given.

5. **Men still Sick after discharge from Ship's Books.**—Should a man still be in hospital after the expiration of 60 days, during which his name has remained open on the books of his ship, the Accountant Officer of the ship is to notify the hospital of his removal from the ship's books, and the hospital is to forward his pay ticket and service certificate to his depôt or division. The account on ship's books is to be closed by inserting in the "Discharge" column the name of the depôt to which discharged.

6. **Men Sick on Shore elsewhere than in a Naval Hospital.**—When a man is checked sick ashore at his home, or at a civil or military hospital, from a sea-going ship, his pay account is to be kept in his ship while that ship remains in home waters or until the expiration of 60 days. If the ship is about to leave home waters for a cruise, his pay account is to be closed and his pay ticket sent to the depôt (*see also* **1116**). The man is to continue to be borne nominally on the books of his own ship, the notation "Pay ticket to Depôt" being inserted in the "Remarks" column against his pay account. After the pay ticket has been received in the depôt, the Accountant Officer of that establishment will be responsible for making the necessary payments to the sick rating. Should the 60 days expire before the man returns to his proper ship, he will be regarded as finally discharged to his depôt or Royal Marine Division and a relief may be applied for. Should a man be invalided or discharged dead, the final adjustment of his account will be made by the depôt or Royal Marine Division and the ship informed. When a pay ticket is forwarded to the depôt or division under this clause, the man should invariably be told where to apply for pay.

SECTION VI—PAYMENTS

General

1741. How to be made.—The pay of all persons serving on board His Majesty's ships is to be paid to them as set forth in these Regulations, subject to the following provisions:—

2. Responsibilities of Accountant Officer.—The Accountant Officer, under the Captain, is specially charged with the duty of making these payments and of keeping the requisite accounts. He only, or such junior Accountant Officer as he may where necessary, entrust with the duty, is authorized to issue money from the public chest for such payments, and to receive, for return to the public chest, such moneys as may for any reason not have been paid. Where possible, all payments are to be made by him personally or by an officer under his personal direction (but *see* **1451,** Clause 4, under which minor payments may be made and postal orders sold by C.P.O. Writers under certain conditions), and he is responsible for the correctness of all credits of pay, extra pay and allowances, for all deductions and calculations, and for all forfeitures of pay and allowances awarded under the Naval Discipline Act, being duly carried out. Further, the responsibility for the correctness of the award of additional pay upon the advancement or reinstatement of a rating rests with the Accountant Officer, whose duty it is to check all alterations in rating, etc., authorized by the Commanding Officer, by which the pay of a man is directly affected.

When the issue of any allowance is challenged as not being in accordance with the Regulations, or where doubt exists as to the correctness of any rate of pay, non-substantive pay or allowance, so that reference to higher authority or to another ship or establishment is necessary, the payment in question is to be suspended pending receipt of the decision or of the necessary information.

Where a question arises as to which of two rates is payable, the lower rate should be continued provisionally. A doubtful rate of substantive pay should not, however, be reduced provisionally to a lower rate than is necessary to obviate the possibility of actual over-issue.

3. Mustering.—The Captain will arrange for the ship's company and supernumeraries being mustered for payment at the time most convenient to the Service and when the smallest number of men will be absent on duty, and for the subsequent payment on the same day of those men who were absent on duty from the general muster.

4. Officer witnessing.—The general and miss-muster payments are to be made in the presence of the Captain, or, should that not be practicable, in the presence of an officer not below the rank of Lieutenant, who is to satisfy himself that complaints and inquiries of every description are investigated and settled forthwith, unless for any reason reference to higher authority is necessary. If possible both payments should be witnessed by the same officer.

Except to the extent indicated in clauses 6 and 9 of this Article, officers of the accountant staff are not eligible to act as witnesses.

Regulating Ratings.—The Regulating ratings of the ship are to be in attendance.

5. **Before the payment commences,** the following directions are to be complied with:—

(*a*) All figures, including totals, are to be inserted in ink in the ledger (or pay list for out-payments) that will be used at the payments.

(*b*) The number of notes and coins of each denomination required for payment of the men named on each folio of the ledger or pay list is to be ascertained, and entered in the coin book (S. 11a), the total thereof being the amount of cash required to be taken from the public chest for the payment.

(*c*) Where, according to information in the ship's office, men will be unable to attend either the general or miss-muster payment, being on leave, sick in hospital, or in the sick berth, or on duty away from their ship, a red pencil line is to be drawn across the money column opposite their names to indicate the improbability of their being able to attend the payment. The pay of these men is not to be included in the amount coined under (*b*), but should they attend

the general or miss-muster payment, they may be paid thereat the amounts to which they may be entitled, such amounts being shown as "additions" in the coin book, and entered or re-entered in the ledger or pay list above the line previously drawn in the money column, the totals of the ledger or list being altered accordingly.

(*d*) The amount which each person is to receive in cash is to be placed by the Accountant Officer in pay envelopes (S. 32 or S. 32a), together with the receipt for any remittances under Article **1787.** Where it is not possible for the Accountant Officer to do this himself, he is to take steps to ensure that the duty is correctly performed.

(*e*) The Accountant Officer will satisfy himself that all necessary steps have been taken by his staff to ensure the amounts entered for payment in the ledger or pay list, as well as the amount of the notes and coins entered in the coin book, are correct.

6. **Calling Names and Amounts.**—Where an officer of the accountant department is borne in addition to the Accountant Officer, and is on board at the time of payment, the names of the men and the amounts payable are to be called out by him. He will insert a tick against the amounts paid at the general and miss-muster payments, using different coloured pencils to distinguish those payments. Amounts not paid, either at the general or miss-muster payments, are to be lined through by him in ink, the totals in the ledger being correspondingly altered and the amounts entered under "Deductions" in the coin book.

Where no such additional officer is on board when the payments are made, the foregoing duties may be discharged by a Writer rating, a statement of the reason for employing a Writer rating being furnished on the certificate of payment (S. 17).

7. **When the miss-muster payment is ended—**

(*a*) the corrected totals of the ledger or pay list are to be abstracted, and the coin book is to be closed and signed by the Accountant Officer, who will satisfy himself that the total amount shown as paid by these documents agrees with the amount which he has paid out of the public chest; and

(*b*) a certificate on form S. 17 of the amount paid at the general and miss-muster payments is to be prepared and signed by the Accountant Officer, by the officer or officers who witnessed the payments, and by the officer or Writer rating who called out the men's names and amounts at the pay table.

8. **Casual Payments.**—Men unable from any cause to attend either the general or miss-muster payments and men absent on duty or on leave, or sick in hospital, at times when payments are made, and to whom arrears of pay may be due on rejoining their ships, are to be paid individually (*see* **1451,** Clause 4), their receipts for the amounts paid to them being obtained in a book for casual payments (S. 18) which is to be kept for the purpose in the charge of the Accountant Officer. Men in the sick berth who are unable to attend to receive their pay are to be paid by the Medical Officer, who will sign the casual payments book on their behalf.

Casual payments are to be entered in red ink in the ledger at the time they are paid, and the amounts so paid are to be included in the certificate of payment (S. 17) covering the period in which the payments are made. *See* **1804** (1).

9. **Signature of Assistant to the Accountant Officer on Form S. 17.**—The signature of the assistant to the Accountant Officer on this form will be taken as certifying that any amounts not paid, have been lined through in the ledger or pay list; that, these amounts excepted, the sums appearing in the ledger or pay list were paid to the individuals against whose names they are entered; that the amounts shown as paid have been totalled and abstracted; and that the amounts, supported by receipts in the officers pay and casual payments books, have been duly compared with the entries in the ledger.

Forms S. 17 are to be transmitted into Office as supporting vouchers to the monthly cash account.

10. **Cash Account.**—The total of the payments recorded in the certificates is to be credited in the cash account, the certificates being scheduled where necessary on form S. 27 (*see* **1801**)

1742. Payments to Officers.—Except as provided in clause 2, officers are to be paid their full pay and allowances through the officers' pay book (S. 57), their receipts for the payments being obtained therein, and the amounts claimed in the cash account on form S. 17 under the heading "Casual and officers' payments."

2. Where for any reason payment direct from the ship's copy of the ledger is considered preferable, this method may be allowed, subject to details of the procedure to be followed being first concurred in by the Director of Navy Accounts.

3. Officers absent on duty or on leave, or sick in hospital, when payments are made may be paid the arrears on rejoining their ships. The amounts so paid are to be entered separately in the proper column of the ledger for the current quarter, with the date of payment inserted below in red ink.

4. Officers on detached service, who are entitled to full pay, may be paid by the Accountant Officers of any ships as directed by Article **1737,** clause 5, but those who cannot be so paid may draw bills quarterly on the Accountant General (*see* Article **1774,** clause 1 (*e*)) for the amount due to them on form S. 3 with which they will be supplied on application; they are to advise the Director of Navy Accounts of every such bill which they may draw.

5. All payments to officers are to be made by an Accountant Officer, or other properly delegated officer. (*See* **1451,** clause 4.)

1743. Payments to Boys.—Money balances standing to the credit of boys may be paid to them at any time after leaving the Training Establishment provided the amount is deposited in the Post Office Savings Bank, or remitted to a parent, or for the purchase of National Savings Certificates, and subject to a minimum balance of £2 being retained on the ledger to meet possible charges.

2. Payments to boys are otherwise only to be made as provided in Articles **1746,** clause 10, and **1748,** clause 6a, accruing balances being transferred from ledger to ledger until the boys are rated Ordinary Seamen or the equivalent rate in other branches.

1743a. Ledger Payments Columns.—All payments are to be entered in the columns provided for the appropriate calendar months in which they are made, individual fortnightly payments being shown separately, and the monthly totals thereof carried to the space provided for the purpose.

In monthly payment ships the quarterly settlement payment should be inserted in the "Cash at Payment" column.

2. Where ledgers are extended under Article **1700,** clause 5, the additional payments should be included in the column for the third or first month, as appropriate.

1744. Safe Custody of Documents.—The Accountant Officer may be required at any time to forward into Office the officers' pay book, the ship's copy of the ledger, coin book, pay list, boys' small charges book, and casual payments book for examination, and, accordingly, he will take all necessary steps to ensure their being preserved, and to guard against their being tampered with; in any case they are to be retained for two years from the date of the last transactions recorded therein.

At the end of this period the above-mentioned documents may be destroyed, except the officers' pay books which are to be forwarded for custody to the Director of Navy Accounts.

2. **Erasures, Alterations.**—Erasures on pay books, accounts or vouchers are not to be made in any circumstances. Any alterations necessary before, at, or subsequent to the payments are to be made by lining through the original figures and inserting the corrected figures, every alteration being initialled by the person making it.

1745. Sent Home for Misconduct.—Any officer or other person sent home, or awaiting passage home, from a foreign station, for the disposal of the Admiralty on account of misconduct, is to be victualled in the manner prescribed in Article **1317,** clause 2 (*a*) and (*h*). *See* **1557,** clause 2 (v) (*Pay on Passage*).

2. Officers' Mess Bills.—If an officer returning under these circumstances is unable to pay his mess bills, the Accountant Officer may make payments to the mess on his behalf in discharge of his liabilities within the limits of his ordinary mess subscription. (*See* **623**).

The amount paid to the mess is to be charged in the ledger and transferred to the officer's next ship, or reported to the Director of Navy Accounts if recovery cannot be effected from full pay.

In Advance

1746. Advance on Appointment.—On application to the Director of Navy Accounts, Flag Officers, when appointed from half pay, may receive, as advance of full pay and table allowance, a sum equal to three monthly payments if appointed for home service, and to six monthly payments if appointed for foreign service. Flag Officers appointed from home shore service to foreign service may also receive the latter sum.

2. Flag Officers appointed from home sea service to foreign service may receive from the Accountant Officer of the ship from which they are appointed, as advance of full pay and table allowance, a sum equal to three monthly payments.

3. Other naval officers appointed upon first entry, or from half pay, or from the shore, to ships at home or abroad, may be paid three months' advance of pay, either by the Accountant Officer of the ship to which they are appointed or by the Director of Navy Accounts.

4. Officers appointed from a ship at home, or from unemployed pay at the full pay or intermediate rate, for service on, or to a ship fitting for, a foreign station, may be paid a similar advance, either by the Accountant Officer of the ship from which they are appointed or by the Director of Navy Accounts.

5. Officers appointed to a ship at home from unemployed pay at the intermediate rate may be paid two months' advance of pay, either by the Accountant Officer of the ship to which they are appointed or by the Director of Navy Accounts.

6. Officers appointed for sea transport service will, however, be allowed an advance of one month's pay only.

7. Officers granted leave to study abroad under Article **368** may similarly be paid one month's advance of pay if the period of study granted exceeds three months, but does not exceed twelve months, or two months' advance of pay if the period of study granted is over twelve months.

8. The advance will be the net amount arrived at after deduction of income tax and of any allotment in force.

8a. **Advance to Officers returning to England from abroad.**—Officers returning to England on vacating an appointment abroad may, on application, receive from the Accountant Officers of the ships in which they are borne an advance of pay, subject to the following conditions:—

(i) that they are returning to England otherwise than in a ship of war,

(ii) that they are entitled to full pay during passage (*see* **1557**, clause 2, (iii), (iv) and (v)),

(iii) that the advance is restricted to such sum as, after deduction of income tax and any allotment in force, will not exceed the pay which would normally be payable on arrival in England.

Subject to the same conditions, officers sent sick to hospitals abroad may receive an advance of pay on their discharge from hospital for passage to England (*see* **1554**, clause 1, (iii)).

Care should be taken that all such advances are duly reflected on the officer's pay documents.

Officers returning to England from abroad, who have not received a full advance from the Accountant Officer of the ship in which they were borne, may, in exceptional circumstances and if entitled to full pay during passage, apply for an advance to

the Naval Accountant Officer at ports en route. They should produce their pay documents, if in their possession, at the time of application, and the advance, which should not bring them into debt on arrival in England, should be noted thereon.

If, however, they are not in possession of their pay documents, their applications should be made in writing, and should furnish full particulars of their pay accounts so as to enable the paying officer to satisfy himself that the advance will not bring the applicants into debt on arrival in England. All such advances should be immediately reported to the Director of Navy Accounts.

9. Royal Marine Officers.—Officers of the Royal Marines, whether borne ashore or afloat, may, in like circumstances, be paid similar advances.

9a. The advances referred to in the preceding clauses will usually be paid on or after the date of commencement of full pay under the appointment, but payment may be made somewhat earlier, if required, to Flag Officers appointed to foreign service.

10. Advances to men proceeding abroad.—Before proceeding for service on a foreign station Naval ratings and Royal Marines (other than boys) may be allowed, if they so desire, to draw the balance of pay accrued together with an advance not exceeding thirty days' pay, less allotment and other charges. A further sum of £1 should be withheld for the purpose of meeting casual payments, mess debts, etc., while on passage; this deduction however is unnecessary for men who take passage by freightship.

Boys proceeding on foreign service may be allowed, if they so desire, to draw an amount not exceeding £1 of the balance standing to their credit. In addition, they may be allowed an advance as follows:—

If going abroad in a man of war—Two fortnightly payments (**1748**, clause 6a).
If taking passage by freightship—One fortnightly payment for every fortnight of the expected period of passage.

When a ship is expected to sail within fourteen days of commissioning or recommissioning at home for foreign service, these payments are to be made before the crew leave their ships or establishments, or Royal Marines their headquarters, upon the authority of the Commander-in-Chief, or the Adjutant-General for Royal Marines on shore; otherwise the Accountant Officer of the ship is to be responsible for the payments.

The advances of pay referred to in this clause are not to be paid to ratings who within one month before proceeding on foreign service have received the advance of pay allowed to Pensioners, Reservists and certain Active Service ratings on mobilization.

10a. **Men returning to England from Abroad.**—Naval ratings and Royal Marines entitled to full pay on passage, who are returning to England in vessels other than ships of war, may be given an advance of pay, if required, up to the amount due for half the period of passage after deduction of allotment and other charges.

11. *Deleted.*

12. **Advances to Men going on Leave.**—Naval ratings and Royal Marines who are granted not less than seven days' leave may, if not in debt, be advanced a sum consisting of their full leave allowance for the period of leave plus five-sevenths of their accruing pay (regard being given to current charges), in addition to any balance of pay due on the date of proceeding on leave. Others are to be paid in advance not less than the full amount of leave allowance payable for the period of leave.

Account Officers of His Majesty's ships are not to pay these advances to Royal Marines who are disembarked to headquarters.

13. All mess debts on board, and the allowances due to officers' attendants under Article **793**, are to be defrayed out of payments thus made, except that in wardroom messes where a wardroom mess fund banking account is kept, wardroom officers may settle by cheque. (*See* **621**, clause 2.)

1747. Officers on Full Pay Leave.—No advance or payment on account to a naval officer borne for full pay leave under Article **1556**, clause 17, is to be made

by the Accountant Officer of the depôt, on the books of which he is nominally borne, except as provided in clause 2. The amount due will be paid by the Director of Navy Accounts when the officer's leave expires. When, however, the full pay leave extends over a month or several months, an officer may, on application to the Director of Navy Accounts, be granted monthly payments on account. The first payment, however, will not be made until after the expiration of a month's leave.

2. **Officers allowed to spend Foreign-Service Leave Abroad.**—When, in exceptional circumstances, permission is given by the Admiralty for an officer vacating his appointment on a foreign station to defer his return to England and to spend his foreign-service leave abroad, the Senior Officer on the station is to arrange for the following particulars to be reported to the Admiralty immediately after the officer vacates his appointment:—

(*a*) the name of the vessel in which the officer would have returned to England, had he taken the earliest opportunity (*see* clause 1),

(*b*) the line to which it belongs, and

(*c*) the date of sailing for England.

Such an officer is to be retained nominally on the books of his ship until he arrives in England, but his pay account is to be closed on his discharge from the ship. A pay document (S. 48), on which it is to be noted that the officer has permission to spend his foreign-service leave abroad, is to be made out and handed to him. If necessary, during the leave, payments of full pay accrued to date and within the period of foreign-service leave due may be made and should be noted on the form S. 48.

See **1746**, clause 8a (*re Advances of pay in respect of passage home*).

On Account

1748. Monthly.—Officers of the Navy and of the Royal Marines may be paid for the first and second months of each quarter sums on account of pay, etc., already accrued, not exceeding, in each case, one-third (to the nearest £1 below) of the net amount of full pay and allowances due for the quarter after deduction of income tax, allotments, and any other charges.

Naval ratings and Royal Marines (other ranks) serving in ships and establishments abroad may be paid for the first and second months of each quarter advances on account of pay already accrued, calculated on the number of days in the month in respect of which the payment is made, less allotment, other charges incurred, and any odd pence.

2. These payments are to be made on the last day of each month, or in special circumstances, as soon after as possible, and mess debts, etc., are to be defrayed as provided in Article **1746**, clause 13.

3. **Fortnightly.**—Naval ratings and Royal Marines serving in ships and establishments at home may be paid fortnightly advances calculated on a fourteen-day basis, *i.e.*, two weeks' pay less allotment, other charges incurred, and any odd pence.

Fortnightly payments are to be made on the same alternate Fridays in all ships and establishments at home. If, in exceptional circumstances, it is found necessary to pay on an intervening Friday, a further payment on the following Friday is to be made in order to restore the normal sequence as soon as possible.

Pay in respect of all such fortnightly payments should be calculated up to and including the Thursday preceding the Friday on which payment is made. This rule is not to be varied even where, for special reasons, such as out payments to tenders or detached parties, the fortnightly payment is actually made on Thursday, *i.e.*, in such circumstances pay should also be computed up to and including the Thursday.

4. In calculating fortnightly, monthly or other payments on account, the proportionate amount of grog money, if payable (Article **1832**), is to be included; similarly, the proportionate amounts of kit upkeep allowance and submarine kit allowance are to be included, except in ships and establishments in which the system

of cash payment for clothing is not in operation. *See* **1600** (*Kit Upkeep Allowance*) and **1601** (*Submarine Kit Allowance*). Payments of extra pay are to be made as they accrue. Subscriptions are to be dealt with as directed in Article **1529.**

5. *Deleted.*

6. Amounts paid on account will be provisionally allowed in the Accountant Officer's monthly cash accounts, upon the production of form S. 17 (*Certificate of Payments*), subject to that document being found correct upon the subsequent audit of the ledger.

6a. Boys.—Fortnightly payments to boys serving in ships or establishments at home, other than Boys' Training Establishments, are normally to be limited to 6s., and monthly payments in ships, etc., abroad to 13s., exclusive of advances for clothing charges. When proceeding on long leave an advance up to £4, inclusive of leave allowance, may be made, together with the cost of railway fare, provided that the account will be clear of debt at the expiration of the period of leave. (*See* Article **1743,** Payment of accrued balances, and Article **578**, clause 2a, as to recovery of mulcts).

7. **When Pay Documents are not available.**—Payments on account of full pay are not to be made to officers and men for whom pay documents are not available unless in very exceptional circumstances, and then only under the following conditions:—

(*a*) The payment is not to exceed the amount that will suffice for the immediate reasonable necessities of the officer or man, and

(*b*) the Accountant Officer is to satisfy himself, so far as is practicable, that the payment does not exceed the amount of the pay and allowances likely to be due after allowing for the necessary deductions in respect of allotment, income tax, etc., and is at once to communicate the facts to the Accountant Officer of the ship on whose books the officer or man is borne, in order that the advance may be charged against his account without delay.

When pay documents should have been received for the officer or man, immediate action is to be taken to obtain them as directed in Article **856,** clause 4.

8. **Recovery of Debts.**—Naval ratings and Royal Marines who are in debt to the Crown from any cause, and whom it is intended to retain in the Service, may be allowed to allot and receive advances of pay as follows:—

(i) Where the debt is small and can be liquidated within three months without disturbing any allotment in force, advances of pay are to be allowed, at the discretion of the Commanding Officer, up to a maximum of 50 per cent. of the balance of pay and allowances remaining after payment of the allotment.

If no allotment is in force, advances of pay are to be limited to 50 per cent. of pay and allowances.

(ii) Where the debt is so large that recovery cannot be effected as in sub-clause (i) within three months, advances of pay are to be restricted to one-seventh of pay and allowances, and allotments to wives, guardians of children eligible for marriage allowance, and other persons actually dependent upon the man, are to be limited to five-fourteenths thereof. Commanding Officers should satisfy themselves that allotments allowed under this sub-clause are to wives and other dependent persons as defined above. No other allotments can be permitted.

(iii) Men sentenced to detention or imprisonment, as defined in Appendix III, Part 4, Section F (*a*) may be allowed to allot as in sub-clause (ii), provided the indebtedness can be cleared within three months of the date of sentence; otherwise only a nominal allotment of 2s. 6d. weekly is to be permitted so long as the man is not in receipt of pay.

On resumption of pay at the expiration of sentence, advances of pay and allotments are to be restricted as in sub-clause (ii) until the man is clear of debt. *See* **1756,** clause 3 (*g*).

(iv) Men in debt are not to be permitted to declare new allotments, or to increase the rate of existing allotments, without prior Admiralty approval. *See* **598,** clause 7 (*Men in Civil Custody*).

9. **To Meet Mess Debts.**—If men about to be transferred to another ship are in debt to their mess, the Accountant Officer may, with the sanction of the Captain,

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make them an advance for the purpose of discharging the debt. Such advance, however, is not to exceed the balance of pay due. *See* **621**, clause 4 *and* **630**, clause 8 (*Mess debts of deserters*).

1749. *Deleted.*

Quarterly Settlements

1750. Calculation.—On the last day of every quarter, the gross and net sums due to the officers, petty officers, and others, are to be calculated and inserted in the ledger for final balance; and to facilitate this arrangement, the Captain, during the last seven days of the quarter, will not allow the incurring of charges of any kind, unless required by the exigencies of the Service.

2. **When to be paid.**—Payment of the balances due on closing the ledger for each quarter is to be made as follows:—

Officers—On the last day of the quarter.

Naval Ratings and Royal Marines—In monthly payment ships and establishments, on the last day of the quarter.

In special circumstances, where payment cannot be made on the last day of the quarter, it may be effected as soon after as convenient, but care is to be taken to ensure that settlement for the Ladyday quarter is not delayed beyond 31st March.

In fortnightly payment ships and establishments, balances due at the end of the quarter are to be transferred to the next quarter's ledger and paid with the first fortnightly payment. In sea-going ships, however, payment of settlement may be deferred until the next fortnightly payment, if and when such procedure is necessary to enable accountant staffs to proceed on leave during the usual leave periods. A similar procedure may be followed in other ships and establishments, if considered necessary, when the date for the first fortnightly payment falls within the first 8 days of the new quarter.

3. *Deleted.*

4. In ships and establishments making monthly payments, the balances due to persons absent from the ship at the time of the quarterly settlement are to be credited in the ledger for the following quarter, and when paid, are to be charged in one of the columns for payment.

5. Payments by the ledger at settlement are to be vouched by a certificate similar to that supporting the advance payments, form S. 17 (*Certificate of Payments*) being used for both purposes.

SECTION VII—SETTLEMENTS ON DISCHARGE

1751. Transfer to another Ship.—When ranks and ratings are transferred from one ship to another, their accounts in the ledger are to be closed. The credit balances are not to be paid to them, but are to be transferred to the ledger of their new ship. The accounts of Royal Marines disembarked during a ship's commission are to be dealt with in the same manner, their balances being transferred to headquarters. In order to enable the Accountant Officer properly to close the accounts of persons ordered to be discharged, any clothing which may be required is to be issued, and the day and hour at which the discharge is to take place is to be fixed, when practicable, some time on the previous day; no alteration is to be permitted unless absolutely required by the exigencies of the Service.

1752. On Discharge.—The balance of full pay due to officers discharged to half pay or to retired pay, and of Captains and officers of relative rank discharged to the special rate of unemployed pay on first promotion, adjusted to the date of their ceasing duty, is to be paid to them in full by their Accountaant Officers, provided that no liabilities are known to be outstanding against them, pay documents (S. 48), showing the date to which they have been paid, being forwarded to the Director of Navy Accounts immediately after their discharge. Officers discharged from unemployed pay at the full pay rate to unemployed pay at a lower rate, or in the case of newly-promoted Captains and officers of relative rank, to the special rate of

unemployed pay on first promotion, are similarly to be paid in full by the Accountant Officers of the depôts on whose books they are borne, to the date on which their unemployed pay at the full pay rate expires.

2. The balance of full pay due to officers discharged from the Service or to the emergency list, and of officers discharged to half pay or retired pay, against whom liabilities are known to be outstanding, is not to be paid locally, but is to be left for settlement by the Director of Navy Accounts, to whom their pay documents (S. 43 or S. 48) should be forwarded, together with a statement, or statements, of account covering the period for which ledgers have not yet been forwarded into Office.

3. Officers returning to England, other than in ship of war, may be paid the balance of pay due to them to the date on which they are discharged from their ships, and may also receive an advance in respect of pay accruing during passage as laid down in Article **1746**, clause 8a. *See* **1667** (*Advances to meet expenses incidental to passage home*). Similarly, officers sent to hospital or sick quarters from a seagoing ship may be paid the balance due to them to the date on which they are sent sick. Officers discharged from a hospital abroad for passage to England may also be paid an advance as laid down in Article **1746**, clause 8a.

4. The balance of full pay due to officers discharged to full pay leave or to unemployed pay at the full pay rate, adjusted to the date of ceasing duty (except as provided in clause 3), is to be reported on form S. 48, which should be disposed of in accordance with the instructions for the preparation of that form. (*For officers discharged sick, see* **1725**, **1735** *and* **1739**.)

5. **Men discharged from the Service.**—The Accountant Officer is to pay the residue of pay of men and boys discharged from the Service, except when they are discharged dead or invalided for insanity, when settlement will be effected at the Admiralty. *See* **1769**, clause 6 (*Deceased native ratings*), and **1753**, clause 3 (*Men discharged after imprisonment*).

For men (other than native ratings) discharged dead, the residue of pay due to the estate is to be reported to the Director of Navy Accounts on form S. 46, and when men are invalided for insanity, a pay ticket (S. 43), showing the amount due together with an extract of their final account in the ledger, is similarly to be forwarded.

6. **Receipts of Men and Boys.**—The receipts of the men and boys for the payments made are to be obtained in the casual payments book (S. 18), and the payments entered in the ledger in the payment column for the fortnight or month in which payment has been made. Amounts so paid are to be claimed on form S. 17.

1753. Documents of Men sent to Detention, etc.—A transfer list is to be made out for each man sentenced to imprisonment or detention, except for a man who is to undergo his sentence in a civil prison and will be discharged direct from the prison to civil life (*see* clause 3). The transfer list is to indicate the date from which the period of imprisonment or detention reckons, *i.e.*, either the date of the warrant, or the date on which the prisoner arrived at the place of confinement, when sentence is postponed under Article **551**, clause 4.

2. The transfer list is to be forwarded, with the service certificate and medical history sheet, to the Captain of the ship on whose books the man will be borne during sentence (*see* **558**, clause 1). In the case of a man sentenced abroad who is also to be finally discharged from the Service at home, the documents are to accompany him from ship to ship until his arrival at the depôt at home, when the balance of pay due to him is to be paid and claimed in the proper columns of the ledger.

3. When a man is to undergo his sentence either in a civil prison or a military detention barrack at home, and will be discharged thence to civil life, his service certificate is to be forwarded to the Director of Navy Accounts for retention until the man has been discharged to his home. Where, however, the sentence is awarded by the civil power and the man is discharged from the Service in consequence thereof, his service certificate is to be forwarded direct to the Governor of the prison.

When a man who has been discharged from the Service is undergoing imprisonment, a notification of the balance of pay due is to be forwarded immediately to the Director of Navy Accounts, who will issue instructions as to its disposal. *See also* **1664** (*Travelling warrants and subsistence allowance*).

SECTION VIII—PAYING OFF

1754. Paying off at Home.—In order to facilitate the completion of the ledger, after the receipt of the order to pay off in a home ship, or after the arrival at home to pay off a ship from a foreign station, the Captain is not to allow men to incur charges of any kind so far as they can be avoided.

2. As soon as notice is received of the date fixed for putting the ship out of commission, all charges and deductions are to be inserted in the proper columns of the ledger and the pay is to be cast up to and including the day of paying off. The final amounts due, including any advances under Article **1746**, clause 12, to men (except Royal Marines) who will be discharged to long leave, are to be ascertained and inserted by the Accountant Officer, and the ledger closed for payment. (*See* **741** (4) *regarding Royal Marines.*)

3. In the case of men who allot, see **1734** (9) and **1764** (8) (*Transfer of Allotments*).

4. **How made.**—The payment is invariably to be made from the ledger in the manner laid down in Article **1741**.

5. *Deleted.*

6. **Officers** are to be paid as at quarterly settlements.

7. **Completion of Ledger.**—As soon as possible after the payment, the ledger is to be completed, the dates on which, and the ships or places to which, the men are discharged being inserted, and the ledger is then to be sent into Office, accompanied by the usual documents. Characters are to be inserted only when they have at the same time to be recorded on the men's service certificates under Article **605** (4) and (4a). *See also* **1705** (1).

8. **Paying off Abroad.**—When ships are paid off abroad, and their officers and crews are sent home in transports or merchant ships, separate transfer lists are to be prepared according to the provisions of Article **740**, so far as they are applicable, and forwarded with the officers and men. Such Non-C.S. men as are to be discharged to the shore on arrival at home are entitled to be discharged at the port nearest their homes, and are therefore to be transferred to whichever depôt is most convenient for this purpose.

9. **Advance on arrival Home.**—Any requisite advance of pay may be made by the depôt at the port of arrival, due notation being made on the transfer lists, but the men are only to be entered for pay on the books of the ships to which they will be attached on return from leave.

SECTION IX—NAVY ALLOTMENTS—OFFICERS AND MEN

1755. In providing the system of navy allotments, the Admiralty are acting as the agents of officers and men without consideration, and, while every endeavour will be made to carry out the wishes of allottors, it must be understood clearly by all concerned that no responsibility can be accepted for any errors of omission or commission in making the payments on their behalf, or by failure to make the correct charges against their pay.

1756. General Regulations.—

1. Authorization of Payment.—

(i) Payment of weekly allotments of non-commissioned officers and men of the Royal Marines, whether serving ashore or afloat, is authorized by the Commandants of the Royal Marines.

(ii) Payment of allotments, other than those specified in (i), is authorized by the Director of Navy Accounts.

Method of forwarding Documents.—

(iii) Forms S. 63 and variants (declarations) should be forwarded in duplicate separately from unrelated communications.

(iv) Forms S. 54 and variants (stoppages) should also be forwarded in duplicate separately from unrelated communications.

(v) Forms relating to the weekly allotments of non-commissioned officers and men of the Royal Marines (except those mentioned in (vi)) should be forwarded direct to the respective divisions.

(vi) Forms relating to allotments payable abroad at places particularized in Article **1760**, clause 1, and referred to in clause 3 (iii) of that Article, should be forwarded in duplicate direct to the local paying officers concerned, those officers possessing standing instructions for the payment of such allotments.

(vii) Forms relating to allotments, other than those specified in (v) and (vi), should be forwarded to the Director of Navy Accounts.

(viii) The envelopes in which the forms are enclosed should be marked in the lower left hand corner "Declarations" or "Stops" as appropriate.

2. Support of Men's Wives and Families.—The Captain and officers are to use their influence with the men to encourage them to make due provision for the support of their wives and families by allotting portions of their pay or by remitting money. Facilities should be afforded for the declaration of allotments at any period of service, but where they have been made in favour of wives, families, or near relations, men should be discouraged from stopping or reducing them, unless the Captain be satisfied of the validity of their reasons for so doing.

All new entries are to be questioned as to whether they desire to allot. It cannot be too clearly realized how essential it is that every facility should be afforded to them to declare allotments at the earliest possible opportunity after entry and again on marriage, since delay in the matter keeps the man's wife or other dependent without the support which he or she needs, or may have been accustomed to receive from him.

The following forms are available for the purpose of ensuring that men generally become acquainted with the more important of the allotment and marriage allowance regulations:—

S. 67.—a poster, which sets out the principal conditions under which allotments and marriage allowances are paid, and which is to be permanently exhibited in all ships' offices and other places where men declare allotments, and

S. 68.—a leaflet, in precisely similar terms to that of the poster, which is to be handed to every man on each occasion of declaring, increasing or reducing an allotment in favour of a wife.

3. Declaration of Allotments:—

(*a*) **Rates.**—Allotments of less than 5s. a month, except to dependents, are not permitted. Subject to this restriction, allotments of full pay and allowances may be made:—

(i) by officers, not exceeding a maximum equal to 20s. less than the authorized monthly payment on account of officers who do not allot. *See* **1748**;

(ii) by boys and apprentices in receipt of naval pay at the rate of—

s.	d.		s.	d.	
0	9	per diem	2	6	per week
1	0	"	3	6	"
1	3	"	5	0	"
1	6	"	6	0	"
1	9	"	7	6	"
2	0	"	9	0	"
2	6	"	12	6	"

(iii) By other ratings, Royal Marines, and by reservists under training in His Majesty's ships for periods exceeding three weeks, at any rate not exceeding five-sevenths of their weekly or monthly emoluments when the

daily rate of pay and allowances is below 2s. 6d., or six-sevenths of their emoluments when the daily rate is 2s. 6d. or over (in even sixpences if a weekly allotment), less a sufficient allowance to cover such proportion of income tax as may be payable. Compensatory allowances which are intended as a refund of an out-of-pocket expense, such as kit upkeep, lodging and provision allowances, etc., should be excluded in calculating emoluments for this purpose.

(*b*) **To whom to be made.**—Officers on full pay may allot in favour of any persons other than moneylenders *or* serving personnel. Naval ratings and Royal Marines may similarly allot with the same restriction. Boys, if they keep their clothes complete and in proper order, may allot to their fathers or mothers or approved guardians or to the Post Office Savings Bank but not to any other persons except with prior Admiralty approval. Where a boy has no allotment in force to a parent or guardian he should be pressed to make a regular deposit in the Post Office Savings Bank or other savings investment.

(*c*) **How to be made and when to be forwarded.**—Declarations of allotments whether commenced, increased or reduced, are to be prepared on form S. 63 or variants, in accordance with the instructions thereon, and are to be forwarded as soon as executed. Should any delay occur in the return of the duplicate S. 63 (or variant), the Accountant Officer is to remind the Director of Navy Accounts, Commandant, Royal Marines, or local paying officer concerned after the expiration of a reasonable period.

(*d*) **Commencement and Rate.**—The date of the commencement of an allotment, and the rate, are always to be determined on board, and both are to be noted clearly in the declaration lists and ledger.

(i) *New Monthly Allotments* (form S. 63b) may be declared to begin from the first day of a month for payment on the last working day thereof, and monthly thereafter. Such allotments are payable for complete months only. Promotions to warrant rank, involving the change from weekly to monthly payment, necessitates a fresh allotment declaration at a monthly rate.

New allotments for which declarations are received by the Director of Navy Accounts between the 25th and the end of the month in which payment is desired will not be paid until about the 2nd or 3rd day of the following month. Officers and men should be informed clearly on these points.

(ii) *New Weekly Allotments* may be declared to commence on any Thursday, except as indicated below, and charges are to commence on that Thursday. The date of commencement is to be shown in the declaration (forms S63 and S. 63a). Newly-entered boys may declare allotments as soon as they have a sufficient balance to meet the first payment. Other first entrants, who enter on a Thursday, Friday or Saturday, may declare allotments as from the Thursday following; but if the entries take place on any other day of the week, allotments can only be declared from the second Thursday after entry. The minimum rates necessary to qualify for the award of marriage allowance are shown in Appendix III, Part 2, Scale C.

(iii) *Allotments Increased, Reduced or Transferred.*—When allotments are to be increased, reduced or transferred, charges at the original rate should be calculated up to such a date as will allow the communication to reach the Director of Navy Accounts, Commandant, Royal Marines, or local paying officer concerned, in time for him to make the necessary alterations. Care should be taken to ensure that declarations for weekly allotments will be in the hands of the appropriate authorizing officer not later than the Tuesday before the date on which the revised allotment is to come into force, and declarations for monthly allotments not later than the 25th of the month for which the first variation of payment is desired. When an allotment is to be transferred from one person to another from the date to which payment may have been made to the former nominee, the words "payment continuous," provided the rate remains unaltered, should be inserted, instead of the commencing date.

NOTE.—When any allotment is to be stopped, form S. 54 is always to be forwarded (**Article 1764**), in addition to the information required in Section B of form S. 63 or variants.

(iv) *Increase of Allotments on Change of Rank or Rating.*—A man, in respect of whom marriage allowance is in course of payment, will be held responsible for increasing his allotment to the minimum qualifying for the continuance of the allowance, should a change of rating or rank occur necessitating this action. *See* **1767** (3) (*a*).

(*e*) **Age of Allottees.**—Allotments are not to be made payable to any persons under 18 years of age, except wives. Should the allotments be intended for the benefit of such persons, they must be made payable to some adult person as trustee.

(*f*) Unless special circumstances exist (in which event prior Admiralty approval will be required), allotments will not be accepted for payment outside the British Empire.

(*g*) **Men in Debt, awaiting Trial, or sentenced to Detention, Imprisonment or Dismissal.**—The rates at which, and the persons to whom, men may be permitted

to allot in such circumstances are set out in Appendix III, part 4. The following general regulations are, however, to be observed :—

(i) Officers in debt to the Crown or in debt for mess expenses are not to be allowed to allot.

(ii) Men are not to be permitted to incur debts to such an extent as to render it necessary that an allotment to a wife or other dependent relative shall be stopped; a man who may be unable to provide himself with proper clothing without running into debt is only to allot at a rate below the maximum, but not below the minimum necessary to qualify for marriage allowance, if there is a wife and/or children eligible for that allowance. (*For minimum rates, see* Appendix III, part 2, scale C.)

(iii) On a man's return to duty from imprisonment, continuation of marriage allowance (where applicable, *see* **1767**) will be contingent, if he is in debt, upon his at once declaring the appropriate allotment in favour of his wife or the guardian of his children. If he is not in debt, or when he ceases to be so, the allotment should be restored to its original figure.

(iv) If a man refuses to allot to his wife or to the guardian of his children when undergoing detention or imprisonment or when in debt, the grounds upon which he is unwilling to allot should be communicated specially to the Director of Navy Accounts, or, if a Royal Marine, to the Commandant concerned.

(v) It is important that allotments to wives and dependants which are suspended or reduced on account of punishment, debt, etc., shall be restored as soon as the state of the man's wages account permits, and unless a man has expressed a definite wish to the contrary his original allotment will be resumed as soon as circumstances permit.

(vi) When a punishment is awarded which involves stoppage or reduction of an allotment to or in respect of a dependant, the Commanding Officer is responsible that at the actual time of the award a declaration shall be obtained from the offender of his wishes as to the amount of allotment to be paid from the date on which normal payments can be resumed. The Accountant Officer responsible for the man's accounts is to be informed immediately of the man's wishes with details of punishment awarded.

The Accountant Officer is to calculate the date at which full payment can recommence, and these particulars are to be reported to Director of Navy Accounts or Commandant, Royal Marines at the same time as the suspension is reported by Form S. 54, S. 63, etc., or by signal. Forms S. 63 or S. 63A should be used for this purpose wherever possible, and notation of the date and rate of the restored allotment should be made in the ledger before despatch of the forms.

Payment will be made to the allottee in accordance with the declared wishes of the man unless in the meantime some fresh cause for alteration is reported, but should it not have been possible to ascertain the man's own wishes as to the amount of allotment to be paid when it can be recommenced, payment will be recommenced automatically at the rate previously in issue.

If at the time of suspension or reduction of the allotment it has not been possible to determine the date and rate of its resumption this fact must be stated in the original report to the D.N.A., etc., and the necessary calculation and further report, by signal if necessary, should be made as soon as possible thereafter.

If at any time during the period of suspension or reduction the man is transferred to the books of some other ship, the transferring ship is to make sure by notation of pay documents that the new ship is made clearly aware of the position for the purpose of allotment charges. If at the time of transfer of the documents it has not been possible to determine the date and rate of resumption of allotment this fact must be stated on the documents. The Accountant Officer of the receiving ship should then ascertain and report the necessary particulars to the allotment paying authority, by signal and/or Form S. 63, etc., according to urgency.

If at the time of suspension or reduction of the allotment it is not known whether the man's punishment is to be followed by discharge from the Service, the Accountant Officer of the ship on the books of which the man is borne at the time the decision becomes known, will be responsible for seeing that the procedure laid down is carried out. Similarly, on the return of a man from civil imprisonment the responsibility for ascertaining and reporting to the allotment paying authority the man's declared wishes (on Form S.63, etc.) as to resumption of allotment, will be that of the Accounting Officer of the first ship or establishment on the books of which the man is borne on return.

(*h*) **Royal Marines embarking.**—On embarkation, officers and men of the Royal Marines who are not at the time allotting, are to be given every facility to declare allotments. Such declarations may be signed at the divisional headquarters previous to embarkation, should the Commandant, Royal Marines, have no objection. Non-commissioned officers and men declining a month's advance on embarkation may declare monthly allotments from the first day of the month of embarkation. Weekly allotments may be declared to commence as from the Thursday following, when embarkation takes place on a Thursday, Friday or Saturday. If embarkation occurs on any other day, the allotment can only be declared as from the second Thursday thereafter. The dates of the commencement of all such allotments and the rates are to be notified on the embarkation sheets, for entry in the ledger.

(*i*) *Deleted.*

(*j*) **Alterations in Pay.**—If a reduction should occur in the rate of pay to which an officer or man having an allotment in force is entitled, and the rate of his allotment be in excess of that laid down in clause 3 (*a*) for the reduced rate of pay, an appropriate reduction is to be made in the allotment and the usual form S. 63 (or variant) forwarded to the Director of Navy Accounts, the Commandant, Royal Marines, or the local paying officer concerned.

(*k*) **When proceeding in Merchant Ships.**—Officers and men about to proceed by contract steamer or merchant ship to join their ships abroad will be permitted to

execute declarations of allotment (*see* **1746**). If officers embark direct from their homes, application to allot may be made to the Director of Navy Accounts.

1757. Allotments on Mobilizing.—New allotments may be declared on board the ships to which men are drafted, except by :—

(*a*) Men appropriated to ships (other than destroyers), but retained at the depôt owing to the order to mobilize being delayed ;
(*b*) men belonging to or drafted to tenders to depôts ;
(*c*) men appropriated to patrol flotillas having time to declare allotments before embarkation ;
(*d*) Pensioners and reservists likely to be retained in depôts for any length of time.

With regard to the exceptions specified, new allotments may be declared in the depôts or depôt ships.

2. **Subsequent Allotments.**—Allotments, other than those declared at the time of mobilization, may be declared in any ship or depôt as may be necessary.

1758. Compulsory Allotments.—Authority is given to the Admiralty to order stoppages to be made from pay for the support of wives, families or bastard children by the Naval Discipline Act, as regards naval ratings ; non-commissioned officers and men of the Royal Marines when embarked ; airmen of the Royal Air Force when borne on ship's books ; and by the Army Act, Sections 145 and 179, as regards Royal Marines serving under the Army Act. Any necessary action in connection with Royal Marines serving afloat, who may become subject to Section 98a of the Naval Discipline Act, will be undertaken by the Adjutant-General. This will enable Royal Marines to be dealt with comprehensively, and a continuous stoppage of pay arranged.

2. **Powers conferred by Section 98a of the Naval Discipline Act.**—Persons to whom this section applies are not liable to arrest for non-compliance with orders or decrees in respect of the maintenance of a wife or child, or of the maintenance of an illegitimate child. On the other hand, these orders can be enforced, subject to the limitations set out in the Section, by compulsory deductions from the pay of the person against whom the order is made. Arrangements are also included in the Section for the service of summonses at the Admiralty or on the Commanding Officer of a ship, subject to conditions recited in the Statute. One of the conditions is that such a sum of money, if any, as may be fixed by the Admiralty as being necessary to enable the man to attend the hearing of the case and to return to his ship or quarters is left with the summons. These arrangements, together with the provision that the deduction from pay will only be made where satisfactory evidence exists that the man has had a reasonable opportunity of appearing himself to defend the case, or has appeared by a duly authorized legal representative, will prevent a man, while in the Service, being prejudiced by an order made in his unavoidable absence on duty. The Section provides that no process whatever under any Act or common law in any proceeding in the Section mentioned shall be valid against a person subject to the Act, if served after such person is under orders for services on a foreign station.

The procedure to be followed by Commanding Officers of ships is given in Appendix III, part 3.

1759. *Deleted.*

1760. Method of Payment. Where Payment is made Weekly.—Allotments of Naval ratings and Royal Marines in favour of their wives, relatives or friends are invariably to be declared at weekly rates and will usually be paid at weekly intervals. Payments are normally effected (in conjunction with any marriage allowance issuable) by means of books of order forms presented at the local post office. In Malta, Gibraltar, Bermuda, Hong Kong and St. Helena, and within the Union of South Africa, special arrangements are operative whereby payment is made by the local Cashier, etc.

2. Classes of Allotments Payable Monthly.—The following classes of allotments are usually payable monthly :—

(*a*) Allotments of officers.
(*b*) Allotments of Naval ratings and Royal Marines in favour of tradesmen and banks ; for the purchase of national savings certificates ; and to allottees resident abroad, except at the places named in clause 1.

3. Mode of Effecting Monthly Payment.—Monthly payment is usually effected in the following manner :—

(i) *At Home.*—By means of navy bills (cheques) issued direct to payees.
(ii) *Abroad* (except at the places indicated at (iii)).—At the discretion of the Admiralty, by such means, in such manner, and on such dates as mail communications permit.
(iii) *At the places mentioned in clause* 1.—At the discretion of the local paying officer.

1761. When Allottor becomes Insane.—When an allottor becomes of unsound mind, and his wife, child, or other near relative is the allottee, payment of the allotment, under the directions of the Admiralty, may be continued to such allottee within the limits of the pay due.

1762. Death, Misconduct, etc., of Wife.—When a wife, being an allottee, dies, or deserts her children, or misconducts herself so as to be considered undeserving of support from her husband, the Admiralty, on receipt of information to that effect from a proper authority, may stop payment of the allotment ; but if in these circumstances any child of a person allotting shall be left destitute, the Admiralty, on receipt of information to that effect from a proper authority, may appoint a trustee to receive the money and apply it to the maintenance of the child until the allottor shall have an opportunity of nominating a trustee of his own choice. Should a wife, being an allottee, become of unsound mind, the Admiralty, on being notified to that effect, may revoke the authority for payment to her, and similarly, may appoint a trustee to act temporarily on behalf of herself and her children. Payment of appropriate State allowances will be made for the children in addition to the allotment. (*See* **1767,** clause 14).

1763. Reasons for Stoppage, Reduction or Transfer.—Whenever allotments in issue for the benefit of a dependant are to be stopped, reduced or transferred, the following procedure is to be observed :—

(*a*) Where the reasons for the change in payment are of a private nature, such as estrangement or domestic difficulties, Commanding Officers are to communicate them confidentially to the Commodore of the port division to which the man belongs, or, if a Royal Marine, to the Commandant of the man's division, a copy of the relative communication being forwarded with the form S. 63, S. 54, etc., to the Director of Navy Accounts if the allottor is a Naval rating. The Commodore of the depôt or the Commandant, Royal Marines, will then be in a position, where advisable, to furnish the allottee with this information, especially when the stoppage of allotment has resulted in the withdrawal of marriage allowance, and so left the allottee without any payment in respect of the Naval rating or Royal Marine involved. Should a transferred allotment involve the transfer of marriage allowance from the original to a new allottee, the reasons for the transfer of the allotment are required. Where the allotment is reduced, the information is essential in order to determine whether or not the allottee has forfeited her title to any marriage allowance of which she may have been in receipt, and, if there has been stoppage, the information will assist in determining whether or not marriage allowance is issuable if and when the allotment is reinstated. The man concerned is, however, at liberty to indicate that it is his desire that the reasons furnished to his Commanding Officer shall not be communicated to his wife (or other allottee). In such circumstances, an appropriate note should appear in the confidential communication. (*See* **1767**, clause 14.)

(*b*) Where the reasons for the change in payment are not of private nature, for example, death of allottee, discharge or desertion of allottor, etc., Commanding Officers should communicate them to the Director of Navy Accounts or Commandant, Royal Marines, preferably on the relative form S. 63, S. 63a, S. 54, or S. 54a.

2. The above regulations apply also to supernumeraries on passage, whose allotments are to be entered against their names in the ledgers, although they may not be borne for pay.

3. Where the reason for stoppage of an allotment is discharge to shore (invalided, S.N.L.R., etc.) or "Run," the fact is to be stated on the stop form and the date of such discharge added ; and where the reason for reduction of an allotment is debt, the amount of the debt should be noted. If it is being proposed to discharge the man S.N.L.R., the fact should be communicated on the stop form.

4. Notices of reduction or stoppage due to detention or imprisonment are to show the nature of offence, term of sentence, and the establishment in which confined. *See* **1756,** clause 3 (*g*).

1764. Stoppage. Mode of Reporting.—Notification of stoppage is invariably to be given on form S. 54 (or variant), and the form is to be rendered in duplicate.

The duplicate will be returned to the Accountant Officer with an indication of the action taken. Where stoppage is necessitated by Service reasons and form S. 54 (or variant) is not likely to be received by the Director of Navy Accounts, the Commandant of the Royal Marine division, or the local paying officer concerned (*see* **1756** (1) and **1760** (1)), in time to prevent payment being made to the allottee for which no corresponding charge can be made, the notice should first be given by telegram, provided that the amount saved is greater than the cost of the telegram.

Where, however, stoppage is necessitated by the death or desertion of the allottor, notification by telegram should be resorted to as prescribed by clauses 5 and 5a respectively, whilst in the case of stoppages for private reasons (*e.g.*, settlement of tradesman's account), telegrams should not be sent except at the allottor's expense. Telegrams stopping dependants allotments for private reasons may, however, be sent by Naval wireless without charge to the allottor, but if it is necessary to send such telegrams by commercial channels the cost should be recovered from him.

Telegraphic notifications of stoppage should, whenever possible, be effected by Naval wireless and should always be confirmed by means of a form S. 54, etc., rendered in duplicate.

2. **Correct spelling of names, etc.**—In order that overpayment may be avoided, extreme accuracy is necessary in the spelling of the name and in the figures of the official number in all reports relative to stoppage of allotments.

3. **Two or more Allotments.**—Where an allottor has two or more allotments in force payable at the same intervals, the facts should be reported upon one form (in duplicate), but if a man has both a weekly and a monthly allotment in force, and stoppage of both is desired, each is to be notified on the appropriate stop form (in duplicate).

4. **Date of Notification.**—Except for absentees or deserters (*see* clause 5a), notification of stoppage of weekly allotments is, wherever possible, to reach the Director of Navy Accounts, Commandant, Royal Marines, or local paying officer concerned not later than the Tuesday following the date to which the allotment is being charged. In monthly allotments, notification should reach the appropriate authorizing officer not later than the 25th of the month next following that for which charges are being made.

5. **Death of Allottor**—Details of allotments are not to be included in the telegram required by Article **1135,** clause 1, but should be notified by form S. 54 (or variant), and by separate telegram if these forms cannot be received by the dates indicated in clause 4.

If marriage allowance is in force at the date of death, payment is continuable, together with an amount equal to the appropriate qualifying allotment, for a period of four weeks following the date of the notification of death. The four weeks' extension is not applicable where marriage allowance is not issuable.

5a. **Absence and Desertion.**—The allotment of an absentee is not to be reported for stoppage unless he fails to return by the eighth day of absence. On that day, notice of stoppage should be forwarded by form S. 54 (and by telegram if necessary), whether an allotment is known to be in force or not.

As any balance of pay due to a man on desertion is forfeited to the Crown under Article **1521,** allotment charges should invariably cease as at the date prescribed by Article **1716,** clause 4, irrespective of the date of reporting the allotment for stoppage. The Director of Navy Accounts or Commandant, Royal Marines, will deal with any payment made subsequently.

When desertion occurs abroad while the rating is on draft, the officer in charge of the draft should furnish the required information at the appropriate date.

6. **Recovered Deserters.**—On the recovery of a deserter, the following details are forthwith to be communicated to the Director of Navy Accounts (Branch 9), or to the Commandant, Royal Marines :—

(i) Date of desertion or absence without leave.

(ii) Date of recovery.

(iii) Punishment awarded and state of the man's pay account (*See* **1756,** clause 3(*g*).

(iv) Whether compulsory allotments charges have been recommenced in accordance with Section D of Appendix III, part 3.

If at the time of making the report to the Director of Navy Accounts or Commandant, Royal Marines, sentence has not been passed upon the man concerned, a statement to that effect should be made, and a further notification forwarded in due course.

Information as to the dates of desertion and recovery are always to be communicated without delay, in order to enable the re-issue of marriage allowance to be authorized.

7. **Allotments of Royal Marines,** whether weekly or monthly, are not necessarily to be stopped on their discharge to headquarters, but should be continued unless the allottors request that payment should cease.

8. **On discharge from Ship.**—(*a*) On discharge from their ship, the allotments of officers and men, except as provided for in the following sub-clauses, are to be transferred to the ship or depot to which they are discharged, unless they wish them to be stopped.

(*b*) The allotment of any officers, Naval ratings or Royal Marines who are to be discharged to the shore, retired pay or pension, are to be stopped. If discharged abroad and entitled to pay on passage home, the date of stoppage is to be calculated so that the last payment will coincide as nearly as possible with the probable date of their arrival in England.

(*c*) When officers proceed on full pay leave, their allotments are to be stopped, unless at the expiration of their leave they are to be borne for pay under Article **235.**

(*d*) The allotments of officers sent sick, whose pay accounts are transferred to the Admiralty under Article **1554,** are to be stopped, and the usual form transmitted.

(*e*) The allotments of officers vacating effective appointments for the unemployed or half pay lists are to cease, and "discharged to unemployed (or half) pay," is to be noted on form S. 54b as the reason of stoppage.

The above procedure is also to be adopted when a ship is paid off.

9. **Allottors invalided.**—Accountant officers are to ensure that the stop form (in duplicate) is despatched immediately it is known that a man will be invalided. The date of approval of the medical survey should be shown, as well as the date of last charge in respect of allotment. As pay is extended for 28 days after invaliding, this latter date should be the fourth Thursday following the date of approval of the medical survey, and, if the survey took place on a Thursday, that day is not to count as one of the four. Marriage allowance, if in issue, will then continue to be paid with the allotment for the four weeks paid. If the invalided rating should die during the 28 days period of extended pay, no further adjustment will be necessary, *i.e.*, clause 5 does not apply.

10. **Punishments involving or followed by Discharge.**—The procedure to be followed is set out in Appendix III, part 4.

11. **Discharges generally.**—The dates to which allotments are to be charged and reported for stoppage on discharge, desertion, etc., are laid down in Article **1716** (*but see also clauses* 9 *and* 10 *above*).

12. **"Nil" Stop Forms.**—Except in the case of reservists who have completed a period of training, "nil" stop forms (S. 54b for officers and S. 54 or S. 54a for men and boys) are to be rendered in all cases of discharge (including desertion) where, according to the ship's ledger, no allotment is in force.

13. **Overpayment, etc., arising on Stoppage.**—Any adjustment of a rating's account required as a result of an underpayment or overpayment of the allotment arising out of stoppage will be notified to the Accountant Officer at the same time as the duplicate form is returned.

14. **Delay in returning Duplicate S. 54, etc.**—If any delay should occur in the return of the duplicate S. 54 (or variant), the Accountant Officer is to remind the Director of Navy Accounts, Commandant, Royal Marines, or local paying officer concerned after the expiration of a reasonable period.

1765.
1766. *Deleted.*

SECTION X.—MARRIAGE ALLOWANCE—PETTY OFFICERS AND MEN, R.N., AND NON-COMMISSIONED OFFICER AND MEN, R.M.

1767. For whom payable.—Under the following conditions, marriage allowance will be paid only for:—

(*a*) legal wives;
(*b*) legitimate children and step-children;
(*c*) adopted children; and
(*d*) children and step-children born out of wedlock where the parents subsequently married one another.

The allowance is intended to assist the man to maintain, during the period of his service, a home for himself with his wife. Consequently, payment will not be made in respect of a wife who is living apart from her husband for reasons unconnected with the exigencies of the Naval Service, nor for any children in her care. Any man in respect of whom a marriage allowance has once been awarded, who subsequently decides to live apart from his wife, will be liable to be charged with any overpayment of the allowance which may occur, consquent upon his failure to notify the fact of separation.

Commanding Officers are to inform the Commodore of the port division to which the man belongs, or the Commandant of the Royal Marine division concerned, whenever a man notifies his intention of liivng apart from his wife. Full names, addresses and details of payments in issue should be given; if relevant details are unknown Commanding Officers' reports are to be addressed to the Director of Navy Accounts.

Marriage allowance will be liable to withdrawal from—

(i) ratings serving in home waters whose wives reside abroad; and

(ii) men of South Africa married in that country and locally entered under a continuous service engagement, or any married ratings entered abroad for non-continuous service, who are serving on the Station on which they were entered and whose wives reside away from that Station;

but payment will continue if adequate reasons are given for maintenance of the home away from the man's home station.

Men serving abroad, other than those mentioned at (ii), will not be disqualified for marriage allowance merely by reason of their wives residing abroad.

2. **In respect of whom payable.**—The allowance (*for scale see* Appendix III, part 2) will be payable in respect of petty officers and men of the Royal Navy and sergeant-majors, non-commissioned officers and men of the Royal Marines, in receipt of pay at ordinary Naval or Royal Marines rates, including reservists under training for periods of not less than one week. The allowance will be paid in respect of Maltese ratings, but in accordance with Appendix III, part 2, scale A. Men of colour or foreigners specially recruited will not be eligible for an award, but colonials of British birth or descent, entered locally in non-continuous service ratings, will be paid at ordinary rates.

3. **Age Limit and Qualifying Allotment.**—In order to be eligible for an award, the man must have attained the age of 25 years (proof of age will be required—*see* clause 5) and, unless occupying official quarters with his family, must have declared in favour of his wife and/or his children a qualifying allotment at least at the rate, according to his rank, shown in Appendix III, part 2, scale C.

(*a*) Every man, in respect of whom marriage allowance is in course of payment, will be held responsible for increasing his allotment to the qualifying minimum necessary for the continuance of the allowance, should a change of rating or rank occur necessitating such increase. Should he delay so to increase his allotment, it may be necessary to suspend payment of marriage allowance until the declaration is forthcoming, and he will be liable to be charged with any overpayment.

(*b*) The allotment qualification will not apply to reservists undergoing drill or training for periods of three weeks or less.

(*c*) The qualifying age for the payment of marriage allowance to reservists under training, other than Royal Fleet Reservists, is 21 years.

4. **Rates of Payments.**—Payments will be authorized at the rates shown and explained in Appendix III, part 2, scales A and B.

5. **Procedure.**—As soon as information is received at the Admiralty that a man has declared the necessary qualifying allotment, a form of application to enable his wife, or the guardian of his children, to apply for a marriage allowance is issued to her direct by the Director of Navy Accounts, by the Commandant of the Royal Marine division to which the man is attached, or, at certain naval depôts abroad, by the local paying officer. The application form must be supported by the marriage certificate of the rating and his wife, by full birth certificates of any children showing the parents' names, and, in the event of the man not having already furnished the authorities with the document, by his own birth certificate. (*See* **383.**) A man should therefore arrange that these certificates are available when required. Birth certificates, if produced by ratings at entry, are usually filed at the Admiralty. Where this is claimed, the matter will be investigated.

When any of the certificates required are not available and have, therefore, specially to be obtained in support of the claim, application should be made to the Superintendent Registrar of Births, Deaths and Marriages, for the district in which the birth, etc., occurred.

When the claimants are unable to procure such certificates, a report is to be made to the Director of Navy Accounts or Commandant of the Royal Marine division concerned, such particulars being given as will enable the births to be traced at the General Register Office.

6. **Date from which Issuable.**—Provided that the qualifying allotment is in force or is declared by the man within one month of the date of his marriage, or entry, or re-entry, or his attaining the age of 25 years (whichever event is the latest), marriage allowance is issuable from the date of the latest event if a Thursday, or from the Thursday next following that date if the event takes place on any other day of the week; otherwise from the Thursday on which the qualifying allotment becomes operative. If, in circumstances within the control of the man or his wife, application for marriage allowance is delayed, payment can only be allowed as from the date of application.

On the birth of a child, the allowance is issuable from the date of birth if a Thursday, or from the Thursday next following the birth if the child is born on any other day of the week, provided, normally, that the increase of the allowance is applied for within one month of the birth.

7. **Motherless Children, etc.**—(i) Where payment is in issue to a wife as well as a guardian (*e.g.*, the case of a widower re-married, whose child—of the former marriage—is in the care of a guardian), or where there are two or more guardians, an allotment is required in favour of each, but the condition as to a qualifying allotment will be deemed to have been met when the amount of the combined sums allotted to the payees who are to receive marriage allowance equals or exceeds the minimum rate shown in Appendix III, part 2, scale C. Any allotment to a person disqualified for the receipt of marriage allowance will not be included for the purpose of this calculation.

(ii) Where the children of a family are living in the care of separate guardians, the total of the marriage allowance will normally be divided in equal portions per head of the children between the guardians.

(iii) These regulations also apply to children living apart from the care of their mother.

7a. Adopted Children.—Payment of marriage allowance in respect of adopted children will be confined to those statutorily adopted. It will only be granted if an allowance is payable concurrently for a wife or another child of the family, but an adopted child once recognized for marriage allowance will continue to be so recognized under the same conditions as other children.

The allowance will normally be issuable from the date of the Adoption Order, if a Thursday, or from the Thursday next following the date of the Order if the Order is made on any other day of the week, provided that the allowance is applied for within one month of the date of the Order; otherwise payment can only be allowed from the Thursday following the date of application.

Where an adopter is ineligible for marriage allowance at the date of the Adoption Order, the allowance in respect of the adopted child will, subject to application, be issuable from the Thursday from which marriage allowance may otherwise become issuable in respect of the adopter.

An application for the allowance in respect of an adopted child must be supported by the original Adoption Order, or a certified copy of the relative entry in the Adopted Children Register, which can normally be obtained at the General Register Office of the country in which the Adoption Order is granted.

7b. **Children born out of wedlock.**—Marriage allowance will, under the conditions pertaining to other children, be issuable in respect of these children where the parents subsequently married one another, provided that, where possible, they are re-registered under the provisions of the Legitimacy Act, 1926, or the Registration of Births, Deaths and Marriages (Scotland) (Amendment) Act, 1934.

An application for the allowance in respect of such a child should therefore be supported by a certificate of re-registration showing the name of the child's father.

As, however, the presence of both parents is required at the time of re-registration, an application in respect of a child who is not re-registered will be considered, if the father is serving abroad, on condition that the child is re-registered immediately the man returns to home waters.

Payment will also be made for a child who is precluded from re-registration under the Legitimacy Act, provided that the Admiralty is satisfied that the seaman is the father of the child.

8. **Children. Age Limit.**—So far as Great Britain and Ireland are concerned, allowances will not be paid in respect of children above the age prescribed by local by-law from time to time for compulsory full-time attendance at elementary schools. Payment will, however, be made to the end of the school term in which the child reaches the age limit, provided that a certificate of attendance is furnished by the school authorities.

In no circumstances will the allowance be paid abroad beyond the age of 14 years.

9. **Pension Children.**—Children for whom a pension is in issue in respect of their father's services in the Royal Navy, Royal Marines, Army or Air Force will be ineligible for marriage allowance (unless the pension is less, when the allowance will replace the pension), but they will be regarded as members of the man's family, and counted when the rate of marriage allowance is assessed (*e.g.*, if there is one child in receipt of pension, the first child eligible for marriage allowance will be paid for at the rate for a "second" child).

10. **Official Quarters.**—(i) When the wife and family of a Naval rating or Royal Marine are accommodated in official quarters, or an allowance is granted in lieu, the marriage allowance ordinarily payable will be subject to deduction as follows:—

7s. a week in respect of ratings who are on the scale of pay applicable to men entered prior to 5th October, 1925;

10s. a week in respect of ratings who are on the scale of pay applicable to men entered after 4th October, 1925;

5s. a week in respect of Maltese ratings who are on the scale of pay applicable to men entered prior to 5th October, 1925;

7s. a week in respect of Maltese ratings who are on the scale of pay applicable to men entered after 4th October, 1925.

For men entitled to allowances for children only, the deduction will be 7s. a week (or 5s. for Maltese) or the amount of allowance ordinarily payable for the children, whichever is less.

(ii) The allotment condition will not be imposed when men are living with their families in official quarters; but since at least the minimum qualifying allotment will be required in the event of a family ceasing to occupy such quarters, any allotments in force in a case of occupied quarters will ordinarily be continued and paid through the usual channels to the wife with the appropriate marriage allowance, subject to the deduction referred to in sub-clause (i).

(iii) If payment to the wife by order book, etc., is not desired, and it would be more convenient for the man to be credited with marriage allowance as part of his pay and emoluments, the facts may be reported with a view to suitable arrangements being made.

(iv) To ensure that proper payment is made, the occupancy or vacation of official quarters (other than that caused by transfer between quarters) by a man and his family is to be reported by the officer responsible for the man's pay account, immediately it occurs, to the Director of Navy Accounts, or, if a Royal Marine, to the Commandant of the division concerned.

The report should show the full name, rating and official number of the man concerned, the date of occupation or vacation of the quarters and particulars of family, including names and dates of birth of children under fifteen. When allowances in lieu of family quarters are in issue, the facts should similarly be reported. These returns are not required for Royal Marines serving at divisional headquarters.

(v) The term "official quarters" will, for marriage allowance purposes, be held to include any form of accommodation provided rent free by the State, and occupied by both the man and his wife.

11. **Death of Man.**—Marriage allowance, and an amount equal to the appropriate qualifying allotment, will be continued for four weeks after the notification of the death of the man concerned (if a reservist under training, only in the event of death being due to the Service), subject to any adjustments that may be necessary to avoid an overlap with pension, should one be payable.

Any allotment in excess of the amount necessary to qualify for marriage allowance will cease on the death of the man. No allowance will be paid for a child born after the date of the man's death.

Special consideration as regards periods of extension will be given to men with families in official quarters abroad.

12. **Men in Debt, awaiting trial, or sentenced to detention, imprisonment or dismissal.**—The action which will be taken in regard to marriage allowance is fully set out in Appendix III, part 4.

13. **Debt.**—Marriage allowance is, in exceptional cases, at the discretion of the Admiralty, liable to be appropriated for purposes of liquidating a debt to the Crown.

14. **Misconduct of Wife.**—(i) Marriage allowance is subject to forfeiture in the event of misconduct on the part of the payee and, in any case, ceases during a period of imprisonment of the payee. Where it appears that the allowance is not being used in the interests of those for whom it is intended, e.g., children of a mother who neglects them, payment may, at the discretion of the Admiralty, be made to a trustee. So far as practicable, the man concerned is consulted, but steps are taken to transfer payment in the anticipation of his wishes if, for example, he is on a foreign station.

(ii) Application may be made, where appropriate, for the services of the Family Welfare Section, which is attached to the staff of the Commodore of each of the three home ports primarily for the purpose of safeguarding the interest of men of the Royal Navy and Royal Marines and their families. Requests or enquiries

on domestic affairs from serving men are to be made through the Commanding Officer, who will communicate as necessary with the Commodore of the port division to which the man belongs or Commandant of the Royal Marine division concerned. Such communications are to furnish the full and correct names and addresses of dependants, and where the issue of marriage allowance may be affected, the rate of allotment in force and relevant particulars as to marriage allowance are to be stated when available. (*See* **1762.**)

15. **Persons in Institutions, etc.**—Where members of the man's family are admitted to Institutions, etc., the following regulations apply:—

(*a*) *Approved Schools.*—No allowance is paid for children sent to such schools as a result of a Magistrate's Order, but if they are voluntary inmates, payment is made to the Institution or to the mother, according to the particular needs of each case.

(*b*) *Greenwich Hospital School and similar Institutions.*—No allowance is paid while the children are either at the school or away from school during holidays, etc.

(*c*) *Charitable Institutions, including Civil Hospitals, etc.*—An allowance is paid to the Institution or to the mother, according to the particular needs of each case.

(*d*) *Institutions supported out of the Rates.*—Allowances are paid for children admitted to such Institutions to the mother or the Poor Law or Public Assistance Authority, according to the particular needs of each case. Every effort is made to ensure that children are removed from the care of Poor Law or Public Assistance Authorities as soon as is advantageous to them. Allowances will not be paid to Poor Law or Public Assistance Authorities as a permanent arrangement.

(*e*) *Wives admitted to Rate-aided Institutions.*—Where the home is kept up, marriage allowance is continued. The method of payment depends upon the circumstances, and where there are children, especial care is taken to see that they do not suffer any avoidable hardship. When the home is not kept up, the allowance for the wife is not paid.

(*f*) *State-aided Institutions.*—Marriage allowance is not paid in respect of any person who is maintained in an Institution wholly or mainly supported by State funds, subject to the exception referred to under (*a*) above.

Section XI—Tenders

1768. Payment in tenders in company with Parent Ship.—The procedure for payment laid down in Article **1741** is generally to be followed, except that the crews are to be paid from pay lists prepared and coined in the parent ship.

Alterations in pay lists due, *e.g.*, to the absence of any of the men whose names are shown thereon, are to be made at the actual time of payment to the rest of the crew. The Commanding Officer of the tender is to obtain a receipt from an Accountant officer for all unpaid moneys returned to the parent ship.

2. **Payment in tenders detached from their Parent Ship.**—With a view to securing regularity of payment to the crews of tenders in these circumstances, the following procedure is to be observed:—

(*a*) Where tenders are absent from their parent ships on a pay day but are due to return shortly afterwards, payment for the crew is to be prepared in the ordinary way and retained in the parent ship ready to be drawn immediately on the tender's return.

(*b*) The pay of tenders absent from their parent ships for longer periods and within postal touch is to be forwarded by means of cheque and pay lists.

(*c*) The commanding officers of tenders which proceed out of postal touch with their parent ships, or whose destination is unknown, are to be supplied with a set of emergency pay lists (S. 1039) and certificates of payment (S. 1040), to enable them to pay their crews whilst detached. The first of the set of pay lists is to be completed with the necessary particulars by the Accountant

Officer of the parent ship, any necessary subsequent pay lists being prepared on board the tender. Payment is to be effected as laid down in the instructions printed on the front cover of form S. 1039, which are to be complied with.

3. **Prize Vessels.**—So far as practicable, the instructions in clause 2 (*c*) are also to apply to prize vessels.

Section XII—Disposal of Dead and Run Persons' Pay and Effects and Uniform Effects of Men Invalided for Insanity

Deceased Naval and Marine Personnel

1769. Collection and Inventory of Effects.—Immediately on the death of any person borne on the books of one of His Majesty's ships, the Captain is to cause all the clothes and other effects of the deceased, which are on board, to be collected by a responsible person and delivered to the Accountant Officer, who is at once to take on charge in his cash account any money found amongst the effects and to prepare an inventory in quadruplicate, on form S. 46, of all the other effects and valuables. If the deceased be an officer, the inventory is to be signed by two or more mess mates; if he is a Royal Marine, by a commissioned and non-commissioned officer of the Royal Marines; if he is neither an officer nor a Royal Marine, by an Executive officer and the senior rating of the Regulating branch.

Should there be no effects, a certificate to that effect is to be given by the persons above authorized on form S. 46.

The persons preparing the inventory are to take particular care to ascertain whether there is any will or document of a testamentary nature among the effects, and are to state in writing on the inventory whether or not any such document has been found. If such a document be found, it is to be forwarded to the Admiralty at once by registered post, a certified copy being retained on board, and where death occurs abroad, the Admiralty is to be informed by telegraph of the despatch of the document.

The private books and papers of a deceased officer are always to be sealed up in parcels in the presence of witnesses.

The balance of pay and allowances, if any, outstanding in the deceased person's account on the ship's ledger is to be recorded on the form S. 46. Any amounts received by the Accountant Officer, such as cash found with effects, debts collected from private individuals, etc., are also to be recorded on form S. 46, which should indicate the debit voucher in the monthly cash account in which these amounts are taken on charge.

If the deceased is an officer, two copies of the inventory (including the original) are to be forwarded forthwith to the Director of Navy Accounts, together with a statement of his account on the ledger for the current quarter; one copy is to be retained with the effects, and one copy kept by the Accountant Officer.

For ratings (including Royal Marines), the inventories are to be similarly dealt with, except that the two copies for the Director of Navy Accounts are to be retained until after the unreserved effects have been sold (*see* clause 2). The amounts received at the sale are then to be inserted, the articles reserved from sale clearly marked and the two copies forwarded to the Director of Navy Accounts.

2. **Sale of Effects.**—If the deceased is an officer, none of his effects are to be sold by Service auction, but all are to be preserved until instructions as to their disposal are received from the Admiralty (*see* clauses 3 and 4).

If the deceased is a rating or Royal Marine, with the exception of medals and such other articles as the Captain shall think proper to be preserved for the nearest relatives (and, for a Royal Marine, cloth tunics and greatcoats which have not been in possession of the deceased for 16 months of the period authorized for such articles to be in wear), the clothes and all other effects are to be sold on board by auction, in accordance with the custom of the Service, as soon after death as convenient, under the inspection of the Accountant Officer and in the presence of an Executive officer and some other officer of the Accountant department. Particulars of the effects sold, the price obtained, and other information required by

form S. 46 are to be entered on the account of sale with a view to the proceeds being included in the estate. No person is to be permitted to make purchases if this would bring him into debt. If the purchaser does not belong to the ship, he is to pay for his purchases in money.

The uniform effects of men invalided for insanity are similarly to be sold by auction, particulars being entered on Form S. 46, which should be forwarded in duplicate to the Director of Navy Accounts. The fact that invaliding is due to insanity should be clearly noted on these forms. (*See* **1752**, clause 5.)

3. **Custody of Effects.**—The effects of officers and the reserved effects of Naval ratings and Royal Marines are, pending receipt of Admiralty instructions as to their final disposal, to be dealt with as follows:—

(*a*) *When the death occurs in home waters or at a home port*, the effects are to be retained on board, or at the depôt or establishment as the case may be.

(*b*) *When the death occurs abroad*, the effects are to be sent home at the first opportunity consigned as under:—

An officer's effects.....To one of the home depôts or Royal Marine divisions as appropriate.
A Naval rating's effects.....To his depôt.
A Royal Marine's effects.....To his divisional headquarters.

All articles are to be checked and stowed in properly secured receptacles ready for despatch. On their despatch, the carrier is to be required to certify that the packages are duly secured; on receipt they are to be re-examined, and if improperly secured, the effects are to be checked with the inventory (*see* clause 1) and the packages re-secured. The Admiralty is to be notified of the despatch and receipt of the effects.

4. **Release of Effects.**—None of the effects of a deceased officer, or of the reserved effects of Naval ratings or Royal Marines, are to be handed over, or sent, to any person until specific authority for such action is received from the Admiralty. No payment is ever to be made locally (without specific Admiralty approval) in respect of any debt owing by the deceased, or due from his estate. Such debts are entirely a matter for the legal personal representatives who will be communicated with as necessary by the Admiralty.

5. **Persons Dying in Hospital.**—In the event of an officer dying in hospital, an inventory is to be prepared and forwarded by the Store Officer and Cashier in the manner prescribed in clause 1. The effects, after being cleaned and disinfected as necessary, are, if the death takes place at home, to be retained at the hospital pending Admiralty instructions; but if the death occurs abroad, they are to be disposed of as laid down in clause 3.

Upon the death of a Naval rating or Royal Marine in hospital or sick quarters at home, his effects, after being cleaned, and, if necessary, disinfected, are, with the exception of any valuables or other articles which have been approved for reservation from sale, to be sent forthwith to his own ship, if present, to be dealt with. If the ship be absent, the effects are to be sent to such other ship as the Commander-in-Chief may see fit to appoint, except the effects of Royal Marines, which are to be sent to divisional headquarters.

An inventory of the articles forwarded is to be prepared by the Store Officer and Cashier, or person acting in that capacity, and a list is to be added to the valuables and other articles, if any, retained at the hospital.

A similar course is to be pursued for invalided ratings and pensioners admitted from ships, etc. Where persons are not borne on ships' books on admission to hospital, an inventory of all effects is to be prepared by the Store Officer and Cashier and forwarded to the Admiralty, the effects being retained pending Admiralty instructions.

If the death of a Naval rating or Royal Marine occur in hospital or sick quarters abroad, identical action is to be taken, except that any valuables or other articles reserved from sale are to be sent home direct from the hospital, etc., at the first opportunity, consigned as directed in clause 3.

6. **Native Ratings.**—On the death of a native rating, his account is to be closed as at the date of death, and the balance shown transferred to the depôt ship of the station. The amount due to the estate is to be paid by the Accountant Officer of the depôt ship, subject to the approval of the Commanding Officer and without prior reference to the Admiralty, to the next-of-kin or legal representative, on production of satisfactory evidence of title. Any effects reserved from sale are likewise to remain in naval custody pending establishment of title thereto.

Deceased Royal Air Force Personnel

6a. The following procedure is to be adopted in dealing with the personal effects, etc., of officers and airmen of the Royal Air Force who die while serving with the Royal Navy and away from the unit of the Royal Air Force to which they belong:—

Personal effects of—

(*a*) Officers, together with their kit, are to be forwarded to the President of the Committee of Adjustment at the R.A.F. Unit to which the officer belonged.

(*b*) Airmen, together with Pay Books when in the airmen's possession (after extraction of any wills), are to be forwarded to:—

The Officer in Charge of Records,
Royal Air Force,
Ruislip,
Uxbridge,
Middlesex.

Any money found among the effects of officers or airmen may be applied to defray any debts owing to the public or debts of a semi-public nature (e.g., mess bills), but no private claims are to be met in this manner. An account of this money, supported by vouchers, and verified where practicable by two officers, together with any claims against the estate, should be forwarded, in the case of both officers and airmen, to:—

The Under Secretary of State,
Air Ministry (Accounts 2B),
Kingsway,
London, W.C.2.

Any balance of this money remaining after payment of the above-named debts, is to be taken on charge in the Cash Account, under the heading of "Air Ministry," and the accounts forwarded to the Air Ministry should contain a reference to the debit entry.

Any available information as to will, marriage and next-of-kin, should also be transmitted immediately to the Air Ministry at the above address. Any wills found in pay books or otherwise are to be forwarded by registered post, certified copies of the same being kept in case of the loss of the originals.

Distressed British Subjects

7. If a distressed British seaman or subject should die on board, his effects are to be treated precisely in the same manner as if he belonged to the Service, but a special report, giving the best information that can be procured of the name and residence of the nearest relatives of deceased, and if a seaman, name of the merchant ship to which he had belonged and of her owners, is to be transmitted as soon as possible, in order that the proceeds of the sale may be paid over to, and dealt with by, the Board of Trade.

Deserters

8. **Sale of Deserter's Effects.**—The effects left by a Naval deserter and the private effects of a Royal Marine deserter are to be collected, listed, and sold in the manner laid down in clauses 1 and 2, on receiving the authority required by the Naval Discipline Act, and provided that the other requirements of the Act be observed. Application for permission to sell the effects should be made after the man concerned has been absent without leave for a period of one month.

The uniform effects of a Royal Marine deserter are to be dealt with as laid down in Article **779**, clause 17.

SECTION XIII—DIFFERENCES ON AUDIT OF LEDGER

1770. List of Differences.—When the official examination of the ledger is completed, the accountant Officer will be apprised of all corrections made therein, or discrepancies or omissions discovered, and of all casual or other charges raised in Office; in the case of a continued account, all such corrections are to be made by him in his open ledger for the current quarter, immediately after receipt of such notification, care being taken to quote therein the number and date of any special Admiralty letters. When the errors have occurred in the accounts of officers or men who have been transferred to other ships, extracts containing the necessary information are to be forwarded forthwith to such ships, and a notation that this has been done is to be inserted on the list of differences, which is to be returned into Office as soon as the corrections have been made. Should the list be retained on board for more than 10 days, an explanation of the cause of detention is, at the expiration of that period, to be forwarded to the Director of Navy Accounts.

SECTION XIV—WORK DONE FOR PRIVATE INDIVIDUALS, DOMINION, COLONIAL, DEPENDENT OR FOREIGN GOVERNMENTS, AND OTHER DEPARTMENTS OF THE HOME GOVERNMENT

1771. Private Individuals.—When officers or men are employed in their own ships or are sent from their ships to work for private individuals, their gross pay, allowances, marriage allowance (*see* clause 8), extra pay when payable, and cost of victuals, or allowance in lieu, and value of stores supplied, together with the percentages to cover establishment charges as authorized by the memorandum prefixed to the Rate Book, are to be reclaimed. Except where provision allowance is the basis of reclaim, the cost of victuals is to include grog money at the rate of 3d. a day in respect of ratings in receipt of that allowance, or the actual cost of the spirit ration where such is issued.

If the duration of employment (*i.e.*, the total period of non-availability for naval duty of officers and men during any one day (including meal intervals)) extends to 10 hours or more, a full day's pay should be charged. For periods of less than 10 hours, the charge for each complete hour should be one-tenth of the daily rate. Fractional parts of an hour should be treated proportionately.

The above does not apply to services coming under the head of salvage, for which *see* Chapter XXV.

When, however, fleet labour is employed on behalf of machinery contractors for placing coal on board and trimming it in the bunkers for carrying out steam trials of His Majesty's ships, the charges for any such labour will be fixed as follows:—

(*a*) *At Naval Establishments:*—

Whenever there is a coaling contract in operation at the port, the rates then current for contract labour for such coaling will be charged, and when no such coaling contract is in operation, the charge will be made on the basis of dockyard labour under the scheme of prices applicable thereto.

These claims, with an addition, in respect of the authorized percentage charges, will be made on the machinery contractors by the naval establishment.

(*b*) *At places other than Naval Establishments:*—

The local contract rates current at the port for coaling labour, as determined by the Admiral or Captain Superintendent of the district, will be charged.

These claims, with an addition in respect of the authorized percentage charges, will be made on the machinery contractors by the Director of Navy Accounts from information furnished by the Engineer Overseer, through the Admiral or Captain Superintendent of Contract Work for the district.

2. **Dominion, Colonial, Dependent or Foreign Governments.**—No charges are to be made for work arising from the Navy's duties for the maintenance of order, the saving of life, and services rendered to Dominion or Foreign Government vessels in distress.

In other circumstances, when officers or men are employed in their own ships or are sent direct to do work for a foreign ship-of-war, or Dominion, Colonial, Dependent or Foreign Government, the extra pay, if payable, is to be claimed, as well as any other *extra* expenses which may be incurred, *e.g.*, in respect of stores supplied, together with the authorized percentage charges thereon.

In addition to the extra pay and extra expenses incurred, the Commanding Officer is, whenever in his opinion the circumstances warrant this course, to claim also from the Dominion, Colonial, Dependent or Foreign Government the gross pay and expenses as is done when the services are rendered to private individuals. The full cost is also to be claimed when the work, although carried out for a Dominion, etc., Government, is for the benefit of private individuals. This course should be followed whenever the officers and men are landed for service in a naval establishment of the Dominion, Colonial, Dependent or Foreign Government concerned and form, for the time, part of the strength thereof.

When work is performed by Naval Repair ships for a Foreign ship-of-war, or Dominion, Colonial, Dependent or Foreign Governments, the full cost of the work is to be claimed, including ordinary pay, extra pay, allowances, marriage allowance (*see* clause 8), and victuals, the value of the materials used, and the authorized percentage charges thereon.

3. **Other Departments of the Home Government.**—When work is done directly for other departments of the Home Government, only the extra pay, if payable, and extra expenses which may be incurred are to be claimed, together with the authorized percentage charges thereon. If, however, the work, although done for another department of the Home Government, is for the benefit of private individuals, the arrangement in clause 1 is to be applied.

4. **Payment.**—Before work is undertaken for private individuals or Foreign Governments, it should always be made clear that a claim will be made, and a deposit or advance is to be obtained, whenever practicable, sufficient to cover the estimated cost of the services to be rendered. In the case of private individuals, a written request for the service is also to be obtained, embodying an undertaking to pay the full cost, as determined by the Commanding Officer, of the service applied for. When the total cost of the service is known, a refund of the amount of the deposit received in excess of the total cost should be made, or a further payment obtained as necessary.

On completion of a service for which repayment is to be made, an account is to be rendered to the Government or private individual, etc., for whom the work has been undertaken, showing *summarized* totals of the charges for—

(i) pay, extra pay, allowances, marriage allowance (*see* clause 8), cost of victuals, etc., including the authorized percentage charges thereon;

(ii) stores supplied, including the authorized percentage charges thereon.

Details of percentage charges should not be disclosed on claims preferred against private individuals or Foreign Governments, but should be merged in the amounts of the services concerned.

In the event of payment not being obtained by the Accountant Officer, the circumstances should be reported to the Director of Navy Accounts in order that steps may be taken to effect recovery at the Admiralty. The report should include the following particulars, namely:—

(*a*) the names, ranks or ratings, periods of employment, and rates and amounts of pay, allowances (including an item in respect of marriage allowance, *see* clause 8), extra pay when payable, and cost of victuals or allowance in lieu, together with the authorized percentage charges;

(*b*) whether or not stores have been supplied, a reference being made to the supply voucher on form **S.549**, on which a similar reference is to be made to any charge made for pay, extra pay, and allowances.

The statement of claim, rendered as shown in the second sub-clause hereof, should be countersigned by the responsible officers of the Government, or by the individuals for whom the service was rendered. A duplicate of the statement of claim, which should be similarly countersigned, is to be retained in the ship or establishment by which the service is rendered.

5. **Reclaims by Naval Establishments.**—The reclaims on account of services rendered through a naval establishment will be prepared therein, the Accountant Officer furnishing the Officer-in-Charge with the rates and amounts of pay and allowances which are to be recovered, in addition to the extra payments made in the establishment under existing regulations.

6. **Notations in Ledger.**—In the ledger, where the payments of pay will appear as usual, the Accountant Officer is to note in the "Remarks" column against the name of each officer or man employed for private individuals, etc., the period of employment, and the amounts of pay and allowances on account thereof.

7. Deposits are to be brought to account in the cash account under the head of "Private Individuals, etc.," and on completion of the work and settlement of the claim, this head is to be cleared by crediting the pertinent appropriation-in-aid heads of the Votes concerned with the amounts involved, care being taken to earmark the credits "Repayment Services." The amounts repaid for pay, stores and incidental charges are to be kept distinct. The cash voucher upon which the final adjustment is effected should be accompanied by a detailed statement of the charges as indicated in the fourth sub-clause of clause 4.

8. **Marriage Allowance.**—When work is done by Naval ratings or Royal Marines, if the cost includes ordinary pay and is recoverable from private individuals, Dominion, Colonial, Dependent or Foreign Governments, a charge is to be made in respect of marriage allowance. This charge is to be expressed as a rate per day and is to be made in respect of all the men employed, both married and single. Boys are not to be included. The actual rate per day to be used for this purpose will be communicated periodically by Admiralty Fleet Order. The authorized percentage to cover establishment charges, etc., is to be claimed in addition.

When the charges in respect of the work are raised through a Yard return, the charge for marriage allowance is to be shown as an "Other Cash Charge."

When Naval or Marine Officers are employed in the foregoing circumstances, the claim should include Marriage Allowance (if any) at the rate(s) actually credited on ledger, together with the authorized percentage addition.

Section XV—Pay of Officers and Men while Prisoners of War, or Interned in Neutral Countries

1772. Officers and men (including Royal Marines) who may become prisoners of war or interned in a neutral country are, during their captivity or internment, to be credited in the ledger of the ship or establishment to which they belong with the full pay of their respective ranks and ratings.

2. **Allowances, etc.**—Special instructions will be issued by the Admiralty, if and when the occasion arises, as to the allowances, non-substantive pay, etc. (if any), to be credited to officers and men who are interned or prisoners of war.

3. **Allotments.**—Allotments of those ranks and ratings which may be in force at the time of internment or capture are to be continued without variation, provided no loss of allowance occurs whereby reduction is necessitated. Accountant officers are to pass the allotments of interned and prisoner ratings under review in order to see that any necessary notice of reduction is furnished.

Such of the officers and ratings as have not already made allotments are to be permitted to do so in accordance with the provisions of Article **1756**, but new allotments, or alteration or stoppage of those in force, may at any time be notified in writing by the allottors, either direct to the Admiralty or through a relative, the usual declaration or notification on an official form being dispensed with.

The names of the ships to which the persons referred to belonged at the time of their being interned or becoming prisoners of war must be stated distinctly on all documents dealing with the declaration, alteration or stoppage of allotments.

4. **Reports of Casualties, etc.**—Reports of the death of officers or men, and of the absence of those who may have left the place of confinement, so as to be no longer under the observation of the Senior Officer, are to be made to the Admiralty by the earliest opportunity.

Section XVI—Post Office Savings Bank—Transactions Abroad

1773. Special facilities for effecting transactions in the Post Office Savings Bank (as set out in detail in Appendix XXXIII) are to be afforded to officers and men serving in His Majesty's ships and naval establishments on foreign stations, and ships of the Home Fleet when in foreign waters. They may also be afforded to employees of the Navy, Army, and Air Force Institutes serving in His Majesty's ships in foreign waters.

These facilities are not to be extended to depositors serving at home, who are to use ordinary shore post offices for the purpose of effecting deposits and withdrawals under normal Post Office Savings Bank procedure. As an exception, a boy, on being rated ordinary seaman, may be permitted to open a *first* deposit account on board as provided in Appendix XXXIII, Section A, clause 7.

CHAPTER I.

CASH AND CASH ACCOUNTS

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SECTION I.—OBTAINING SUPPLIES OF MONEY

1774. General Instructions.—The Accountant Officer, under the authority of the Captain in every case, will carefully observe the following regulations in obtaining money for the ship or for the public service:—

(*a*) *At Home.*—Subject to such instructions as may be contained in local orders, supplies are to be obtained from a Cashier or Naval Accountant Officer.

Abroad.—Subject to such instructions as may be contained in local orders, supplies are to be obtained from the Treasury Chest Officer, a Cashier or Naval Accountant Officer, whichever may be most convenient.

Supplies from any of the Officers mentioned above are to be requisitioned on form S. 5 (at Home) or form S. 5a (Abroad).

Bills of Exchange.—When money cannot be obtained from an official source as outlined above, a bill of exchange is to be negotiated (*see* (*e*)).

(*b*) The requisitions are to show the estimated amounts required for each particular service, and are to be approved by the Captain.

When advances are made from the Treasury Chest, information of the amount of the advance will be sent direct to the Captain by the Treasury Chest Officer.

(*c*) **Preparation of Requisitions.**—The requisitions, whether upon the Treasury Chest or upon Naval Accountants, where sterling money is current, are to be for so many pounds sterling, as fractions of a pound are not to be demanded. At places where sterling money is not current, the requisitions are to be for so many dollars, rupees, etc., the equivalent in sterling money being, however, also specified by the Accountant Officer, both on the requisition and on the receipt, as well as the issuing rate and the authority for it.

(*d*) **Number of Requisitions Required.**—Requisitions upon the Treasury Chest and Naval Accountants abroad are to be made out in triplicate; two of them, when receipted, will be retained by the officer advancing the money; and the triplicate copy, when signed by him and receipted, is to be returned to the Accountant Officer, who is to forward it as a debit voucher to his cash account; if the money is obtained from a Naval Accountant at a home port, they are only to be made out in duplicate. *See* **1017**, clause 8.

(*e*) **Drawing of Bills.**—Where there is no Naval Accountant or Treasury Chest Officer, the Accountant Officer is to draw bills upon the Accountant General at three days' sight, forms S. 2 or S. 3 being used for the purpose. The Captain is to satisfy himself, before approving a bill, that the sum for which it is drawn is required, having regard to the balance remaining in the custody of the Accountant Officer. The rate of exchange, as well as the premium or discount, is to be inserted distinctly in each bill and certified by the manager of a local bank of repute, and due allowance is to be made for the gain or loss by exchange. If for any reason such a certificate cannot be obtained from a bank, the rate is to be certified by the British consul, or, in his absence, by two

respectable merchants. When British currency is obtained at par abroad, the certificate of the rate of exchange is still necessary. This also applies to bills drawn in payment, except under a contract or written agreement providing for payment at par or other fixed rate; in such a case it is to be so stated on the bill and in the letter of advice, and the date of the contract is also to be stated.

(*f*) **Letter of Advice.**—The Accountant Officer on every occasion of drawing a bill for the public service is to prepare a letter of advice, which he is to deliver when presenting the bill for signature to the Captain, who will forward it to the Director of Navy Accounts by the most expeditious route, so that it may arrive, if possible, before, but at least as soon as, the bill can be presented for payment. In the event of a bill being cancelled, a notification to that effect is to be inserted in the letter of advice for the next bill drawn.

(*g*) **Bill Book.**—Every bill drawn by the Accountant Officer for public purposes is to be on the forms supplied in the bill form books, and each bill, or set of bills, is to receive a consecutive number, commencing with No. 1 in each book; the counterfoils are to bear corresponding numbers and are to have the other particulars of the bills carefully inserted in the spaces left for the purpose. Bill books will be supplied to Accountant Officers by the Director of Navy Accounts on applications approved by Commanding Officers.

Special arrangements are to be made for the safe custody of these books, with a view to preventing their being obtained by persons not entitled to use them, and for a detailed record of all books of Bills of Exchange supplied to be kept by the Commanding Officer.

If the Accountant Officer is superseded, they are to be transferred to his successor, whose receipt, stating the number of forms that remain unused, is to be sent into Office with the final cash account of the Accountant Officer giving up charge; when the ship is put out of commission, the books are to be sent to the Director of Navy Accounts.

(*h*) **Date of bringing on Charge.**—Supplies of money should ordinarily be debited on the day when obtained. It sometimes happens, owing to the cash account being closed or for other reasons, that cash supplied and signed for on the usual supply and receipt forms is not debited in the cash account for the month in which the forms are dated, but appears in the account for the succeeding month. In such cases an explanation, signed by the Commanding Officer, should be furnished on the cash account for the earlier month, or should be forwarded by special reference to the Director of Navy Accounts.

Bills of exchange should always be debited on the date on which drawn. In cases where a bill is lodged with a bank in advance of the date on which the money is required, the amount should, in the meantime, be shown as that of an "unmatured bill" in any statement of the composition of the balance.

2. **Exemption from Stamp Duty.**—By the Stamp Act, 1891, bills drawn by any person under the authority of the Admiralty upon the Accountant General are exempt from stamp duty.

1775. Demands for Cash.—In order to ensure that the balance of public money on board His Majesty's ships is at all times kept at as low a figure as is consistent with the requirements of His Majesty's Service, the following regulations are to be observed by Accountant and Commanding Officers in connection with all demands for cash submitted and approved by them respectively:—

(*a*) Ships may complete to the money required for one month with the approval of the Commanding Officer. Supplies are, as a rule, to be drawn as nearly before the date of monthly payment as is practicable.

(*b*) Ships may complete with money in excess of one month's, but not exceeding two months', requirements with the approval of the Senior Officer present.

(*c*) Ships will only complete with money in excess of two months' requirements when ordered to do so by the Commander-in-Chief or Senior Officer present, who will inform the Admiralty of the orders given by him and the reason which necessitated them.

(*d*) In the cases referred to under (*b*) and (*c*), the orders given are to be quoted on the documents on which the actual demands for the money are approved.

2. **One Month's Requirements.**—These are to be estimated on the basis of past and current expenditure with allowance for any anticipated variation, and with special regard to the provisions of Article **1913.**

A month's requirements should be regarded as a maximum, and the balance should always be restricted to the minimum which the interests of the Service demand.

Whenever practicable, ships making fortnightly payments under Article **1748,** clause 3, are to draw the money required at fortnightly intervals.

3. **Abnormal Drawings.**—The reason for any abnormal drawings of money should be noted clearly on the relative cash documents.

4. **Disposal of Excess Moneys.**—Should it be found at any time that the balance in hand in any of His Majesty's ships is materially in excess of probable requirements, the Commanding Officer is to take the directions of the Senior Officer or of the Admiralty as to the disposal of the amount in excess.

1776. Cash Supplied to Tenders.—When cash is supplied to a tender by the Accountant Officer of the parent ship or by any other Accountant Officer or Cashier, the written authority of the Commanding Officer of the tender is to be required. In the latter case, the supplying officer is to inform the Accountant Officer of the parent ship of the advance.

1777. Money for Custody only.—Individual officers and men or treasurers of funds, and canteen managers, desirous of depositing money in the hands of the Accountant Officer for custody only, are to be permitted to do so, provided that in cases other than those of treasurers of funds and canteen managers, the authority of the Captain is obtained when the amount at deposit in any specific case exceeds £50.

2. Transactions of this nature are to be recorded by the Accountant Officer on form S.37 as they occur.

Form S.37 is to be produced at the time the money is verified in accordance with Article **1105,** the total of the moneys then on deposit being inserted on form S.452a.

3. **Ship's Fund, Canteen, etc., Moneys on Charge of the Accountant Officer.**—Money deposited in this manner for custody only, as well as moneys on his charge belonging to the Ship's fund or any other fund of which the Accountant Officer is acting as treasurer, are to be stored apart from the balance of public money, in a partition of the main money chest. In no case is public money to be mixed with other moneys.

4. **Losses.**—The State is not liable to make good losses which may occur in respect of any of the deposits referred to in this Article, and officers and men before depositing money are to be so informed.

1778. Postage Stamps and Postal Orders.—On commissioning, the Accountant Officer is, with the approval of the Captain, to obtain a supply of postage stamps and postal orders to meet estimated requirements for the following periods as a maximum:—

For ships on home stations	two months.
Mediterranean station	four months.
Other foreign stations	six months.

2. Postage stamps are to be purchased locally if possible. Otherwise they are to be obtained by requisition on form S.1328d from the Controller, Post Office Stores Department (Stamp Section), Somerset House, London, W.C.2. Postal Orders are to be obtained by requisition on form S.34, which is to be forwarded in duplicate to the Director of Navy Accounts. The acknowledgment of the receipt of the

postal orders is to be disposed of as directed on the form. The number of each description of postal order demanded is to be five, ten, or multiples of ten only, with the exception of orders for 5s., 10s., and 20s., of which ten and multiples of ten only are supplied.

3. *Deleted.*

4. **Damaged Stamps.**—The value of postage stamps which may be damaged is to be credited in the cash account, and the damaged stamps are to be forwarded with the cash account as a voucher in support of the credit.

5. *Deleted.*

6. **Postal Orders.**—In transacting postal order business, the Accountant Officer is to comply with the "Post Office Rules (Section C) C. III. Counter Rules relating to Postal Orders for use at all Offices" so far as they relate to the issue and payment of such orders and are not inconsistent with the instructions in this Article.

7. *Deleted.*

8. Postal Orders, which are for certain fixed sums, from 6*d.* to 21s., will be cashed at any of the post offices in the United Kingdom and in most of the British possessions and protectorates, as well as at British postal agencies in certain foreign countries.

9. *Deleted.*

10. Broken amounts made up by the use of British postage stamps are not to be cancelled by the Accountant Officer, either when issuing or paying the same.

10a. **Foreign and other Currencies.**—If on a station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by His Majesty's Government, the commercial rate of exchange should vary from the rates so fixed to such an extent as to be likely in the opinion of the Captain to encourage the purchase of postal orders for the purpose of effecting a gain by exchange, payment for postal orders issued may then only be accepted in local currency from an individual during any one month within a limit of the gross amount of his full pay and allowances for the month; and if a purchaser of postal orders should also make a remittance, or purchase National Savings Certificates through the remittance system, or deposit any sum in the Post Office Savings Bank within the same month, the aggregate sum accepted from him in local currency must not exceed the limit mentioned above. Any sum in excess must be tendered in sterling money or by means of a banker's draft made payable in sterling in London to the Director of Navy Accounts. (*See also* Articles **1782, 1784, 1787,** clause 1a, and Appendix XXXIII, Section C, paragraph 11a and current instructions relating to National Savings Certificates.)

11. **Return of Postal Orders.**—A return on form S. 35, showing the number and value of the postal orders sold and remaining unissued, is to be forwarded by the Accountant Officer to the Director of Navy Accounts as follows:—

(*a*) on the last day of each month;
(while postal orders remain on charge, the return should be made each month even though there be no sales).

(*b*) when the ship is paid off;

(*c*) when the officers and crew of one ship are transferred to another, although no change of Accountant Officer may be involved;

(*d*) on the supersession of the Accountant Officer.

12. **Dating Stamp.**—The date of actual issue is to be impressed clearly upon each postal order; a stamp will be supplied for that purpose or renewed on requisition to the Director of Navy Accounts. On the paying off of a ship, these stamps are to be returned to the Director of Navy Accounts. A memorandum, stating the name of the ship from which the stamp has been sent, is to be placed inside the box.

13. Each postal order must be signed or initialled by the Accountant Officer, or person delegated by him to sell postal orders (*see* **1451,** clause 4) in the place set apart for the signature of the Postmaster.

Postal Orders must not be signed or stamped until the day of actual issue.

14. **Postal Orders Damaged** or spoiled are to be cancelled, and their value credited in the cash account under "cash transferred," and the postal orders are to accompany the cash account as a voucher (S.35a), but are not to be included in the return of sales on S.35. They should not be shown on the same voucher as paid (cashed) orders.

15. The postage stamps and postal orders are to be kept as public money in hand; on issuing them, the Accountant Officer is to receive the value thereof from the persons supplied, without showing the transaction in his cash account, as either the money, or the stamps and orders, are to be forthcoming when the balance is inspected. When it may be necessary to receive foreign instead of British currency for them, the value in sterling of the stamps or orders issued is to be entered on the credit side of the cash book and monthly cash account, and the foreign currency received, and the value in sterling, are to be entered on the debit side. Vouchers are not required for such transactions, and the entry is to be in one sum at the end of the month. *See* Article **1784,** clause 2 for postal orders issued in exchange for banker's drafts.

16. **Ship leaving Foreign Station transferring Personnel.**—Before a ship returns home from a foreign station or pays off abroad, the balance of stamps and postal orders is to be transferred to the Accountant Officer of the Senior Officer's ship, who is to give receipts, as for a transfer of cash, on forms S.5 and S.511.

These forms are to be used on all occasions when stamps or postal orders are transferred from one Accountant Officer to another.

Form S.511 must also be rendered when the officers and crew of one ship are transferred to another, although no change of Accountant Officer may be involved.

When it is found to be inconvenient or inexpedient to transfer the postal orders abroad, such orders as remain in the ship upon arrival home should be transferred to the depôt at the port of paying off.

17. **Free Issue.**—Postal orders are to be issued free of poundage to the officers and crews of His Majesty's ships on the following conditions:—

(*a*) They must not be used for remittances of more than £3 3*s.* 0*d.*

(*b*) As far as possible one order only should be taken for sums up to 21*s.*

A notice, embodying these conditions, should be exhibited in the ship's office.

18. Every facility is to be given to the crew for obtaining postal orders from the ship's office.

19. **When to be issued.**—Postal orders are to be issued once or twice a week at the discretion of the Captain and the convenience of the Service. In ships on foreign stations, if considered desirable, supplemental issues may be made at convenient times, prior to the departure of a mail to England, etc.

20. **By whom to be issued.**—Postal orders are to be issued by the Accountant Officer himself or by another Accountant Officer deputed by him, or, if there be no such officer available, by a commissioned officer appointed by the Captain. They may also be issued by a C.P.O. Writer under the provisions of Art. **1451,** clause 4, but on no account are any other ratings to perform this duty.

21. **Counterfoil.**—Every person to whom a postal order is issued should retain the counterfoil to facilitate inquiry at the post office if the order should be lost. The attention of the man should be called to the directions on the order.

22. **Stock Book.**—The Accountant Officer is to keep a postal order stock book in which to record all receipts and issues of postal orders.

23. **Verification of Stock.**—At least once a week when furnishing the Commanding Officer with a statement of the balance of cash in hand (Article **1454**), and whenever the public cash is counted by the Commanding Officer (Article **1105**), the balance of postal orders remaining on charge is to be verified by the Accountant Officer personally, the value of the orders of each denomination being entered in the appropriate column of the stock book, and the total thus arrived at carried to the cash balance book (Article **1802**).

24. **Cashing of Orders.**—In home waters, postal orders received by officers and men of His Majesty's ships are not, as a rule, to be cashed by the Accountant Officers.

except in the rare cases in which an official remittance by postal order, such as is permitted in special circumstances under clause 28 of this Article, is made from one ship or establishment to another.

Abroad, however, in view of the possible absence of facilities for cashing them otherwise, orders may be cashed without restriction, provided that, if on a station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by His Majesty's Government the commercial rate of exchange should vary from the rates so fixed sufficiently to encourage the cashing of postal orders for the purpose of effecting a gain by exchange, then the aggregate sum paid to an individual in local currency during any one month on account of cashed postal orders, repayment of National Savings Certificates, withdrawals from the Post Office Savings Bank and any remittance, shall not exceed the gross amount of his full pay and allowances for the month. Amounts in excess of this limit are to be paid by navy bill to be issued by the Accountant Officer. The Accountant Officer is to debit himself with the amount of the bill and take credit under the heading "Postal Orders Cashed," or as appropriate. (*See also* Articles **1782, 1787,** clause 1a, and Appendix XXXIII, Section D, paragraph 18a, and current instructions relating to National Savings Certificates.)

25. **Disposal of Paid (Cashed) Orders.**—Paid postal orders, duly receipted by the payee, are to form vouchers to the cash account (S.35a), the transactions being shown under the head of "Cash transferred to His Majesty's Postmaster-General, postal orders paid."

26. Fresh poundage, which is equal to the amount of the original commission, is not to be recovered unless six months have elapsed between the last day of the month in which an order was issued and the day on which it is presented for payment.

27. The observance of rule 17 (*b*) of the "Post Office Rules, C. III" is not insisted on, but where there is exceptional delay, an explanation of the circumstances should be forwarded.

28. Adjustments of pay, mess debts, extra pay, etc., due from or to officers and men discharged from one ship to another, should, where possible, be effected by means of a reference sheet or extract from pay list, but when this course is not considered practicable, postal orders may be used, provided they be filled in, in accordance with directions on the orders, and that a record be kept of their numbers and other particulars. Postal orders posted in the United Kingdom should be sent in registered envelopes. In the event of the loss of postal orders so utilized, which have not been issued in conformity with the above instructions, the Accountant Officer will be held responsible for their value.

29. When a "crossed" postal order is presented for payment, either of the following courses may be adopted:—

(*a*) The holder may be requested to return the order to His Majesty's Postmaster-General, London, with a view to the issue of an uncrossed duplicate order.

(*b*) A "crossed" postal order may be cashed, provided the Accountant Officer is satisfied that the payee is the rightful owner and certifies accordingly on the back of the order.

30. **Returned Orders.**—Where postal orders which have been sent out by the Accountant Officer in payment of small sums and have been shown on the monthly return (S.35) as sold, are subsequently returned without being cashed, they are to be treated as cashed orders, and are generally to be subjected to the regulations respecting the repayment of postal orders to sender, as laid down in rule 21 of the "Post Office Rules, C. III."

1779. Money for Conveyance.—Public money received on board one of His Majesty's ships for conveyance to any other ship or ships, or to naval establishments, is to be placed in charge of the Accountant Officer, or other officer acting in that capacity, of the ship conveying it, who will give receipts for it to the officers by whom

it is supplied, obtain receipts from the officers to whom it is delivered, and account for it in his cash account; such money is never to be placed in the charge of the Captain, and no freight for its conveyance will be allowed in any circumstances.

1780. Money Chest.—In order to prevent the possibility of unauthorized persons having access to the keys of money chests and thus obtaining opportunities of making duplicate keys with unlawful intent, the following arrangements are to be observed:

(*a*) **Precautions.**—Money chests are not to be issued to a ship until absolutely necessary, and when supplied, the keys are, except as mentioned at (*b*), to be issued personally by the Naval Store Officer to the Accountant Officer, and his receipt taken for the same.

(*b*) The keys of money chests of ships completing at contractors' works are to be sent to the Accountant Officer on his written application, if his personal application to the dockyard is impracticable. The keys, and also the combination particulars (if any), are to be dealt with as "Confidential" matter (Article **879**, clauses (*a*) and (*b*)) and forwarded by registered post. The outer envelope should be addressed to the Accountant Officer by name, and the inside package made up so that no one can recognize the contents without opening it.

(*c*) In regard to chests with combination locks, full instructions showing how the combination is worked and particulars of the actual combination in use will be supplied in a sealed envelope at the same time as the keys are handed over. These particulars are to be regarded as confidential. The combination can afterwards be altered by the Accountant Officer as desired, and a record of the combination in use is to be kept in a sealed envelope in his "ready-use" money chest.

If the lock is set on a number made up of less figures than the full combination, the security of the lock is seriously lessened and the safety of the public money is endangered. The full combination is therefore to be used by all concerned.

(*d*) The keys are invariably to be kept in the personal custody of the person who has the use of the safe; they are to be carried on the person as far as possible, secured safely by a key chain or other suitable means to prevent their loss.

It is to be impressed on C.P.O. Writers authorized to handle cash under Art. **1451**, and who are consequently entrusted with the keys of money chests, that they must invariably keep them in their personal custody securely attached to their person. Should they so desire, they should be afforded facilities for the safe custody of the key at night.

(*e*) When a ship is paid off, the keys are to be tried in the chests to which they belong, and are then to be placed in sealed covers and handed to the Naval Store Officer for custody until required for re-issue with the money chests. Before being re-issued, the keys are again to be tried in the locks in the Naval Store Officer's presence.

(*f*) In no circumstances are keys to be attached to the chest for return to store or allowed in any other way to pass through unauthorized hands. When the keys cannot be handed to the Naval Store or other Officer receiving the returned chest, they should be returned to him by registered post, and a receipt obtained.

(*g*) On the return of a chest fitted with combination lock, the instructions showing how the combination is worked and the particulars of the combination in use are to be enclosed in the sealed cover with the key.

(*h*) Postal packets containing keys for money chests, addressed to places abroad, are to be marked "*By British Packet*," or, if to be sent to districts served by the Eastern Mail, marked "*By British Packet—Long Sea Route*." This will ensure that keys are not passed through foreign post offices. In the event of the destination being a British Consulate in a foreign country, the packages are to be forwarded (by registered post) to the Admiralty for despatch in the Foreign Office mail bags.

2. **Use of Chest.**—The Accountant Officer is to take care that the chests furnished for the desposit and security of the public money are used for this purpose and no other. He, or such Accountant Officer or C.P.O. Writer as he may have delegated as sub-accountant in accordance with the regulations will be held responsible for any loss of such money that may occur, and no explanation will be admitted in respect of such loss until it is satisfactorily proved that the public money had always been kept in the chests provided for that purpose, and that the keys had invariably been kept in the personal custody of the person authorized to hold them. (*See* **1777** (*Canteen Money, etc.*)).

When Insecure.—When a key of a money chest is missing or a chest becomes insecure for any other reason, the Accountant Officer is immediately to report the

circumstance to the Captain, in order that a survey may be held on it and a full inquiry made, the report of which is to be transmitted to the Commander-in-Chief, for the information of the Admiralty, with a statement of the measures adopted for the security of the public money. The insecure safe should be returned to a dockyard at the earliest opportunity. In no circumstances are keys to be made on board His Majesty's ships, or in the dockyard or other shore establishments, without prior Admiralty approval.

3. **Receipt for Money Chest.**—Before a money chest is returned to a yard or depôt, the Accountant Officer is to obtain a receipt for it from the officer in charge of shipwright's naval stores, unless the Accountant Officer is himself in charge of naval stores. The receipt is to indicate whether the chest and its locks are in good condition. (*See* clause 1, sub-clauses (*e*), (*f*), (*g*) and (*h*) *for disposal of keys.*)

4. **Report on condition of Chest.**—When a survey is held on the death, or removal from any cause, of the Accountant Officer during the ship's commission, a statement is to be made upon the report of survey whether the money chests and their locks are in good condition and the keys complete.

5. **Loss of Keys.**—If any of the keys are missing, the Superintendent of the yard or depôt at which the chest, etc., is landed, is to ascertain to whom the loss is due, and is to report the result to the Commander-in-Chief, in order that the cost of altering the lock and making the keys complete (*see* B.R. 4—Instructions relating to the supply of Naval Stores to H.M. Ships, etc.) may be charged against the officer responsible for the loss, in accordance with Article **1528.**

1781. Bank Note Record.—The Accountant Officer is to keep a manuscript record showing the numbers of all Bank of England notes of higher denominations than one pound received on charge, with particulars as to the disposal of each. This record will not in the ordinary course be required in Office, but is to be held available for production if necessary.

1782. Foreign and other Currencies.—The Accountant Officer will account for foreign currency at the rates laid down from time to time, debiting himself with the gain, or crediting himself with the loss. Naval payments abroad, including those to crews of His Majesty's ships, are to be made as far as possible in foreign currency, regard being had to Article **1913.**

2. **Accountant Officer's responsibility.**—On a station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by His Majesty's Government, the Accountant Officer will take care that any abnormal use of naval facilities such as those for the conduct of Post Office Savings Bank business, the issuing and cashing of postal orders, the arrangements for the purchase or repayment of National Savings Certificates and the remittance system is not permitted for the purpose of effecting thereby a gain by exchange.

3. **Casual money changing.**—The Accountant Officer is not to use public money in his charge for effecting an exchange of money whether tendered in sterling or in local currency unless he is satisfied that the transaction is not for the purpose of making a gain by exchange.

1783. Departure from Fixed Rates.—At places where the foreign coins, for which a rate has been established, cannot be procured, or can only be obtained on unfavourable terms compared with the rate of exchange for local currencies, and the Captain considers that it would be advisable to depart from the foregoing regulations, he is to represent the circumstances to the Commander-in-Chief, or Senior Officer on the station, who may authorize the local currency to be taken up for naval payments, and paid to the crews of His Majesty's ships, either at the current rate at which the coins were procured, or, if more convenient, at an even value approximating thereto, according as the Commander-in-Chief may direct, so that the loss to the Crown, if any, or to the officers and men of His Majesty's ships paid in such coins, may be as small as possible.

2. **Fixing Rates for Local Currencies.**—In fixing the even rate to be adopted for such local currencies, when authorized to be taken up in these exceptional

circumstances, the Commander-in-Chief will be guided, not only by the rate of exchange at the time, but also by the rate at which the coins will probably be procurable while the ship remains on the station, and by the probable saving to the Crown that would result from such local currencies being taken up and used for naval payments, instead of the foreign coins for which fixed rates have been established. The rates so fixed are to be communicated to the Director of Navy Accounts.

3. Before a ship leaves a foreign station, or moves from one part of a station to another, any local currencies on board are to be transferred to some other Accountant Officer, or otherwise disposed of, as may be most advantageous to the Service, and not employed in making payments to the crews of ships at places where such money is not current, or current only at a discount.

1784. Bills Received.—The Accountant Officer is not to debit himself with any bills authorized to be received in payment for supplies to merchant ships under **Article 1941,** or any other accounts. Such bills are always to be transmitted immediately, with the vouchers to which they relate, to the Director of Navy Accounts.

2. Banker's drafts received for postal orders issued, for deposits in the Post Office Savings Bank, for ordinary remittance, or for remittance for the purchase of National Savings Certificates are to be transmitted immediately to the Director of Navy Accounts with explanatory details. The Accountant Officer is not to debit himself separately with any banker's drafts received in the above connection. The amount of such drafts, except for postal orders issued, are, however, to be included in the total debit in the cash account under the appropriate heading, viz., Post Office Savings Bank Deposit, and/or Remittances.

When the banker's drafts, including drafts for postal orders issued, are forwarded to the Admiralty, credit is to be taken under the heading "Banker's drafts forwarded to Admiralty".

1785. Discharges by Purchase.—He is to debit or credit himself with the amount of any purchase money received or refunded. *See* **1120, 1121, 788** (*Discharge by Purchase of Naval ratings and Royal Marines*); also **1456** (*Duties of Accountant Officers as regards Purchase Money.*

2. The following particulars are to be noted on the cash voucher:—

(*a*) the name, rank or rating, port division, and official or divisional number of the person for whose discharge the purchase money has been lodged;

(*b*) the name of the person from whom the money has been received or to whom it has been repaid, the address being added if the person is not serving in the Navy or Royal Marines;

(*c*) where the full amount of purchase money for discharge from the Service is not paid, the reason for acceptance of the smaller amount.

Section II—Banking

1786. Opening of Accounts.—Banking accounts are not to be opened, except as provided in clause 3, without the specific sanction of the Admiralty, and such sanction will not be given unless it is clearly in the interests of the public service to do so.

2. An application to the Admiralty for permission to open a banking account should state fully the name and branch of the bank proposed (preference being given, whenever practicable, to branches of the Bank of England), the reason for its choice, and the terms on which the bank is willing to keep the account.

3. An account may be opened abroad without prior Admiralty approval when the circumstances are sufficiently urgent to justify this course, but the reasons for so doing are at once to be reported to the Commander-in-Chief or Senior Officer for the information and covering approval of the Admiralty.

3a. **Transfer of Accounts.**—Any proposal to transfer an authorized banking account from one branch of a bank to another, or from one bank to another, is to be submitted to the Admiralty for prior approval, giving reasons for the change.

4. **Certificate from Bank.**—Upon a banking account being authorized to be opened, a certificate from the bank in the following terms is at once to be transmitted by the Captain to the Director of Navy Accounts:—"The account under the title of "The Accountant Officer . . ." is held by the bank as money belonging to the Admiralty Department of His Majesty's Government, and the bank will at all times comply with any directions which may be given by the Admiralty in respect of such account." A fresh certificate in these terms is required when approval has been given for the transfer of a banking account from one branch of a bank to another, or from one bank to another.

The name of the officer operating the account is not to be included in the title.

5. **Balance.**—The balance at the bank is at all times to be kept as low as possible, consistent with the requirements of the public service.

6. **Accountant Officer's Responsibility.**—The Accountant Officer will be held personally responsible that the public money is kept as a distinct account. He is strictly prohibited from receiving into the public account any money not applicable to the public service, and also from applying any of the money in his charge as a public officer to any purpose or in any manner not authorized by these Regulations. He is never to withdraw for his own private purposes any sum for which he is accountable.

7. **Accountant Officer's Signature.**—The Accountant Officer is to lodge at the bank his own signature, as well as that of the officer authorized to take charge of the public money during his absence.

8. **Heading, etc., of Cheques.**—Each cheque is to be crossed and headed "On His Majesty's Service," and as, by the Stamp Act, 1891, all cheques used by officers of public departments in drawing upon public accounts kept at banks are exempt from stamp duty, the Accountant Officer is to use unstamped cheques.

9. **Record of Transactions.**—The Accountant Officer is to keep a record of all sums paid into the bank, and of cheques drawn upon the bank. This record and the bank pass book are to be held available for inspection at the Admiralty when required, and are to be retained as laid down in Article **1811.**

10. Every sum paid in, and each cheque drawn, are to be entered in the Accountant Officer's record at the time of the transaction, so that the available balance of public money may be ascertainable at any time.

11. The Accountant Officer is frequently (at least monthly) to compare his record with the bank pass book, and to set off in the former each cheque shown as paid by the latter. Any differences are to be explained promptly to the Captain.

12. **Inspection of Balance of Public Money.**—When the balance of public money is inspected, as required by Article **1105** and **1105a,** the Accountant Officer is to produce his own record and the bank pass book, showing in the former, in red ink, any difference between the balances in the two books, and noting any cheques drawn by him but not entered in the bank pass book as paid.

13. *Deleted.*

14. **Interest.**—If it is the custom of the bank to allow interest on current accounts, the sum accruing, being public money, is to be brought to account in the cash account in due course.

15. **On change of Accountant Officer.**—It is to be understood that a public banking account is an impersonal and a continuing one, and is not affected by a change of officers authorized to draw upon it. On a change of Accountant officers taking place, the new Accountant Officer is not to require the bank to furnish a new pass book or to open a fresh account, but is to obtain from the bank a certificate of the existing balance for comparison with his predecessor's record.

SECTION III—REMITTANCES

1787. **General Instructions.**—Ranks and ratings are to be allowed to remit twice a month and on paying off. A supplementary remittance may be permitted once a month when necessary for the payment of mess debts. The amounts are to be paid over to the Accountant Officer who is to debit himself therewith in his cash account. (S. 64). The use of the remittance system is to be restricted to sums in excess of £3 3s. 0d., and as a rule remittances within any one month are not to be allowed to exceed the gross amount of the remitter's full pay and allowances for the month. These limitations do not apply to remittances made on behalf of messes, wine and other recognized funds, which are to be distinguished on the remittance lists (S. 66). Should, however, some exceptional cause render it desirable in the opinion of the Captain, that a remitter should be allowed to remit a sum in excess of his pay and allowances, a report of the circumstances attending the deviation from the rule is to accompany the list on which the exceptional remittance is shown.

Canteen managers may be permitted to remit money to the Navy, Army and Air Force Institutes weekly, if required, through the Accountant Officers of His Majesty's ships, both at home and abroad. Separate lists are to be rendered for all such remittances.

1a. **Foreign and other Currencies.**—On a station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by His Majesty's Government, sums for remittance may only be accepted in local currency during any one month, within the limit of the gross amount of the remitter's full pay and allowances for the month; and if a remitter should also purchase National Savings Certificates through the remittance system or deposit any sum in the Post Office Savings Bank within the same month, the aggregate sum accepted from him in local currency must not exceed the limit mentioned above. Any sum in excess must be tendered in sterling money or by means of a banker's draft made payable in sterling in London to the Director of Navy Accounts. Similarly, any remittances payable to a person serving on such a station may be paid in local currency, during any one month, within the limit of the gross amount of his full pay and allowances for the month, provided that the aggregate sum paid to an individual in local currency during any one month on account of remittances payable to him, withdrawals from the Post Office Savings Bank and repayment of National Savings Certificates does not exceed the limit mentioned above. Amounts in excess of this limit are to be paid by navy bill to be issued by the Accountant Officer. The Accountant Officer is to debit himself with the amount of the bill and take credit under the heading "Remittances Paid," or as appropriate. (*See also* Articles **1778, 1782, 1784** and Appendix XXXIII, Section C, paragraph 11a and Section D, paragraph 18a, and current instructions relating to National Savings Certificates.)

2. **Use of Postal Orders.**—The attention of ships' companies should be called to the desirability and convenience of using postal orders for small amounts. *See* **1778 (17).**

3. **When to be made.**—Sums intended for remittance are to be received by the Accountant Officer on the occasions specified in clause 1; and he is to furnish a receipt on the duplicate sheet of form S.66 (inside) for the sum remitted, which receipt is to be retained by the remitter.

4.} 5.} *Deleted.*

6. Remittance lists for sums payable in the United Kingdom, Channel Islands and Isle of Man are to be forwarded to the Director of Navy Accounts at the earliest opportunity and by the most direct route, and separate lists are to be used (*a*) for sums exceeding £10, or for smaller sums payable to banks or to firms and persons who may be assumed to have banking accounts, which will be paid by Navy bills, and (*b*) for other sums of £10 and under, which will be paid by postal drafts.

7. **Lists and Receipts.**—The lists and receipts are to be prepared, so far as possible, before the time of payment of pay and receipt of the sum to be remitted.

Form S.66 (inside) is to be prepared in triplicate. The original sheets are to be enclosed in form S.66 (outside) on transmission into Office, etc., for payment, the Accountant Officer's certificate being duly completed; the duplicate sheets constitute the remittance receipts to be handed over to the remitters; the triplicate sheets are to be retained by the Accountant Officer.

8. **Mode of Payment.**—When the amount to be remitted consists of the whole or part of the pay to be received, it will not be necessary for the actual coins due to be handed over and received back; but payment can be made partly in coin and partly by the receipt for the sums received for remittance. Only such coins are to be received as will be suitable for future disbursements.

9. **Details to be attended to.**—All remittances are to be made on form S.66, and as the number to be dealt with in Office is very large, strict attention to the following minutiæ is enjoined:—

(*a*) As a rule, but one remittance should be made in each month by any officer or man, except as provided in clause 1.

(*b*) The name and rank of each remitter, the amount which he desires to remit, the Christian names, surnames and full and complete addresses of the persons to whom the remittances are to be paid, must be clearly specified.

(*c*) When remittances are in favour of married women, their own Christian names must be inserted, or, if for any reasons these cannot readily be ascertained, the Christian name or initials of the husband, *e.g.*, Mrs. John Smith or Mrs. J. W. Smith.

(*d*) The addresses are not to be underlined.

(*e*) When a remitter is remitting to himself on paying off or on other occasions, a statement to that effect is to be placed on the list.

(*f*) Any writing that it may be necessary to place in the title page of the list is to appear below the words "Remittance List."

(*g*) No erasure in the lists is to be allowed. Any necessary alteration is to be made in writing by the Accountant Officer, who is to affix his initials to the correction in verification thereof.

(*h*) When a ship is paying off, the Accountant Officer should explain to those who remit to themselves—

(i) that the payments will be paid by bill or Post Office order, and not as allotments;

(ii) that whenever ordinary addresses can be furnished, the address "Post Office" should not be given, observing that, in London, only the General Post Office and the Charing Cross Office are allowed to keep letters awaiting application. From all other London post offices the letters are at once sent to the dead letter office. When, however, it is not possible to furnish any other address than a post office, the remittees should apply to the local postmaster for letters addressed to them, and not for payment of remittances.

(*i*) Separate lists are to be prepared and forwarded direct to the ships and establishments concerned, for remittances payable on board any of His Majesty's ships, at the Royal Marine headquarters, home dockyards, naval hospitals and Royal Naval colleges.

(*j*) Remittances may be made to persons resident in Australia, the lists being forwarded to the Director of Navy Accounts, Navy Office, Melbourne. Remittances to other places abroad are allowed only to those places where there is a Naval Accountant, and the remittees are to be informed, on a reference sheet (S.546), signed by the Accountant Officer, and despatched on the same date as the remittance lists, of the amount of the remittance, the name of the remitter, and the Accountant Officer to whom they are to apply for payment. The lists mentioned in this and the foregoing sub-clause are not to be forwarded to the Admiralty, but the total amounts thus remitted to each ship or establishment are to be shown separately on the voucher to the cash account (S.64). Lists for such remittances should embrace sums both under and over £10.

10. All persons remitting must sign their names on the list as authority for the payment on their account of the sums named, and as proof that the Christian names, surnames, and addresses of the remittees are correctly shown.

11. **Summary of Receipts.**—The triplicate sheets of form S.66 (inside), with a summary showing the total received, signed by the Accountant Officer and initialled by the officer in charge of the ship's office, are to be produced whenever the balance of public money in the hands of the Accountant Officer is being certified under Article **1105.**

12. **Transmission of Lists.**—The lists are to be transmitted as soon as possible after completion, and by the most direct route.

13. **Duplicate Lists.**—Duplicate lists are not to be transmitted unless there is reason to believe that the originals have miscarried, in which case they should be accompanied by explanatory letters, the reason for their transmission being also explained on the face of the lists.

Whenever it is necessary to transmit duplicate lists, they are to be prepared from the triplicate sheets of form S.66 (inside).

14. **Use of Ship's W/T for Remittances.**—When officers or ratings serving in His Majesty's ships desire to telegraph money home *for the benefit of dependents* the message may, subject to the concurrence of the Commanding Officer, be transmitted by Ship's W/T and routed through normal Service channels without charge. If sent by commercial channels, the cost must be borne by the sender.

15. When officers or ratings desire to telegraph money home for any other purpose and the ordinary shore facilities are not available, the message may be similarly transmitted by Ship's W/T, but a charge of 1s. a word is to be made. The cost is to be recovered at the time of sending the message and brought to account in the current Cash Account as a credit to "P.I. Commercial Wireless".

16. Particulars of such remittances are to be included in a special Remittance List (S.66) and clearly shown as confirmatory of the previous W/T message of appropriate date.

Section IV—Disbursement of Public Money

1788. Issues of Pay to Officers and Men.—Cash payments to officers and men at home are always to be made in British currency, but abroad, as far as possible, local currency is to be used if it can be obtained on terms not disadvantageous to the public service.

2. **Rate of Foreign Currency.**—When payments are made in foreign currency, the money is to be disbursed at the established rates, or at the current rates if procured under Article **1783** (1).

1789. In Local Currency.—Subject to Article **1913,** he will make all payments for purchases, or for services rendered by persons not in His Majesty's Service, or only temporarily employed therein as pilots when not engaged at a daily rate of pay, men hired to assist in repairing the ship, etc., in the currency of the place where such purchases are made or services performed according to the certificates obtained.

2. If it be impracticable to pay in the local currency, the relative exchange value of such currency and of that in which payment is made, is to be certified in the manner pointed out in Article **1803** as to cash vouchers. *See* **714** *(Accounts of Repairs) and* **1912** *(Payments for Purchases of Stores).*

1790. Certification of Payments.—The rules regarding proof of payment laid down in Article **1741,** clause 4, etc., apply in principle to all payments to personnel not supported by receipts forwarded to the Admiralty.

1791. Payments authorized.—Under the authority of the Captain for each disbursement, he is to make the following payments out of the public money in his charge, the items being shown on vouchers to the cash account, supported by the necessary receipts:—

(*a*) all pilotage to local pilots abroad, where there is no resident naval accountant or consul; at home these payments are made by the Director of Navy Accounts;

(*b*) every other authorized contingent or incidental expense.

1792. Advances for Sick Mess Fund.—The Accountant Officer is to advance to the Medical Officer such an amount as the latter may consider necessary for the sick mess fund, in accordance with Article **1371.**

2. This advance is not to appear as a credit entry in the cash account; but the approved requisition and Medical Officer's receipt are to be kept in the chest and accepted by the Captain or by the deputed officers, when inspecting the balance, as in lieu of a corresponding amount of public money.

3. **Renewal of the Advance.**—As provided for by Article **1371,** the Medical Officer is to render to the Captain a statement (S.16), detailing the payments which he has made, and the Accountant Officer is then to repay the amount expended.

4. The statement, duly receipted, with the sub-vouchers attached, will be a voucher to the cash account.

5. **Balance of Account, etc.**—The balance in the Medical Officer's hands is to be returned to the Accountant Officer before the ship is paid off. The same course is to be followed when the Medical Officer dies or is superseded; his account is to be closed, and a fresh advance made to his successor.

1793. Exceptional Payments authorized by Captain.—All payments specified in clauses 2 and 3 are to be regarded as exceptional and submitted for scrutiny to the Commander-in-Chief, whose approval, together with a copy of any relevant correspondence, is to be attached to the cash account.

To save correspondence, should he disapprove of any particular item he will direct the officer, who ordered that the expense should be incurred, to pay the amount to the Account Officer, who will debit himself therewith in the cash account.

2. Payments not directly authorized by the regulations, which are made under the Captain's authority, for repairing the ship, for purchase or salvage of stores, for pilotage, for hire of vessels, for employment of interpreters at special rates on stations where normally none are required, or for other services not immediately connected with the Accountant Officer's duties, will be allowed upon the production of satisfactory vouchers; but the amounts will be charged against the Accountant Officer should there be any irregularity or deficiency in the vouchers attributable to him. *See* **1107** *(Captain's Responsibility).*

3. **Cab Hire** will be allowed only in the following circumstances:—

(*a*) At places overseas, to Flag Officers and Commodores and members of their staffs when accompanying or representing them, and to Commanding Officers of His Majesty's ships; at places where they are not resident nor provided with an official residence, and the use of a cab is necessary:—

(i) when paying any of the visits of ceremony prescribed by Articles **96** to **99**;

(ii) when paying other visits of ceremony which occasion may demand in foreign, Dominion, Indian or colonial ports to the chief naval, military, air, civil or municipal authorities present in the port;

(iii) When attending levées of British Governors or of foreign Sovereigns, Chiefs of State, or Governors, not, however, as a general rule to exceed one levée of the same functionary in the year, and under the same conditions as visits of ceremony.

(*b*) To officers generally, whether at home or abroad, when attending as a matter of duty ceremonial functions held by public authorities at places at which the officers are not resident nor provided with an official residence. It is distinctly to be understood that cab hire is only to be ordered by the Senior Officer present on these occasions, when, in his opinion, the attendance of the officers in question is required from motives of policy or in the public interest, etc.

(*c*) **Levées, etc. Exception.**—Cab hire will not be admitted for the attendance of officers at levées at home, nor, generally, in attending balls at home or abroad.

When, however, an officer, or a small number of officers, is detailed to attend a ball as a matter of duty or from motives of policy, etc., the expense will be allowed.

4. **Officers and others on duty.**—When specially ordered or approved by the Captain, the cost of cab hire or of other conveyance may also be allowed to officers and men on duty in exceptional cases. The reasons for incurring the expenditure are to be set forth fully on the vouchers. *See* **1660** *(Cab Hire).*

1794. Boat Hire.—No expense for the hire of boats or other craft is to be incurred unless necessitated by exceptional circumstances, when the prior sanction of the Senior Officer on the station is to be obtained. The approval of the Senior Officer, together with particulars of the payment and the reason why the work could not be performed by ships' boats, is to accompany the vouchers for all such payments.

2. The hire of boats for the landing of libertymen is to be restricted to occasions on which considerations of navigation, etc., do not permit the use of ships' boats. The employment of boats so hired is to be confined to providing landing facilities for libertymen at ports visited by His Majesty's ships at which short leave would commonly be granted as a matter of course. Conveyance at the public expense will only be allowed to the nearest landing place. *See* **1815** *(Certificate for Boat Hire).*

1795. Warehousing and Commission.—Payment is not to be made for warehousing provisions or stores, except in special circumstances referred to in Article **967,** nor is commission for purchasing victualling or naval stores to be paid to any person. If the Accountant Officer, in his endeavours to counteract monopoly, and to obtain the best articles on the most moderate terms, should be put to any travelling or personal expenses to which he would not otherwise be liable, he may, with the Captain's sanction, repay himself provisionally out of the contingent money, rendering as a voucher with his cash account an account of such expenses, approved by the Captain, for the consideration and final decision of the Admiralty.

2. **Insurance of Stores, etc.**—No charge for insurance of provisions, stores or specie against sea risk or loss by wreck, fire, or other casualty, is to be incurred, either by direct action of any officer, or by the admission of such items in claims for freight or land carriage.

1796. Bank Charges.—Payments made or allowed to banks for cashing or discounting bills or cheques drawn by the Accountant Officer are to be supported by receipts from the bank, showing the date, amount of the bill, rate charged for discount and the authority for the same.

1797. Surplus Cash on Ship leaving Foreign Station. Disposal.—When the ship is ordered home, he will transfer so much of the balance of public money in his charge as is not likely to be required for future payments, to the Accountant Officer of another ship, or to the Resident Naval Accountant, but never to the local War Department Officer.

1798. Disposal of Public Money on Paying-off.—When the ship is paid off, the Accountant Officer will at once return the public money in his hands to the Cashier of the yard, with the exception of insurance stamps, which are to be disposed of as directed in Appendix XXIX, paragraph 31, unless otherwise directed by the Commander-in-Chief or the Senior Naval Officer. (*See* **1105,** clause 11).

The Accountant Officer is never to transfer the balance to himself in a new appointment, except when the ship pays off and recommissions immediately and no change of Accountant Officers takes place.

1799. When superseded.—If superseded, the Accountant Officer is to leave with his successor a statement showing to what dates periodical payments not shown in the ledger have been made, such as allowances to Flag Officers and others for

their contingent and incidental expenses, and grants to torpedo and gunnery improvement funds. He is also to furnish his successor with any other necessary particulars to enable him to carry out correctly the various cash duties of the ship.

1799a. Royal Fleet Auxiliaries. Advances of Cash.—Accounting officers of His Majesty's ships may make advances of cash for ship's disbursements to Accountant officers of Royal Fleet Auxiliaries under the following conditions:—

(*a*) Advances to complete the money required for one month's disbursements may be made with the covering approval of the Commanding Officer of His Majesty's ship.

(*b*) Supplies in excess of one month's requirements are to be made in exceptional circumstances only and with the approval of the Senior Naval Officer.

(*c*) Advances of cash to Accountant officers of Royal Fleet Auxiliary Oilers running under commercial management for the Admiralty by private firms are not to be made in home waters without the prior authority of the Admiralty.

(*d*) All advances to Accountant officers of Royal Fleet Auxiliaries are to be notified to the Admiralty on the day on which they are made. In home waters the notification is to be made by letter; in foreign waters by telegram.

(*e*) All requisitions for cash by Accountant officers of Royal Fleet Auxiliaries are to be made on the established form—S. 5 in quadruplicate (supply and receipt notes both in duplicate). The statement of the balance of public money in hand is always to be completed, and the Accountant Officer of His Majesty's ship is to ensure that the form is properly completed before the advance is made.

Section V—Cash Accounts to be kept and Rendered

1800. Cash Book.—The Accountant Officer is to keep a cash book (S.29) which is to contain the whole of his daily receipts and payments.

2. The debit side is to contain entries of all moneys received, including gain by exchange on bills drawn, or on moneys received and disbursed.

3. The credit side is to contain payments of every kind which the Accountant Officer has made upon proper authority, together with any loss that may have been incurred on the negotiation of bills, or on account of moneys received and disbursed.

4. **Production to Captain.**—The cash book is to be produced to the Captain whenever he shall require to inspect the balance in the Accountant Officer's hands.

1801. Sequence of Entries.—With the exception of contingent advances to sub-accountants (which would include contingent advances for sick mess fund (Article **1792**), and also contingent advances to Flag Officers (Article **1004**), Commanding Officers of tenders or to officers at out stations), every item, whether of receipt or payment, is to be entered daily in the cash book by the Accountant Officer himself in its actual order of occurrence, so that by striking a balance the amount which should be in his hands may be ascertained at any time; when, however, several receipts or payments occur on the same day for the same service, the receipts or payments need not be entered in detail in the cash book, but an abstract of the several transactions is to be made on form S. 27, and the total amount received or paid during each day for each service is to be entered as one item in the cash book. This abstract (S.27), which is not to be closed until the day on which the cash book is totalled and balanced as directed by Article **1804,** must bear one number as a single voucher, and the supporting documents will become sub-vouchers and must bear inner numbers corresponding with those assigned to them on the list. A similar procedure is to be followed by sub-accountants as regards their contingent advances, so that the Accountant Officer, at his periodical verification (Article **1806,** clause 3), can strike a balance as above. In their case, either form S. 29 or any suitable form of cash book may be used.

2. When the monthly verification of the balance is carried out otherwise than on the last day of the month (*see* Article **1105,** clause 1 (*b*)), all cash transactions for that month, including payments made by sub-accountants, are, so far as practicable, to be completed before the cash account for the month is closed, but the account should not be delayed for outstanding receipts.

1802. Cash Balance Book.—At least once a week when furnishing the Commanding Officer with a statement of the balance of cash in hand (Article **1454**), the Accountant Officer is to count the balance of public money in his charge, including stamps and postal orders, and to record the number of coins, etc., of each particular denomination in the cash balance book (S. 39), taking care to ensure that the total thereof agrees with the balance due by the cash book. A similar record is to be made whenever the public cash is counted by the Commanding Officer (Article **1105**).

2. Contingent advances for sick mess fund (Article **1792**) and to sub-accountants (Articles **1801** and **1806,** clause 3) are to be shown in the cash balance book as part of the public cash balance in hand.

3. **On foreign stations,** the cash balance book is to be amended in manuscript, as necessary, so as to afford a record of the actual currencies in use.

4. Moneys deposited for custody only with, and balances in hand of funds on charge of, the Accountant Officer, under Article **1777**, are also to be entered in the cash balance book. Such entries are, however, to be kept distinct from the balance of public money in hand, and to be made in aggregate sums, particulars of the coins, etc., of these relatively small accounts being dispensed with.

5. **Method of Making Entries.**—All entries in the cash balance book are to be made in ink and signed by the Accountant Officer personally, no erasures are to appear therein, and no unauthorized person is to have access thereto.

6. It is to be regarded in all respects as a public record, and is to be held available for examination at the Admiralty, if required, for two years from the date of the entries appearing therein.

1803. Entries of Foreign Money.—All entries of receipts or payments in foreign money are to show the descriptions and number of coins received or disbursed, and the rates of exchange, as well as their corresponding amounts in British sterling money at the fixed rates or such rates as may be authorized under Article **1783**; and all vouchers to receipts or payments are to show the total number and description of the coins in which the transactions were effected, or, in the case of payment by bill, the number and date thereof.

1804. Monthly Cash Account (S.29).—On the day of the monthly verification of the cash balance, on the day of supersession, and on that of paying off the cash book is to be totalled and balanced, and a schedule of the transactions, which will constitute the monthly cash account, is to be prepared on form S. 29 and submitted, with all documents and vouchers in support, to the Captain, or to the officers appointed by him to verify the cash balance. (*See* Article **1105**, clause 9.)

In large harbour establishments, if it is not practicable for the cash account to be ready for examination by the day on which the balance is verified, it is to be completed at the earliest possible date thereafter and presented to the Captain, complete with vouchers, not later than the tenth day of the following month.

Receipts or payments for similar services during the month are to be entered as far as practicable in one total for each service on either side of the monthly cash account (form S. 29), the individual totals of the several transactions being abstracted on form S. 27, as indicated in Article **1801**.

When the cash account is closed before the end of the month, two sets of vouchers supporting ledger payments are to be made out, covering the two distinct periods:—

(*a*) from the date following that on which the cash account is closed to the end of the calendar month; and

(*b*) from the first day of the following calendar month to the date of next closing the cash account.

2. **Cash Accounts for Broken Periods.**—If the Accountant Officer should join the ship after the first day of a month, his first account is to be rendered from the date of his taking charge to the end of that month. The account is to commence with the balance transferred to him from his predecessor.

1805. *Deleted.*

1806. Inspection of Cash Account and Balance.—The accounts are to be inspected as directed by Articles **1105** and **1105a**, and the result is to be shown in the certificate on the outside sheet of the monthly cash account, and certified on form 1002.

2. The balance is to be counted by Articles **1105** and **1105a** and the amount remaining is to be shown in the certificates in sterling money, and if any of it is in foreign coins, their numbers and descriptions are to be specified on the first page of the monthly cash account.

3. The balances held by sub-accountants are to be subjected to periodical verification. As a rule, the Accountant Officer should himself verify, at least once a month, the balances in the hands of his sub-accountants, and where owing to distance this is not practicable, he should submit to his Commanding Officer some feasible alternative arrangement.

4. The term "sub-accountants" comprises not only members of the accountant staff, but all persons holding moneys forming part of the Accountant Officer's or Cashier's balance.

1807. Examination of Accounts.—Before transmission, all cash accounts and vouchers are to be examined by a commissioned, warrant or subordinate officer of the accountant staff of the ship, and his initials are to be affixed thereto as signifying that he has found them to be correct.

1808. "Nil" Accounts.—Although there may be no cash transactions during the month, he is to render an account exhibiting any balance remaining thereon; when there is no balance or transaction to record, a "nil" account is still to be rendered for the period.

1809. Debit Vouchers.—The Accountant Officer will be required to produce vouchers, except for moneys obtained by bills of exchange, for all sums received by him for the public service. The documents forwarded in support of the items of receipt, which are always to accompany the monthly cash account to which they relate, are to be distinguished by letters of the alphabet, commencing with letter A, on the first day of each quarter. When the alphabet is exhausted, it is to be re-commenced as often as may be required, the series of letters being then distinguished as A2, B2, and so on.

1810. Credit Vouchers.—When credit vouchers contain the full particulars necessary to verify debits in the cash account, *e.g.*, deductions for income tax, the number of the credit voucher is to be quoted against the entry of the debt, instead of a separate debit voucher being forwarded.

2. All payments, including those made by bill of exchange, are to be supported by vouchers, which are to be distinguished by numbers, commencing with No. 1, on the first day of each quarter; the vouchers for receipt and payment should correspond in size with the monthly cash account and be attached to the cash account by a ribbon, and not folded more than one-half lengthwise.

3. On the face of every voucher, the nature of the transaction and the authority, whether general or special, for the receipt or payment are to be distinctly shown. The letters and numbers assigned to each are to be noted on the upper right-hand corner.

4. **Accountant Officer superseded.**—If the Accountant Officer is superseded or removed before the termination of the quarter, his successor is to commence with a new series of letters and numbers for the vouchers appertaining to his account.

5. **Different Services.**—Payments relating to different services are not to be included in the same list or voucher.

1811. Duplicate Vouchers.—All vouchers for payments, except those in documents assigned by the Director of Navy Accounts, are to be prepared in duplicate.

The original vouchers are to be forwarded with the cash account for the month in which the payments have been made. The duplicate vouchers are to be retained by the Accountant Officer for two years from the date of the transactions recorded thereon, or, if referring to payments the credit for which has been suspended, for two years after payment has been passed. Duplicate vouchers for individual travelling and subsistence claims need not be prepared, but a duplicate of Form S. 27, Schedule of Receipts and Payments, showing the names of the officers and men paid travelling and subsistence allowances, with the amounts paid and duplicate receipts, should be kept with the duplicate vouchers. Paid cheques, pass books, cheque registers and similar records relating to a ship's banking account (Article **1786**) are to be retained for a similar period.

1812. Fractions.—Fractional parts of a penny are to be excluded from the totals of all vouchers and lists, and are not to be inserted either in the debit or credit side of the cash book or monthly cash account.

1813. Receipt Stamps.—He is to cause a receipt stamp to be attached to the original vouchers for all payments in the United Kingdom amounting to £2 and upwards, except those in respect of salary, pay or any like payment. The stamps are to be provided at the expense of the payee.

2. Payments to persons belonging to His Majesty's naval, military and air services, to which they may be entitled in respect of their employment in His Majesty's Service, do not require stamped receipts.

1814. *Deleted.*

1815. Certificates for Boat Hire, etc.—Vouchers sent in support of payment for carriage, boat hire, and other small charges on account of naval and victualling stores, are to be supported by a certificate on form S. 20. When the form cannot fully be complied with, it is to be adapted to afford such information as will enable the payment to be examined properly before it is allowed. The nature of the stores, *i.e.*, whether naval, naval armament, victualling, medical, etc., is to be stated in all cases, together with the amount paid in respect of each. *See* **1794** *(Boat Hire).*

1816. Expenses in escorting Army and Royal Air Force Deserters, etc.—All expenses incurred by Naval or Royal Marine escorts in escorting deserters from the Army or the Royal Air Force, or by Naval or Royal Marine witnesses in attending Army or Royal Air Force courts-martial, are to be borne by naval funds.

2. **Army and Royal Air Force Escorts for Naval, etc., Deserters.**—Army or Royal Air Force funds will, in like manner, bear any expense incurred by Army or Royal Air Force escorts in escorting deserters from the Royal Navy or Royal Marines, or by Army or Royal Air Force witnesses in attending Naval or Royal Marine courts-martial, and no claim that may be made locally by Army or Royal Air Force Paymasters for such service is to be admitted.

CHAPTER LI

VICTUALLING INSTRUCTIONS*

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SECTION I—VICTUALLING, GENERAL ARRANGEMENTS AND ALLOWANCES

1817. Definitions.—The definitions of the allowances referred to in this Chapter are as follows, and the titles given are strictly to be adhered to in all correspondence, returns, etc.

Messing Allowance.—The allowance payable in cash to the messes of officers and men who are victualled in kind on standard ration.

Provision Allowance.—A compensatory allowance payable to officers and men who are required to victual themselves from other than Service sources.

Leave Allowance.—The allowance in lieu of victualling payable to petty officers and others on leave exceeding 48 hours. (*See* clause 2 (*f*) below.)

Victualling Allowance.—The allowance payable in lieu of standard ration (less spirit) and messing allowance, as authorized in the following clauses. For spirit ration or grog money, *see* Articles **1827** and **1832.**

NOTE.—The rates of the above allowances, which are subject to periodical revision, are promulgated in Admiralty Fleet Orders.

2. Manner of Victualling.—All persons belonging to the Royal Navy or Royal Marines, however borne, are to be victualled in the following manner—

(*a*) **Officers** are to be allowed the option of being credited with victualling allowance at the current rate, or of being victualled on standard ration together with messing allowance at the current rate. Such option is to apply to all members of the mess, and having been exercised, is not to be varied until the beginning of the following quarter. When officers are on leave exceeding 48 hours, or when they are in receipt of provision allowance or victualled by the Crown, they are not eligible for either victualling allowance or standard ration and messing allowance.

(*b*) **Petty Officers and others of the Ship's Company** are to—

(i) receive the standard ration laid down in Appendix XIX, part 1, together with messing allowance at the current rate, which is to be credited to their messes as provided for in Article **1833**;

or

(ii) be victualled on the system known as the general mess system, whereby the Accountant Officer is responsible for providing the full messing under instructions issued by the Admiralty.

(*c*) **Officers' Stewards, Officers' Cooks and Cooks (O),** when formed into a separate mess, are to be victualled in the same manner as petty officers and others; when included in officers' messes, they are to be victualled in the same manners as the officers of the mess to which they belong, receiving in addition, if entitled, spirit ration or grog money in lieu (*see* **1832**).

* *See* **Article 1452, clause 2,** and B.R. 93—Manual of Victualling.

(*d*) **Artificer Apprentices, Boys and Youths** in sea-going training ships, and boys formed into separate messes in other ships in which the ships' companies are victualled on the standard ration system, are to receive the ration laid down in Appendix XIX, part 1 (*a*), note *h*, together with messing allowance, credited to their mess as prescribed by Article **1833.**

(*e*) **Boys in Stationary Training Ships,** or in training establishments on shore, are to be victualled in accordance with the Training Service Regulations.

(*f*) **Men on Long Leave.**—Petty officers and others borne on ship's books are to be credited with leave allowance in lieu of victualling during leave exceeding 48 hours, but excluding week-end leave.

Men who are granted leave on purely compassionate grounds from His Majesty's ships abroad, and who proceed home or return at their own expense, are to be granted leave allowance during the whole period of absence on leave, except when victualled in any ship or naval establishment.

Ratings in receipt of provision allowance are to be credited with leave allowance instead when they proceed on long leave. (*See* Article **1673**, clause 9.)

(*g*) **Men on Short Leave.**—For each man absent on short leave and not checked for victuals, victualling allowance is to be credited to the mess in place of the standard ration (except spirit) and messing allowance. A money payment of 3d. a day in lieu of spirit ration is also to be made to the mess for each man who would have received spirit ration.

This procedure is to be followed also, so far as the exigencies of the Service permit, on the day of departure when men leave before noon, and on the day of return when they return after noon, any meals which such men may require on these days being taken on repayment out of the victualling allowance.

(*h*) **Offenders awaiting Disposal, etc.**—Men on (or awaiting) passage home from abroad after they have been dismissed from the Service, or have been discharged in consequence of civil conviction involving imprisonment, men sentenced to penal servitude, imprisonment or detention, and men under close arrest awaiting trial or awaiting approval of warrant under Article **353**, clauses 1 and 2, or awaiting issue of committal warrant after conviction by court-martial, are (i) to be formed into a separate mess whenever practicable, and are then to receive the standard ration laid down in Appendix XIX, part 1, without messing allowance and without spirit or any allowance in lieu (except that temperance men under close arrest awaiting trial will receive, if entitled, the allowance in lieu—*see* Article **1832**); but (ii) when they cannot be messed separately, they may be victualled in the manner prescribed in sub-clause (*b*), but without any spirit or allowance in lieu, except as provided for in (i) above. Officers are to be victualled as prescribed in sub-clause (*a*).

(*i*) **Men in Cells** are to be victualled on the special scales of diet prescribed by Appendix XIX, part 1 (*c*). (*See* **1832** (3).)

(*j*) **On Sunday.**—In shore establishments and stationary ships, and in sea-going ships present and giving week-end leave at ports in the United Kingdom and Irish Free State, no issue of the standard ration is to be made on Sunday, Christmas Day, Boxing Day, Good Friday, Easter Monday, Whit Monday, King's Birthday and August Bank Holiday. For those days, the messes are to be credited with victualling allowance in lieu of standard ration and messing allowance, any Service provisions that may be required being taken up on repayment, as provided in Article **1834**. Spirit is to be issued only for the men actually present who are entitled to it.

The foregoing procedure may be extended to include Saturdays when such extension is considered desirable, and may be followed on Christmas Day in other ships at home and abroad in which the ships' companies are victualled on the standard ration system.

(*k*) **Option of taking Victualling Allowance in lieu of Standard Ration and Messing Allowance.**—In shore establishments and stationary ships, and in sea-going ships when present at ports in the United Kingdom and Irish Free State, chief petty officers' and petty officers' messes may be allowed the option of taking victualling allowance in lieu of standard ration (less spirit) and messing allowance for every day in the week, or of receiving it

on two days in the week, and the standard ration and current messing allowance on the remaining five days. Such option, where exercised, is to apply to all members of the mess, and in shore establishments and stationary ships is to be adhered to for the whole of the quarter. In sea-going ships present at ports in the United Kingdom or Irish Free State, the messes are to notify weekly whether or not they desire to exercise this option.

(*l*) **Paying off at Home.**—On the day of paying off at a home port, the messes are to be credited with victualling allowance, and grog money in lieu of spirit for those entitled to the spirit ration, in respect of every person proceeding on leave, in lieu of the standard ration and the current messing allowance; persons discharged direct to other ships or to shore establishments without proceeding on leave, including Royal Marines discharged to headquarters, are to be dealt with under Articles **1724**, **1734**, and **1821**, and their names placed on a separate transfer list, the breakfast ration issued to them being claimed in the victualling account as an extra issue; persons remaining for the new commission are to be victualled in the ordinary manner.

1818. Persons not belonging to the Navy.—1. *Deleted.*

2. Workmen in the War Department detained beyond a day and a night to complete work on board, and dockyard workmen detained on board all night, are to receive the standard ration and be paid messing allowance at the current rate, to enable them to purchase any additional articles they may require from the canteen or from the stock of provisions on board, or they are to be victualled under the general messing system if this system is in force.

Dockyard workmen not detained on board all night should not normally be victualled, and should themselves pay for, or provide, their own food. These workmen are entitled to subsistence allowance, provided the period involved exceeds ten hours, under the conditions laid down in the Instructions for the Conduct of Cash Duties in H.M. Dockyards.

Lists of workmen victualled are to be forwarded, with dates of victualling, by the Captain to the heads of the establishments to which they belong, in order that, whenever authorized, the proper deductions may be made from their wages; and that subsistence allowance may not be paid in addition.

Dockyard employees are never entitled to supplies of food from the ship's canteen free of cost.

3. When workmen belonging to private firms are victualled on board His Majesty's ships, they are to receive the standard ration, and be credited with the messing allowance in the same way as naval ratings, or they are to be victualled under the general messing system if this system is in force.

The value of Government provisions drawn on repayment is to be recovered out of the messing allowance when the workmen receive the standard ration, and issues of Government provisions are not to be made in excess of this allowance.

Canteen bills may be paid by the Accountant Officer to the extent of the balance of messing allowance remaining, but any supply made in excess of this balance is to be regarded as a private transaction between the canteen and the workmen affected.

All claims in respect of victualling the employees of private firms will be made by the Admiralty. Particulars of the description of victualling provided, and any messing allowances credited, together with separate nominal lists, and the period of victualling, in duplicate for each firm, are to be forwarded to the Director of Victualling on completion of the work.

Whenever members or employees of private firms are accommodated in officers' messes, no victualling allowance is to be credited to the mess on their account. The mess is to arrange for the full cost of the messing to be recovered from the individuals concerned.

See **725** (*Hired Men*).

3a. Persons victualled in H.M. Seagoing Ships on standard ration and messing allowance (or on general messing) under clauses 2 and 3 above, are eligible for the spirit ration if over 20 years of age. The lists referred to above are to state whether the persons were issued with spirit ration or not. The spirit ration is not to be issued to civilian workmen victualled in shore establishments or stationary ships.

3b. Officers of the Army or Royal Air Force embarked in His Majesty's ships for duty (*see* **1696**, clause 4), are to be borne for victualling and required to pay mess subscription except when the period is short, involving only one or two casual meals.

Officers who would ordinarily mess in the gun-room are not to be paid any allowance in the nature of the difference in mess subscription if messed in the ward-room (*see* **613**, clause 3 *and* **617**, clause 4).

When the period of embarkation is less than 24 hours, involving only one or two casual meals, the officers should not be borne for victualling; they should settle their own mess accounts. No payment should be made from Navy funds either to the mess or to the officers, as they are normally in receipt of subsistence allowance from their own departments when on detached duty.

3c. Except as provided in clause 3, Admiralty and Dockyard officers embarked in His Majesty's ships or serving in Naval Establishments ashore, who are given temporary or quasi-naval rank requiring them to wear uniform (*e.g.*, Assistant Constructors and Assistant Electrical Engineers), are to be victualled and dealt with in the same manner as Naval officers and are not eligible for subsistence allowance while so serving.

Other Admiralty and Dockyard officers (including Overseers and Assistant Overseers) when embarked in His Majesty's ships or employed in Naval Establishments ashore on detached duty are eligible for subsistence allowance under the conditions laid down in the Home Dockyard Regulations. They are not, therefore, to be victualled, but should be messed in their appropriate mess and should settle their own mess accounts direct with the mess concerned. Subsistence allowance will normally be paid by the establishments to which the officers belong.

These regulations are not applicable to the Constructor Officers on the staffs of the Commanders in Chief, Home and Mediterranean Fleets, who receive special allowances and pay for their own messing, or to Naval Construction Cadets for whom special regulations are in force. The Constructor Officer on the staff of the Read Admiral (S) is eligible for subsistence allowance under the conditions mentioned in paragraph 2 above. The provisions of paragraph 1 above do not apply to certain officers (*e.g.*, Assistant Electrical Engineers, 1st and 2nd class and Technical Officers) undergoing training who are accommodated in Naval Establishments ashore. Such officers are required to pay for their own messing and are not eligible for victualling allowance or subsistence allowance.

4. Troops or airmen victualled by the Royal Navy are to be victualled in all respects as naval ratings, except that neither the spirit ration nor grog money is to be allowed to troops or to airmen, unless serving with the Royal Navy for duty. Troops or airmen, when serving with the Royal Navy for duty and borne for victualling, are eligible for the spirit ration or grog money in lieu under the same conditions as naval ratings (Articles **1827** and **1832**).

Troops or airmen accommodated and victualled in H.M. ships or Naval establishments while training for, and when taking part in, combined operations, may also receive the spirit ration or payment of grog money in lieu, under the same conditions as Naval ratings.

4a. Whenever R.A.F. officers and ratings are borne for victualling, "omnibus" certificates in duplicate are to be furnished (officers and men separately), showing respectively the aggregate numbers of officer-days and men-days victualling supplied to Royal Air Force in each quarterly accounting period, sub-totals being shown for temperance and grog men. Persons on duty should be distinguished from those on passage. These certificates should be signed by the Naval Accountant Officer and also (where practicable) by a R.A.F. officer; and it is important that they should relate strictly to the normal three-monthly periods. Any items inadvertently omitted should be reported specially to the Director of Navy Accounts. (*See* **1700**, clauses 6 and 14).

5. Women or children on passage, other than those provided for in Article **1687**, are to be victualled in accordance with the scale laid down in the Regulations for H.M. Sea Transport Service.

6. When merchant seamen are embarked for passage in His Majesty's ships, immediate steps are to be taken to prefer a claim for the cost of rations, etc., issued, on the senior Customs or Consular Officer at the port of disembarkation.

7. The documents authorizing the victualling of civilians, or copies of such documents where the originals have been sent, in accordance with clause **2**, to the heads of the establishments to which the persons belong, are to be forwarded into Office with the victualling store accounts. (*See also* **1700**, clause 6).

1819. Persons to be Checked.—Persons who, if on board, are entitled to victualling under Articles **1817** and **1818** are to be checked, and their provisions and messing and victualling allowances stopped—

(*a*) if sent to, or victualled on board, other ships;

(*b*) if victualled in the sick mess, or sick in hospital, sick quarters, or at home and entitled to leave allowance under Article **1440**;

(*c*) if absent on duty and entitled to subsistence or provision allowance (*see* **1666** and **1673**);

(*d*) if absent without leave;

(*e*) if absent on leave for upwards of 48 hours (*see* **1832 (3)**).

2. Such persons are to be checked on the day on which they leave the ship, if they leave before noon, and on the day following, if they leave after noon. Similarly, they are to be allowed their provisions and allowances for the day on which they return to their ships when they return before noon.

3. **Victualling Leave and Check Books.**—The victualling, including messing, etc., allowances of the persons specified in clause 1 are to be checked from the officers' victualling leave and check book kept in the ship's office, and from the gangway victualling and check book kept by the Master-at-Arms.

1820. Persons Casually Victualled.—When persons belonging to a ship are temporarily victualled in another of His Majesty's ships, a nominal transfer list, showing the dates between which they were victualled, and the amount (if any) credited to each man for leave allowance (Article **1817**, clause 2. (*f*), is to be forwarded to their own ships on their return.

1821. Men transferred from other Ships.—When men are drafted from one ship to another, their transfer lists are to be dated on the last day upon which they shall have been fully victualled, and the periods of their victualling, as shown in the ledger, are always to accord therewith.

2. **Provisions issued but not utilized.**—If any provisions shall have been issued previously to the men leaving the ship which cannot be used on the following day, the Accountant Officer may take credit for the same in his account, producing in support of his claim a certificate approved by the Captain.

1822. Permission to land Provisions and Soap.—Officers in command of His Majesty's ships and fleet establishments at home ports may allow provisions (except fresh milk) not liable to duty, and soap, to be landed under the following restrictions:—

(*a*) The permission is to be given to, or withheld from, individuals at the discretion of the Commanding Officer.

(*b*) None are to be landed without a pass from the Commanding Officer on form S. 263.

(*c*) Not more than 4 lbs. of fresh meat is to be taken ashore weekly by any person, and particular care is to be taken that the privilege is not exercised to the detriment of the mess generally.

(*d*) The total value and the quantities of other articles of provisions which may be taken ashore weekly by any person shall be subject to such limitations as may be laid down by the Admiralty from time to time.

(*e*) The amount of soap landed by any individual is not to exceed 3 lbs. per month.

NOTE.—This privilege is suspended for the duration of the present hostilities.

1823. Substitutes.—No article of victualling is to be substituted for any other in the standard ration, except as laid down in Appendix XIX, and no additional issues are to be made, except under the Captain's authority, as provided in Article **1825**, or on repayment, as provided in Article **1834**.

2. **Short Allowance.**—Should the Senior Officer present deem it expedient, owing to depletion of the stocks on board, to direct that the allowance of provisions in the standard ration be diminished, the short allowance shall be applicable to every person on board, and the value at the current issuing price of the provisions withheld is to be credited to the messes.

1824. Sick Mess.—When any patient is entered on the sick list, his spirit ration is to be stopped, unless otherwise ordered by the Medical Officer; should the latter consider a change of diet necessary, he is to inform the Accountant Officer in writing; the patient is then to be checked from his own mess, and transferred to the sick mess.

2. **Ships with no Sick Mess.**—In ships in which no sick mess can be formed, a patient on the sick list, who requires a change of diet, is to be victualled specially in his own mess, his ration and messing allowance being stopped, and the transactions shown in the books and accounts, in the same manner as though a sick mess had been formed.

1825. Extra Issues.—The Captain may authorize the issue of additional rations in any of the following circumstances:—

2. **Lime Juice.**—A daily issue of lime juice and sugar, in quantities not exceeding $\frac{1}{20}$th of a pint and 1 oz. respectively, may be made to every person on board on the requisition of the Medical Officer. The lime juice and sugar, at the Captain's discretion, are to be made into sherbet or mixed with the men's allowance of grog, but they are never to be used separately.

When troops on board are in charge of an Army Medical Officer, the Captain is to be guided by his recommendation as regards this extra issue.

3. **Engine-Room, etc.**—Persons employed in the engine-room and stokehold and in coal trimming, when the ship is under way, may receive extra issues as follows, irrespective of any issue that may be made under clause 2 of this Article:—

(*a*) Oatmeal and sugar in the proportion of $\frac{1}{2}$ oz. sugar to 2 ozs. oatmeal.
(*b*) Lime Juice ..... $\frac{1}{20}$th of a pint.
Sugar ..... 1 oz.

These extra issues may be made to persons employed in the engine-room and stokehold in harbour, if considered necessary by the Captain and provided that the temperature of the compartments in which the men are working clearly exceeds 100 degrees F. Ordnance Artificers and other persons where working in oil-driven turrents may also receive these issues under the same conditions.

4. **Men exposed to severe weather, etc., and Men on duty at night.**—Men who at any time are exposed by their duties to unusually severe weather or who are engaged in heavy extra work, such as coaling, etc., or other employment of an exceptional character, may receive an additional ration of—

$\frac{1}{2}$ lb. bread or biscuits.
6 ozs. preserved meat;

together with:—

(*a*) $\frac{1}{2}$ oz. soluble chocolate,
$\frac{1}{2}$ oz. sugar,
$\frac{1}{2}$ oz. milk; or
(*b*) $\frac{1}{3}$ oz. tea,
$\frac{1}{2}$ oz. sugar,
$\frac{1}{2}$ oz. milk; or
(*c*) $\frac{1}{2}$ oz. coffee,
$\frac{1}{2}$ oz. sugar,
$\frac{1}{2}$ oz. milk; or
(*d*) One of the extra issues specified in clause 3.

Men on duty at night may receive one of the additional rations (*a*), (*b*) and (*c*) at the discretion of the Captain, whenever the circumstances are considered to justify such issues.

5. It is not intended that the extra issues under clause 4 should be made more often than once in twenty-four hours to the same individual, except in very special circumstances. If the Captain considers a second issue necessary, he is to forward a special report of the circumstances to the Commander-in-Chief, who is to transmit it to the Admiralty with an expression of his opinion, as to the necessity for the second issue.

6. **Men on Detached Duty.**—When small numbers of men are prevented by the exigencies of the Service from being on board their own ships at the proper meal times, and are therefore unable to make use of their own rations, the Captain may

sign a voucher (S. 75a) authorizing each man to obtain provisions under the conditions detailed below.

The special meal allowances authorized are as follow:—

Dinner	8d.
Breakfast or Supper	4d.
Tea	3d.

and they may be paid under the following conditions:—

(*a*) To men who are unable to use their own rations owing to their absence, for Service reasons, from their ships, under circumstances which do not admit of their taking with them a meal prepared from their share of the ordinary mess supplies.

(*b*) To men passing through and temporarily detained in barracks and stationary establishments at the home ports, for whom it is necessary to provide a meal or meals, although they may be borne elsewhere for victuals for the day.

(*c*) No credit in respect of any individual for a continuous period of 24 hours is to exceed the appropriate zonal rate of victualling allowance.

(*d*) The allowance is to be credited to the men's own messes when they are provided with a special meal to take with them on leaving their ships; or to the messes in which they are actually provided with meals when they are temporarily detained in another ship or establishment; or the men may be provided with chits enabling them to obtain food to the value authorized from the canteen, if circumstances render this course more convenient.

(*e*) When men provided with food under this clause are also entitled to subsistence allowance, the cost of the meals supplied is to be abated from the subsistance allowance paid.

7. These meal allowance vouchers are to be issued only in exceptional cases when it has been impossible to arrange for the preparation of the meals beforehand.

8. **Increased Meat Rations in War Time, etc.**—In war time, or under other arduous conditions, the service dinner ration of fresh meat may be increased from $\frac{1}{2}$ lb. to $\frac{3}{4}$ lb. per man, the ration of preserved meat from 6 ozs. to 9 ozs., and the ration of meat and vegetables (tinned) from 1 lb. to 1$\frac{1}{4}$lbs., by authority of the Commander-in-Chief or Senior Officer present.

9. **Surveying Ships.**—In ships employed on surveying or other exceptional service, extra issues of provisions, preserves and other special articles, supplied by the Admiralty from time to time, may be made at the discretion of the Captain.

10. **Submarines.**—Extra issues of the special articles of provisions supplied by the Admiralty (known as submarine emergency comforts) may be made at the discretion of the Commanding Officer on board any boat engaged on a cruise of 24 hours or over. The occasions on which these comforts are issued during the cruise, together with the quantities served out, are to be determined by the Commanding Officer, who is to furnish a certificate in support of the issues, to be forwarded into Office with the store accounts.

11. **Extra Issues of Spirit.**—Extra issues of spirit are not to be made, except in very exceptional circumstances such as occasions of particularly arduous service or exposure, and with the approval of the senior officer present. An Officer authorizing an extra issue of spirit is to make a full report of the circumstances to the Commander-in-Chief or Flag Officer Commanding who is to transmit it to the Admiralty with an expression of his opinion thereon.

As a temporary war measure Commanders-in-Chief or Flag Officers Commanding may give covering approval to extra issues of spirit without transmitting the reports of the circumstances to the Admiralty; these reports with the covering approval to the issues are to be forwarded with the Provision Account.

The order "Splice the Main Brace" is to be regarded as authorizing the special issue of a ration of one-eighth pint of rum to each officer or man of or over 20 years of age who desires it, and the general procedure indicated in the preceding paragraph is to be followed. Officers and men under 20 years of age may receive a special issue of one-twentieth pint of lime juice and 1 oz. of sugar, and a similar issue may be made to other officers and men who do not desire the rum ration. No money payment in lieu is allowable. The issue of the special rum ration is to be made under the general conditions laid down in Article **1827,** clauses 2 and 3, except that the time of issue may be arranged as considered desirable.

12. **Candidates for Entry** who arrive after the dinner hour are, at the Captain's discretion, to be provided with a meal, although they may have been paid subsistence allowance for the same day. The provisions thus expended are to be credited in the accounts as extra issues.

1826. Extra Issues: when made, etc.—The extra issues referred to in the foregoing Articles are to be made at such time and in such manner as the Captain or Senior Officer may direct; the Accountant Officer is to show them in the daily issue book (S. 71a), and to include them in certificate J of the provision account (S. 83, part I).

1827. Spirit Ration.—A daily ration of ½ pint of spirit, or an allowance in lieu (grog money, *see* **1832**), is allowed to persons victualled on standard ration and messing allowance, or on the general mess system, or in receipt of victualling allowance, except as follows:—

(*a*) No person is to receive a spirit ration in kind, or grog money in lieu, until he is 20 years of age.

(*b*) No officers are entitled to the issue of a spirit ration (except under the special arrangements referred to in clause 4 and in Article **1825**, clause 11), or to an allowance in lieu.

(*c*) The spirit ration is not to be issued to naval ratings serving in naval hospitals or hospital ships; nor to Royal Marines at R.M. divisions or the Depot, R.M. These men are to receive grog money in lieu, if entitled (*see* **1832**).

2. The allowance of spirit for the ship's company is to be mixed with two parts of water to one of spirit and issued every day on deck in the presence of such officer as the Captain may appoint. It is, as a rule, to be issued at dinner time, but it may be issued later in the day, under the approval of the Captain, if exceptional circumstances render such a course desirable.

3. No raw spirit is ever to be issued except to officers (*see* clause 1 (*b*)), chief petty officers and petty officers. *See* **521** (*Trafficking in intoxicating drink*).

4. When officers are detached on particular service and the mess stores are not available, the spirit ration may be issued in special circumstances, subject to the procedure laid down for other extra issues of spirit in Article **1825**, clause 11.

5. In no circumstances is spirit to be issued on repayment.

1828. Spirit Ration of Persons Absent.—When any person who is entitled to the issue of the spirit ration and has elected to receive it, is absent from the ship but is not checked, the ration is not to be issued, but a money payment at the rate of 3d. a day is to be made to his mess in lieu thereof.

1a. **Spirit Ration of Parties landed.**—When parties, landed for duty or training, remain detached from their ship for a period exceeding 48 hours, and are not checked, and, in the opinion of the Commander-in-Chief, it is undersirable for the spirit ration to be issued, a money allowance, at the rate of 3d. a day, may be credited on the ledger to each person who would normally have received the spirit ration.

In special circumstances a similar allowance may be paid, at the discretion of the Commander-in-Chief, to ratings on detached duty, if otherwise entitled to the spirit ration, who are checked for victuals but are not in receipt of provision or subsistence allowances.

2. **Stoppages of Spirit.**—All authorized stoppages of spirit as punishments lapse to the Crown, except when the stoppages exceed 30 days for habitual drunkenness. Men whose grog is stopped for more than 30 days are to be paid for it in the ledger from the expiration of the 30 days, according to the scale laid down in Article **1832.**

1829.
1830. } *Deleted.*
1831.

1832. Allowance in lieu of Spirit.—An allowance (grog money) at the rate of 21s. a quarter is to be credited in the ledger in advance on the first day of each quarter to the undermentioned persons:—

(*a*) Persons victualled on standard ration and messing allowance, or on the general mess system, or in receipt of victualling allowance, who are entitled to the spirit ration, but who elect to receive grog money in lieu.

(*b*) Men victualled by the Army or the Royal Air Force, if otherwise entitled to the spirit ration, provided they do not elect, if permitted, to receive such issues of spirit or other alcoholic liquor as may be made either regularly or intermittently.

(*c*) Royal Marines at R.M. Divisions and Depôt, R.M., over 20 years of age, or under 20 years of age if entered before 1st October, 1930.

(*d*) Naval ratings serving in hospitals or hospital ships, if otherwise entitled to the spirit ration.

(*See* **1748**—*Method of payment.*)

2. A man electing to receive the spirit ration can exercise his option with effect only from the first day of a quarter. Exceptions to this rule are made for—

(*a*) all men attaining the age of 20, when the option may have effect from the first day of the month subsequent to their twentieth birthday.

(*b*) Royal Marines embarking from R.M. divisions or Depôt, R.M., and men returning after service with the Army or Royal Air Force, when the option may have effect from the first day of the month subsequent to the date of embarkation or return, respectively, and

(*c*) naval ratings serving in a hospital or hospital ship on discharge to the fleet or to a depôt, when the option may have effect from the first day of the month subsequent to the date of discharge from the hospital or hospital ship.

The option in favour of receiving grog money in lieu of the spirit ration can be exercised with effect from the first day of any month. An exception to this rule is made for ratings who wish to discontinue the spirit ration on the advice of the Medical Officer, in which instance the men may be allowed to receive grog money from the date on which they cease to draw the rum ration.

2a. Men attaining the age of 20 years are to be credited with grog money from their 20th birthday until they are eligible to exercise the option referred to in clause 2, provided that they are not precluded from receiving payment under clause 3.

3. Grog money is not payable during periods of imprisonment, detention, or desertion, or to men messed as directed in Article **1817,** clause 2 (*h*), or whilst a rating is in receipt of provision allowance (including periods during which a rating in receipt of provision allowance proceeds on long leave and is then in receipt of leave allowance), but the payment of grog money is to continue to those already receiving it in respect of the following periods:—

(*a*) If sent to or victualled in other ships (the allowance is to be credited in advance in the ship in which borne for pay).

(*b*) If victualled in the sick mess, or sick in hospital, hospital ship, sick-quarters or at home (except when in receipt of provision allowance, or leave allowance following provision allowance, immediately prior to going sick).

(*c*) If under close arrest awaiting trial and messed as directed in Article **1817,** clause 2 (*h*).

(*d*) If on leave or absent over leave (except when in receipt of provision allowance immediately prior to going on leave).

(*e*) If in cells or undergoing No. 11 or No. 15 punishment.

4. The allowance is to be credited at the rate of 3d. a day for broken periods. Thus, for ratings newly entered from shore after the first day of the quarter and entitled thereto, the allowance is to be credited for the remainder of the quarter at the rate of 3d. a day, provided that the maximum credit does not exceed 21s. For men, who, during any quarter are finally discharged from the Service, or are checked grog money (*e.g.*, as may be under (*b*) and (*c*) of clause 2, or by reason of imprisonment, detention, desertion, or being in receipt of provision allowance), the initial credit of 21s. is to be cancelled and adjustment effected, subject to the maximum above prescribed, at the rate of 3d. a day. For deserters, adjustment is to be made to the date of being marked "Run." If a man is placed on provision allowance whilst serving as at (*a*) of clause 3, the ship in which he is borne for pay is to be notified in order that the grog money credit may be adjusted.

5. *Deleted.*

6. Naval ratings, Royal Marines, and also Troops or Airmen serving with the Royal Navy for duty and borne for victualling, are to be classified on ledgers, pay documents and in mess books, as follows :—

U.A. (Under Age).....All ranks and ratings until they attain the age of 20 years.

G. (Grog) .....All men who are eligible for and receive the spirit ration in kind under Article **1827.**

T. (Temperance) .....Those eligible to receive grog money in lieu of the spirit ration.

The distinguishing letters are to be in red ink and should be placed in ledgers and on pay documents beneath the men's names, and in the mess books in the column "Whether Grog."

The classification of individuals in the mess books is to be compared with the ledger at least once a quarter.

Section II—Messing Allowance

1833. To whom Payable.—The standard ration laid down in Appendix XIX, part 1, is restricted to the ordinary daily requirements of the ship's company in respect of the staple articles of diet, and, in order to enable messes to purchase other provisions to supplement this ration according to their different tastes, a money payment at the current rate will be allowed in addition to the following persons mentioned in Articles **1817** and **1818**:—

(*a*) Officers who elect to receive victuals in kind.
(*b*) Petty officers and others.
(*c*) Officers' stewards, Officers' cooks and Cooks (O) when in receipt of the standard ration.
(*d*) Artificer apprentices, youths and boys (except boys in stationary training ships).
(*e*) Dockyard workmen detained on board all night.
(*f*) Workmen of the War Department detained on board beyond a day and a night.
(*g*) Troops, or R.A.F. personnel, when embarked in His Majesty's ships.
(*h*) Employees of private firms when victualled in His Majesty's ships.

2. This messing allowance is to be credited to the mess and not to the individual, and is not payable for any person in respect of any period for which he is checked under Article **1819.**

3. **Allowance in lieu of Meat.**—With a view to enabling messes to provide themselves, if desired, with a special dinner of their own choosing on Sunday, every mess is to have the option of not taking up the meat ration on one day in the week, and of receiving in lieu of the same an additional money allowance per man for that day (the allowance is promulgated periodically in Admiralty Fleet Orders), but such option is to be declared at the beginning of the month, and is to extend to the whole of that month.

This allowance can also be paid on Christmas Day if desired.

4. **Monthly Settlement.**—At the end of each month, the Accountant Officer is to deduct from the total amount due to the mess in respect of messing allowance, Sunday dinner allowance, and allowances under Articles **1817,** clause 2 (*g*), **1825,** clause 6, and **1828,** clause 1, the cost of any government provisions purchased by the mess, as provided for in Article **1834,** and also any sums due under Article **1885;** having done so, he is to pay the mess bills due to the canteen, so far as the sums in his hands will permit, any balance remaining being paid to the respective messes.

5. A statement on form S. 73, showing the disposal of the above allowances for each mess, is to be drawn up by the Accountant Officer, and publicly exhibited for 24 hours previous to the settlement of the same.

A statement on form S. 74 is also to be prepared as laid down in Article **630,** clause 8.

1834. Provisions on Repayment.—The provisions on board, in charge of the Accountant Officer, are to be available for issue to all messes on repayment, under the following conditions:—

(*a*) The prices to be charged are to be those laid down in the provision issue price list, or as the Admiralty may from time to time direct.
(*b*) The issues are to be made to messes only, any individual purchases being made through the mess caterer, and the total value of the issues to each mess is to be recovered from the mess at the end of the month.
(*c*) No spirit or lime juice is to be issued on repayment, and the issue of fresh meat on repayment is to be limited to ½ lb. per head per diem for persons who receive the standard ration in kind, and to ¾ lb. per head per diem for officers and others not receiving the standard ration in kind. When fresh milk is supplied as the service ration under Appendix XIX, part 1, it may also be issued on repayment for consumption on board, but not for the purpose of being taken on shore.
(*d*) The directions with regard to taking provisions on shore (Article **1822**) are strictly to be observed in the case of provisions taken up on repayment.
(*e*) If, owing to any exceptional circumstances, the Captain is of opinion that the issue of provisions on repayment may unduly reduce the stocks on board before replenishment can be obtained, he is to place such temporary restrictions as he may consider desirable upon the issues, pending replenishment of the stocks.

2. The Captain is to arrange for suitable facilities to be given for taking up these provisions at short notice, and, if possible, for small quantities of the articles in chief request to be kept as a "ready issue stock" obtainable at convenient hours during the day.

Section III—Supplies, Etc., of Victualling Stores

1835. Demands.—Demands for provisions, clothing or other victualling stores are to be made by the Accountant Officer on a Victualling Yard, or on a government contractor or an authorized agent of the Admiralty, whenever possible. The demands are at all times to be so framed as to provide in the most efficient manner for the probable requirements of the ship, according to the rate of expenditure which may be expected to take place. *See* **1900** (*Purchases: authority to make*).

1836. Fresh Provisions.—The Accountant Officer is to take measures, by demands on a Victualling Yard, or a government contractor or agent, or by purchase if necessary, to provide the requisite supplies of fresh meat, vegetables and bread.

See **1843** (*Examination of Contractor's deliveries*) and **1901,** clause 4 (*Information as to contracts*).

2. Printed lists of all contracts for fresh meat, vegetables and bread are distributed to the Commanders-in-Chief at the home ports and to the Flag Officers of the fleets and squadrons concerned for distribution to ships under their command, including auxiliary vessels, etc. In the event of any Commanding Officer, or other officer concerned, not receiving particulars of these contracts in the usual course, and not being in possession of information as to names of new contractors when the date of expiry of the old contracts arrive, application should at once be made to his Senior Officer for the required information. Particular care should be taken to see that at ports where contracts exist, orders are not given to firms other than the Admiralty contractor unless requirements are too large for the contractor to cope with single-handed.

1837. The ship's company is to be supplied with fresh meat and vegetables whenever practicable, whether at home or abroad, and ships, when proceeding to sea and unlikely to touch at any port for supplies, are to take with them as large a supply of potatoes as can be kept in a good and serviceable condition.

1838. Bread.—In ships fitted with bakery plant, the arrangements in regard to baking are to be such as to admit of bread, under ordinary circumstances, being

issued every day. The Captain may, however, sanction the occasional purchase of bread from the shore if, in his opinion, this course is advisable to afford relief to the staff employed in the bakery, or if the quantity that can be produced on board is insufficient for the requirements of the ship's company.

2. In ships not fitted with a bakery, arrangements may be made to bake bread in the ship's galley, whenever the cook or other ratings are qualified to do so and sufficient space is available, the flour and other ingredients required being issued by the Accountant Officer. If bread is not baked on board, arrangements are to be made, when the ship is proceeding to sea and unlikely to touch at any port for supplies, to take on board three days' supplies of bread before leaving, whenever practicable.

See **1624** (*Extra Pay for Breadmaking*).

1839. Stocks of Provisions and Medical Comforts.—The stocks of provisions and medical comforts on board His Majesty's ships are to be regulated on the basis laid down in Appendix XIX, part 2.

2. **Clothing.**—The stocks of clothing are to be regulated on the basis of a maximum of three months' average requirements.

3. In special circumstances, the Commander-in-Chief or Senior Officer may authorize ships to fill up with quantities of stores for any longer period that he may consider necessary in excess of the maximum laid down.

4. The stocks on board vessels for which special establishments of stores have been fixed are to be regulated in accordance with these establishments.

1840.
1841. } *Deleted.*
1842.

1843. Supplies from Contractors.—All provisions and other victualling stores received from contractors are immediately to be inspected and carefully examined by the Accountant Officer for quantity and quality; if they are in any way defective or not in accordance with the conditions of contract, they are to be rejected and a report is to be prepared containing full particulars as to the cause of rejection or amount of deficiency, so as to enable the Admiralty or, on a foreign station, the Commander-in-Chief, to determine whether any penalties incurred by the contractor shall be enforced. In the event of the contractor refusing to replace articles so rejected or found deficient, the quantities required may, at the discretion of the Captain, be purchased under authority contained in Chapter LII, when the purchase voucher is also to be transmitted into Office with the report. (*See* **1905** and **1956.**)

1844. Receipt of Fresh Provisions.—Upon the receipt of fresh meat, vegetables, and bread, the quantities delivered are immediately to be weighed by a responsible member of the Supply staff, under the direction of the Accountant Officer.

2. *Deleted.*

3. **Attendance of Accountant Officer.**—The Accountant Officer, or an officer representing him, is frequently and at uncertain periods to be present at the weighing of fresh provisions on receipt on board. The fact, on all such occasions, is to be noted in the daily account book and initialled by the Accountant Officer present.

1845.
1846. } *Deleted.*

1847. Supplies from Victualling Yards.—Provisions supplied from victualling yards or ships are not to be refused on the plea of their being old or unfit for keeping. If there is reasonable ground of objection to such supplies, the Accountant Officer is to apply to the Captain for a survey thereon.

1848. Return of Surplus Articles.—The Accountant Officer is to keep in close touch with the stocks of provisions, clothing, and other articles in his charge, and if any are in excess of requirements, he is to inform the Captain and obtain his approval to return the surplus quantities into store whilst they are fit for re-issue.

When stores are returned in consequence of being surplus to requirements this is to be stated on the return note.

1849. Survey on Stores under Warranty.—The Accountant Officer is to make timely application to the Captain in order that all provisions supplied under warranty may be properly surveyed within seven days before its expiration, and he will be held responsible for any omission of this duty in the event of these articles subsequently proving defective. (*See* **1968.**)

1850. Stowage of Provisions.—Provisions are to be stowed in such manner that those of each description of the oldest date can always be readily got at for first expenditure.

2. **Dry Provisions.**—In the stowage of dry provisions, care is to be taken that the whole stock of any one description is not stowed in one hold whenever it is possible to dispose of it in two holds.

3. **Provision Rooms.**—The Accountant Officer is to keep himself acquainted with the place of stowage of all provisions and is to be attentive to the state of the ship's provision rooms or holds, so that they may at all times be kept as dry and as clean as the nature of the service on which the ship is employed will admit.

1851. Stowage of Spirit.—No spirit or wine is to be stowed elsewhere than in the spirit room, except as provided for by Article **1073**, clause 23.

1852. Stowage of Tobacco and Vegetables.—Tobacco that is not packed in hermetically sealed tins is not to be stored in any compartment which is insufficiently ventilated, as an atmosphere fatal to life may be produced.

2. Potatoes and other vegetables, when fermenting, give rise to a similar vitiated condition of the atmosphere, and special precautions are therefore necessary thoroughly to ventilate closed spaces, if vegetables are stored in them, before men are allowed to enter. Potatoes are not to be stored in unventilated spaces below the upper deck.

1853. Inspection of Provisions and Medical Comforts.—The Accountant Officer is frequently to inspect the provisions and victualling stores on board in order to ascertain their condition, and, whenever possible, to remedy any defects which may be discovered. He is to satisfy himself, so far as practicable, that all supplies of provisions are sweet, wholesome and good when sent on board, and that all casks and packages are sound and full.

2. The stocks of medical comforts are to be examined at least once every six months by the Medical and Accountant Officers, and steps taken to replace any which in the opinion of the Medical Officer are not sufficiently good and fresh for issue to the sick.

3. **If Inspection not made.**—If any circumstances should prevent the Accountant Officer from properly performing the duties referred to in clauses 1 and 2, he is to obtain the Captain's certificate to the fact and to the cause thereof, and transmit the same into Office; and in the event of a subsequent condemnation, the certified omission and cause are to be noted on the report of survey.

1853a. Care of Stores in Tenders.—When no Accounting Officers are borne, the Commanding Officers of tenders and prize vessels will be responsible to the parent ship for the care and preservation of all stores on board, as well as for their being kept complete, and issued, expended, and accounted for according to the established regulations.

1854. Stocktaking of Provisions.—Advantage is to be taken of the most favourable opportunities for verifying the remains of the provisions, and a notation of such examinations, with the dates thereof, is to be inserted in the numbers and contents book.

2. In destroyers, etc., the Commanding Officer, or an officer deputed by him, is to verify the quantities of victualling stores remaining on board, as shown in forms S.462, parts 1 and 2, at the end of each month; or, if this is not practicable, then on some more convenient date during the month as ordered by the Commanding Officer.

The certificates of muster on form S.462, parts 1 and 2, are to be signed by the officer who made the muster and approved by the Commanding Officer before the forms are forwarded to the parent ship.

3. In home waters, the Accountant Officer in charge of victualling stores in the parent ship, who is responsible and accounts for such stores supplied to the tenders (Article **1934**), is also to satisfy himself by periodical stocktaking, whenever convenient opportunity offers, but at least once every quarter, that the actual remains on board the tenders correspond with the remains as shown in the accounts.

On foreign stations, if circumstances render it impracticable for this verification to be made once every quarter, the period may be extended under the written approval of the Administrative Authority to six months.

Should it be obvious that a tender will be absent for a period exceeding six months, arrangements are to be made, if possible, by the parent ship to ensure that an independent stocktaking is held by the Accountant Officer of one of His Majesty's ships or naval establishments.

1855. }
1856. } *Deleted.*

1857. Clothing Room.—The clothing room is never to be appropriated to any other use or purpose whatever than the stowage of clothing and bedding; the Accountant Officer is to inspect the room from time to time, and the key is to be kept on a keyboard under a sentry's charge. Should he at any time find indications of damp, moth or vermin, he is immediately to inform the Captain, who will cause the earliest opportunity to be taken for its being cleared, and for such other measures being adopted as may be necessary for the correction of any defects, and the future protection of the articles stowed therein.

1858. Sacramental Bread and Wine.—The bread and wine required for the celebration of the Holy Communion in ships bearing Chaplains are to be supplied by the Accountant Officer.

1859. Officers' Library.—The reference library and circulating units issued for the use of officers are to be accounted for and dealt with in accordance with the instructions relating to these libraries in the Manual of Victualling.

2. **Ship's Library.**—The Accountant Officer, or when no Accountant Officer is borne the officer responsible for accountant duties, will have the sole charge of the ship's library, and will be responsible for the books therein being taken due care of and accounted for in the annual loan clothing and library account, according to the instructions contained in form S.1052.

3. The Captain is to direct the library to be opened for the issue and return of books at such time and on such days of the week as he may deem most expedient, and is to appoint the Schoolmaster, or, when none is borne, such other person as he may deem fit, to manage the issue and return of the books, under the directions of the Accountant Officer, who is to be guided by the printed directions contained in the Record catalogue.

4. *Deleted.*

5. **Quarterly Muster of Books.**—At the end of each quarter, and on paying off, the Accountant Officer will muster and examine the books. *See* **1884** (*Books lost*).

1860. *Deleted.*

1861. Uniform Clothing, etc., of Royal Marines.—The Accountant Officer is to have charge of all uniform clothing, necessaries and accoutrements, other than annual clothing, but including packages, furnished for issue to Royal Marines, being guided by the directions given in Articles **779, 780** and **781** and in Chapter XII (C) of the Manual of Victualling, as to demands, receipts, issues, etc.

Section IV—Issues and Returns

1862. Service Weights and Measures.—In issuing provisions, clothing, etc., no weights or measures other than those provided from His Majesty's stores are to be

used, and in order to ensure their accuracy, as well as for the satisfaction of the persons on board, they are from time to time, but, if practicable, at least once a year, to be compared with the standard weights and measures kept for that purpose at all victualling yards; a certificate of their examination, stating whether they were found to be accurate or were rectified, is to be transmitted into Office with the next victualling account.

1863. Order in which to issue.—Every article of provisions is to be issued in regular turn according to its age. In the event of any condemnations or losses occurring in consequence of any deviation from this rule, the Accountant Officer will be held responsible.

1864. *Deleted.*

1865. Serving out of Provisions and Spirit.—A petty officer or non-commissioned officer is to be detailed daily for duty in connection with the serving out, etc., of provisions and spirit. The duty of petty officer of the day is to be taken daily in rotation by all the available petty and non-commissioned officers. The petty officer of the day is always to be present when spirit is being measured off for, or issued to, the ship's company. He is also to attend when meat is being issued; any complaint with regard to the measure, issue and quality of spirit, meat or provisions is to be made through the petty officer of the day, who is to represent the matter to the officer of the watch.

2. **Attendance of Accountant Officer.**—The Accountant Officer, or an officer deputed by him, is frequently and at uncertain periods to be present at the measuring and issue of spirit and also at the issues of provisions generally. On all such occasions, the fact is to be noted in the daily account book and initialled by the officer present.

1866. Issues to Sick Mess.—Provisions in the Accountant Officer's charge required by the Medical Officer for the use of the sick, under Article **1370,** are to be supplied to him on his written demand, the Accountant Officer taking a receipt for the quantity so furnished, which is to be transmitted into Office with the victualling account. The Accountant Officer is to furnish the Medical Officer with a supply note corresponding in every particular with the receipt referred to. A similar course is to be pursued when soap is supplied, but a separate receipt is to be taken.

2. Articles forming part of the standard ration are not to be included in this receipt, but the quantities issued to the sick mess, as shown in the daily issue book (S. 71, part II, or S.71a), are to be totalled monthly, and their correctness certified therein by the signature of the Medical Officer.

1867. *Deleted.*

1868. Issue of Bedding on first entry.—A set of bedding, consisting of 1 bed, 1 blanket and 2 bed covers, will be supplied gratuitously to all men and boys on first entry into the Royal Navy, provided they are required to sleep on board and are not granted loan bedding. The conditions under which bedding is supplied to Maltese Non-C.S. ratings are laid down in the Uniform Regulations—*See* **1869** *(Marked Bedding).*

2. **Free Kit on Entry.**—Men and boys on first entry into the Royal Navy are to be supplied gratuitously with all the articles in the compulsory kit of their rating, and with certain additional articles as set out in the Uniform Regulations, subject, for non-continuous service ratings, to the following conditions:—

(*a*) that they are required to provide themselves with a regulation service kit,
(*b*) that no orders to the contrary have been given on the station.

To certain ratings, as laid down in the Uniform Regulations, a portion only of these kits will be issued on first joining, and the balance later.

3. **Transfers or Re-entries.**—Men transferring from the Royal Marines are to be treated as "first entries" in respect of the free issue of clothing and bedding. They are, however, to retain the use of marked bedding (Article **1869**) for such period as they are on probation. Men who on re-entry are not allowed to count their previous service for any purpose (Article **1584**), are also to be treated as first entries in respect of clothing and bedding.

4. Other men who transfer or re-enter are not entitled to any free issue of clothing or bedding unless they transfer to, or re-enter in, a rating, the uniform of which is of a different class from the uniform of the rating they last held. In this event they are to be allowed a free issue of any articles included in the "free kit" of their new rating which are not in the "free kit" of the rating they last held.

5. A re-entry or change of rating that is considered to require exceptional treatment with regard to the free issue of clothing or bedding is to be referred to the Director of Victualling.

6. **Men not Entitled to Free Issue.**—Men who on re-entry are not entitled to the free issue of a complete kit, may receive an advance of pay, if necessary, to enable them to purchase clothing, subject to the limitation that the advance will not bring them in debt to the Crown more than two months' pay. (*See* **1748,** clause 8.)

7. **Cap Ribbons.**—Every man or boy dressed as a seaman on joining a ship or establishment necessitating an alteration in the name on the cap ribbon is to be supplied with new ribbons on the following scale free of charge, unless he is transferred at his own request or through his own default when the fact is to be noted on his transfer list and no gratuitous issue of cap ribbons is to be made to him:—

(*a*) Ratings joining ships or establishments on foreign stations, or ships commissioning at home for service on a foreign station.....Three ribbons.

(*b*) Ratings joining ships stationed in home waters or establishments at home (*see* NOTE below).....Two ribbons.

(*c*) Ratings taking passage to or from the United Kingdom in His Majesty's ships.....One ribbon.

NOTE.—Supernumeraries on first joining a ship stationed in home waters, or an establishment at home, are to be given one cap ribbon only: the issue of the second ribbon is to be deferred until the completion of two months' service in the ship or establishment.

1869. **Marked Bedding for Royal Marines, etc.**—The bed, blanket, and two bed covers and hammocks, complete with clews, lanyards and lashings, supplied to each non-commissioned officer and man of the Royal Marines on embarkation (Article **753**), are not to be issued gratuitously, but are to be lent only. These articles, being the property of the Crown, will be stamped with the broad arrow in blue, and they are to be retained in the charge of the Accountant Officer, who is to show them in his clothing account as bedding in use by Royal Marines. They should be transferred from ship to ship with the men, provided that no extra cost is incurred thereby.

2. Royal Marines accepted as candidates for transfer to the Royal Navy are to retain the use of marked bedding for such period as they are on probation.

3. **Non-C.S. Band Ratings.**—Non-continuous service band ratings are to be supplied with marked bedding on loan.

4. **Africans and Asiatics,** when serving on board His Majesty's vessels in climates where blankets are necessary at night, are to be lent the requisite bedding, a supply of which is to be marked and kept exclusively for their use.

5. **Revenue and Quarantine Officers, Pilots, Troops, etc.**—Marked bedding may be lent to revenue and quarantine officers, and to pilots temporarily on board in the execution of their duty, as well as to personnel of the Army or Royal Air Force embarked for passage, should there be no troop bedding on board, but no charge is to be made on account of the bedding so lent.

1870. Issue of Clothing, Soap and Tobacco on Repayment.—Officers and men of the fleet, including Royal Marines, may take up on repayment from Government stocks on board His Majesty's ships, clothing, soap and tobacco, but the quantities of clothing and soap taken up are not to exceed those actually necessary for their personal use and comfort. The limits of issue of tobacco are set out in **Article 1871.**

1871. Limit of Tobacco Issue.—The quantity of tobacco issued is not to exceed 1 lb. per month for each person on the home station, and 2 lbs. per month for each person on a foreign station; but if not taken up by the individual at one serving, it is not to be issued to him, in addition, at any subsequent serving, neither is it to be supplied to any person who is not in the habit of using it.

1872. Articles issued on Repayment and Prices to be Charged.—A list of the items authorized to be issued on repayment to ships' companies, and of the prices to be charged for them, is promulgated in Admiralty Fleet Orders. No deviation from these prices is permissible without prior Admiralty sanction, and the authority for any prices charged, other than those set out in the latest Admiralty Fleet Order on the subject, is always to be quoted on the voucher to the clothing account.

1873. Procedure for issue of Clothing, Soap and Tobacco on Repayment.—All clothing, soap and tobacco issued to the ship's company on repayment is to be paid for in cash by the purchaser at the time and place of issue, unless authority has been given by the Admiralty for the value to be recovered by charging the amount against the purchaser in the ledger (*see* clauses 20 and 21). The following procedure is to be observed when payment is made in cash.

2. **Clothing.**—Issues are to be made at such times and on such occasions as may be found necessary and approved by the Commanding Officer. (*See* **1083.**)

3. Men are to insert their requirements in ink or indelible pencil on form S.80, and are to hand in this form at the clothing issue room in accordance with such arrangements as may be approved by the Commanding Officer.

4. The forms S.80 are to be examined by the Accountant Officer, or his representative, who is to satisfy himself that the quantities asked for are not excessive. Any requisition that in the opinion of the Accountant Officer is irregular is to be submitted to the Commanding Officer for directions.

5. After examination, the prices and values of the articles are to be inserted on form S.80 by the Supply staff, and issue of the articles is to be made forthwith on receipt of the value in cash from the purchaser.

6. The forms S.80 are to be abstracted daily on S.1048, which is to be made out in duplicate by the carbon process and numbered consecutively for each quarter. As soon as the issues for the day are completed and all forms S.80 have been entered up, the quantities of each item on S.1048 are to be totalled and their value worked out at the authorized prices. The total value of all the items should agree with the cash takings, and any difference is immediately to be investigated. Should adjustment be necessary, this is to be dealt with personally by the Accountant Officer.

7. The total issues for each day are to be abstracted on form S.1049. As each folio of this form is closed, the details are to be entered into the quarterly cash clothing account, form S.1050.

7a. Badges and small items of clothing are accounted for in form S.1049 on a cash basis. The details of quantities received and expended are to be shown in form S.1051.

8. **Soap and Tobacco.**—Issues are to be made monthly at such times as may be approved by the Commanding Officer.

9. Caterers of messes are to insert in ink or indelible pencil on form S.1047 the quantities required by each individual in their mess. The forms S.1047 are to be handed in by the mess caterers, under such arrangements as may be approved by the Commanding Officer, at the issue room, where they are to be dealt with similarly to the forms S.80 (*see* clauses 4 and 5).

10. When the issue is made, the caterers of messes are to pay for and draw the whole of the soap and tobacco required by their messmates, obtaining the individual amounts from their messmates beforehand or as they may desire. The distribution of the soap and tobacco to the individuals of each mess is to be carried out by the mess caterers as soon as possible after drawing it. Two copies of form S.1047 should be made out, one of which the caterer should retain for guidance in distributing the soap and tobacco.

11. Ratings not borne on the books of the ship on the first of the month are not to be allowed to draw tobacco for that month except in unusual circumstances, and subject to the limitation set out in Article **1871.**

12. At the close of each day's issue, the forms S.1047 are to be abstracted on form S.78, the abstract being made out in duplicate as with the abstract of forms S.80 (*see* clause 6). The issues for the day are to be summarized and the total value worked out, any difference between this amount and the actual cash received being dealt with as laid down in that clause. The quantities issued daily are to be entered on the same form S.1049 as the daily issues of clothing, and are to be summarized and dealt with in the same way as clothing (*see* clause 7).

13. **Custody, etc., of Cash.**—The cash for clothing, soap and tobacco sold is, whenever possible, to be taken by an Accountant Officer, but if this is impracticable, it may be taken by a senior Supply rating under suitable arrangements approved by the Commanding Officer. If not taken by the Accountant Officer personally, it is to be handed over to him the same day or, should this not be practicable, at the earliest opportunity.

14. The cash is to be taken on charge by the Accountant Officer, who is to sign both copies of the daily abstracts of issues (S.1048 and S.78) as an acknowledgment of the receipt of the amounts shown thereon. He will retain one copy of each with the duplicate vouchers to his cash account; the other is to be kept in the victualling office. The actual voucher to the cash account is to be compiled from the daily abstracts, form S.27 being used and the heading altered as necessary in manuscript.

The amount recovered for the sale of Royal Marine clothing is to be shown separately from that for seamen's clothing, soap and tobacco.

15. **Men unable to Pay Cash.**—Men who are unable to pay for clothing that is essential are to insert their requirements on form S.80, on which the Divisional Officer is to certify as to the necessity for the articles and the Supply staff is to insert the prices and value. A petty officer is to be detailed to take the forms S.80 and the men to the ship's office at a convenient time, so that the men may be given an advance of pay sufficient to defray the cost of the articles required. After receiving the advance, the men are to be taken by the petty officer to the clothing issue room to draw and pay for their clothing. Forms S.80 are to be retained by the petty officer until the clothing is issued and paid for. Such advances of pay are to be treated as ordinary casual payments (*see* **1748,** clause 8, *and* **1868,** clause 6).

16. **Men in Debt to the Crown,** including recovered deserters, may receive advances of pay for the purposes of purchasing such articles of clothing as may be absolutely necessary, the actual amount being subject to the approval of the Captain in each case (*see* **1748,** clause 8).

17. **Optional articles.**—With the exception of overcoats, optional articles of kit are not to be issued to men unless they are able to pay for them without obtaining a special advance.

18. **Men in Detention Quarters.**—If a man needs clothing while in detention quarters, a requisition for the articles required is to be made out on form S.80 in duplicate and sent to the Accountant Officer of the ship on whose books he is borne, who will arrange for the supply of the clothing. The transaction is to be regarded as an advance of pay. Both copies of form S.80 are to be signed by the recipient of the clothing and returned to the ship, one copy then being affixed to the casual payments book and the other placed with the appropriate form S.1048.

19. **Depôt Ships and Shore Establishments.**—Depôt ships and fleet establishments on shore are to follow the foregoing procedure generally, except in so far as approval has been given to modifications in matters of detail to meet special conditions.

20. **Charging for Clothing in the Ledger.**—Apprentices and boys in the harbour training establishments, and boys serving in ships (except as provided in clause 2 of **1715a**), are not to be required to pay cash for clothing, etc., issued to them on repayment, but the amounts due are to be charged against them in the ledger. The procedure for the issue of clothing to boys in the training establishments is set out in the Training Service Regulations and, for boys serving on ships, in **1715a.**

21. The system of charging in the ledger the value of clothing taken up by the ship's company on repayment may be followed also by certain of His Majesty's ships and fleet establishments which have received special Admiralty authority for the practice. Under this scheme, the procedure set out in clauses 2—12 is generally to be followed but form S.80 is always to be signed by the recipient of the clothing as soon as the issue is made and instead of the men being required to pay cash for the articles issued to them, the amounts due are to be noted against their names in the ledger (*see* **1715**). The quantities on forms S.80 should be abstracted on forms S.1048 and the total should be carried into form S.1049, as each folio of this form is closed.

22. **Retention of Records.**—Forms S.80, S.1048, S.1047 and S.78, being the official records of the articles issued, are to be retained until intimation has been received that the cash account, ledger and clothing account for the period to which they refer have been passed in Office.

Form S.1049 should be retained on board during the ship's commission, and, subsequently, by the Accountant Officer who renders the final accounts to which it refers, for a period of two years after these accounts have been passed in Office.

1874. Notices.—Notices are to be exhibited in a prominent position that no money for the purchase of clothing, soap or tobacco is to be given to anyone except to the officer or petty officer ordered to receive it, and that money is to be paid only at the time of issue of the articles and at the place of issue.

1875. Stocktaking of Clothing.—The stock of clothing, soap and tobacco is to be taken by the Accountant Officer, or by an officer deputed by him, as often as necessary, but at least once a month in the case of articles issued for cash, and once a quarter in the case of other articles; and he is to ascertain whether the results correspond with the quantities on charge in the clothing account. The stocktaking officer is personally to examine and see measured, counted or weighed all ullages of clothing, soap or tobacco.

1876. Gratuitous Replacement of Clothing and Blankets in Surveying Ships.—When it is certified by the Commanding Officer that, from the nature of the work on which the men have been engaged, the clothing and blankets of crews of surveying vessels have been subjected to extraordinary wear and tear, gratuitous replacement in kind may be authorized by the Commanding Officer, made up clothing being supplied in preference to raw materials where possible. The vouchers for such gratuitous issues are to be accompanied by lists showing the names, ratings and official numbers of the persons to whom the issues are made, together with the last dates of similar issues to each person: as a general rule, the same man should not require an issue more often than once in six months. The issues are to be confined to such men as are actually employed on the particular work involving more than ordinary wear and tear, and should men holding ratings other than those of the seaman class do any work which entitles them to be included, the facts should be specially mentioned on the vouchers.

2. Officers receiving surveying pay are not entitled to gratuitous issues of clothing.

1877. Supplies to Pilots.—Pilots, if embarked for any length of time, may, with the Captain's approval, be supplied with clothing, soap and tobacco on payment in cash to the Accountant Officer of the value of the articles at the current authorized issuing prices.

1878. Issues of Provisions and Clothing in Tenders.—Issues of provisions and clothing to the crews of tenders are, when practicable, to be made by the Accountant Officer of the parent ship; but, when detached from the parent ship, a supply of provisions and, if necessary, clothing, sufficient to meet any probable requirements, is to be placed on board in charge of the officer in command, who is to make any necessary issues. He is to be supplied with the necessary established forms and with the issuing prices of provisions and clothing. Similar arrangements are to apply to prize vessels so far as practicable.

2. Whenever tenders receive supplies of any kind, the original vouchers or supply notes are to be forwarded to the Captain of the parent ship.

1879. Disposal of Kit on Discharge.—The kits of men and boys discharged from the Service, with the exception of boys dealt with under the Training Service Regulations, and Royal Marines, are to be disposed of in accordance with the following instructions. Invalided ratings are to be regarded for this purpose as having been discharged on the date of medical survey.

(*a*) *Ratings discharged within three months of entry or re-entry.* If a free kit or grant for the provision of a kit was received on entry or re-entry, the whole of the kit is to be withdrawn with the exception of such articles as, in the opinion of the Commanding Officer, are necessary to enable the man or boy concerned to go home decently dressed. Such of the articles withdrawn as are in new condition and fit for sale at the regulation issuing price are to be taken on charge by the Accountant Officer in his Clothing Account for re-issue; the remaining articles are to be sold on board for the benefit of the Crown. Ratings discharged for misconduct or fraudulent entry are to be charged on the ledger with the full value of any articles of kit which are missing or unserviceable from causes other than fair wear and tear. If this action would result in the rating being in debt to the Crown the charge is to be reduced to such an amount as will balance his pay account, unless the debt is recoverable under Article **1617,** clause 1. A rating dismissed from His Majesty's Service with or without disgrace is not to be allowed to take away any articles which are strictly uniform (*see* Uniform Regulations) but if he did not receive a free kit (or grant) on entry or re-entry the articles withdrawn are to be sold on board and the proceeds credited to his account.

(*b*) *Ratings discharged after completing three months' but before completing two years' service from date of entry or re-entry.*

(i) Ratings discharged invalided, by purchase, or otherwise, except as stated in sub-clause (ii), will be allowed to retain their kit and personal bedding.

(ii) A rating discharged for misconduct or fraudulent entry is to be charged on the ledger with the value of the kit (including personal bedding) supplied to him gratuitously on entry. If his balance of pay is insufficient to admit of the full recovery of this charge his kit and personal bedding, or such of the articles as may be necessary to meet the debt, are to be sold on board and the sum realized credited to him in the ledger. The rating should, in any circumstances, be allowed to retain one old suit, but if he has been sentenced to dismissal from His Majesty's Service with or without disgrace the strictly uniform articles of kit (*see* Uniform Regulations) are to be withdrawn and sold on board, the proceeds being credited to his account. If, after action as above, the charge for kit and bedding would result in the rating being in debt to the Crown, the charge on the ledger is to be reduced to such an amount as will balance the rating's account, unless the debt is recoverable under Article **1617,** clause 1. Ratings discharged for reasons other than misconduct or fraudulent entry are only to be charged with the value of the kit and personal bedding issued to them gratuitously on entry when this action is specially ordered by the Admiralty or a Commander-in-Chief when approving the discharge. In such instances the procedure set out above is to be followed for recovery of the charge.

(*c*) *Ratings discharged for any reason after completing two years' service from date of entry or re-entry.* The rating may retain his kit and personal bedding unless dismissed from His Majesty's Service. The strictly uniform (*see* Uniform Regulations) effects of ratings dismissed with or without disgrace are to be withdrawn and sold on board, the proceeds being credited to the man's account on the ledger.

2. All articles of Government loan clothing or bedding, including kit bags, hammocks, clews and lashings which a man may have in his possession are to be withdrawn from him prior to discharge.

3. Men invalided who at the time of discharge are not in possession of an overcoat may be supplied with one on loan for use on the journey home if necessary at the discretion of the Commanding Officer of the ship or establishment from which they are discharged. A man to whom an overcoat is lent should be directed to return it by post on his arrival home to the ship or establishment from which it was supplied.

A stamped addressed label bearing his name, rating, and official number should be given to him for this purpose. He should be instructed to obtain a receipt for the package from the post office when the coat is despatched.

4. Steps are to be taken to ensure that every Naval rating who is sentenced to imprisonment and who is to be discharged from the Service on completion of the sentence without returning to one of His Majesty's ships or establishments is in possession of one serviceable serge suit, together with the essential articles of underclothing and a pair of boots. If the man has not the necessary articles in serviceable condition in his kit, he is to be supplied with them, and the cost charged against him. Should he have no funds the articles are to be supplied at the cost of the Crown. This arrangement does not apply, however, to men sentenced to penal servitude. (*See* **779** (**19**) *(Royal Marines),* **1602** *(Plain Clothes Gratuity)* and **1769** *(Effects of Men "D.D.", "Invalided for Insanity" and "Run").*)

1880. *Deleted.*

Section V—Losses

1881. Stores damaged or deficient.—Whenever the contents of any cask or package shall be found damaged or deficient in quantity, a survey is to be held in accordance with Article **1967**; but if there is reason to believe that the deficiency or damage is attributable to misconduct or negligence on the part of any person, or if the contents of any package have entirely disappeared, the Captain is to order an inquiry into the facts of the case.

2. A full report of all the particulars, stating whether blame is attributable to any person, is to be made by the officers appointed to investigate the case, and is to be transmitted into Office with the accounts, after receiving the Captain's approval.

3. **Due to misconduct, etc.**—If such deficiency or damage shall have been occasioned by the misconduct or negligence of any person on board, the Captain will give directions for the value, calculated at the price shown in the victualling rate book, or such proportion as he may see fit, to be charged against the offender's pay in the ledger, a notation to that effect, stating the amount charged, being made on the report referred to in the preceding clause. Any disciplinary action taken is also to be reported.

1882. Unavoidable loss.—When a loss occurs by unavoidable accident, a certificate, describing in detail the circumstances, the steps taken for the recovery of the articles, or if none could be taken, explaining the reason and stating that no blame is attributable to anyone on account thereof, signed by any officer or other person who may have witnessed the occurrence and approved by the Captain, is to be sent into Office with the accounts, except that certificates for losses of officers' mess traps in tenders are to be attached to the demand for replacement.

1883. Losses through negligence, etc.—If any article in the Acocuntant Officer's charge be damaged or lost through misconduct or negligence, he is to inform the Captain, who will, if he shall be satisfied about the facts, direct the value calculated at the price shown in the victualling rate book or, except for articles of glass, china and earthenware for officers' messes, such proportion as he may see fit, to be recovered from the pay of the person responsible, and forward a statement of the circumstances into Office. The value of any article of glass, china or earthenware for officers' messes lost or broken by misconduct or neglect is to be recovered at the full rate book price.

(See also **1884** *and* **1885.**)

1884. Books Lost.—Every loss of, or damage to, books belonging to the officers' or ships' libraries is to be investigated by the Accountant Officer (or the officer responsible for accountant duties) and the Schoolmaster or other person appointed to act as Librarian—*see* **1859, (3)**. Whenever it appears that the loss or damage is due to negligence or misconduct, the Accountant Officer and Librarian are to arrange for the whole, or a reasonable proportion, of the value of the book, or books, to be charged on Form S.126 against the individual or mess concerned. Should the individual or mess concerned object to the charge proposed, the circumstances in which the loss or damage occurred are to be reported to the Captain who will decide what charge,

if any, is to be made. Form S.126 in respect of all monies recovered for library books lost or damaged are to be subject to the approval of the Captain. Monies so recovered are to be credited to H.M. Stationery Office.

1885. Mess Utensils lost, etc.—The value, calculated at the prices shown in the victualling rate book, or such proportion thereof as the Captain may see fit, of any permanent mess utensils lost or damaged by neglect, and of issues of consumable mess utensils made in excess of the annual replacement value, is to be recovered from the respective messes at the end of every month. (*See* Article **1158a**, clause 14a.)

2. In ships in which the standard ration system of victualling is in operation, the charges are to be recovered from the messing allowance. The Accountant Officer is to take credit in his cash account for the full amount due for messing allowance, the sums recovered for losses, etc., being debited under the head of Vote 2, Appropriations in Aid.

1886. Embezzlement, etc.—The instructions contained in Articles **1921, 1922** and **1938** concerning the use of stores for private purposes, the prevention of embezzlement, and special reports to be made of losses of stores due to theft or of prosecutions under the Public Stores Act, 1875, are applicable to provisions and victualling stores.

1887. *Deleted.*

Section VI—Accounts

1888. Receipts.—The Accountant Officer is to take care that all receipts for supplies are properly signed and delivered before leaving any port at home or abroad, and that all accounts for supplies for His Majesty's Service are closed, and the necessary vouchers given to and obtained from the contractors and vendors.

1889. Records to be kept.—The books, etc., enumerated in the Manual of Victualling, Appendix B, are to be kept by him, or under his immediate supervision, in accordance with the instructions contained therein, and he will be responsible for their accuracy.

1890. Entries in Books, etc., how made.—All entries in ships' books and accounts of the receipt, expenditure, or disposal of money, stores or provisions are to be made in ink, with the exception specified in forms S.71 and S.71a. Erasures are strictly prohibited; if an erroneous entry be made, it is to be lined through clearly and the correct words or figures substituted, every such correction being initialled by the person making it.

1891. Period of Accounts.—Accounts of the receipt and expenditure of provisions, clothing, mess traps, and implements are to be compiled and rendered as follows:—

(*a*) Victualling Accounts (Form 83, Part I or Ia, together with the other records to accompany the victualling accounts in accordance with Article **1889**).	For the same period as the ledger (Article **1700**), but should the Accountant Officer be changed during this period, separate accounts should be compiled for the period of each Accountant Officer's charge, except in the circumstances stated in clause 3.
(*b*) Clothing Accounts (cash and gratuitous, Forms S.105 and 1051).	
(*c*) Loan Clothing and Library Account (Form S.1052).	For— (i) the period ending the last day of the third complete quarter after commissioning, (ii) subsequently for periods of 12 months, or (iii) until date of paying off if less than (i) or (ii). On change of Accountant Officer during any of these periods, the procedure in clause 3 may be followed.

(*d*) Implement and Mess Utensils Account (Form S.83, Part III).	For the period of a ship's commission. But His Majesty's ships maintained in continuous commission and stationary ships and other vessels and establishments which do not pay off and recommission are to render this account annually for the period 1st January to 31st December. On change of Accountant Officer during any of these periods the procedure in clause 3 may be followed.
(*e*) Officers' Mess Traps Account (Form S.100, Parts I and II).	
Part I.....	On change of Flag or Commanding Officer. The account is to cover the whole period that the Mess traps have been in use by such officer.
Part II.....	For the period of a ship's commission. But His Majesty's ships maintained in continuous commission and stationary ships and other vessels and establishments which do not pay off and recommission are to render this account annually for the period 1st April to 31st March. On change of Accountant Officer during any of these periods the procedure in clause 3 may be followed.

2. The above accounts are to be transmitted into Office within 30 days from the end of the period mentioned above from ships other than flagships or depôt ships, for which a maximum of 42 days is allowed.

3. On change of Accountant Officer, if both officers concur, the accounts need not be closed nor rendered to the Admiralty, but in such case the remains are to be mustered and the stock books for provisions and clothing (forms S.71b, S.115, S.1049 and S.1051) are to be balanced. A certificate to the effect that the remains have been verified and the necessary adjustments made in the accounts and ships' books is to be signed by both the outgoing and incoming Accountant Officers, and forwarded to the Admiralty with the accounts. A similar procedure as regards mustering, etc., is to be followed for (*c*) Forms S.1052, (*d*) Form S.83, Part III and (*e*) Forms S.100, Parts I and II.

When the option detailed above is exercised, a report to this effect is to be made by the Captain to the Director of Victualling.

1892. In Tenders or Prize Vessels.—An account of the receipt, disposal, and remains of provisions, clothing, and victualling stores on board any prize vessel or tender which does not render separate accounts on form S.462, parts 1 and 2, is to be kept by the officer in command of such vessel and furnished by him, together with any vouchers appertaining thereto, to the Accountant Officer of the parent ship; this account, for a tender, is to be rendered weekly if circumstances admit, as well as on the last day of each quarter, and for a prize vessel as frequently as practicable. Tenders whose accounts are kept separately on form S.462, parts 1 and 2, and officers' mess traps account, form S.1248, are to render them in accordance with instructions thereon.

1893. Tenders: mode of rendering.—A separate account for provisions in tenders is to be rendered by the Accountant Officer of the parent ship, but the accounts for clothing, implements, etc., if he considers it desirable, may be embodied in those of his own ship; otherwise, separate accounts are to be rendered as for provisions.

1894. Tenders' Receipts.—The officer in command of a tender or prize vessel is always to state its name, as well as that of the parent ship, in all his accounts and

correspondence. When there is no Accountant Officer on board, he is to sign receipts for all supplies, also demand notes and return notes, and transmit them to the Accountant Officer of the parent ship for counter-signature.

1895. *Deleted.*

1896. Transfer of Crew to another Ship.—If the crew of any tender or prize vessel be removed to another ship before the provisions, victualling stores and clothing have been expended, the remains are to be taken on charge by the Accountant Officer of the ship receiving them, who is to give receipts for them to the officer in command of the vessel. These are to be forwarded by the latter officer to the Accountant Officer of the ship to which they properly belong.

1897. *Deleted.*

1898. Naval, etc., Brigades on Shore.—The following regulations are to be observed with reference to the accounts for Naval and Royal Marine brigades serving on shore, when the men belonging to them have been checked for victualling on the books of their respective ships:—

(*a*) When men, including detachments of Royal Marines without a separate staff, are landed or brigaded for service on shore in circumstances that do not admit of their being victualled from one of His Majesty's ships, either directly or in the manner prescribed for tenders, an Accountant Officer is to be appointed to take charge of all provisions, victualling stores, clothing, etc., landed and supplied for the use of the force, and he is to render quarterly accounts of the receipt and expenditure thereof, as nearly as possible in the manner of Accountant Officer's accounts for ships.

(*b*) When a battalion of Royal Marines, with a constituted regimental staff, is similarly employed, and not victualled from any of His Majesty's ships, the Acting Quartermaster is to be provided with a copy of the King's Regulations, and directed to render quarterly accounts to the Admiralty, as nearly as possible in accordance therewith, of the receipt and expenditure of all provisions, victualling stores, clothing, and other articles, including Royal Marine necessaries, in his charge, for which purpose he is to be supplied, as an Accountant Officer of His Majesty's ships, with the necessary forms.

(*c*) The Acting Quartermaster is also to be instructed to transmit with each victualling account a certified nominal list of the men borne on the books of the battalion during the period thereof, showing the number of days each man was actually victualled. The periods, with dates, of any absences in hospital or otherwise are also to be noted. In order that the value of the clothing and Royal Marine necessaries issued may duly be charged against the pay of the men, he is to forward without delay to the Accountant Officer of each ship, upon the books of which the men were borne, a list, in duplicate, of the issues made to the men belonging to such ship; one list is to be retained by the Accountant Officer as a voucher to his own account, upon which the issues so made are to be debited as supplied by the Quartermaster, credit being taken for them in the general list of issues for the ship; the other list, after the Accountant Officer has certified thereon that the several amounts have been charged in the ship's books, is to be returned as soon as possible to the Quartermaster for transmission into Office with the quarterly accounts for the battalion. These quarterly accounts are also to be accompanied by a proper abstract of the several certified lists, showing the total quantities issued during the quarter, and the aggregate amount charged.

Notification of the appointment of Naval or Royal Marine officers for the service in question is to be made without delay to the Secretary of the Admiralty. The question of remuneration for keeping and rendering the accounts will be taken into consideration with reference to the special circumstances of each case.

1899. Camp Equipage, etc.—All articles of camp equipage or military or air stores issued by the War Office or Air Ministry to officers and men of the Navy when brigaded on shore with His Majesty's land or air forces, are duly to be accounted for by the naval officer in command of the naval brigade, who will be held responsible for any deficiencies, unless such deficiencies are fully explained and satisfactory documents produced to account for all the articles.

CHAPTER LII

PURCHASE OF STORES AND PROVISIONS

1900. Purchases: Authority to make.—No purchases are to be made, except of fresh meat, vegetables, bread, or such general mess purchases as are authorized by the Manual of Victualling (B.R. 93), without the authority in writing of the Commander-in-Chief or of the Senior Officer, who is to be guided by the instructions to him contained in Article **990.**

2. **Reports to Commander-in-Chief.**—A report is to be made to the Commander-in-Chief of all such purchases made by ships under his orders.

3. **Where not to be made.**—No purchases should be made by a ship in the vicinity of a naval establishment, nor at places where there are any standing local contracts or agreements for the articles required.

1901. Local Contracts at Ports Abroad.—Whenever standing local contracts are considered desirable by the Commander-in-Chief in accordance with Article **991,** he will cause tenders to be invited, on form S. 606, from firms known to be capable of carrying out the contract, or by advertisement, as may be considered most suitable. Tenders should state the quality and, as near as may be, the quantities of the several articles likely to be required. He is not bound to accept the lowest or any tender, and it is to be so stated in the notices inviting tenders. An abstract of the tenders received is to be made, and if the lowest tender is passed over, the reasons for so doing are to be given on the abstract. When limited competition is obtained, the firms invited should be treated on an equality, unless there are very strong reasons to the contrary, in which case they should be stated on the abstract.

2. **Dutiable Articles.**—Where a contract is made at a dominion or colonial port for an article on which any local duty is leviable, the following action should be taken:—

(*a*) It should be ascertained whether, under the dominion or colonial Government regulations, it is possible for supplies made to His Majesty's ships to be free of the duty, either by obtaining exemption or drawback, and, if so, what are the necessary formalities.

(*b*) If exemption cannot be obtained, it should be left to the contractor to pay the duty, and it should be indicated clearly in the tender forms and contract that the prices are to be inclusive of the duty.

(*c*) If exemption from or drawback of duty can be obtained in respect of supplies to His Majesty's ships, and if the necessary formalities are such as can be performed by the contractor supplying the goods, it should be made a condition of the contract that the contractor shall take the necessary steps to obtain exemption from or drawback of duty, and in all such cases the contract price should be exclusive of the duty.

(*d*) In other cases, where the necessary formalities for obtaining drawback or exemption are such as can only be performed by an officer representing the Admiralty, it should be indicated clearly on the tender forms and contract that the contractor is (or is not) to pay the duty, and that the prices are to be inclusive (or exclusive) of the duty, as the case may be.

3. **Limit of Contract.**—As a rule, no contract is to be entered into for a longer period than 12 months; but if any contract is entered into for a longer period, it is to contain a covenant that it is subject to the approval of the Admiralty.

4. **Particulars to Admiralty.**—The abstract, with the original tenders and duplicates of all contracts made thereon, is to be forwarded by the Commander-in-Chief to the Director of Navy Contracts without delay, and when contracts are entered into for a longer period than 12 months, the reasons for so doing are to be stated on the abstract.

Distribution for Information of His Majesty's Ships.—Copies of the contract, and particulars of any cancellations or alterations of any contract, are to be distributed to the naval agent, or representative at the port, or, where there is no naval agent or representative, then to the proper dominion, colonial or British consular official at the port for which the contract is made, with a request that they may be shown, or particulars of them furnished, to the officers of His Majesty's ships, on application. Copies are also to be distributed to His Majesty's ships on the station for information and guidance.

All ships proceeding to or passing through a foreign station, and requiring particulars of contracts at ports within that station, should apply to the above-named officers or to the Commander-in-Chief on the station.

Copies of the contracts forwarded to the Admiralty should have shown upon them the names and addresses of the officials to whom copies have been sent.

5. **Abstract of Tenders.**—The form of abstract of tenders (S.607) is to be used for all tenders whether invited by advertisement or limited competition, and the "Instructions as to Tenders" on the back of the form are to be followed, both in inviting tenders and in dealing with those received.

1902. Supplies under Local Contracts.—When supplies are obtained under any local contracts, the contractors are to be required to produce for inspection the approved conract then in force, to the terms of which careful reference should be made.

2. **Exemption from Customs Duty.**—Where exemption from, or drawback of, the duty can be obtained by direct action on the part of an officer representing the Admiralty, but not by the contractor, the necessary steps are to be taken by the proper officer; and should it not be possible for the reclaim to be carried through by the purchasing ship, the matter is to be reported to the Commander-in-Chief or Senior Officer on the station for the recovery to be effected.

1903. Rules for Local Purchases.—When, in default of any arrangement under the preceding Articles, local purchases become necessary, the Senior Officer present is to direct them to be made under the following rules:—

(*a*) The stores are to be procured either on tenders obtained by public advertisement, or from selected firms, or by purchase in the market by private treaty, according as may seem, after due inquiry, to be most economical and most for the public advantage.

Customs Duty.—Where there is a local customs duty on any article purchased which can be recovered in the form of drawback or otherwise, the price paid should either be exclusive of duty, or, if inclusive of duty, the necessary steps are to be taken for the recovery of such duty (*see* Article **1901** (2)); and should it not be possible for the reclaim to be carried through by the purchasing ship, the matter is to be reported to the Commander-in-Chief or Senior Officer on the station for the recovery to be effected.

(*b*) The consul, Royal Army Service Corps officer, or other local officer representing British interests, is to be consulted respecting market prices and the rate of exchange, and is, when time and circumstances permit, to be asked to furnish the names of suitable firms from whom competitive tenders may be invited.

(*c*) The book of sources of supply (foreign ports) of coal, oil, fresh provisions, etc., is also to be consulted prior to purchasing. This publication contains important information as to stocks and facilities for supply of fuel and lubricating oil, together with particulars of the water supply, etc., at ports abroad.

The rate book and authorized list of naval stores should also be consulted, so as to obtain some indication of the reasonable rate to be paid for stores comprised therein.

(*d*) Whenever tenders are invited, the Senior Officer present is not to be content with the bare fact of one of them being the lowest, but he is to test

their fairness generally by inquiry in the markets, by the current quotations, or by other means at his command.

Should he think that better terms can be obtained, he may negotiate with any firm or firms quoting lowest for suitable articles, and endeavour to arrange a reduced price, or if not successful in thus obtaining a reasonable offer, he may seek lower offers for suitable articles elsewhere, either from tenderers who quoted higher prices or from other firms.

(*e*) When possible, the price quoted should include delivery on board ship or into the ship's boats.

(*f*) Whenever the Senior Officer present, in exceptional circumstances, may think it advantageous to the Service to employ a Consul to effect purchases, he will do so. Where the expenditure is comparatively large, the Consul is required to obtain from the officer ordering the supplies or services a signed certificate that the supplies received or services rendered were for Navy account, in order that it may be attached by the Superintending Consul to the bill of exchange and accompany that document when it is presented to the Admiralty for acceptance.

Senior Officers or Commanding Officers of His Majesty's ships are therefore to furnish such certificates on request. They should be made out in triplicate and marked "For first bill of exchange," "For second bill of exchange," and "For third bill of exchange," respectively.

On all occasions on which a Consul is employed to make a payment on behalf of the Admiralty a report should be forwarded *immediately* to the Director of Navy Accounts stating the nature of the service and the approximate expense involved.

(*g*) When supplies of any description are obtained, or services performed for His Majesty's ships, through contractors to the War Department, or through the agency or with the assistance of the officers of that Department, the Accountant Officer of the ship, whenever direct payment can be made without inconvenience or detriment to the public service, is to pay the contractor direct, and is not to leave the payment to be made by the Treasury Chest Officer, and claimed for by the Treasury from the Admiralty.

The officers of the R.A.S.C. will, however, if requested, negotiate or help to negotiate the purchases or performance of the services required, for the use of His Majesty's Navy.

Before payment is made, the Accountant Officer is to take care to satisfy himself that all the information has been obtained from the R.A.S.C. officer that is necessary to substantiate the correctness of the claim of the contractor, including such certificate or opinion as to rates, etc., as that officer is able to afford.

The R.A.S.C. officer, at the time of giving the order to the contractor, will also, if practicable, furnish the Accountant Officer with the rates at which the payment is to be made; and the R.A.S.C. officer's certificate of the rates is to be forwarded into Office by the Accountant Officer with his cash account.

(*h*) The Accountant Officer is to represent whenever the prices asked for stores or articles are in his opinion excessive, and for provisions he will suggest whether it may not be more advisable to issue to the ship's company any of the authorized substitutes. The Senior Officer present will then decide whether purchase shall be made.

1904. Fuel and Spirits.—The following special regulations apply to purchases of fuel and spirits:—

(*a*) The purchase of fuel, whether for a squadron or a single ship, is to be restricted, so far as compatible with efficiency, to the actual requirements of the Service. A full explanation of the reasons for such purchases is to be given in the letter of advice (S. 133), as directed in Article **1908**, to the Admiralty, and a duplicate is to be forwarded to the Commander-in-Chief under whose orders the squadron or ship was acting when the purchase was made.

(*b*) The actual strength of rum or other spirit purchased is to be stated on the voucher; if stronger than 5 per cent under proof, it is to be reduced to that strength by adding water to it, and the additional quantity resulting is to be brought on charge as spirit and shown in the purchase voucher.

1905. Examination of Articles purchased.—All articles are to be examined on delivery as follows:—

(i) *For quantity*—by the officer in whose charge the stores will be placed.

(ii) *For quality*—by the professional officer in whose department the whole or greater part of the stores will be used.

When stores, such as victualling and medical stores, are in the charge of the competent professional officer, that officer will be entirely responsible for examination of the stores received, both for quantity and quality, subject to the provisions of Article **1915** for the examination of medicines. The examining officer will sign the required certificates on the vouchers (S. 4 or S. 22), carefully noting any material difference from or inferiority to the usual supplies of the article. (*See* **1843** and **1956.**)

1906. Casks, etc., with purchases.—All casks, packages or bags obtained with purchased articles, that are not to be returned, are to be described in the vouchers, even though the price may be included in that of the articles.

1907. Neglect, Fraud, etc.—Whenever neglect, fraud, signing or rendering false reports or accounts, or other malpractices of a similar character, are discovered with respect to purchases, the Captain is to follow the course laid down in Articles **1110**, **1951** and **1952.** *See* **19** (*Collusion or Fraud*).

1908. Purchases, Repairs, Freight, etc.: Report of.—Whenever fuel or other naval stores are purchased, or are obtained from another department of the Government or another department of the Naval Service, and whenever the expenses, such as landing or shipping fuel, repairs, freight or salvage, or any other charges are incurred in connection with naval stores, the Captain is at once to forward a letter of advice (S. 133), giving fully the information required by the several headings thereof. This advice is to be sent whether the payment for the supplies is made locally, or, according to the terms of any contract, by the Admiralty.

Similar purchases, etc., on behalf of the Royal Air Force, are to be reported separately, on form S. 133, endorsed "Air Ministry liability."

2. The entries in the description column of a letter of advice, in cash vouchers, and in reports to the Admiralty, are to follow as closely as possible the description given in the rate book. The rate book price is to be inserted in red ink against each item, and the equivalent rate book denominations of weight or measure are invariably to be used.

3. Forms S. 133 should be prepared in quadruplicate, and the copies disposed of as follows:—

Original.....Forwarded to Admiralty (D. of S.).
Duplicate.....Forwarded to Commander-in-Chief.
Triplicate.....Retained on board as a supporting document to the quantities of stores and fuel taken on charge in the ship's Store Account.
Quadruplicate...Enclosed with the Cash Account (except that when payment is to be made by the Admiralty this voucher is to be forwarded to the Admiralty attached to the original copy).

1909. Replacing rejected Articles.—When purchases are made, by the direction of the Captain, to replace rejected goods supplied under contract, a report of the circumstances is to accompany the purchase voucher into Office.

1910. General Purchases for a Fleet.—When general purchases are required for a fleet or squadron, an officer of the flag-ship, unless the Senior Officer may deem it expedient to nominate some other person, is to be directed to make the whole of the purchases, and to cause the separate supplies to be delivered to the ships requiring them.

2. **Supply to Ships.**—The articles are to be brought on charge by the officer directed to make the purchases, who is to take credit for them in the usual manner on supply notes and receipts, duly passed; but the surveying officers of the ship

to which the articles are actually delivered are to inspect and satisfy themselves of their fitness, a notation to this effect being made on the vouchers.

3. **Report to Commander-in-Chief.**—Senior Officers are to inform their Commanders-in-Chief of all purchases they may order or make, and to their reasons for so doing, giving full particulars of prices paid, and what measures were taken to ensure that the articles were obtained at fair and reasonable prices. *See* **1900** (*Authority for Purchases*).

1911. Vouchers for purchase.—The vendor's own claim for the stores supplied, made out on his own bill-head, should be procured, whenever possible, and attached to form S. 22, which should be filled up in English and completed in duplicate, with the various certificates required, after any necessary alteration has been made to bring it into agreement with the facts.

2. When original vouchers cannot be made out by the vendors, a statement to that effect is to be inserted on form S. 22.

3. For purchases from the Navy, Army and Air Force Institutes, form S. 4 should be used in place of form S. 22.

1912. Payments, how made.—All payments for purchases are to be made in the local currency, except on the Mediterranean station, where contracts for provisions, etc., may be made at British rates and weights, if the Commander-in-Chief should consider it advantageous to the Crown to do so.

2. When purchases are made with foreign weights or measures, or with foreign coins, their British equivalents, according to the rate book denominations, are invariably to be shown on the vouchers.

1913. Payments by Cash or Bill.—Payments for purchases and for services rendered, not exceeding £20, are to be made in cash or by Navy bill. When the amount exceeds that sum, payment is to be made by Navy bill, except when the Captain is satisfied that it would be convenient or for the public advantage (*e.g.*, to reduce an excessive balance, to avoid a charge for discount, etc.) to make payment wholly or partly out of the public money in hand. In such a case, the Captain will state his reasons in his order to the Accountant Officer, which is to accompany the monthly cash account, but money is not to be specially carried for this purpose.

1914. Medical and Dental Stores and Medicines.—If medical or dental stores or medicines are required, and the requisite supplies cannot be obtained from a hospital or from another ship, the Medical or Dental Officer is, through his Captain, to obtain authority at home from the Medical Director-General, and abroad from the Senior Officer present, to purchase the quantities required; he is to take care and certify on the voucher that the articles are good and fit for the Service, and that the prices paid are just and reasonable, and he is to assist the Accountant Officer in correctly preparing the proper vouchers. *See* **1364** (*Supplies*).

2. The Medical or Dental Officer, or, when there is none, the officer ordered to make such purchases, is to inform the Medical Director-General, through his Captain, of the necessity for applying for the authority to purchase, and state why sufficient supplies were not obtained when the ship was at the last naval medical depôt, forwarding to him an attested copy of the vouchers.

3. **Payments.**—The payments are to be made by the Accountant Officer under the authority of the Captain.

1915. Examination of Medical and Dental Stores.—If circumstances admit, medical and dental stores purchased are to be examined by the Fleet or Squadron Medical or Dental Officer should such an officer be present.

1916. Sale of Old Stores.—No sales of old stores or other articles are ever to be included in vouchers for purchases. Accounts of sales and of purchases are always to be kept and rendered separately. (*See* **20.**)

1917. ***Deleted.***

CHAPTER LIII

STORES AND STORE ACCOUNTS

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SECTION I—ALLOWANCE AND CARE OF NAVAL, NAVAL ARMAMENT AND TORPEDO STORES, BOOKS OF REFERENCE AND FORMS

1918. Detailed Instructions as to procedure are printed in the memoranda to the sea store establishments, naval proportion books, forms of accounts, lists of fixtures, Instructions relating to the supply of naval stores (B.R. 4), etc. These instructions are carefully to be complied with. (*See* 34 *and* Appendix XXII.)

1919. Stores allowed: where shown.—The descriptions and quantities of stores allowed to ships, etc., are shown in printed books as follows:—

Naval Stores	Sea store establishments.
Naval armament, torpedo, mine and paravane stores	Proportion Book of Naval Armament Stores.

2. Establishments and Proportion Books.—Sea store establishments are supplied as books of reference to Flag Officers and Captains, and proportion books to Flag Officers.

3. Established Forms and Books of Reference, etc.—Established forms are shown in form S. 1 and S. 1a. Books of reference are shown in form B.R. 1 and books printed "for Official Use only" in form O.U. 2A. They will be supplied in accordance with the instructions contained therein.

4. Communication of Allowances.—Particulars of the allowances by these establishments and proportion books, etc., are furnished by the respective store officers to ships prior to commissioning. The subsequent alterations in the allowances are also communicated to ships. The following is the procedure adopted:—

Description of Stores.	Allowances.		Alterations in Allowances. By whom and how communicated.
	Where shown.	By whom inserted.	
Naval Stores.....	Naval Store Account.	Naval Store Officer.	Admiralty, by means of Admiralty Fleet Orders, and Naval Store Officers by means of lists.
Naval Armament Stores.	Warrant of Naval Armament Stores allowed (form O.51 or O.53).	Officer in charge of Naval Armament Depôt.	Admiralty, by means of Admiralty Fleet Orders, and officers in charge of Naval Armament Depôts by means of lists (form O.50).

Description of Stores.	Allowances.		Alterations in Allowances. By whom and how communicated.
	Where shown.	By whom inserted.	
Torpedoes, Paravanes and Stores for	Warrant of Torpedoes, P. Vs. and Stores for allowed (form O.76).	Officer in charge of Torpedo Depôt.	Admiralty, by means of Admiralty Fleet Orders and officers in charge of Torpedo Depôts by means of lists (form O.50).
Established Forms.	Form S. 1a.....	Naval Store Officer, Royal Victoria Yard, Deptford.	Admiralty, by means of Admiralty Fleet Orders.
Books of Reference, and books printed "For Official Use only."	Forms B.R. 1 and O.U.2A.	" "	" " "

5. **Forms not Established.**—Should any officer in command of a station or squadron consider that any form should, for the good of the Service, be included in the established list, he will make a special representation to the Admiralty, setting forth fully his reasons. Unestablished forms which are required to carry out the service are to be processed locally as far as possible.

1920. Complete Establishments on Board.—The Captain and the officers in charge will take care that all articles specified in the several establishments are on board, subject to departure therefrom under Article **1929**; that nothing included in the portable fittings, spare gear, etc., or in the rigging warrant is landed or left behind at home without the sanction of the Admiralty; that articles of store or spare gear are so stowed as to be ready for immediate use should occasion require it; that no article is landed or deposited in any place abroad without the special permission of the Commander-in-Chief; and that when articles are landed with such permission, they are, so far as possible, received again on board before the ship finally quits the station.

2. Stores are not to be landed for repair or return to store, except under the conditions specified in Article **1953.**

3. His Majesty's ships proceeding on foreign service are to complete with stores to full authorized storing period before leaving home waters. Where this is not practicable, the circumstances are to be reported.

1921. Care in use of Stores.—None of the ship's stores are to be wasted or applied to unauthorized private uses. Whenever the Captain shall think it necessary to order for authorized uses any extraordinary expenditure of important stores, his order shall be given in writing, expressing the reason for the expenditure; and every such order is to be transmitted into Office with the accounts. Where this order has not been given for any extraordinary expenditure, an entry is to be made in the ship's accounts, which are signed by the Captain. In ships in which the central storekeeping system is operative, an explanation of the expenditure is to be furnished on the quarterly return of expenditure (S. 1095a) rendered to the Admiralty. *See* **1886** (*Victualling Stores*).

1922. Prevention of Misappropriation.—All officers are to use their best endeavours to check the misappropriation of stores (*see also* Article **1938**), especially when their ships are fitting out or paying off, when vessels or craft are alongside, or in other circumstances likely to offer exceptional opportunities for misappropriation.

1923. Preservation.—Officers in charge of stores will be held responsible for the proper preservation of the articles in their charge, and that they are used only for purposes for which they are supplied.

2. In ships ordered to pay off, special steps are to be taken to ensure that articles, which are not defective or worn out, are properly cleaned and put in a good condition for further use.

3. Excessive Deterioration.—On the requisition of the officer in charge of a naval establishment, the Captain is to furnish, for transmission to the Admiralty, the fullest explanation in his power as to the cause of such deterioration in stores or spare gear returned, which, in the opinion of the yard officers, cannot be attributed to fair wear and tear. *See* **715** (*Repairs to Stores, etc.*).

1924. Canvas Gear, etc.—Canvas gear and other perishable stores are to be got on deck occasionally in fine weather to be inspected and aired.

Cartridge and projectile bags should not be stowed when wet, but should first be dried thoroughly.

1925. Alterations in Naval Armament Stores.—No alteration of any description is to be made in naval armament stores on board His Majesty's ships without the special sanction of the Admiralty or of the Commander-in-Chief abroad.

2. The Commander-in-Chief may sanction changes which appear to him of urgent necessity, but such changes are to be confined to those fittings or stores for which the necessity presents itself, and a full report is to be made immediately for the information of the Admiralty.

1926. Lanterns and Lamps.—The lanterns and lamps for secondary lighting are to be trimmed and cared for by the persons who act as lamptrimmers.

2. Lamptrimmers are to receive instruction in the management and cleaning of lamps, and their lamp allowance is to be withheld should the lamps in their charge not be kept in proper order. *See* **1612** (*Lamptrimmer*).

1927. Illuminations.—No naval armament stores or naval stores are to be expended for illuminations, except by the authority of the Senior Officer present, but when so used, the expenditure, as well as the occasion for it, are to be inserted in the account under the heading of "Extraordinary expenditure," except in the case of naval stores where the central storekeeping system is operative.

1928. Iron Ballast in Boats.—The use of iron ballast in boats is forbidden; should any loss occur therefrom, it will not be allowed unless the most satisfactory reasons are given.

Section II—Demands for Naval, Naval Armament and Torpedo Stores, Books of Reference and Forms

1929. Demands. Ships Centrally Stored.—In ships and establishments where the central storekeeping system is operative, the directions contained in the Instructions relating to the supply of naval stores to H.M. ships, etc. (B.R. 4) are to be observed when demanding naval stores. With this exception, the procedure indicated in the subsequent clauses of this Article is to be followed.

Ordinary Procedure.—When supplies are required of stores, forms, etc., demands are to be made under the Captain's authority on the established forms; they are to be signed by the officers in charge, and those for warrant officers' stores are to be signed also by the Executive Officer, or Gunnery or Torpedo Officer, as appropriate. Separate Gunner's or Torpedo Gunner's demands are to be made for naval stores. All such demands should be sent direct to the Naval Store Officer, or the Officer in Charge of the Naval Armament or Torpedo Depôts. The Captain is to certify on demands for naval stores that they are not in excess of allowance by establishment, if such is the fact. All demands should be sent direct to the Naval Store Officers, or the Officer in Charge of Naval Armament or Torpedo Depôts.

2. On Arrival.—Whenever practicable, not more than one demand on each store department is to be made on each occasion of replenishing, and this demand should be lodged with store officers as soon as possible after the ship's arrival.

3. Checking.—Captains and Senior Officers, when their approval is required, are to cause demands to be checked carefully before approving them, so that no unnecessary issues may be made. Demands for stores, certified by the Captain in respect of Naval Stores, to be in accordance with the correct allowance by establishment, will be complied with by the store officers without further check, but the supplies and expenditure will be scrutinized when the account is examined, and if it appears that excessive quantities have been demanded or expended, explanation will be required from the Captain. *See* **1919**, clause **4** (*Alterations in Allowances*).

4. Deviations from Authorized Allowance.—As a general rule, the description and quantities allowed by establishments and proportion books are to be adhered to, but the Commander-in-Chief or Senior Officer of the squadron may sanction the issue of less quantities of permanent stores than those allowed, if special circumstances so require. A full report should be forwarded to the Admiralty in due course, showing the reasons why the full allowance has not been drawn.

Demands for permanent stores in excess of allowance, except for ships under the orders of the Commanders-in-Chief, Home Ports, and ships belonging to the Reserve Fleet, are to be forwarded to the Admiralty through the Commander-in-Chief or Senior Officer of the squadron or other administrative authority. The latter, in forwarding the demand, should express an opinion on the necessity for supply, pointing out any special reasons why the stores demanded are necessary, and stating whether they are required only for the individual ship or for all ships carrying out similar duties. If, in his opinion, the special circumstances of any particular demand may require immediate supply, the Commander-in-Chief or Senior Officer may sanction the issue forthwith, the necessary action to obtain the approval of the Admiralty being taken subsequently.

For ships under the orders of the Commanders-in-Chief, Home Ports, or ships of the Reserve Fleet, demands should be forwarded to the Admiral Superintendent of the dockyard, who will follow the procedure laid down in the preceding sub-clause, subject to reference being made to the Commander-in-Chief when the Admiral Superintendent considers the stores should not be supplied, or in regard to which he is in doubt.

All demands for additional stores should be accompanied by a statement or covering letter, signed by the Commanding Officer, establishing the necessity for the stores demanded.

Sanction should not be given for issues in excess where an increase of weight is involved, or where special purchase is necessary, without prior Admiralty sanction

The transfer of instruments or other components of gunnery and torpedo control apparatus between His Majesty's ships or establishments should only be necessary in very exceptional circumstances, when prior Admiralty approval is to be obtained.

Where the circumstances are such that time does not admit of prior Admiralty approval being obtained, the transfers may be authorized by the Commanders-in-Chief, but are to be reported to the Admiralty with the reasons for effecting the transfer.

Demands for stores required for making good defects or for carrying out approved alterations and additions are to be dealt with in accordance with Articles **707** and **710**, and in these cases reports of issues in excess (on form D. 64) are not required.

5. *Deleted.*

6. Storing Period.—The period for which a ship is usually stored is not to be extended without prior Admiralty approval being obtained.

7. New or Increased Allowances.—When additions to allowances, or allowances of new articles, are promulgated, ships are to forward demands for their requirements

to their storing yards at the earliest possible date, unless the introduction of the allowance is accompanied by a definite statement that the yard will supply without demand.

1930. Re-commissioning Abroad.—Whenever a Commander-in-Chief reports that a ship is fit to be re-commissioned abroad, he is at the same time to direct the Captain to prepare and forward to the officer in charge of the depôt at which the re-commissioning will take place, a detailed list of any naval and victualling stores, etc., which will be required for such re-commissioning, beyond those ordinarily kept in stock at foreign depôts. Similar information is also to be furnished as to the awnings, boats, etc., which will be required, so that the necessary demand may be made by the officer in charge of the depôt. A copy of the Captain's list of requirements, and a copy of the demand made on the Admiralty by the officer in charge of the depôt, are to be sent to the Commander-in-Chief for his information.

2. **Naval Armament, Torpedo and Paravane Stores.**—He is to direct the Captain to cause the remains of naval armament, torpedo and paravane stores to be compared, on or before the ship re-commissions, with the numbers allowed by establishment, and to forward demands to complete to the officers in charge of naval armament and torpedo depôts.

3. The Commander-in-Chief is also to direct the Captain to consider what items of fixtures or stores can be dispensed with in the new commission without affecting the sea-going or fighting efficiency of the ship.

A list of such reductions, with reasons for making the recommendations, is to be submitted to the Admiralty and a copy sent to the store officer of the yard on the station.

1931. *Deleted.*

Section III—Charge and Accounts of Naval, Naval Armament and Torpedo Stores, Books of Reference and Forms

1932. Warrant Officers' Stores.—The officers to be placed in charge of warrant officers' stores are as follows, except where special provision is made otherwise, *e.g.*, naval stores in ships in which the central storekeeping system is operative:—

Ships in Commission

(*a*) Gunner's, Boatswain's and Shipwright's stores are to be in charge of the Gunner, Boatswain and Shipwright Officer of the ship respectively.

(*b*) When a torpedo warrant officer is allowed in the complement, the electrical and torpedo stores are to be in his charge.

(*c*) When a ship's complement includes only one warrant officer—*i.e.*, either a Gunner, torpedo warrant officer or a Boatswain—then all the Gunner's and Boatswain's stores are to be in charge of that officer; but if none of these officers is allowed, the stores are to be in charge of any experienced petty officers whom the Commanding Officer may consider competent to discharge the store duties.

(*d*) When a ship's complement does not include a Commissioned or Warrant Shipwright, the shipwright's stores are to be in the charge of the Chief Shipwright, or, at the discretion of the Captain, of any experienced Shipwright rating.

(*e*) If there is no suitable petty officer in the ship for the duties under (*c*) or (*d*), the Commanding Officer may place any one description or all of the stores in charge of the Navigating or other commissioned officer.

(*f*) In the absence of other warrant officers, those borne for quarterdeck duties may be placed in charge of stores, other than Shipwright's.

(*g*) If a warrant officer authorized by complement to take charge of stores is either not borne or is sent to hospital or otherwise removed from the ship, the stores are immediately to be placed in the charge of the officer or petty officer to whom they would have been assigned if the warrant officer had not been allowed in the complement.

Special Service Ships

2. The regulations are to be the same as for ships in commission, except that:—

(*a*) when neither a Commissioned, Warrant nor Chief Shipwright is borne, an experienced Shipwright rating should, if possible, be detailed; otherwise one of the officers or petty officers who has charge of other warrant officers' stores is to take charge of shipwright's stores also;

(*b*) when ships are completed for temporary service, the stores are to remain in the charge of the officers to whom they were previously assigned; but, if these stores are in the charge of a petty officer, they are to be transferred to the officer authorized to take charge of them in clause 1 of this Article, if it can conveniently be done.

3. The terms Gunner, Boatswain and Warrant Shipwright, when employed in this article, are to be understood as including Commissioned as well as other Gunners, Boatswains, and Warrant Shipwrights, and Lieutenants and Shipwright Lieutenants promoted from those ranks.

4. **Stores in Flotilla Leaders, Patrol Boats, Destroyers, etc.**—All stores and fixtures, except medical stores, in flotilla leaders, patrol boats, destroyers, etc., commissioned as tenders, are to be in charge of one officer in each flotilla leader, destroyer, sloop, surveying vessel or minesweeper. In those carrying an Engineer Officer he is to take charge of the stores, but where no Engineer Officer is borne, the warrant officer, or, if no warrant officer is borne, the Sub-Lieutenant or such officer as the Captain may direct, is to take charge of the stores (*see* next paragraph). In vessels commissioned as tenders, the Medical Officer of the parent ship will take on charge the medical chests and their contents.

Naval Armament (including Torpedo) Stores.—In flotilla leaders, etc., carrying a Gunner or Gunner (T) or both, the rules laid down in clause 1 of this Article are to apply. In vessels not carrying either of these officers but in which a Boatswain is borne, this officer will take charge of naval armament stores. In vessels in which neither a Gunner, Gunner (T) nor Boatswain is borne, all naval armament stores are to be placed in charge of the Engineer Officer, but where no Engineer Officer is borne, the Sub-Lieutenant or such officer as the Commanding Officer may direct is to take charge of the stores. (*See* Appendix VIII *for rates of store allowances.*)

1933. Store Accounts.—Naval stores and naval armament, torpedo and mining stores are to be accounted for by the officer to whom supply is made. In ships in which the central storekeeping system is operative, the naval stores are to be accounted for as laid down in the Instructions relating to the supply of naval stores to H.M. ships, etc. (B.R. 4). For other ships, each accounting officer is required to keep rough and fair accounts on the forms and in the manner described in the memoranda to the abstract statements, inventories, lists of fixtures, etc., and he is to render the fair account through the Captain, who is responsible for its due transmission to the Admiralty or Store Officer concerned. Captains may correspond direct with the heads of the store departments on questions relating to store accounts.

2. **Books.**—The following procedure is to be adopted:—

(*a*) Books supplied "for official use only" and books of reference (including school reference libraries) are to be taken on charge and accounted for in a continuous form of account on loose leaf ledger pages, form S. 123a.

(*b*) The books supplied for a Flag Officer, Senior Naval Officer, Naval Intelligence Officer, and Resident Naval Officer, should be in the charge of the Secretary, or of the detached officer, and the accounts should be kept in their offices. The books supplied to a ship or shore naval establishment should be in the charge of the Accountant Officer (Engineer Officer for Leaders, Destroyers, etc.), and the accounts should be kept in the Central Store or ship's office at the discretion of the Accounting Officer.

(*c*) The instructions concerning supplies, returns, loans, losses, periodical musters, etc., contained in forms O.U. 2A and B.R. 1, are to be strictly complied with, and all losses of O.U. books reported to the Admiralty promptly in view of the nature of the information contained therein.

(*d*) The loss of any book is also to be reported to the Accounting Officer, who will then follow the instructions in Article **1884** (*books* lost), enquiry, where necessary, for the amount to be charged, being made to the Admiralty (K. of S. & P.).

3. **School Reference Library.**—This library is supplied in a specially constructed bookcase with particulars of the contents pasted inside, and the volumes are not to be housed elsewhere. The library is to be accounted for as one School Reference Library, complete in bookcase, and issued on permanent loan to the Schoolmaster. It is to be placed in or adjoining the "school place" for the convenience of all ratings desiring to use it. When the ship is relieved, the library (in its bookcase) is to be returned to the Accountant Officer, who is to transfer it to the Accountant Officer of the relieving ship, recording the transfer on form S. 549; if the ship is paid off without relief, it should be returned complete as a unit to the R.N. Store Depôt, Deptford.

The general instructions governing losses, periodical musters of books of reference and musters on change of Accounting officers (Article **1933**, clauses 2 (*c*) and (*d*)) are to be applied to school reference libraries.

1934. Tenders' Accounts.—A complete set of accounts for each tender will be required from the Captain of the ship to which she is attached unless there be directions to the contrary. (*See also* B.R. 4.)

2. The officer in charge of stores in the parent ship is to be responsible, and is to account for stores supplied to the tender. Rough accounts are to be kept on board the tender, so that the Commanding Officer may readily ascertain at any time the remains of stores on board his vessel. He is to certify as to the expenditure of stores in the tender, the certificate being approved by the Captain of the parent ship. The circumstances of the loss of important stores are to be noted in the tender's log.

3. **Exceptional Cases.**—If the tender, from her size or the circumstances of her employment, is such a vessel as, in the opinion of the Admiralty, should be treated as a ship independently commissioned, she is to render the same accounts as if she were a separate command, and the officers rendering such accounts are to be granted the allowances to which they would be entitled if she were actually in independent commission and included in the appropriate category of vessels described in Appendix VIII.

4. Except in the instances referred to in clause 3, payment of store allowance in respect of naval stores is not issuable.

1935. Examination into Expenditure.—Each month the ship's copies of the naval store accounts, and the fair copies of the naval armament expense book and torpedo store ledger, are to be paid before the Captain for examination and approval of expenditure.

They are to be inspected beforehand by the following officers:—

†Boatswain's and Shipwright's accounts by the Executive Officer.

*†Gunner's accounts by the Gunnery Officer.

*†Torpedo warrant officer's accounts by the Torpedo Officer.

† Where warrant officers' stores are in charge of a commissioned officer, the accounting officer will be the inspecting officer.

* If two specialist officers are not borne, these accounts are to be inspected by the officer borne for the respective duties. Where no (G) or (T) officer is borne, this duty is to be performed by the Executive Officer.

For Engineer's stores, the accounting officer will be the inspecting officer.

2. **Fair Naval Store Account.**—At the end of each 12 months, the fair copies of the naval store accounts are to be laid before the Captain, after inspection by the officers above mentioned.

3. **Inspection by Commander-in-Chief.**—Both the rough and fair copies of the accounts are to be produced at the periodical inspection by the Commander-in-Chief.

4. The above instructions do not apply to naval store accounts in ships in which the central storekeeping system is operative. In these vessels, the accounts are to be inspected periodically by the Captain, and produced at the periodical inspection by the Commander-in-Chief.

1936. Losses except by neglect.—All losses in ships and vessels, except those due to neglect, are duly to be inserted in the accounts or established forms which are signed by the Captain. The officer in charge is to ascertain that, for important articles, the circumstances of the loss are noted in the ship's log in accordance with Article **1208**, clause 3, sub-clause (*k*). Naval stores of Rate Book value of £5 and above are to be regarded as important stores (*see also* Article **1130**)

2. **Losses by neglect** are to be credited separately in the abstract statement or naval store account for the period in which they occur, and the credits are to be supported by vouchers prepared by the officer in charge of the stores on the established form; and no articles lost by neglect will be allowed in the ship's store accounts unless credit be supported by such voucher (S. 126), and the loss, as directed by Article **1528**, clause 1 (*c*), also noted in the ledger and pay documents against the person through whose neglect it may have taken place.

3. The amount, not exceeding the value of the article, to be charged for such losses is in each case to be fixed by the Captain, who is to be guided in his decision by the gravity or otherwise of the neglect or carelessness, by the means of the offender and by the condition of the article when lost, with the exception of articles dealt with in clauses 3a, 3b, 3c and 6.

3a. When charthouse clocks, watches (all descriptions), or chronometers are lost through neglect, the full value is to be charged against the responsible person, unless the circumstances are considered to be so exceptional as to justify the charge of a smaller sum, or the charge being waived altogether. Such exceptional cases are to be submitted to the Admiralty for decision.

3b. When officers' blankets are lost by neglect, the condition of the article is to be ignored and the full current Rate Book price of a new blanket charged, unless there is strong justification for the recovery of a smaller sum. In the latter event, the matter should be decided in accordance with clause 3 of this Article, subject to the foregoing stipulation regarding condition, a special notation by the Commanding Officer as to the circumstances justifying the lower charge being made on the relative form S. 126.

3c. When anti-gas respirators are lost by neglect, in no case is the chargeable value of these articles to be assessed as less than two-thirds of the initial cost.

4. **Damaged Stores.**—The amount to be charged for stores damaged by neglect or misconduct is to be assessed in the same manner as herein directed for stores lost, and with reference also to the amount of damage done.

5. When damage done to barrack buildings is chargeable to private individuals, the amount chargeable is not to be assessed, but the full cost of the repairs is to be claimed from the person responsible for the damage.

6. **Binoculars.**—An officer or rating to whom a pair of service binoculars is issued by (*a*) the storekeeping officer or (*b*) the head of a department holding a stock on permanent loan is to place the binoculars in a locked drawer or other locked receptacle when not in actual use. The officer or rating is to return the instruments to the issuing officer as soon as the duty for which the issue was made is completed. If service binoculars are lost through failure to observe these

instructions or through other neglect, the whole or part value is to be recovered from the individual responsible, at the discretion of the Commanding Officer. In assessing the amount to be recovered, the current rate book price is to be regarded as the value of the binoculars whether they are part worn or not.

1937. Precautions to be taken to avoid losses during refit:—

(*a*) Special care is to be taken to safeguard valuable articles, such as those which contain precious metals.

(*b*) Where practicable, firing keys, masthead flashing keys, etc., which are fitted with platinum contacts, are to be placed under lock and key.

(*c*) When the platinum contacts are found to be missing, the matter is to be investigated immediately, and, where applicable, action is to be taken as in Article **1938**.

1938. Thefts.—All losses of stores or materials of any description belonging to His Majesty's Naval Service known or believed to be due to theft are to be reported to the Admiralty through the usual channels, as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points:—

(*a*) The circumstances in which the articles were stolen or believed to have been stolen, together with the date of loss and their value.

(*b*) In whose custody the articles were at the time of the actual or supposed theft.

(*c*) Whether any inquiry was held and with what result.

(*d*) Whether the articles were recovered, and if not, what steps have been taken to recover them.

(*e*) Whether the local police were informed, and if so, with what result. Copies of police statements should be forwarded.

(*f*) Whether any persons are considered to have been negligent within the meaning of Article **1528**, clause 1 (*c*). If so, the names of the persons concerned should be reported. If not, the reasons for this opinion should be clearly indicated.

(*g*) Whether local disciplinary action has been taken. If so, full particulars should be furnished.

Instances of loss of service rifles and revolvers have frequently been reported, while, at the same time, the police occasionally recover service arms from persons who have been in unlawful possession of them.

In order to endeavour to connect the arms so found with those lost or stolen from Government charge, the police authorities throughout the country have been requested to notify at once to Scotland Yard the loss of any service arms reported to them, and also to notify the finding of any service arms in illegal possession of any persons in their jurisdiction.

The theft of service small arms from His Majesty's ships and naval establishments should be reported to the civil police as soon as discovered, the report to include full details available as to nature of arms, register number and identification marks; and a similar report should be made to the civil police when small arms are lost even though there are no reasons to suspect theft. In losses of small arms from armament depôts, similar action should be taken as far as possible, but it is not the intention that records should be kept of register numbers of all small arms on charge. When arms reported as stolen or lost, are subsequently recovered, notification should be at once sent to the civil police.

Special care should be taken to note register numbers or identification marks of arms in the possession of His Majesty's ships and naval establishments, except Naval Armament Depôts, so that, if lost, such details may be available.

In all reports of losses of small arms due to theft, the particulars referred to above are to be furnished. Losses, other than by theft, are to be reported to the Admiralty in detail, as directed in Article **1130**, the register numbers of the small arms being reported, except by Naval Armament Depôts.

2. Prosecutions.—When police proceedings are taken, or proposed to be taken, in the United Kingdom under the Public Stores Act, 1875, whether in connection with the losses referred to in the foregoing clause or otherwise, a report of the case is to be forwarded to the Admiralty by the officer concerned, or the officer under whose notice the proceedings have been brought. The report of cases in which a prosecution has taken place should be accompanied, where practicable, by an extract from a local newspaper, giving full particulars of the proceedings, and, where the information has not already been furnished, should state whether any inquiries have been made to ascertain the source from which the articles were obtained; also, if these inquiries were successful, what further steps have been or will be taken.

3. The instructions in this Article apply to naval, naval armament, victualling, medical, and any other descriptions of His Majesty's stores.

1939. Stores found.—If an officer or man should find any lost Government stores, whether they belong to his own ship or not, he is at once to report the fact to the Officer of the Watch in order that the matter may be inquired into, if necessary, and the stores taken on charge by a responsible accounting officer.

2. Failure to comply with the instructions in clause 1 will render the person finding the stores liable to be charged with theft. *See Chapter* XXV, Section II (*Salvage*).

1940. Articles under Trial.—Instructions for articles to be put under trial in His Majesty's ships will always be sent to the Commander-in-Chief of the fleet, with copies to the Flag Officers commanding the divisions or squadrons concerned. These instructions will give information as to the nature of the trial desired, and, where practicable, the duration of the trial. When a ship is ordered to pay off into dockyard hands, lists of articles under trial in the ship should be forwarded to the Admiralty, through the Commander-in-Chief, for instructions as to disposal, etc., of the articles.

2. Special reports on the results of the trials are to be made through the Commander-in-Chief at the time stated in the order for trial, or if no definite date by which the report should be furnished is given, as soon as sufficient experience has been gained to enable a definite opinion to be reached.

Such reports should be drawn up on a general scheme embodying the following details:—

(*a*) Reference numbers and dates of former correspondence. Authority for carrying out trials.

(*b*) Object of trials.

(*c*) Brief description of gear or method under trial.

(*d*) Methods employed to carry out trials. Time, personnel and ships or units involved.

(*e*) Weather and sea conditions (where applicable).

(*f*) Results obtained.

(*g*) Deductions drawn.

(*h*) Recommendations made.

(*i*) Other points of value brought to light although not directly concerned in the object of the trial.

Each article under trial will consequently be dealt with separately. Where the trial of an article is being carried out in more than one ship of a squadron, the reports are to be collected by the Flag Officer commanding the division or squadron and forwarded through the Commander-in-Chief.

3. Further reports are to be forwarded in the same manner every six months in the absence of other directions from the Admiralty.

4. When a decision on the reports on any article under trial has been reached, instructions will be issued that the trials are to be closed, and directions will be given, if necessary, for the disposal of the articles.

5. Form D. 366, notifying the issue of articles for trial, will be sent by the dockyards to the ship to which issued, and also to the Flag Officer commanding the squadron, and to the Commander-in-Chief of the fleet. For ships of the Reserve Fleet, this form will be forwarded to the Vice-Admiral Commanding instead of to the Commander-in-Chief. When an article under trial is transferred from one ship to another, the form supplied to the ship is also to be transferred. This form is to be sent to the dockyard with the articles, if returned to store after the trial is completed.

6. Flag Officers commanding fleets or squadrons are to keep a record of all articles, apparatus and systems under trial in ships under their orders.

Each ship is also to keep a record of orders to put articles under trial and of the results thereof. The entries in this record are to be grouped under the headings:—

I. Gunnery naval stores and fittings.
II. Torpedo naval stores or fittings.
III. Naval armament stores.
IV. Torpedo explosive stores.
V. Constructive stores and fittings.
VI. Engine-room department—any inventions, apparatus or material.
VII. Miscellaneous sea stores.
VIII. Victualling and clothing.

When a ship joins a fleet or squadron, or is transferred from one fleet or squadron to another, a list of all articles under trial, or ordered to be put under trial, is to be furnisheed by the Commanding Officer of the ship to the Flag Officer Commanding the squadron, and to the Commander-in-Chief, to enable the flag-ship's record to be completed.

7. The prescribed procedure is not intended to apply to complete assemblies or sets of stores that are being developed or assembled at Naval Establishments, such as Signal School, OSPREY, VERNON, etc., for trial afloat.

8. **Oil Fuel and Coal** is provided for in the engine-room register, but reports of trial are also to be forwarded by the Commander-in-Chief in accordance with the instructions on form S. 230. *See also* **1272** (*Inferior quality of fuel*).

SECTION IV—SUPPLY OF STORES AND PROVISIONS TO, AND RECEIPTS FROM, FOREIGN POWERS, OTHER DEPARTMENTS, ETC.

1941. Supplies to Foreign Ships-of-War, Merchant Ships or Private Individuals.—Unless specially ordered to do so, the Captain is not to spare any stores, fuel or provisions to a ship-of-war of a foreign power, or to any merchant ship, or private individuals, without evident necessity and satisfactory proof that the stores cannot be secured otherwise; he is always to report the full particulars to the Admiralty. The report is to be prepared in duplicate, one copy being sent to the store department of the Admiralty concerned, and the other to the Director of Navy Accounts.

2. **Vouchers.**—Whenever supplies are made under clause 1 of this Article, three receipts are to be taken. Two of them are to accompany the reports to the Admiralty and the third is to be the voucher for the accounts of the officer in charge. When the supplies are for merchant ships or a private individual, the address of the owners or of the private individual is to be shown on the vouchers (*see* **1944**).

3. **Payment.**—Every endeavour should be made by the Captain to obtain payment in sterling at the time of supply, but if, in exceptional circumstances, this cannot be arranged, a written undertaking to pay in sterling the amount shown on the vouchers (Article **1944**) should be obtained and forwarded to the Director of Navy Accounts with the report referred to in clause 1, or, when supplies

are made to merchant ships, a bill of exchange, drawn by the Master on the owners, payable to the Director of Navy Accounts, or to his order, should be obtained and forwarded to the Admiralty. When payment is received at the time of the supply, the fact is to be stated in the reports, a reference being given to the manner in which the payment has been brought to account and the vouchers being similarly endorsed. (*See* **1771** (2), *Maintenance of Order, Saving of Life, and Services rendered to Foreign Government vessels in distress*, **1784**, *Bills received; and* Chapter XXV, *Salvage.*)

1942. Supplies to other Departments of the Home Government and to Dominion, Colonial or Indian Governments.—Stores which are expended on board for, or supplied to, other departments of the Home Government or Dominion, Colonial, or Indian Governments, are to be detailed on separate vouchers prepared in triplicate. Full particulars are to be reported to the appropriate store department of the Admiralty, and to the Director of Navy Accounts, as prescribed for supplies to foreign ships-of-war, etc. (Article **1941**), one copy of the voucher, duly receipted by the representative of the department or government concerned, accompanying each of the reports.

2. Payment for the supplies so made should be obtained locally whenever possible, a reference being given in the reports prescribed in clause 1 to the manner in which the payment has been brought to account, and the vouchers being similarly endorsed. Claims for supplies to the War Department should be addressed to the local District Paymaster. Claims for supplies to the Indian Government should be passed to the Controller of Royal Indian Navy Accounts, for acceptance and payment, a duplicate also being sent to the Naval Accountant Officer, Colombo, in order that he may watch recovery of the sum due to Navy funds. When payment cannot be obtained locally, the fact is to be stated in the reports sent to the Admiralty in order that recovery may be made from the department or government concerned.

1943. Supplies made by other Departments or Governments.—When, in exceptional circumstances, supplies are made to His Majesty's ships abroad by other departments or governments, payment is to be made locally whenever practicable. Receipts for the payments so made should be obtained in triplicate, one copy being used as a voucher to the cash account, one copy enclosed with the store account, and the third copy being retained by the Accountant Officer.

2. Claims for supplies made by the Indian Government, or for stores returned to Indian arsenals from His Majesty's ships or establishments, are to be settled by the Naval Accountant Officer, Colombo.

3. At stations abroad, where there is no naval authority in charge of cash, nor ship present, any adjustment between Navy and Army funds will be made by the District Paymaster through the Treasury Chest account.

1944. Particulars on Vouchers.—The vouchers for stores supplied to foreign ships-of-war, to merchant ships, to private individuals, or to any other than naval services, are to show against the description of each article its rate book or vocabulary value, inclusive of percentages, together with the page and line of the rate book, etc., from which it is taken. The value is to be computed as laid down in the prefatory memoranda of regulations to the rate books and vocabulary or other special instruction where fixed percentages are not provided (*e.g.*, War Department and Air Ministry—*see* the memoranda to the rate book), and is to be inserted by the issuing officer of the ship making the supply. The vouchers are to be countersigned by the receiving officer of the ship, or by the individual, obtaining the supply. The circumstances necessitating, and the authority for, each supply are to be stated on the voucher sent into Office, in support of the credit in the accounts of the officer making the issue. Details of percentage charges should not be disclosed on claims preferred against merchant ships, private individuals or foreign governments, but should be merged in the amounts charged for the stores, etc., supplied, as laid down in the prefatory memoranda to the rate books. A reference is to be made on the voucher to any charge made for labour in connection with the supply. *See* **1771** (*Work done for Private Individuals, etc.*).

2. **Denominations to be used.**—It is not intended that the rate book or vocabulary descriptions should be substituted for the descriptions given in the headings of the store accounts; but where the articles are on charge in the ship's store account under denominations, *i.e.*, weight, number, etc., different from those under which they are valued in the rate book, etc., the quantities according to the rate book or vocabulary denominations are always to be shown in addition to the quantities according to the denominations contained in the ship's store account.

1945. Fuel Expended for Dominion or Colonial Purposes.—No charges are to be made for fuel expended in connection with the Navy's duties for the maintenance of order, the saving of life, and services rendered in relief of great public calamities, or to dominion or colonial war vessels in distress.

2. No charges are to be made for the fuel expended by a ship employed in the conveyance of a Governor or other dominion or colonial authority on a journey which the ship is making in execution of her ordinary program. On stations where a Governor has, as a rule, to proceed by sea in order to visit the various parts of his Government, his convenience is to be taken into consideration in arranging the program of the cruises of His Majesty's ships, so that, when possible, he may be able to take advantage of the routine visits of His Majesty's ships. When a journey by one of His Majesty's ships is made solely for the conveyance of the Governor or dominion or colonial authority, full particulars are to be reported, including the quantity and value of the fuel consumed.

3. No charges for the expenditure of fuel by His Majesty's ships are to be made against dominion or colonial authorities, if the persons have been conveyed or services performed in discharge of duties which are of imperial and not of purely local interest.

4. On other occasions when a ship is specially employed on the requisition of a Governor or other dominion or colonial authority on dominion or colonial service, the cost of the fuel expended while so employed shall be borne by the government of the dominion or colony to which such service is rendered; a separate account is therefore to be kept of the fuel expended on every such occasion, with a view to a claim for the cost of the same being raised against the dominion or colonial authorities, by the Accountant Officer, on the completion of the service.

5. The cost of the fuel is to be calculated at the local rate at which supplies are obtainable by ships at the period during which the services required are carried out, without percentage charges.

6. The Captain is to cause the fuel thus expended to be distinguished in the naval store accounts, with a notation on the credit line of entry therein showing whether or not the value of the fuel has been recovered locally; a return of the quantities consumed, and of the local rates at which the issues have been computed, duly approved by the Captain, and certified by him to be an accurate record of the quantities expended for the service, is to be forwarded as a debit voucher with the cash account of the month in which the amount is received; and a duplicate of this return is to be sent to the Commander-in-Chief.

7. If the amount is not recoverable locally, a special report is to be made to the Commander-in-Chief for the information of the Admiralty, giving the same particulars as to the service performed, and the quantity and cost of the fuel expended, in order that the value may be recovered through the Colonial Office.

1946. Diving Apparatus, when lent.—When divers and diving apparatus are lent to effect repairs to merchant ships, whether British or foreign, a guarantee is to be taken for any damage that may be sustained by the dresses or apparatus, and a charge of 21s. a day, or portion of a day, is to be made for wear and tear of each apparatus; in addition, a sum equal to the gross pay, allowances, and extra pay of the persons engaged, for the time they are actually absent from their ships, together with the percentage charges prescribed by the memorandum in the

rate book, and the percentage charge in respect of marriage allowance referred to in Article 1771, clause 8, is to be charged. The transaction is to be brought to account as directed in Article 1771, clauses 6, 7 and 8.

1947. Flags, etc., when lent.—When flags, bunting, etc., are specially approved, in exceptional circumstances, to be lent from naval establishments (other than dockyards) to municipal or other authorities requiring them for decorative purposes, the following procedure is to be adopted, namely:—

(*a*) No flags, etc., are to be allowed to leave the establishment without the written permission of the officer in charge of the establishment.

(*b*) The stores are not to be issued until an insurance policy, fully covering their value in the event of their being damaged by fire or any other cause, has been taken out by the borrowers with an approved insurance company, and deposited with the officer in charge of the establishment. Receipts for the items actually lent are also to be taken from the borrowers.

(*c*) On the return of the flags, they are to be surveyed carefully and the cost of any deterioration, etc., immediately recovered from the borrowers.

(*d*) If Signal or other ratings are sent with the flags, a sum of money, sufficient to cover the probable expenses of the ratings, is to be deposited by the borrowers with the officer in charge of the establishment, any sum unexpended being refunded after the stores are returned.

Serviceable flags are not to be lent for decorative or any private purposes, and all applications for their loan should be refused.

Section V—Stationery

1948. Stationery will be supplied to Flag Officers and Senior Officers, His Majesty's ships and establishments, and naval services generally for the conduct of duties in the public service. *See* **1919**, clauses 3 and 4 (*Established forms and books of reference*).

2. **Flag and Senior Officers** will be supplied on demand on form S. 605, and demands should be for such quantities which, together with the items of stationery estimated to remain at the expiration of the period covered by the previous supply, will meet requirements for six months. Flag Officers and Commodores proceeding on foreign service may demand stationery in advance to meet expenditure over a period of 12 months. Quantities necessary for signal duties should be indicated on demand apart from general stationery.

3. A Flag Officer or Senior Officer on relinquishing a command should, if circumstances permit, hand to his successor, or other officer representing him, the stationery remaining in hand at the time, for subsequent use of the command.

4. **Engineer Rear-Admirals and Engineer Captains** borne for duty with the fleet will also be supplied.

5. **His Majesty's Ships** will be supplied with stationery to meet requirements in the performance of the public duties of the Captain (including that necessary for signal purposes); also to meet requirements of the heads of departments of the ship, and that necessary for school purposes and for use in tenders. Binding of ship's books will be provided for on demand as circumstances may require.

6. On being commissioned for trials, ships, including destroyers and submarines, will be supplied with a first supply without demand to meet requirements over a period of six months. Demands for replenishment should be forwarded every six months thereafter. Demand should be made by the Accountant Officer on form S. 1310/D. 2, addressed to the Keeper of Stationery and Printing, Admiralty, in sufficient time to enable supply to reach the ship by the date required. A reduced supply will be made to ships temporarily commissioned. Supplementary demands are to be prepared in triplicate on the proper forms (S. 1312/D. 2c).

7. On a ship being paid off and recommissioned, the remains are to be transferred to the new accounting officer, who may either forward a demand at once to complete to six months' requirements, or defer the demand until the usual period has elapsed since the last demand was forwarded during the old commission. The remains on board at the time of forwarding the demand should always be shown.

8. On a ship being paid off for refit, the stationery remaining should be retained on board if the Accountant Officer remains in the ship; otherwise it should be forwarded to the Commodore of the depôt, if the ship is paid off at a home port, or to the Naval Store Officer of the nearest dockyard, to be used to meet service requirements. A statement of the quantities returned is to be forwarded to the Admiralty (Stationery Branch).

9. **The Accountant Officer,** on being superseded, is to hand to his successor the quantities of stationery remaining in hand, the succeeding Accountant Officer giving a receipt for the same.

10. **Local Charges** for the purchase of books and stationery, for printing, or for hire of typewriters are not to be incurred except in urgent circumstances. If such charges are incurred, a report explaining the necessity is invariably to be forwarded with the cash account. Special care is to be taken that sufficient information is furnished to enable the reasonableness of the charges to be judged, *e.g.*, for a rubber stamp, an impression is to be furnished, and for printing, at least three competitive estimates or tenders are to be obtained, all of which, including those not accepted, are to accompany the relative cash account voucher, together with a specimen copy of the work executed. Should the Admiralty not be satisfied that the circumstances justified the local expenditure, the difference between the actual cost and that which would have been incurred had the supply been obtained in the regular manner will be charged against the responsible officer.

Local purchases of publications by services abroad which have received Admiralty approval may continue to be made, but all purchases of new publications, and all increases in the number of copies, must first receive Admiralty approval.

Typewriters, duplicators, calculating machines, photo-copying apparatus, printing presses, and any other similar items of office machinery are never to be purchased locally.

Typewriters and other office machinery are the property of His Majesty's Stationery Office, and must not be sold or included in sales of Admiralty stores without Admiralty sanction.

11. **School Stationery.**—In every ship in which a Schoolmaster is borne, or a competent person detailed to perform the duties, necessary stationery is to be supplied by the Accountant Officer to the Instructor Officer for the use of men and boys attending the school, and of the Schoolmaster; if no Instructor officer is borne, the supply is to be made to the officer superintending the school work. The stationery is not to be supplied each quarter unless the Captain is satisfied that it is required for the efficient working of the school. An outfit of stationery for school use will be included in the first supply of stationery made to ships, in which school is held, on commissioning. Demands for replenishment should be rendered on form S. 395 (T.S. 8) and forwarded at the same time as the ship's periodical demand.

12. **School Books.**—Arithmetic and other school books are also to be issued by the Accountant Officer. (*See* **1484** (9).)

CHAPTER LIV

SURVEYS AND STOCKTAKINGS OF STORES

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SECTION I—SURVEYS ON BOARD BY SHIP'S OFFICERS

1949. By whom Ordered.—When a ship is absent from a port where there is a store depôt, surveys are to be made by officers of the ship, whenever necessary, on the authority of the Commanding Officer. Requisitions for surveys are to be made on the proper form by the officer in charge of stores, and are to be approved by the Commanding Officer. *See* **1967** (*Provisions, Clothing, Medical and Dental Stores*).

2. **Defective Stores.**—The report of survey (S. 331 for naval, naval armament and torpedo stores, and S. 330 or M. 176 for victualling, etc., stores), when signed by the surveying officers is to be submitted for the approval of the Commanding Officer, who will give such directions on it as he may see fit (Article **1954**). On form S. 331 the certificates as to survey and disposal of stores are to be shown in manuscript. If stores are to be returned, one copy of the report, with the Commanding Officer's directions noted on it, is always to accompany the articles returned, as the authority to the officers of the civil establishment to receive them.

3. **Report.**—The original copy of the report, duly signed and approved, is to be forwarded into Office with the accounts, except that for provisions the original copy of the report is to be at once forwarded to the Director of Victualling.

4. **Conditions.**—Where possible, surveys of permanent stores of all descriptions—naval, victualling, naval armament and torpedo—should be made under the conditions laid down in Article **1958**.

5. **Unserviceable Naval Stores** in a ship away from a port are to be surveyed on board if the stores are to be returned to a storing port by vessel other than (*a*) the ship herself, (*b*) her own boats, and (*c*) her tenders. Copies of the reports of such surveys (S. 331) are to be sent direct to the store officer so as to arrive before the articles are landed.

1950. Surveying Officers.—The officers to be deputed for carrying out the survey are as follows:—

(*a*) **For Quality—**

For Medical Stores*	For stores in charge of Accountant Officers, other than Naval Stores	For Naval Stores in charge of Accountant Officers	For Naval Armament Stores, Torpedoes and Torpedo Stores, and Naval Stores in charge of Warrant Officers	For Naval Stores in charge of Engineer Officers†
Two Medical Officers. (To be selected from such ships as the Senior Officer may see fit.)	The Executive, Navigating and Accountant Officers.	The Executive, Engineer, and/or Navigating Officers, and the Accountant Officer.	The Executive, Officer, a Lieutenant-Commander or Lieutenant, and the Navigating Officer.	The Executive, and Engineer Officers.

*For Dental stores, the surveying officers should be Dental Officers, if available.
†A third officer (for Naval Stores in charge of Engineer Officers, the Navigating Officer), may be required to attend should the Captain of the ship consider it desirable in view of any special circumstances prevailing at the time.

NOTE.—The officer in charge is always to attend, when practicable, to give information about the articles under survey.

(b) For Quantity—

For Medical Stores*	For stores in charge of Accountant Officers, other than Naval Stores	For Naval Stores in charge of Accountant Officers	For Naval Armament Stores, Torpedoes and Torpedo Stores, and Naval Stores in charge of Warrant Officers	For Naval Stores in charge of Engineer Officers†
The officer giving up charge and the officer taking charge.	The Executive, Navigating and Accountant Officers.	*Change of Officers.*—The Accountant Officer taking charge, and also the Accountant Officer giving up charge if possible. *Other times.*—Accountant Officer and Supply staff	The officer giving up charge, the officer taking charge, and the Executive or Navigating Officer.	The officer giving up charge and the officer taking charge.

* For Dental stores, the officers should be Dental Officers. The independent officer, if required, may be a Medical Officer if a Dental Officer is not available.

† A third officer (for Naval Stores in charge of Engineer Officers, an Executive Officer, and for Medical Stores, a Surgeon Commander or Surgeon Lieutenant-Commander) may be required to attend should the Captain of the ship consider it desirable in view of any special circumstances prevailing at the time.

2. When the officer ordering the survey considers it desirable, he is at liberty to vary these officers; for important surveys, he may substitute officers of a higher rank.

3. Where a specific rank of surveying officer is indicated, should an officer of the rank not be available, the next below, or some other competent officer, is to be substituted, a notation of the reason for such substitution being made upon the order for survey.

4. The surveying officers are never to be less than two in number where it is possible to obtain the services of officers of any rank. This does not apply to the routine verification of quantities of naval stores by the Accountant Officer and Supply staff in ships, etc., where the central storekeeping system is in operation.

1951. Misrepresentation, Neglect, Fraud, etc.—Any suspicion or appearance of misrepresentation, neglect, collusion or fraud, either on the part of the officers concerned in any requisitions for a survey, or of any other person in connection with the objects or things surveyed or to be surveyed, is to be stated in the report; and further, when a suspicion of fraud is raised or actual fraud discovered, a separate report is to be made to the Captain.

1952. Signing False Report.—Any officer wilfully signing a false report, whether as to condition or quantity, or concealing any fraudulent practices in connection with the survey, or any person knowingly giving a false account so that thereby the surveying officers may be deceived, is at once to be suspended by his Captain and his conduct reported. *See* **1110** (*Approval of Captain*).

1953. Particulars required in Reports.—Reports of survey on naval, naval armament, torpedo or victualling stores are to be made on the authorized forms, and the particulars required by these forms are invariably to be furnished.

1954. Disposal of unserviceable articles.—All unserviceable articles not convertible to any use on board are, as a general rule, to be returned into store; but, in special circumstances, the Commanding Officer may order such articles to be thrown overboard or burnt in the presence of the surveying officers or, if victualling stores, of the Accountant Officer and one other officer, who are required to certify on the report that the order was strictly carried out in their presence.

2. **Medicines and Provisions defective.**—All medicines found not fit to be administered are, with the approval of the Captain, immediately to be thrown overboard in the presence of the surveying officers, as also are provisions or other articles likely from their retention to become prejudicial to health. The surveying officers will state in the report whenever this has been done. Dangerous drugs, however, are not to be thrown overboard, but are to be returned to the nearest Naval Medical establishment as soon as opportunity occurs, and a receipt is to be obtained.

3. **Clothing.**—Surveying officers are not to recommend articles of clothing to be thrown overboard, unless such course may be deemed necessary for the preservation of the other clothing.

1955. Stores proposed for Sale.—Any old, decayed, or condemned provisions or stores which the surveying officers recommend for sale are to be returned into store by first opportunity of free freight with a view to their being so disposed of.

1956. *Deleted.*

1957. Provisions, etc., at Ports without Naval Establishment.—When stores or provisions are sent for issue or as a reserve to a port where there is no naval establishment, the Senior Officer, whenever he may deem it necessary, is to cause them to be surveyed specially before they are supplied to ships or otherwise dealt with.

SECTION II—NAVAL, NAVAL ARMAMENT AND TORPEDO STORES—FOR QUALITY

1958. Surveys Ashore.—When a ship is at a port where there is a store depôt, stores (other than explosives) defective in quality, which cannot be repaired by the ship's artificers, are to be examined carefully on board by a representative of the store department concerned, in conjunction with the ship's officers, and reported on before any action is taken.

2. Stores are only to be removed from the ship's account charge if they are considered by the officers holding the survey to be absolutely unserviceable and beyond repair.

3. Stores which cannot be repaired by the ship's artificers, and which, in the opinion of the surveying officers, must be landed for repair, are not to be taken off the ship's account charge, nor are other articles to be drawn in lieu except in circumstances that render such a course aboslutely necessary. Articles landed for repair are to be received back in the ship after repair.

4. Stores approved to be landed for repair or to be returned to store are to be taken direct by the ship's crew to the repair shop or storehouse, etc., as requisite.

SECTION III—NAVAL STORES AND FIXTURES, AND NAVAL ARMAMENT AND TORPEDO STORES—FOR QUANTITY

1959. Stocktakings.—A general stocktaking of naval armament and torpedo stores is to be held only on change of accounting officers. On these occasions, the whole of the naval armament stores, torpedoes and their stores, and torpedo explosive stores, are to be verified. If time and circumstances do not permit of a complete stocktaking, a report is to be forwarded through the Commander-in-Chief for the information of the Admiralty, showing the stores not mustered, and giving reasons why a complete verification was not carried out.

The in-coming officer is, at the first opportunity, to verify the stores not mustered at the stocktaking, the result of which is to be forwarded to the Admiralty.

2. In vessels in which the central storekeeping system is operative, the entire stock of naval stores in the custody of the Accountant Officer is to be verified at least once a year. The items of naval stores on permanent loan to the various departments of the ship are also to be verified periodically, and on transfer of custody from one officer or rating to another. On change of Accountant Officer, stocks of important or valuable articles, and not less than 10 per cent of the remaining items, are to be verified by the in-coming officer or his nominee officer. (*For detailed procedure, see* Instructions relating to the supply of Naval Stores to H.M. Ships, etc. (*B.R.* 4).)

3. In vessels in which the central storekeeping system is not operative, a general stocktaking of naval stores is to be held only on change of accounting officers, when the whole of the permanent stores is to be verified, if time permits, and also the more important descriptions of consumable stores as detailed in the abstract statements. It is important that the outgoing and incoming officers should take part in the stocktaking, but if either is not available another officer is to be substituted. Test verifications of the stock of consumable stores are to be made from time to time by the officer in charge of the stores, and the results reported monthly to the Captain. The accounting officer is also to avail himself of every opportunity for verifying the remains of the permanent stores in his charge. Forms for reporting results of stocktaking and test verifications are included in the abstract statements.

4. If there be reason at any time to suspect the accuracy of the stock of stores in charge of an officer, the Commanding Officer is authorized to arrange for the remains to be verified specially. Officers are to be selected for these duties in accordance with the instructions laid down in Article **1950**.

5. **Fixtures.**—A general stocktaking of fixtures is to be held on change of accounting officer, and the in-coming officer will be allowed three months in which to muster the items of fixtures placed in his charge. The out-going officer, before leaving the ship, is to certify, on the fixture list, that the fixtures are in accordance with the list and bring to the notice of the Commanding Officer any known differences.

6. Reports of the verification of fixtures by the in-coming officer are to be made as follows, the out-going officer being communicated with as necessary concerning any further differences disclosed:—

(*a*) *Fittings and spare gear in charge of the Engineer Officer.*—Report of muster to be included on form S. 354 (Report on state of Machinery) when rendered, and particulars of all differences are to be shown on a separate list enclosed as an appendix to form S. 354.

(*b*) *Other departments of the ship's and Engineer's fixtures not reported on form S.* 354.—The results of musters are to be noted on the stocktaking page of the fixture list concerned, and reported to the Admiralty by letter, together with any differences disclosed.

7. **Supersession of Officer.**—When an officer gives up charge of stores on supersession, he is to apply in writing to his Captain for a stocktaking to be held, and is not to leave his ship until the stock in his charge has been verified, unless special orders to the contrary are given by the Senior Officer present. In this event, the fact of his leaving and the reasons for it are immediately to be reported to the Admiralty. Stock is to be taken, a list of any important differences is to be forwarded to the Admiralty, and the stores are to be placed in the temporary charge of an officer appointed by the Captain, to be accounted for by him. On the death of an officer in charge of stores, a similar course as regards stocktaking and charge of stores is to be followed.

8. **Officer dismissed his Ship.**—If an officer is dismissed his ship, stock is to be taken of the stores in his charge before he leaves, unless special orders to the contrary are given by the Senior Officer present, when a similar course to that prescribed in clause 6 is to be followed.

9. **Officer sent to Hospital or detached.**—Should an officer in charge of stores be sent to hospital or on detached service, the remains of the more valuable articles, and those liable to misappropriation, are to be verified at once. The Captain is to exercise his discretion whether a general stocktaking should be held, but if

the officer is likely to be absent for more than fourteen days, a stocktaking is to be held at once on all stores in his charge. When the period of absence exceeds fourteen days, the stores are to be placed in the temporary charge of another officer (or rating, if small craft), and a general stocktaking is to be held if not carried out when the officer went to hospital, or on detached service.

A second stocktaking is to be held when the stores are permanently re-transferred and the temporary charge ceases. If any discrepancies are found, a list of the differences is always to be forwarded to the Admiralty accompanied by explanations, a copy of the list being placed with the account.

In ships in which the central storekeeping system is operative, the procedure to be followed in the circumstances indicated in clauses 6, 7 and 8 regarding Naval stores is shown in B.R.4.

10 **Absence of Officer taking Charge.**—If from any cause the officer taking charge be not present at the stocktaking, he is to take the first opportunity of satisfying himself whether the quantities on board agree with those charged to him, and to report the result by special letter to the Captain for the information of the Admiralty. In forwarding the report, the Captain is to state whether the accounts opened by the officer who had temporary charge of the stores have been, or will be, closed and sent into Office, or will be continued by the officer to whom charge has been permanently transferred.

11 **Stores deficient.**—The responsibility for the stores rests with the officer giving up charge until the stocktaking has been completed, and when stores are found to be deficient, unless a satisfactory explanation be furnished as to the deficiencies, their value will be charged against the responsible officer. *See* **1528** *(Losses by neglect); and* **1531**, clause 3 *(Conditions under which Store Allowances are paid).*

1960. Measurement of Coal and Patent Fuel.—Whenever surveys are held on the remains of coal ashore or afloat, the following scale of measurement, if the cubic contents can be ascertained, is to be adopted, namely:—

1 ton of Welsh coal	40	cubic feet.
" North Country fuel	43	"
" Patent fuel	36	cubic feet when symmetrically stacked on shore, or in rectangular spaces on board, or 45 cubic feet when shot into bunkers.
" Westport coal	44½	cubic feet.

Section IV—Chain Cables, Steel Wire Hawsers, etc.

1961. Periodical Survey, etc., of Chain Cables.—The chain cables of ships in His Majesty's naval service are to be periodically surveyed, heat treated, re-tested and examined at the intervals and in accordance with the procedure laid down in B.R. 367 (Anchors, Chain Cables, etc.).

2. The tests to be applied to the chain cables of drifters and sea-going tugs are to be in accordance with the statutory certificate, and not necessarily in strict accordance with Admiralty Tables (*see* B.R. 367).

3. The Senior Officer ordering the survey is to arrange for an experienced blacksmith from the dockyard, or from a ship present if none is available from the dockyard, to assist the officers specified in Article **1950**.

4. **Report.**—The report of survey is to be rendered in duplicate on form S. 194 and dealt with as follows:—

(*a*) Original, duly signed and approved, to be forwarded at once by the Comander-in-Chief to the Admiralty (Director of Dockyards).

(*b*) Duplicate, to be inserted in the Captain's ship's book.

5. If cables are found defective, the steps taken to make them efficient are to be noted on the form S.194.

6. **Cables from England.**—If new cables should be required from England, a demand on form S.134d for the requisite quantity is to accompany the report, together with a letter explaining the reasons for making the demand.

7. **Screws for Rigging, etc.**—All rigging screws, including screws and slips for securing anchors, davit guys, guard rails, etc. on board ship are to be worked and greased periodically at intervals not exceeding six months, and the dates on which the routine was carried out are to be reported when the return S.194 (Survey of chain cables, etc.) is rendered.

1962. Periodical Examination of Fittings.—Whenever cables are periodically surveyed or tested, the eyeplates, etc., for use with anchors and chain cables are also to be thoroughly examined for flaws or defects, and, if there is doubt, fire-proofed and tested and the result noted on form S.194. The examination of eyeplates, etc., during periodical surveys of cables should be made by the ship's staff, assistance from the dockyard being obtained, if necessary, to remove fittings for fire-proof and test.

1963. Steel Wire Hawsers, Paravane Chains and Associated Fittings, Guard Wires and Chains.—All steel wire hawsers and slips, shackles, stoppers, etc., associated with them, and guard wires and chains, are to be carefully examined and have the necessary steps taken for their preservation at intervals not exceeding six months. The dates and details of these examinations are to be reported when rendering form S.194 (Survey of chain cables, etc.), in accordance with Article **1961.**

2. All slips used for towing and taking in tow, Carpenters' stoppers, chain stoppers, shackles and slips associated with the use of steel wire hawsers are to be tested periodically as laid down for chain cables and gear (Article **1961**), and the results reported on form S.194.

1964. Re-testing Chain Cables on Foreign Stations.—If a ship is on a foreign station where no testing machine is available, the Captain, as the time for re-testing approaches, is to inform the Commander-in-Chief, so that, if practicable, arrangements may be made to land the cables in order that they may be cleaned carefully and examined minutely and every link measured. If not practicable, the Commander-in-Chief is to report the cause to the Admiralty and state what measures he proposes to adopt to ensure that the cables undergo the best possible examination. As a general rule, advantage is to be taken of a ship being re-commissioned to carry out these directions, but the examination is not necessary when a ship is on the eve of returning home, except in special circumstances.

1965.
1966. *Deleted.*

SECTION V—PROVISIONS, CLOTHING, IMPLEMENTS, MEDICAL AND DENTAL STORES

1967. When Surveys to take place.—Surveys on provisions, clothing, implements and medicines are to be held as follows:—

(*a*) When articles are considered to be unserviceable from any cause.

(*b*) When they are considered to be deficient in quantity or defective in quality.

(*c*) When the accounts of the officer in charge, or lately in charge, are closed on account of his death, supersession, or for any other reason. *See* **1891** (3).

(*d*) Within seven days before the warranty expires. *See* **1849** *(Supplies under Warranty).*

2. Reports of survey, on form S330, are not required for the return to the victualling yards from His Majesty's ships and establishments of worn loan clothing, marked bedding, mess traps and implements, but these stores are to be accompanied by return notes on form S.549, bearing a certificate, signed by the Accountant Officer, that the articles are worn out by fair wear and tear.

1968. Articles under Warrant.—Whenever articles under warranty prove defective on survey before the warranty shall have expired, the Accountant Officer is immediately to deliver one of the reports of survey to the Captain for transmission to the Director of Victualling, in a letter stating the circumstances of the case, in order that such steps may be taken as shall be considered necessary (*see* **1849**).

CHAPTER LV

UNEMPLOYED PAY, HALF PAY, RETIRED PAY, PENSIONS, ALLOWANCES, GRATUITIES ON RETIREMENT OR DISCHARGE TO OFFICERS; AND PENSIONS, GRATUITIES AND ALLOWANCES TO THE RELATIVES OF DECEASED OFFICERS

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SECTION I—UNEMPLOYED PAY AND HALF PAY

1969. General Regulations.—Except where provision to the contrary is expressly made in this Chapter, all permanent officers on the active lists of the Royal Navy and Royal Marines will be placed on half pay during periods of unemployment, after the expiration of any full pay leave or full pay sick leave for which they may be eligible. The rates of half pay are as set out in Appendix II.

2. **Naval Officers Normally Retained on Full Pay between Appointments.**—In ordinary circumstances, naval officers of the ranks specified in Article **235**, clauses 1 and 2, will be retained on full pay between appointments, and will not be discharged to half pay except for misconduct, or for any other reason not amounting to misconduct but of such a nature as may be deemed to render the grant of full pay unjustifiable, or at their own request, or on the expiration of any full pay sick leave which may be granted, if they are still unfit and not invalided.

When placed on half pay, these officers are to report the date of their arrival in England (if discharged from a ship or establishment abroad), and their addresses (*see* Article **926**) whilst on half pay, to their depôt and to the Admiralty. (*See also* clause 7.)

3. **Officers ineligible for Unemployed Pay or Half Pay.**—Retired officers re-employed, pensioners employed as officers of the Royal Naval Shore Signal Service and officers entered under special contracts of service, such as Chaplains belonging to religious bodies not in conformity with the Church of England, are ineligible for either unemployed pay or half pay.

4. **Officers eligible for Unemployed Pay.**—The officers who are eligible for unemployed pay, and the conditions subject to which it is issued, are as laid down in Article **1970**, payment being made as indicated in Articles **1971** and **1972**.

5. **Chaplains.**—Except as provided under clause 3, Chaplains are eligible for unemployed pay and half pay and, except when entitled to unemployed pay at full pay rates, will be treated according to their seniority as follows:—

Under 6 years' seniority—as Lieutenants.
Of 6 and under 14 years' seniority—as Lieutenant-Commanders.
Of 14 years' seniority and over—as Commanders.

Chaplains entered after 1st January **1927** *only*:—

Of 22 years' seniority and over:—

(i) If they have not attained the age of 50—as Commanders.
(ii) If they have attained the age of 50—as Captains.

6. **Unemployment at own request.**—An officer eligible for full or unemployed pay between appointments who is placed on half pay at his own request, whether for a definite or indefinite period, shall not be eligible to commence or resume full or unemployed pay until he has reported to the Secretary of the Admiralty that he wishes to be regarded as again available for duty. When a limited period of half pay has been granted, the report is to be made shortly before the expiration of the period, and if an extension of half pay be desired, the reasons therefor are to be stated. The report is to give the officer's address (*see* Article **926**) and to state on what date he will become available for employment. A Naval officer eligible for unemployed pay at the full pay rate is also to state on which depôt's books he wishes to be borne for unemployed pay (*for officers eligible for unemployed pay, see also* Article **1970**, clause 7). It is to be clearly understood that an officer can only be granted half pay, or be allowed to remain on half pay, so long as the exigencies of the Service permit, and that when half pay has been granted for a definite period, it will not continue after the expiration of such period unless an extension thereof has been applied for and approved by the Admiralty.

7. **Unemployment on Account of Misconduct.**—An officer normally eligible for full pay or unemployed pay between appointments, if dismissed his ship as the result of a sentence by court-martial, shall, unless the Admiralty otherwise direct, remain on half pay (if eligible therefor) from the day following the date of the sentence until he receives a further appointment for duty; but if placed on half pay, on account of an act or acts of misconduct, otherwise than as the result of a sentence by court-martial, he shall remain on half pay for such period as the Admiralty may direct.

The fact and the date of the dismissal or discharge for misconduct of any officer normally eligible for full pay between appointments (*see* Article **235**, clauses 1, 2 and 3) are to be reported immediately by the Commanding Officer of the ship or establishment concerned direct to the officer's depôt or Royal Marine division, in order that the duration of half pay may be ascertained and that a fresh appointment to routine or other duty may not be made at the depôt or Royal Marine division pending due authority. Such officers are to be instructed to report their addresses (*see* Article **926**) while on half pay and, if dismissed or discharged abroad, the dates of their arrival in England, both to the Admiralty and to their depôt or Royal Marine division. If placed on half pay for a definite period, they are, on the expiration thereof, to join their depôt or Royal Marine division unless they are then appointed elsewhere. *(See also* **1970**(8) *as regards officers eligible for unemployed pay.)*

8. **Allotments not allowed.**—As officers on unemployed or half pay are in a position to dispose of their pay personally, allotments therefrom are not allowed, and all allotments in force during full pay appointments are to be stopped when the appointments are vacated.

9. **Death of an Officer in Receipt of Unemployed or Half Pay.**—The legal representatives of an officer who dies while in receipt of unemployed or half pay should apply to—

The Inspector of Seamen's Wills, Admiralty.	for unemployed pay at the full rate,
	or
H.M. Paymaster General, Whitehall, S.W.1.	for unemployed pay at the intermediate rate or half pay,

by whom action will be taken to ensure that payment is made of any sums due to the date of death. Should probate of will or letters of administration have been taken out the grant should be forwarded to the Inspector of Seamen's Wills or to H.M. Paymaster General as appropriate; but if there should be no occasion for a grant of probate or administration independently of any naval assets, it should be so stated on the application.

10. **Increments.**—If a Probationary Second Lieutenant, Probationary Lieutenant or Lieutenant, Royal Marines, be for any reason deprived of seniority, the date upon which he is due for increment in unemployed pay or half pay in the rank of Lieutenant will be deferred by the amount of time forfeited.

1970. Unemployed Pay.—Subject to the conditions prescribed hereunder, and to the exceptions laid down in Article **1969**, clause 3, unemployed pay is payable to the following classes of officers when unemployed, for the periods specified:—

(*a*) *Royal Navy.* Officers of the rank or relative rank of Commander, Lieutenant-Commander or Lieutenant, other than those prescribed in Article **235**, clauses 1 and 2. *Royal Marines.* Majors, Captains and Lieutenants with 4 years' commissioned time, other than those in receipt of full pay on the scales prescribed for commissioned officers ex-warrant rank.	For a first period of 6 months at full pay rates, and the succeeding period of **6** months at intermediate rates, as prescribed in Appendix II (part **1** (b) or part **2** (b)).
(*b*) *Royal Navy.* Captains and officers of relative substantive rank. *Royal Marines.* Lieutenant-Colonels, except Quartermasters, Paymasters and Barrackmasters.	For a period not exceeding 6 months on promotion (*see* clause 5) at the rates prescribed in Appendix II (part 1 (b) or part 2 (b)).

Thereafter, if still unemployed, such officers shall be placed on half pay, as prescribed in Appendix II.

Chaplains will be dealt with under this regulation according to their seniority, as indicated in Article **1969**, clause 5.

2. It shall be a condition of the issue of unemployed pay that the officer shall hold himself at the disposal of the Admiralty and be regarded by the Admiralty as available for employment. (*For officers sick, see* clause 4.)

3. Unemployed pay shall not be payable to an officer:—

(*a*) unemployed at his own request,

(*b*) discharged from or superseded in an appointment at his own request,

(*c*) dismissed his ship by sentence of court-martial,

(*d*) permitted for private reasons not to take up an appointment or to have his appointment cancelled,

(*e*) permitted, while unemployed by the Admiralty, to undertake continuous professional work for which payment is received,

(*f*) regarded by the Admiralty as unavailable for employment, on account of any misconduct, or placed by the Admiralty on half pay on account of misconduct or for any other reason not amounting to misconduct, but of such a nature as may be deemed to render the grant of unemployed pay unjustifiable.

4. **Officers Sick.**—An officer who falls sick while in receipt of unemployed pay, may continue thereon provided that he does not fail to comply with orders by the Admiralty to resume duty (*see* **927**). Should he fail on account of physical unfitness to take up an appointment, he shall be placed on half pay, if the appointment be for duty at home, from the date of such appointment, or if the appointment be for duty abroad, from the date of such appointment or the date of falling sick if later.

An officer who, having been sent sick, is found fit for duty before ceasing to be eligible for full pay sick leave (Article **1554**) shall, if not then given an appointment, be eligible for unemployed pay as from the date following that of expiration of any balance of full pay leave due to him, or if no balance of full pay leave is due to him, as from the date on which he is found fit for duty. An officer who, having been sent sick, is still unfit for duty and not invalided on the expiration of full pay under Articles **1554** and **1556**, clause 19, shall not be eligible for unemployed pay until he has been found fit for duty.

5. **Unemployed Pay of Captains, R.N., and Lieutenant-Colonels, R.M., etc.**—The officers enumerated in clause 1 (*b*) are eligible for unemployed pay if unemployed only during the 6 months immediately following their promotion to those ranks, subject, however, to the proviso that, for an officer who is promoted while serving, but is not re-appointed or granted the pay of the higher rank, the 6 months shall reckon from the date following that on which he ceases to draw full pay in the lower rank. The period of eligibility will not be extended on account of any periods of full or half pay which may occur within the 6 months in question. The fact that an officer is in receipt of unemployed pay at the date of promotion shall not disqualify him from receiving unemployed pay for 6 months in the higher rank from date of promotion.

6. **Temporary Appointment while in Receipt of Unemployed Pay.**—An officer who, while in receipt of unemployed pay under clause 1 (*a*), receives an appointment, the duration of which (exclusive of any balance of full pay leave due on the expiration thereof) does not exceed 91 days, shall revert to unemployed pay at the rate he was last receiving as if there had been no intervening period of full pay, *i.e.*, only for such further period as, together with the period of unemployed pay immediately prior to the appointment, will complete the full period of 6 months allowable at that rate. If the duration of the appointment (exclusive of any full pay leave due on the expiration thereof) exceeds 91 days, he shall be eligible to commence fresh periods of unemployed pay as prescribed under clause 1 (*a*).

An Officer who receives an appointment from unemployed pay under clause 1 (a), and subsequently vacates it through sickness, is entitled to commence fresh periods of unemployed pay only if he has actually served in the appointment for more than 91 days, the termination of the appointment for this purpose being taken as the date of last performing duty therein. Where the period of actual service is 91 days or less, the officer will, on being found fit, and if not given an effective appointment before the expiration of any leave earned, revert to the former period of unemployed pay as if there had been no intervening period of employment or sick leave.

7. **Resumption of Unemployed Pay after Unemployment at own Request.**—An officer eligible for unemployed pay under clause 1 (*a*) who is placed on half pay at his own request shall, on again becoming available for employment (Article **1969**, clause 6), become eligible for unemployed pay as follows:—

(*a*) if originally discharged to half pay from full pay—as prescribed in clause 1 (*a*),

(*b*) if originally discharged to half pay from unemployed pay, he shall revert to unemployed pay at the rate he was last receiving as if there had been no intervening period on half pay, *i.e.*, for such further period as, together with the former period of unemployed pay, will complete the full period of 6 months allowable at that rate.

8. **Resumption of Unemployed Pay after Half Pay for Misconduct.**—An officer, other than one dismissed his ship by court-martial, who is ordinarily eligible for unemployed pay, but has been placed on half pay for a definite period on account of an act or acts of misconduct, while in receipt of full or unemployed pay (Article **1969**, clause 7), may, at the expiration of the prescribed period of half pay, if then available for duty, but not given an appointment on full pay, be granted unemployed pay at the discretion of the Admiralty, but the period of half pay shall always be regarded as part of the period for which he would ordinarily have been granted unemployed pay, and the period of unemployed pay shall be reduced accordingly.

9. **Promotion while Unemployed.**—An officer promoted while unemployed, and in receipt of full pay or unemployed pay, shall be subject to the following regulations:—

(*a*) Naval officers of the rank or relative rank of Sub-Lieutenant, who are promoted to the rank or relative rank of Lieutenant whilst unemployed shall be eligible for unemployed pay as from the date of promotion.

(*b*) Naval officers promoted to the ranks or relative ranks of Lieutenant-Commander and Commander, and Royal Marine officers promoted to the ranks of Captain and Major, whilst unemployed, shall be eligible for unemployed pay in the higher ranks from the date of promotion, but the periods of unemployed pay for which they were eligible before promotion shall not be extended as a result of promotion.

(*c*) For Naval officers of the rank or relative rank of Commander who are promoted to the rank or relative rank of Captain, and Majors, R.M., promoted to Lieutenant-Colonels, while unemployed, *see* clause 5.

10. **Unemployed Pay in lieu of Leave.**—*See* Article **1556**, clause 26.

1971. Payment of Unemployed Pay at the Full Pay Rate.—Naval officers entitled to unemployed pay at the full pay rate shall be borne on the books of one of the home depôts, to be elected by them, and shall be paid by the Accountant Officer of that depôt.

2. Royal Marine officers entitled to unemployed pay at the full pay rate shall be borne for that purpose on the books of their respective divisions, except that officers on the Supernumerary List R.M. (W/T), shall be borne on the books of the Royal Naval Depôt, Portsmouth.

3. All Naval officers borne for unemployed pay at the full pay rate shall be formally appointed to the depôt elected by them from the Admiralty, and no certificates of service shall be issued. Naval and Royal Marine officers are not required to join or to report at the depôt or Royal Marine division during the period of unemployment.

4. Unemployed pay at the full pay rate shall commence from the date following that on which full pay ceases (Article **1557**), or if an officer is appointed thereto from half pay, from the date following that on which half pay ceases.

5. Officers borne on ships' books or on the books of a Royal Marine division for unemployed pay at the full pay rate are subject respectively to naval or army discipline.

6. A Naval officer eligible for unemployed pay at the full pay rate, who is found fit for service after a grant of full pay sick leave, or after discharge to half pay for sickness, is at the time of survey to state at which depôt he elects to be borne if granted unemployed pay at the full pay rate, and the hospital is at once to furnish the following information by telegram to the Director of Navy Accounts:—

(*a*) the name of the officer,
(*b*) the date found fit,
(*c*) the depôt elected.

7. Authority for the entry of officers on the books of depôts for unemployed pay at the full pay rate will be issued by the Director of Navy Accounts, and pending instructions from him, no payment shall be made to them. For Royal Marine officers borne on divisional books for unemployed pay at the full pay rate, the period, if any, of full pay leave due, and the commencing date of unemployed pay, will be notified to the Royal Marine divisions concerned by the Adjutant-General.

8. When a Naval officer eligible for unemployed pay at the full pay rate vacates an appointment for causes other than sickness (Article **1554**) or than those mentioned in Article **1970**, clause 3, he is to be discharged direct to such depôt as he may elect, and a request is to be sent to the depôt at the time of his discharge to enter him provisionally, pending detailed instructions from the Director of Navy Accounts. A statement of the action taken is to be furnished on the pay documents forwarded to the Admiralty. When detailed instructions as to entry for pay are not received within 10 days of the receipt of the request from the ship to enter an officer provisionally, the depôt is to apply to the Director of Navy Accounts for them.

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9. The following instructions regarding the accounts of officers on unemployed pay at the full pay rate are to be observed:—

(*a*) They are to be entered on list 15 of the ledger, and the fact that the account relates to unemployed pay is invariably to be indicated by writing in red ink, across the columns for rank and dates of pay, particulars of the unemployed pay appointment in the following terms, namely, "Unemployed Pay appointed (date)."

(*b*) The unemployed pay account is to be opened immediately below this heading, the entries being made in the usual coloured inks, black or red as requisite.

(*c*) Any credit due in respect of full pay arising from the officer's previous appointment is to be entered in the "Former Credits" column.

(*d*) Pay accruing during unemployed time is to be computed and entered in the "Miscellaneous Credits" column and distinguished by the notation "Vote 13A."

(*e*) The officer is to be checked "U.T." in the victualling column.

10. The Accountant Officer of the depôt, or the Paymaster, Royal Marine division, shall be responsible for ensuring that the period for which an officer is eligible to be borne for unemployed pay at the full pay rate is not exceeded. If, on the expiration of such period, the officer shall not have received an appointment from the Admiralty, his account shall be closed on the books of the depôt or Royal Marine division and transferred to the Director of Navy Accounts (Article **1752**), in order that payment of unemployed pay at the intermediate rate may be authorized (Article **1972**).

11. **Statutory Declarations Required.**—All officers in receipt of unemployed pay at the full pay rate shall be required to render declarations in the forms from time to time prescribed:—

(*a*) on, or after, the last day of each quarter,

(*b*) on, or after, ceasing to be eligible, either in consequence of receiving an appointment, or on account of completing a period of 6 months for which such unemployed pay may be issuable.

The necessary forms will be supplied to them by the Accountant Officers of the depôts, or the Paymasters, Royal Marine divisions, on the books of which they are borne.

The unemployed pay at the full pay rate issued at the end of a quarter or when an officer ceases to be eligible for further unemployed pay at that rate, shall not be paid or transferred to another ship until a statutory declaration has duly been subscribed by the officer concerned. The necessary particulars are to be entered on the forms by the depôts or Royal Marine divisions before despatch to the officers. If an officer be appointed to a ship abroad from unemployed pay at the full pay rate and it be impossible to close his unemployed pay account promptly owing to his omission to render the necessary declaration before leaving England, the Accountant Officer of the depôt, or the Paymaster, Royal Marine division, is to advise the ship without delay of the amount of any debt on the officer's account (whether due to an advance of pay under Article **1746**, or otherwise), after allowing for the unemployed pay due, adding that pay documents will be forwarded as soon as the statutory declaration, duly subscribed, has been received and the balance of unemployed pay has definitely been credited to the officer's account.

A certificate in the following terms is to be forwarded as an enclosure to the ledger by the Accountant Officer of each depôt, or the Paymaster, Royal Marine division, making payments of unemployed pay:—

I hereby certify that the declarations required by Treasury Warrant, dated 5th October, 1917, under the Annual Appropriation Act, have been duly rendered, where necessary, by each of the officers to whom payments of unemployed pay

at the full pay rate have been made as recorded above, that these declarations have been duly examined and found to be properly subscribed and attested, and that they have been filed for reference if required hereafter.

.....
Accountant Officer.

12. **Payment to Banks, etc.**—An officer on unemployed pay at the full pay rate may have payments due to him remitted direct to his bank or other agent, for credit to his account, provided that:—

(i) on the last day of the month or other period for which payment is due, and not before, he forwards a written application for payment to be made accordingly. When the statutory declaration is necessary, *i.e.*, at quarterly or final settlements, the application should be forwarded therewith;

(ii) the bank manager or other agent states in the receipt that the money has been received and placed to the credit of the officer's account.

Where an officer, appointed to a ship abroad from unemployed pay at the full pay rate, is unable to receive payment of the balance of his unemployed pay before leaving England, he may have payment remitted to a nominee by signifying his desire in writing when forwarding the statutory declaration to the Accountant Officer of the depôt, or the Paymaster, Royal Marine division. Should the officer not express a wish to have payment made to a nominee, the amount due shall be transferred to his ship for payment after the usual declaration has been received (*but see* clause **11**).

13. **On ceasing Unemployed Pay at the Full Pay Rate.**—When an officer is appointed to full pay duties from the unemployed pay list, his account is to be adjusted by the depôt or Royal Marine division to the date prior to that of the appointment inclusive, and pay documents, showing a credit balance sufficient to cover the portion of the income tax for the current quarter which has already accrued, are to be forwarded to the ship or establishment to which the officer has been appointed for entry in the ledger for pay in the usual manner.

When an officer completes 6 months on unemployed pay at the full pay rate, his account is to be settled up in full by the depôt or Royal Marine division (a proportionate income tax charge being levied), and pay documents, showing a "nil" balance, forwarded to the Director of Navy Accounts, in order that payment of unemployed pay at the intermediate rate for the second period may be authorized (Article **1972**). The latter procedure is also to be followed when an officer is specially placed on half pay from unemployed pay at the full pay rate.

14. **Monthly Payments on Account.**—Monthly payments on account, for which no statutory declaration is required, may be made in respect of the first two months of each calendar quarter, by the Accountant Officers at the depôts, or the Paymasters, Royal Marine divisions, to such officers as desire them, at rates which, having regard to income tax, will not bring the officers into debt.

15. **Advances of Full Pay to Officers on Unemployed Pay at the Full Pay Rate.**—When an officer on unemployed pay at the full pay rate is paid, under Article **1746**, an advance of full pay on appointment to a ship or establishment abroad, the following procedure is to be adopted:—

(*a*) the unemployed pay is to be adjusted to the date prior to that of appointment, in accordance with clause **12**,

(*b*) the full pay advance is to be entered in the "Payment on Account" column of the unemployed pay account, together with other payments to the officer, but is to be shown as transferred separately from the credit balance of unemployed pay, and is to be noted clearly on the pay documents as a separate advance of full pay.

1972. Payment of Half Pay and Unemployed Pay at other than the Full Pay Rate.—When an officer becomes entitled to half pay or to unemployed pay at other than the full pay rate, the requisite authority is issued by the Admiralty, without any application being necessary on the officer's part, to His Majesty's Paymaster

General, by whom payment is made. Information of the modes of payment is at the same time issued by the Admiralty to the officer, on receipt of which he should communicate with the Paymaster General. Any officer subsequently desiring to change the mode of payment should in like manner signify his wish to the Paymaster General.

2. **Declarations Required.**—Payment can only be made on the production of such declarations as may from time to time be prescribed, the forms for which will be issued as necessary from the office of the Paymaster General, or by officers authorized to make payments on his behalf.

3. **Modes of Payment.**—The following are the various modes of payment which are adopted for the issue of half pay and unemployed pay at other than the full pay rate:—

At Home:—

(*a*) in cash at the Paymaster General's office, on personal application,

or

(*b*) by means of numbered vouchers supplied by the Paymaster General, to be presented through any banking account for payment at the Paymaster General's office.

Abroad:—

Officers desiring payment abroad should consult the Paymaster General as to the most convenient method to adopt.

4. Payments are made monthly or quarterly, but in the former case, the payment for the first two months of the quarter represents an advance only, the balance being paid at the end of the quarter, less any income tax which may be due.

Section II—Retired Pay, Pensions, Allowances, and Gratuities on Retirement or Discharge to Officers

1973. Retired Pay.—Retired pay and gratuities for service, and for disability attributable to the conditions of service, are payable at rates and subject to conditions laid down from time to time by Order in Council. The regulations are published in the Appendix to the Navy List.

(*See also* Appendix XIII for officers retired for incapacity or misconduct, and for retirement awards to officers suffering from disabilities due to causes within their own control.)

2. When an officer becomes entitled to retired pay, the necessary authority is issued by the Admiralty, without any application on his part, to His Majesty's Paymaster General by whom payment is made. Information of the modes of payment is at the same time issued by the Admiralty to the officer, on receipt of which he should communicate with the Paymaster General.

3. Gratuities on retirement or discharge are paid by the Admiralty, and on becoming entitled to such awards, officers should apply by letter to the Secretary of the Admiralty, indicating how payment is desired.

1974. Good Service Pensions.—A number of Good Service pensions are established for Naval and Royal Marine officers. The regulations are published in the Appendix to the Navy List. Application for the award of these pensions is unnecessary and should not be made.

1975. Naval, Greenwich Hospital and Travers Pensions.—A number of Naval, Greenwich Hospital and Travers Pensions are established for affording some relief to retired officers, and, subject to the fulfilment of certain conditions, may be awarded to such retired officers as in the opinion of the Admiralty may be most deserving. The regulations governing these awards are published in the Appendix to the Navy List. Application for these pensions is necessary and should be addressed to the Secretary of the Admiralty.

1976. Commutation.—The rules regarding the commutation of retired pay are published in the Appendix to the Navy List. Requests from officers for the necessary forms of application should be addressed to the Secretary of the Admiralty.

1977. **Officers in Civil, Colonial or Foreign Employment.**—The conditions under which officers are allowed to draw half or retired pay whilst holding civil employment of profit under any public department, or any employment of profit under the Government of any British possession, or any employment under the Government of any foreign State, are set forth in Appendix XVI. *See also* Article **247** (5). *(Service as Aides-de-Camp, etc.)*

1978. Forfeiture or Suspension.—The retired pay and pensions of officers shall be held only during good behaviour, and the Admiralty may, at their discretion, direct that they shall be forfeited or suspended for such time as the Admiralty may think fit, for any misconduct or act rendering officers unworthy to receive them. The Admiralty may, at their discretion, restore retired pay or pension in whole or in part, whether the same has been forfeited under the Forfeiture Act, 1870, or not. Retired pay or pension thus restored during an officer's imprisonment may, at Admiralty discretion, be paid to or applied for the benefit of his wife, children or other dependents.

See Appendix XIII (Officers guilty of misconduct after recall from retired list) and Appendix XIIIA (Effect of Alienage on Retired pay).

Section III—Pensions, Gratuities and Allowances to the Relatives of Deceased Officers

1979. Pensions, gratuities and allowances to the widows, children and certain other dependent relatives of deceased officers are payable at rates and subject to conditions laid down from time to time by Order in Council. The regulations concerning these pensions, etc., are published in the Appendix to the Navy List.

CHAPTER LVI

PENSIONS, GRATUITIES AND ALLOWANCES TO CHIEF PETTY OFFICERS, PETTY OFFICERS, SERGEANT-MAJORS, NON-COMMISSIONED OFFICERS, MEN AND BOYS OF THE ROYAL NAVY AND ROYAL MARINES AND THEIR WIDOWS, CHILDREN AND CERTAIN OTHER DEPENDENT RELATIVES

1980. Pensions and Gratuities for Long Service or Disability are awarded, at Admiralty discretion, to chief petty officers, petty officers, sergeant-majors, non-commissioned officers, men and boys belonging to the Royal Navy (active service) and Royal Marines, according to the scales, and subject to such restrictions, conditions, and provisions, as are, from time to time, directed by Order in Council.

Foreigners and men of colour are not eligible for long service pensions nor for the service element of disability pensions, but non-European native ratings (British subjects) may, subject to certain conditions and restrictions, be awarded gratuities in respect of long service and invaliding for disability not attributable to the Service. (*See* **385.**) All native ratings invalided on account of injury or disability certified to be attributable to the conditions of service are eligible for disablement compensation at a special rate.

1981. Long Service Pensions.—The periods of service necessary to qualify for long service pension are as follows:—

Naval Ratings.—The minimum period of pensionable service qualifying for an award shall be 22 years' active service from the age of 18, or date of first entry, if later, for men who have served under a continuous service engagement for a period of not less than 10 years, and for Officers' Stewards and Officers' Cooks; and from the age of 20, or date of first entry, if later, for all others.

For Officers' Stewards, Officers' Cooks and Cooks (O) who are serving under non-continuous service engagements, a qualification of seven years' pensionable service in sea-going ships in commission will also be required. Men in this category who, on completion of 22 years' service, cannot show the requisite sea time will nevertheless be eligible on completion of a total period of 30 years' pensionable service for the grant of a pension at the rate which, but for the condition regarding sea time, could have been earned after 22 years' service, and the pensions of men whose service has been extended beyond 22 years, and who subsequently complete seven years' pensionable service in sea-going ships in commission at any time before the expiration of 30 years, will be restricted to a similar rate.

Royal Marines.—The qualifying period required of non-commissioned officers and men shall be 21 years' service from the age of 18, or date of first entry, if later.

1982. Disability Pensions.—The minimum period of service necessary to qualify for a disability pension (service element) on invaliding shall be 14 years, except for certain continuous service ratings who entered prior to 1st October, 1921, who may be granted a pension if invalided after 10 years' continuous service.

Officers' Stewards, Officers' Cooks and Cooks (O) (Non-C.S.) unable to show any sea-going time, who are invalided from the Service after completing 14 years' pensionable service, but before qualifying for a long service pension, may be granted pensions on a reduced scale. When some sea-going service has been rendered, but not the full qualifying period of seven years, the pension will be assessed at Admiralty discretion, according to the circumstances.

1983. Period Allowed for Completion of Service.—Men who are claimants for pensions after 21 or 22 years' service will only be entitled thereto provided

that their service shall have been completed within 30 years from the age of 20, and that they have not been out of the Service for five years or more at any one time.

The Admiralty, however, will take into consideration the claims of men who may serve the necessary time for long service pension, although such time may not have been completed within the above limits.

1984. Former Service allowed to Count.—An absence of five consecutive years from the Naval Service entails the forfeiture of all time served before the date of re-entry, unless the absence shall have been caused by continuous employment in any other department of the State or by invaliding, in which case the Admiralty may take the circumstances into consideration with reference to allowing the forfeited Naval Service to reckon towards pension. Otherwise previous service may count, provided that it was acknowledged on re-entry.

See **394**, clause 3 (*Re-entry after absence of more than 5 years but with intervening Royal Fleet Reserve service*).

2. Men who join the Royal Navy or Royal Marines after being invalided from the Army or Royal Air Force, may, at the discretion of the Admiralty, be allowed to reckon all former service with character not inferior to "Fair" towards pension, notwithstanding the length of the interval between invaliding and entry into the Naval Service, provided that they acknowledge their former service on entry.

3. Men who join the Royal Navy or Royal Marines after being discharged from the Army or Royal Air Force for reasons other than medical disability, may be allowed to count not more than four years' former service in the Army and/or Royal Air Force, with character not inferior to "Fair", towards pension, provided that a break of five years did not take place between the date of discharge from the Army or Royal Air Force and entry into the Naval Service, and that they acknowledge their former service on entry.

4. Army and Royal Air Force service, and mobilized war service in a Naval Reserve, acknowledged by naval ratings on entry, and desired by them to count towards pension (*see* **382** (7)), will be verified by the Director of Navy Accounts, who will notify without application whether the service can or cannot count.

5. Men transferred from the Army for continuation of service in the Royal Marines, or trained musicians discharged with good character from the Army who enlist within one year of discharge to fill a vacancy in a Royal Marine band, shall reckon such of their former service as would be admitted if the service had been rendered in the Royal Marines instead of in the Army.

6. Time served in home, dominion, colonial, and Indian reserve forces shall not reckon for naval pension, except as follows:—

Mobilized war service rendered by members of the Royal Naval Reserve, Royal Naval Volunteer Reserve, and Royal Naval Auxiliary Sick Berth Reserve, may be allowed to reckon for pension with subsequent service in the Royal Navy or Royal Marines, provided that the break between the two services did not amount to five years from the date of demobilization, and that the former service was acknowledged on entry.

7. No civil time, except as seaman rigger or yard craft man (*see* **739**, clause 4), shall count towards naval pension.

See also **382**, clause 7.

1985. Officers' Stewards, Officers' Cooks and Cooks (O) Privately Employed.—Men with previous service in the Royal Navy as Officers' Stewards, Officers' Cooks or Cooks (O), who, while not serving under naval engagements and not in receipt of a long service pension, are employed by an officer in receipt of an allowance in lieu of servants, will be allowed to reckon time served in such employment towards long service pension, but this privilege will not be extended to any Officers' Steward, Officers' Cook or Cook (O) so employed in excess of the regulation number of servants allowed to the officer. The time so allowed to count will reckon on the basis of the last rating previously held, unless otherwise directed by the Admiralty (*see* **386**, clause 15).

1986. Forfeiture of Time.—A person dismissed from His Majesty's Service with disgrace, with ignominy, or by sentence of a court-martial, or for misconduct, shall not be entitled to any pension; and no period of time shall be allowed to reckon for pension during which a man's character has been noted on his service certificate as "Bad" or "Indifferent," nor periods for which he may have been under sentence of imprisonment or detention, either summarily or by sentence of a court-martial, or confined in cells (*see* Article 557, clause (1)), nor such time as he may have forfeited through conviction by the civil power or consequent upon an order under the Probation of Offenders Act (*see* 598); and if a deserter shall be retaken or shall re-enter the Service, he is to commence a new time from such re-entry, and shall not be entitled to the benefit of any time whilst in desertion, or in fraudulent enlistment if a Royal Marine, nor (unless the R. has been removed under Article 589 or the service restored by the Admiralty) of any service preceding his desertion or fraudulent enlistment; and any person who shall have been dismissed with disgrace or ignominy, and shall re-enter, shall not be entitled to the benefit of any time for his subsequent service.

2. **Discrepancies in Character.**—When there are discrepancies between original service certificates or attested copies and ships' books, the character on the service certificate shall, as a rule, be conclusive; but should there be reason to believe that the entry on the certificate is incorrect or has been tampered with, the matter is to be referred to the Admiralty for decision.

1987. *Deleted.*

1988. Age of Applicant.—The age of all applicants for Naval pensions shall always be computed from the statement made by them on their first entry into the Service, and no certificate of birth or baptism or any other document shall be accepted in support of an application to have the statement of age on first entry set aside, except when otherwise directed in Article 383.

2. For the purposes of the award of the Greenwich Hospital age and increased age pensions, the date of birth given on first entry will also be adhered to, unless the age on entry is found to have been overstated, when the age pensions will not be awarded until the true age of 55 or 65 years respectively has been reached.

1989. Applications for Long-Service Pensions.—The following regulations are to be observed concerning claims for long-service pensions for men of the Royal Navy and Royal Marines:—

I. *Men serving at Home*

(*a*) An application is to be made for each man not less than one calendar month before the date on which it is considered that he will complete time for pension. For a naval rating, application is to be made on form S. 409 and forwarded to the Director of Navy Accounts. For a Royal Marine, the application should be accompanied by form R. 102 and forwarded through the Adjutant-General. The man's service certificate, in which his character up to the date of application, or, if a Royal Marine, up to the date of expiration of engagement, is to be inserted, is to accompany the application; he will be deemed to merit this character, and to be still in possession of the same medal and badges, if any, on the date on which he is pensioned, unless information to the contrary is received. A report of any change in rank or rating, badges, character, etc., is immediately to be made to the Director of Navy Accounts in order that the pension may be calculated accordingly.

(*b*) The Captain, or Commandant, Royal Marines, before sending forward the application, is to satisfy himself that the man has served the full time to entitle him to a pension. Should he have reason to doubt the validity of any portion of the man's service, he is to state his reasons.

(*c*) If no communication should be received in the meantime relative to the application, timely inquiry is to be made of the Director of Navy Accounts so as to reach the Admiralty three complete days before the expiration of the prescribed period.

(*d*) The Admiralty, when communicating the amount of pension awarded, will fix the date on which a naval rating is to be discharged. The date of discharge of a Royal Marine will be fixed by the Commandant of his division.

(*e*) If a naval rating should be detained beyond the day fixed by the Admiralty for his discharge to pension, the circumstances are at once to be reported to the Director of Navy Accounts. Pay for the period of detention is to be paid in the ledger, and any overpayment of pension for the period adjusted therein. Should, however, the detention exceed one week, a special application is to be made to the Director of Navy Accounts with regard to withholding the amount of the accruing pension.

(*f*) Royal Marines who will shortly complete time for pension, and are serving on board ship, will be dealt with in the manner prescribed in Article 786.

II. *Men serving Abroad*

(*a*) Men abroad who have served their time for pension, and who desire to be pensioned, are to be sent home as "time-expired men who have completed time for pension." On their arrival, the Captain of the flag-ship or other ship to which they are transferred, or on board which they present themselves, will immediately forward their applications for pensions in the same form, filling up their service certificates to the date of the application.

(*b*) When such men return home on their own ships, the application for pension is to be made on arrival; it is to be stated therein to what depôt the men will each be transferred on paying off, and care is to be taken, if any of these men are granted leave from the depôt, to retain their addresses and all other necessary particulars, in order that they may finally be discharged as soon as their pension has been awarded. Whenever it may be necessary, the Commander-in-Chief will order such men to be discharged to the proper depôt before the day of paying off, to ensure compliance with these directions.

(*c*) If any such men return home in a merchant ship, their characters during the passage will be taken to be the same as those last recorded on their service certificates.

(*d*) If any such men sent home in merchant ships in the charge of an officer gravely misconduct themselves, the officer will report the full particulars to the Commodore of the depôt to which they are transferred on arrival, who, after due inquiry into all circumstances, will award such character as he may think them deserving of, specially noting on the service certificate that he does so under this Article.

(*e*) The foregoing clauses are applicable to Royal Marines, with the exception that on arrival home they will be discharged to their headquarters.

Pension Leave.—*See* Articles 651 (1) and 760 (3 (*g*)).

1990. Notification of Pension.—A Naval rating who has completed his time for pension is not to be granted his discharge until the notification of the award of his pension has been received from the Admiralty. These men are entitled to full pay until discharged.

1991. Applications for Disability Pensions.—The examination of invalids who are claimants for pensions (on form D. 145) is to be regulated as follows:—

(*a*) **Documents for Production.**—When any person serving on board His Majesty's ships is found, upon survey, to be no longer fit for His Majesty's Service, the Captain is to take care that, if invalided for injuries received on duty, he produces the hurt certificate (M. 183) provided for in Article 1419, or, if invalided for disease, a sealed document, signed by the Medical Officer and countersigned by the Captain, containing a brief abstract of his case (M. 188), showing the nature of the disease, whether caused by the Service or not, and whether the man was of sober habits or otherwise. These documents will accompany the invalid for presentation to the officers by whom he is examined in England, in order that they may be in possession of the full particulars about him.

(*b*) **When and Where to be Examined.**—Invalids who are claimants for pensions will be examined at such one of the following hospitals as may be most convenient to them, on the dates appointed for the general surveys held under Article 1331, commencing at 1000:—

Haslar,	Chatham,
Plymouth,	Portland.

Applicants who are unable to attend on the above days will be examined, in special circumstances, on other days convenient to the hospitals.

(c) **Boys** need not be surveyed for pensions unless invalided for injuries or disease attributable to the Service.

1992. Claims for Hurts.—Whenever an application for a pension for long service or disability on discharge from the Service is made by a Naval rating or Royal Marine, who has received a wound or injury in the Service, for which a hurt certificate has been granted, the Captain, or Commandant, Royal Marines, will direct the Medical Officer to make a report, which he will forward with the application for the information of the Admiralty, stating clearly the extent to which the injury affects the man, and the percentage of permanent disablement resulting therefrom. (*See* Article **1419**, clause 7.)

1993. *Deleted.*

1994. Dissatisfaction with Amount of Pension Awarded.—If any Naval rating or Royal Marine, on first being pensioned, or on his pension being increased, should consider the right amount of pension has not been awarded to him, and he is still serving, he will make an application through his Captain, or Commandant, Royal Marines, or, if not serving, he will apply direct to the Secretary of the Admiralty, London, S.W.1, requesting a reconsideration of his pension. The grounds for this request are to be stated fully in the application, in order that such further careful investigation may be made into the claim as may be necessary.

1995. Service after Completing Time for Pension.—Naval ratings who have completed time for pension and are allowed to re-engage as pensioners for further service, or who are retained in an emergency after completing time for pension—with the exception of those referred to in clause 2 of this Article—will be regarded as pensioners re-employed, that is to say, the Long Service pensions earned will be awarded and paid to them during their further service, but the additional service will not be allowed to reckon towards increase of pension. On discharge from the Service, consideration will be given to the award of compensation in respect of injuries for which Hurt Certificates have been granted. (Article **1992**.)

2. Continuous service ratings who, after completing time for pension, are retained under the provisions of Article **396** without re-engaging, and men who are allowed to re-engage without break in service as active service ratings, will be allowed to reckon any time so served for increase of pension, and also for good conduct medal and gratuity, progressive pay, and good conduct badges, under the usual regulations of the service relating to continuous service ratings, but they will not be allowed to draw any pension while serving.

3. The rates of the pensions granted to pensioners re-employed, and the rates of the pensions and amounts of gratuities which men referred to in clause 2 may have earned by service up to the date of completing time for pension, will not be affected by any misconduct during further service, provided that such misconduct be neither mutiny nor felony nor of such a nature as to cause them to be dismissed from the service with disgrace or discharged with ignominy; but all pensions are liable to suspension, in whole or part, during periods of imprisonment or detention, at the discretion of the Admiralty. (*See also in the case of deserters,* **589**, clause 6, *as regards forfeiture of pension already granted,* and **1986** *as regards forfeiture of further time reckoning for pension.*)

4. The provisions of clauses 1, 2 and 3 apply also to Royal Marines retained after completion of 21 years' pensionable service.

5. The re-engagements of naval ratings re-engaged as pensioners after completing time for pension (*see* clause 1) are to be made on form S. 56 (non-continuous service engagement). Those of ratings re-engaging as active service ratings (*see* clause 2) are, however, to be made on form S. 55 (continuous service engagement).

6. No man, whether a continuous or non-continuous service man, will be retained in the Service beyond the age of 50, unless under the special sanction of the Admiralty, but Sick Berth Chief Petty Officers, Chief Petty Officer Cooks, Chief Petty Officer Cooks (S) and Writer ratings may be retained until the age of 55.

Ratings of the Officers' Steward, Officers' Cook and Cook (O) classes, who are physically fit, may be retained, if their services are required, and so far as may be necessary to enable them to qualify for pension, until the age of 60.

1996. Pensioners Serving.—When pensioners are called upon to serve in an emergency, they will be allowed to receive their pensions in addition to their pay. This indulgence will also be granted to pensioners voluntarily re-employed as such in the Royal Navy or Royal Marines (*see* **1589**). No man who is permitted to receive his pension while serving will be allowed to count the additional service for increase of pension, or for good conduct medal or gratuity.

2. Pensioners re-entered for service under clause 1 should continue to draw their pensions at a Post Office in the usual manner if the conditions of their re-employment enable them to do so. If they cannot attend at a Post Office, they may either:—

(*a*) receive payment from the Accountant Officer of the ship in which they are serving;

(*b*) authorize payment to be made to their wives (or, in exceptional circumstances, other dependants); or

(*c*) allow their pensions to accumulate until the termination of their re-employment.

Immediately upon the re-entry of a pensioner, he is to be required to state how he desires his pension to be dealt with. If he is unable to draw his pension from a Post Office, action is to be taken as indicated hereunder.

For payment as at (*a*), application must be made by the pensioner, through his Commanding Officer, to the Director of Navy Accounts, who will then issue the requisite form of authority. No payment is to be made until such authority is received.

For payment as at (*b*), the pensioner's written authority is required in the form indicated below. If the pensioner is paid weekly, his pension order book is to be forwarded with his authority, or as soon after as possible. Arrangement for payment will be made by the Director of Navy Accounts and payment will continue until the pensioner cancels his authority or his re-employment ceases.

Form of Authority for payment under (*b*)

H.M.S.....

I, Naval Pensioner.....
hereby authorize the Director of Navy Accounts to pay my pension until further notice to my wife. Her full name and address are:—

.....

.....

Pensioner's signature.....

Pension number.....

Date.....

Forwarded.

.....
Commanding Officer.

The Director of Navy Accounts,
(Branch 8)

If alternative (*c*) is chosen, the Director of Navy Accounts is to be informed, and the pensioner should apply to him for payment of the arrears at the end of the period of re-employment. (The arrears would be payable to the pensioner's legal personal representative in the event of his death.)

3. **Reports of death of pensioners re-employed.**—The man's pension number is to be quoted in the telegraphic report sent to the Admiralty in accordance with Article **1135**. (The prompt receipt of such report is relied upon to prevent over-payments where pension is paid as at (*b*) in clause 2.)

4. Pensioners who are in receipt of naval pensions for injury or disability, and who re-enter the Royal Navy or re-enlist in the Royal Marines (*see* **394**) in order to qualify for a long service pension, will cease to receive their pensions as from the date of re-entry or re-enlistment (except the "disablement" element in pensions awarded by the Ministry of Pensions). The pension will be reassessed on the man's total service on final discharge. The question of resuming payment of the "disablement" element, where this has been suspended, will be decided by the Admiralty on the merits of each case.

4a. Pensioners may be permitted to draw their pensions while employed as civilians in fleet or civil establishments under the Admiralty.

5. No pensioner is to be retained after the age of 60.

1997. Re-entry of Invalided Men.—All men invalided from the Service whose re-entry is approved (Article **394**) must produce their invaliding or pension certificates, at the time of their re-entry, to the Captain and the Medical Officer of the ship, in order that their cases may be fully known; and if they neglect to do so, or be wholly incapable, or whose age shall not exceed 55 years, are liable to forfeit claim to pension for subsequent service.

1998. Documents of Pensioners Re-entering.—All pensioners on re-entering the Service are to be required to produce their pension identity certificates, showing the period up to which their pensions are paid, in order that, when they may not be allowed to receive their pensions while serving, any payment for a period beyond the date of their re-entry may be charged against their pay in the ledger, and a report of the same having been done is to be sent by the Captain of the ship to the Director of Navy Accounts.

1999. Pensioners required to serve when Called Out.—Pensioners who shall not be wholly incapable, or whose age shall not exceed 55 years, are liable to forfeit their pensions, and to be apprehended and punished as deserters, for neglecting to attend at such port or place, and at such time as during war, or in prospect of war, or in any emergency, shall be appointed for the assembling of pensioners by the Admiralty; or by neglecting or refusing to serve His Majesty in such manner as to the Admiralty may seem proper; and except when such neglect to appear, or such neglect or refusal to serve, shall be accounted for by an excuse which is admitted by the Admiralty to be reasonable.

See Appendix XIIIA (*Effect of Alienage on Pension*).

2000. Entry of Civil Pensioners.—No civil pensioner is to be entered without permission from the Admiralty.

2001. Widows, etc.—Pensions, allowances and gratuities to the widows, children, and certain other dependent relatives of deceased Naval ratings and Royal Marines who are killed or drowned in the service of the Crown, or who die as the result of wound, injury or disease directly attributable to the conditions of service, are payable at the rates, and subject to the conditions, laid down from time to time by Order in Council.

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