



**INSTRUCTIONS**  
**FOR THE**  
**ROYAL NAVAL SHORE SIGNAL**  
**AND**  
**SHORE WIRELESS SERVICES.**

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**1927.**

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The Lords Commissioners of the Admiralty are pleased to establish the following Regulations and Instructions for the government of the Royal Naval Shore Signal and Shore Wireless Services.

These Instructions are intended only to supplement the King's Regulations and Admiralty Instructions, which are to be strictly observed, except where a departure therefrom is herein expressly permitted.

By command of their Lordships,

*O. Murray*

*To the Admiral Commanding Reserves, the Commanders-in-Chief, Portsmouth, Plymouth, and the Nore, the Rear-Admiral and Commanding Officer, Coast of Scotland, and all Officers, etc., of the Royal Naval Shore Signal and Shore Wireless Services.*

ADMIRALTY,

August, 1927.

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## CHAPTER I.

### GENERAL ORGANISATION.

1. **Duties and Administration.**—The Royal Naval Shore Signal Service and the Royal Naval Shore Wireless Service are established for the purpose of maintaining communication between ships at sea and the Naval authorities on shore, also between Naval authorities at home and abroad.

2. These two Services carry out their Naval duties under the orders of the Commander-in-Chief or Commanding Officer within whose command the Stations are situated, viz.: The Nore, Portsmouth, Plymouth, and the Coast of Scotland.

3. They are administered by the Admiral Commanding Reserves who is responsible for their discipline, efficiency and maintenance, including all matters concerning promotion, examinations, drafting, housing, uniform, medical attendance, pay, allowances and grants, travelling expenses, pension and retirement, stores, religious ministrations and all other matters not dealt with by the Commanders-in-Chief.

4. The Admiral Commanding Reserves is the central authority with whom deal all non-Naval authorities such as the Board of Trade, Board of Customs, Board of Agriculture and Fisheries, General Post Office, Meteorological Office, Trinity House and Lloyd's, in regard to the non-Naval duties carried out by the R.N. Shore Signal and Wireless Services.

2. **Staff of Admiral Commanding Reserves.**—The Captain appointed as Assistant to the Admiral Commanding Reserves is, in pursuance of authority from the Lords Commissioners of the Admiralty, empowered to sign documents for the Admiral Commanding Reserves, when so required.

2. Specialist officers are borne on the staff of the Admiral Commanding Reserves for duty in connection with the administration of the Shore Signal and Wireless Stations and are responsible to the Admiral Commanding Reserves for the technical efficiency of their respective Stations.

They will visit the Stations periodically as necessary.

3. An officer of the Accountant Branch is borne on the staff of the Admiral Commanding Reserves, with the title of "Accountant Officer, Naval Reserves" (A.O.N.R.), who is responsible to the Admiral Commanding Reserves for the accountant duties of the Royal Naval Shore Signal Service and Royal Naval Shore Wireless Service.

3. **Relative Rank.**—The Royal Naval Shore Signal Service and the Royal Naval Shore Wireless Service are composed of



the following ranks and ratings who take rank with each other and with the officers and ratings of the Royal Navy according to the dates of their Commissions or Warrants or seniority in rating as shown in the table below :—

| R.N. Shore<br>Signal Service.                                   | R.N. Shore<br>Wireless Service.                                | Corresponding Naval<br>Rank or Rating.                         |
|-----------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| Senior Chief Officer<br>(S.S.S.).                               | Senior Chief Officer<br>(S.W.S.).                              | With but after Lieutenant.                                     |
| Chief Officer (S.S.S.)<br>of 2½ years senior-<br>ity and above. | Chief Officer (S.W.S.)<br>of 6 years senior-<br>ity and above. | With but after Commis-<br>sioned Officer from<br>Warrant Rank. |
| Chief Officer (S.S.S.)<br>under 2½ years<br>seniority.          | Chief Officer (S.W.S.)<br>under 6 years<br>seniority.          | With but after Warrant<br>Officer.                             |
| Petty Officer (S.S.S.)                                          | Petty Officer Tele-<br>graphist (S.W.S.).                      | Petty Officer.                                                 |
| Signalman (S.S.S.) -                                            | Leading Telegraphist<br>(S.W.S.).                              | Leading Seaman.                                                |
| —                                                               | Telegraphist (S.W.S.).                                         | Able Seaman.                                                   |

2. Pensioner Armourers and Electrical Artificers are employed as civilians and hold no relative rank.

4. Officers and Ratings borne on books of H.M.S. "President."  
—The personnel of the Royal Naval Shore Signal Service and Royal Naval Shore Wireless Service are borne on the books of H.M.S. "President II."

5. Station Officer.—In ordinary circumstances Stations will be under the immediate command of a Senior Chief Officer or Chief Officer who will be responsible for the discipline and efficiency of the Station and for the correct execution of all orders received in connection therewith.

2. The complements of the various Stations are shown in Appendix II.

6. Station Officer to transfer command to senior rating when unable to perform his duty.—When a Station Officer is unable to perform his duty, through sickness, absence on duty or other cause, he is to transfer the command to the senior rating, the matter being immediately reported to the Admiral Commanding Reserves and noted in the Station Journal.

7. Orders and Instructions.—Orders and instructions affecting the Royal Naval Shore Signal Service and Royal Naval Shore Wireless Service will be promulgated in the following series :—

- (i) General Orders.
- (ii) V/S Technical Orders.
- (iii) W/T Technical Orders.
- (iv) Confidential Orders.
- (v) Secret Orders.

2. In the event of the loss of either a set or a page of any of these orders, a report is to be made, forthwith, to the Admiral Commanding Reserves, detailing the circumstances in which it was lost.

3. **Order Book.**—An Order Book is to be kept at each Station by the Station Officer, in which all orders issued are to be entered.

8. **Royal Naval Shore Signal Service—Conditions of Service.—Organisation.**—The Royal Naval Shore Signal Service is organised as follows :—

(a) *Signalman (S.S.S.).*—Recruited from men of the Visual Signal Branch as indicated in paragraphs 2 and 3.

(b) *Petty Officer (S.S.S.).*—Signalmen (S.S.S.) who have passed for and have been promoted to Petty Officer (S.S.S.). (Men who have passed the educational test for Petty Officer prior to entry in the Shore Signal Service will not be required to pass that test again.)

(c) *Chief Officer (S.S.S.).*—Chief Officers (S.S.S.) promoted to that rank from Petty Officer (S.S.S.).

(d) *Senior Chief Officer (S.S.S.).*—Promoted by selection from Chief Officers (S.S.S.).

Officers and men will not be allowed to serve after reaching the age of 55 and 50 respectively. The normal period of engagement for ratings will be 5 years, but men will have no claim to be retained for the whole of this period. They may be permitted to re-engage for a further period of 5 years, or to complete time to the age limit, should their services be so long required. Ratings will be required to sign a Naval Non-Continuous Service Engagement Form (S. 56) on entry, re-engagement, or re-entry.

2. **Ratings eligible to join.**—The Shore Signal Service is open only to ratings of the Visual Signal Branch of the Royal Navy in receipt of a long service pension.

3. **Qualifications.**—To qualify a man for entry into the Shore Signal Service, his character must have been assessed as "V.G." during the last five years; he must not previously have been awarded a lower character than "Good," and his efficiency assessment for the last five years must not have been below "Satisfactory." He must be under the age of 41.

He must also satisfy the following conditions :—

(a) He must, if still serving, be within six months of being pensioned and be recommended by his Commanding Officer.

(b) He must sign a Naval Non-Continuous Service Engagement (Form S. 56), to serve in the Shore Signal Service in any part of the United Kingdom to which he may be appointed, for a period of five years should his services be so long required.

A statement giving the main conditions of service in the Shore Signal Service will be attached to the Engagement Form, the declaration on which Form will be amended in manuscript to read :—" I declare that, to the best of my knowledge and belief, the answers to the foregoing questions are correct; and I agree to serve honestly and faithfully in the Royal Naval Shore Signal Service under the conditions of non-continuous service as set forth in the King's Regulations, modified by the conditions in the attached statement, from..... 19....."

(c) He must have qualified in First Aid.

4. All applications for entry are to be forwarded to the Admiral Commanding Reserves, Admiralty, 58, Victoria Street, S.W.1. In all cases a copy of the candidate's Service Certificate, together with a medical certificate as to his physical fitness, must accompany his application.

The following minimum standard of vision is required in candidates for entry in the Shore Signal Service :—

6/9 in one eye and 6/12 in the other, provided that both eyes can be corrected to 6/6 by suitable glasses.

5. All ratings from afloat to join as Signaller (S.S.S.).—All ratings will join the Shore Signal Service as Signaller (S.S.S.) at the lowest scale of pay, irrespective of the ratings held by them whilst afloat.

NOTE.—Pensioners who have joined the Royal Fleet Reserve, Class A, will be discharged therefrom on entry into the Shore Signal Service, and will forfeit all claim to the Reserve pension of 5d. a day for which they might otherwise have qualified at the age of 50, in so far as it arises from service prior to joining the Shore Signal Service (see paragraph 7).

6. Discharge.—(a) Officers and men of the Shore Signal Service are liable to discharge by the Admiralty at any time for misconduct.

(b) The services of any officer or man are liable to be terminated for unsuitability at any time at the discretion of the Admiral Commanding Reserves.

(c) The services of any officer or man are liable to be terminated for medical unfitness.

(d) The services of officers and men who join the Shore Signal Service after the 26th May 1925, are liable to be dispensed with by the Admiral Commanding Reserves at any time, at 28 days' notice.

The following regulations govern such discharges :—

Under (a)—

(i) Gratuity is forfeited.

(ii) Removal expenses of family and effects must be borne by the individual.

(iii) Value of kit supplied on entry in the Shore Signal Service will be recovered if discharged within two years.

*Under (b)—*

- (i) Gratuity earned to date of discharge is payable.
- (ii) Reasonable removal expenses will be borne by the Crown.
- (iii) Pay will be issuable up to date of discharge inclusive.
- (iv) Kit supplied on entry in the Shore Signal Service will be withdrawn if discharged within three months. If discharged after three months, but within two years, the value of the kit will be recovered or otherwise as ordered by the Admiral Commanding Reserves when approving discharge.

*Under (c) and (d)—*

- (i) Gratuity earned to date of discharge is payable. (In the case of ratings the extension of pay under (iii) below is allowed to count for the purpose of this gratuity.) This gratuity may be reduced at the discretion of the Admiralty in the case of any officer or man who is invalided for causes within his own control.
- (ii) Reasonable removal expenses will be borne by the Crown, subject, in the case of officers who are invalided, to the conditions laid down in Article 268 (f).
- (iii) Officers will cease pay on the date of discharge (Article 240). Twenty-eight days' pay, without any allowances, will be given under (c) to any man invalided and under (d) if for any reason the stipulated notice is not given.
- (iv) Kit may be retained.

NOTE.—See Article 243 as regards recovery of Outfit Gratuities in the cases of officers of the Shore Services.

**7. Eligibility for the Royal Fleet Reserve on discharge from the Shore Signal Service.**—Petty Officers and men discharged from the Shore Signal Service for reasons other than misconduct will be eligible for enrolment or re-enrolment in the Royal Fleet Reserve if under the age of 45½ years, the condition of enrolment within one year of discharge to pension being waived if they are otherwise eligible under the Royal Fleet Reserve Regulations. Former service in the Shore Signal Service or the Royal Fleet Reserve will not, however, be allowed to reckon towards Reserve Pension. All men, on discharge from the Shore Signal Service, are liable equally with other pensioners to be called up for service in the Fleet on mobilisation, whether enrolled in the Royal Fleet Reserve or not.

**8. Grant of rank of Lieutenant on retirement.**—Senior Chief Officers (S.S.S.) and Chief Officers (S.S.S.) may be granted, at the discretion of the Admiralty, the rank of Lieutenant on the retired list, provided that at the date of ceasing service they have served three years from the date of promotion to Chief Officer (S.S.S.).

**9. Royal Naval Shore Wireless Service—Conditions of Service.**  
 —The Royal Naval Shore Wireless Service is constituted of the ranks and ratings shown below :—

*Officers.*

Senior Chief Officer (S.W.S.).  
 Chief Officer (S.W.S.).

*Ratings.*

Petty Officer Telegraphist (S.W.S.).  
 Leading Telegraphist (S.W.S.).  
 Telegraphist (S.W.S.).

2. In addition, the complements of Shore Wireless Stations in the United Kingdom include a proportion of ranks and ratings of the Royal Naval Shore Signal Service who are serving under the conditions shown in Article 8. These will eventually die out.

3. Vacancies in the Shore Wireless Service will be filled by selection from Petty Officer Telegraphists, Leading Telegraphists, and Telegraphists in the Active Service, under the conditions laid down in Article 432, King's Regulations and Admiralty Instructions.

4. All men will be entered as Telegraphists (S.W.S.), irrespective of the ratings held by them whilst afloat.

5. Ratings will be liable to revert to the Active Service at any time; (i) should they no longer be required in the Royal Naval Shore Wireless Service; (ii) should they be found unsuitable for service on shore for any reason; or (iii) for misconduct. In the case of ratings transferred to the Royal Naval Shore Wireless Service on or after 28th May, 1920, they will also be liable to revert to the Active Service in the event of a national emergency, should their services be required afloat or overseas. Reversion will be in the Active Service ratings held on transfer to the Shore Wireless Service, or in the Active Service ratings corresponding to those held by them in the Shore Wireless Service on reversion, whichever is the higher (time served and examinations passed in the *equivalent* rating in the Shore Wireless Service counting for progressive pay in that rating and advancement to higher rating in the Active Service), except where a rating prior to reversion to general service has been disrated for misconduct, in which case he will revert in the Active Service rating corresponding to his rating in the Shore Wireless Service at the time of his reversion. Service in the Coastguard (W/T) Force under the Admiralty may be counted towards increase of pay in the *equivalent* rating on reversion to the Active Service.

*It must be clearly understood that in no case can time served in the Shore Wireless Service count for any purpose as if it had been served in a higher rating than that actually held during such service.*

6. A Telegraphist (S.W.S.) will be advanced to Leading Telegraphist (S.W.S.) after serving two years in the Shore Wireless

Service, provided he has passed for Leading Telegraphist (S.W.S.), has attained the age of 26, and is recommended. Men who held the rating of Leading Telegraphist or Petty Officer Telegraphist prior to appointment to the Shore Wireless Service, but have not passed for such higher rating (S.W.S.), will be excused the examination.

The names of Telegraphists (S.W.S.) who are eligible for advancement to Leading Telegraphist (S.W.S.) are to be submitted to the Admiral Commanding Reserves by Station Officers as the ratings become eligible, stating whether they are recommended for such advancement.

7. Leading Telegraphists (S.W.S.) will be advanced to Petty Officer Telegraphists (S.W.S.) by selection to fill vacancies irrespective of age, provided they have passed for Petty Officer Telegraphist (S.W.S.) and have qualified in the care and maintenance of oil engines. Men who held the rating of Petty Officer Telegraphist prior to appointment to the Royal Naval Shore Wireless Service, but have not passed for such higher rating (S.W.S.), will be excused the examination.

8. Petty Officer Telegraphists (S.W.S.) will be promoted to Chief Officer (S.W.S.) by selection to fill vacancies, provided they have passed the educational test for warrant rank and the examination for Warrant Telegraphist at the Signal School, Portsmouth, and are over the age of 33 years. A limited number of Chief Officers (S.W.S.) will be promoted to Senior Chief Officer (S.W.S.).

9. The rates of full pay and allowances are as shown in Appendix I.

10. In certain circumstances Senior Chief Officers (S.W.S.) and Chief Officers (S.W.S.) may be placed on half pay under the general regulations contained in the King's Regulations and Admiralty Instructions, Chapter LV, Section I, at the rates shown in Appendix II of the King's Regulations and Admiralty Instructions. Information in regard to half pay is also published in the Appendix to the Navy List.

11. Senior Chief Officers (S.W.S.) and Chief Officers (S.W.S.) may be allowed to serve until they reach the age for compulsory retirement as shown in paragraph 12 below, provided they are in all respects suitable, and that their services are required.

12. Senior Chief Officers (S.W.S.) and Chief Officers (S.W.S.) will be compulsorily retired—

(a) at the age of 55 if promoted to the rank of Chief Officer of Coastguard before the 20th June, 1924, or at the age of 50 if promoted to Chief Officer (S.W.S.) on or after that date;

(b) at any age if found physically unfit to serve.

13. Senior Chief Officers (S.W.S.) and Chief Officers (S.W.S.) have the option of voluntary retirement at the discretion of the Admiralty on or after attaining the age of 40.

14. The grant of retired pay to Senior Chief Officers (S.W.S.) and Chief Officers (S.W.S.) for service and for disability attributable to the conditions of service is 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 King's Regulations and Admiralty Instructions, Chapter LV, Section II).

15. Senior Chief Officers (S.W.S.) and Chief Officers (S.W.S.) may be granted, at the discretion of the Admiralty, the rank of Lieutenant on the retired list, provided that at the date of ceasing service they have served nine years from the date of promotion to Chief Officer (S.W.S.).

16. On completing their first engagement men may either be discharged, and will be eligible to join the Royal Fleet Reserve subject to the usual conditions, or, if recommended and in all respects suitable, they may re-engage to complete time for pension.

17. On completing time for pension, men not promoted to Chief Officer (S.W.S.) will be pensioned, and will be eligible to join the Royal Fleet Reserve subject to the conditions and restrictions in force at the time. The completion of 22 years' combined pensionable service afloat and in the Royal Naval Shore Wireless Service qualifies for the award of a long service pension. In the event of invaliding before the completion of 22 years' pensionable service, men will be eligible for compensation in accordance with the disability regulations applicable to men of the Fleet. Pensions and allowances to widows, children and other dependent relatives of ratings will be governed by the regulations applicable to men of the Fleet. The facilities for transferring to the Coastguard Pensioner Force formerly open to ratings who, on attaining pensionable age, had not been promoted to Chief Officer W/T, are no longer available, owing to the transfer of the Coastguard to the Board of Trade.

*It must be clearly understood that only time served in a Petty Officer or Leading rating will be allowed to count for rank (petty time) additions to pension, whether men held such a rating in the Active Service prior to transfer to the Shore Wireless Service or not.*

10. Discharge by purchase.—The following is the scale of purchase money to be paid by ratings whose requests to be discharged by purchase may be approved :—

*Shore Signal Service.*

|                                         |       |
|-----------------------------------------|-------|
| (i) With less than two years' service - | £30   |
| (ii) After two years' service           | £20   |
| (iii) After four years' service         | Free. |

*Shore Wireless Service.*

|                                                           |     |
|-----------------------------------------------------------|-----|
| (i) With less than four years' service from the age of 18 | £48 |
| (ii) After four years' service from the age of 18 -       | £36 |



(iii) After six years' service from the age of 18 - - £24

(iv) After sixteen years' service from the age of 18 - Free.

Discharge, free or by purchase, from the Shore Wireless Service, is subject to the general provisions of the King's Regulations and Admiralty Instructions, Articles 1120 and 1121.

2. The amount of any debt due to the Crown at the time of discharge must be paid in addition to the purchase money. As a rule the actual payment of the money will not be required before the discharge is approved.

Pay will cease on the actual date of discharge.

Removal expenses in respect of ratings themselves, their families and effects, to future place of residence will be paid by the men.

All articles of Service kit may be retained.

Men of the Shore Signal Service discharged free or by purchase will forfeit all claim to gratuity earned by their service in the Shore Signal Service.

Plain clothes gratuity will not be payable.

Men whose discharge is approved will be required to vacate official quarters within seven days of the date of their discharge.

3. Station Officers are to be careful not to forward applications without fully satisfying themselves that applicants have good and substantial reasons for seeking their discharge, and are to state whether discharge is recommended.

**11. Pensioner Armourers and Electrical Artificers.**—Pensioner Armourers and Electrical Artificers (civilians) borne for duty at Shore Wireless Stations are selected from Armourer or Electrical Artificer ratings who have completed their time for pension and hold their appointments under the following conditions:—

(a) Appointment to be subject to satisfactory performance of duties. They will not be retained beyond the age of 60 years, except that in cases where they are recommended by the Station Officer for further retention, and are certified to be physically fit to perform the duties required of them, approval may be sought from the Admiral Commanding Reserves for their retention until the age of 65 years. In no case will a man be retained after reaching the age of 65 years.

(b) They are to be provided with quarters as near as possible to the respective stations to which they are attached, and are allowed furniture in the same proportion as ratings of the Shore Signal or Wireless Services.

(c) They do not belong to the Shore Signal or Wireless Services.

(d) They are not allowed travelling or removal expenses on taking up or relinquishing appointments.

(e) Their rate of pay is promulgated from time to time in General Orders, which rate is payable to Armourers



or Electrical Artificers, irrespective of the rating held afloat.

(f) They are to wear the uniform and maintain the kit ordered in Appendix VI.

(g) An allowance towards upkeep of uniform is payable quarterly to Armourers and Electrical Artificers under the following conditions :—

(i) Payment of the allowance will be subject to inspection of the uniform by the Station Officer, who will certify once a Quarter as a condition of payment that the Armourer or Electrical Artificer has been clothed in a satisfactory manner throughout the period.

(ii) The amount of the allowance is subject to revision from time to time.

The allowance is not in lieu of uniform, and does not imply that the men are relieved of the obligation to provide themselves with uniform, but is intended to encourage maintenance of the uniform in good condition, by the men themselves.

(h) Men wishing to resign their appointment must give one month's notice in writing to the Station Officer. Men may be given one month's notice of discharge at any time, without reason being assigned, or the equivalent of one month's pay in lieu. The latter will not be given should the Station Officer certify that the cause of discharge is misconduct.

**12. Removals.**—Subject to the exigencies of the Service, the normal period of service of officers and ratings of the Shore Signal and Wireless Services at any one Station will be five years, except in the following cases, where the normal period will be as shown :—

*One Year Station.*

Cape Wrath (if a bachelor or a married man not accompanied by wife).

*Two Years Stations.*

Cape Wrath (if accompanied by wife).

Dunnet Head.

Inchkeith (living on island).

Lundy Island.

St. Abb's Head.

St. Ann's Head.

When within three months of the allotted period of service, officers and ratings desirous of removing are to forward applications to the Admiral Commanding Reserves for consideration.

2. Applications for removal from personnel who have served for less than the normal period of service at a Station are not to be forwarded except in special circumstances.

3. Personnel who are transferred from a Station at their own request who have served for less than the normal period at that Station, will, unless the removal is for the good of the Service, be required to remove at their own expense.

4. **Information Form.**—When ratings are removed from one Station to another, Form C. 161 is to be filled in by the Station Officer of the Station from which the rating is removed, and forwarded direct to his new Station for retention.

5. Attention is drawn to the fact that the foregoing provisions in this Article do not apply to Pensioner Armourers and Electrical Artificers, who, as stated in Article 11 (c) do not belong to the Shore Signal or Wireless Services.



## CHAPTER II.

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### CEREMONIES AND SALUTES.

**21. Ensigns.**—An Ensign is to be flown at all Stations during the hours prescribed in the King's Regulations and Admiralty Instructions, Article 120.

**22. Salutes to Colours.**—When the Colours are being hoisted in the morning or lowered at sunset all officers and men who may be present are to stand to "Attention" and salute.

**23. Dressing Ship.**—On the following anniversaries all Shore Signal Stations are to be dressed overall with flags from the time the Colours are hoisted in the morning until sunset, subject to any further instructions which may be received from the Commanders-in-Chief within whose respective commands the Stations are situated :—

- 6th May. His Majesty's Accession ;
- 24th May. Empire Day ;
- 26th May. Her Majesty's Birthday ;
- 3rd June. His Majesty's Birthday ;
- 22nd June. His Majesty's Coronation ;

also on the day annually appointed as the date on which His Majesty's Birthday is to be officially observed within the waters of Great Britain and Ireland.

**24. Salutes by Foreign Men of War.**—In the event of a Foreign Man of War firing a salute in sight of a Station, where no British Man of War is present, and of no action being taken by the local authorities to return the salute, the fact is to be reported at once to the nearest Flag Officer, in order that the necessary arrangements may be made to return the salute.

2. As a rule, this report should be made to the nearest Flag Officer in the direction in which the vessel is proceeding.

**25. Funerals.**—The instructions relative to funerals contained in the King's Regulations and Admiralty Instructions apply to officers and men of the R.N. Shore Signal and Wireless Services.

2. When the funeral of an officer or man takes place in the vicinity of a Station, the Station Officer is to arrange for as many of the crew as possible to attend.

**3. Firing Parties.**—Should the attendance of a firing party be considered necessary, application is to be made to the nearest Naval Depot.

**26. Public Functions.**—All requests or invitations for officers and men to participate in Civic, Municipal or other public functions or ceremonies are to be referred to the Admiral Commanding Reserves.



## CHAPTER III.

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### INSPECTIONS AND VISITS.

**31. Inspections.**—Each Station will be inspected periodically by the Admiral Commanding Reserves or his Assistant.

2. The following routine will be observed :—

(a) The Inspecting Officer is to be received by the crew in No. 1 Dress drawn up as convenient, without arms, the Station Officer presenting the Inspection Report and Accommodation Return, and reporting anyone sick, any shortage in complement, or absence from other cause.

(b) Any exercise in Signals, Fire Stations, or in the use of Life-saving Apparatus, or other drill, will take place at this stage of the inspection.

(c) The Permanent Journal is to be laid open for signature and all Books of Reference, etc., are to be laid out in order for mustering, any deficiencies being reported in writing.

(d) The crew will then be mustered by the Open List. Every facility is subsequently to be given to men who so desire, to lay requests before the Inspecting Officer. Any man who wishes to make a request in private will be permitted to do so.

(e) Men who have been inspected under paragraph (d) above will be detailed to relieve those on watch if practicable. The latter will then be mustered under paragraph (d).

(f) The houses will be visited, the men conducting the Inspecting Officer all over them.

(g) The Station buildings, washhouses, coal sheds, store rooms, closets, water supply, and gardens will then be inspected.

(h) Confidential Books and papers will be mustered, and the register signed.

(j) The Station Order Book will be inspected.

3. The Station Officer is to hand to the Inspecting Officer a list showing :—

(a) Any defects to buildings, &c., which require making good.

(b) Any alterations and additions which in his opinion are necessary.

(c) Any other item which requires attention, and which is likely to form the subject of correspondence with the Admiral Commanding Reserves.

The Inspecting Officer will investigate these matters in the course of his inspection, and will instruct the Station Officer as to the action to be taken.

**4. Inspection Report—Form C. 23.**—An Inspection Report is to be kept filled up at every Station, ready as far as possible for any inspection.

If this report contains any reference to defects to buildings, etc., the steps taken to make good these defects are to be mentioned.

**5. Accommodation Return—Form C. 23a.**—The Accommodation Return is always to accompany the Inspection Report.

Vacant houses, and houses occupied by civilian tenants (including Coastguards), are to be shown on the Accommodation Return. In the latter case, the names of the tenants, and particulars of their tenancies are also to be stated.

**32. Inspections by Staff Officers.**—Officers on the Staff of the Admiral Commanding Reserves will inspect all Stations periodically as circumstances may require.

2. On arrival, Station Officers are to hand to the Inspecting Officer a list showing :—

(a) Any defects to Station buildings which require to be made good.

(b) Any alterations and additions it is proposed to put forward.

(c) Any alteration to the telegraph or telephone system which is considered necessary.

(d) Any stores or fittings which require renewal or are awaiting survey.

(e) Any other items which require attention, and which are likely to form the subject of correspondence with the Admiral Commanding Reserves.

The Inspecting Officer will investigate all points raised. He will survey stores if necessary, and in the case of defects to buildings, will instruct the Station Officer as to the action to be taken.

3. The following procedure will then be observed :—

(a) All Station buildings and grounds will be inspected, and the men will be seen at their work. Apparatus and machinery will be inspected under working conditions.

(b) Any requests will be enquired into.

(c) Confidential Books will be mustered, and the register signed. If any books are awaiting destruction, the fact is to be reported.

(d) Arms and equipment will be inspected.

(e) Bachelor Quarters will be inspected.

(f) The Station Officer will explain the system of telegraph and telephone communication with the Station, with the aid of a diagram, which will be kept at the Station.

(g) The Inspecting Officer will satisfy himself that the crew understand the arrangements made by the Station

Officer in case of fire, and if necessary will exercise "Fire Stations."

(h) The Record of Instruction will be inspected.

(j) The Postage Book and Register of Correspondence will be checked and initialled.

(k) The statement showing the consumption of fuel and oil will be examined.

(l) The Permanent Journal will be inspected.

**33. Visits.**—In addition to the foregoing inspections, the Specialist Officers on the Staff of the Admiral Commanding Reserves will visit Stations as necessary in connection with technical matters, on which occasions the above procedure will only be carried out in so far as it may be ordered for each visit.





## CHAPTER IV.

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### DISCIPLINE.

**36.** Officers and men serving in the Royal Naval Shore Signal and Wireless Services are persons in and belonging to the Royal Navy; borne on the books of H.M.S. "President II"; and are subject to the disciplinary laws and regulations of the Royal Navy, as laid down in the Naval Discipline Act and the King's Regulations and Admiralty Instructions.

2. Any offence committed by a member of these Services is to be reported immediately to the Admiral Commanding Reserves, but the accused is invariably to be given the option of answering, in writing, the charge made against him.

3. Should it be decided that the matter requires further investigation or action, the Admiral Commanding Reserves will either direct the Captain of H.M.S. "President" to visit the Station, or will refer the matter to the Commander-in-Chief of the Home Port nearest the accused's Station with a request that the matter may be investigated and dealt with by the Commanding Officer of whatever ship or establishment the Commander-in-Chief may direct, to which ship or establishment the accused is to be discharged in accordance with the provisions of the Naval Discipline Act.

**37. Reading of Articles of War in Naval Discipline Act to Crew.**—Station Officers are to muster the crews of their Stations during the last week of each quarter, and are to read to them the Articles of War in the Naval Discipline Act.

**38. New Entries—Reading of Articles 43 and 49.**—Station Officers are to read Articles 43 and 49 of these Instructions to all new entries on arrival.

**39. Weekly Inspection at Stations.**—On one morning in every week Station Officers are to parade the crew for the purpose of inspection.

2. Station Officers are to ensure that ratings in uniform are at all times properly dressed.

**40. Divine Service.**—Facilities are to be granted to all ratings not required for duty to attend Divine Service.

At Stations which are situated far distant from a Church, Station Officers are to use their discretion as regards conducting Divine Service at the Station.

The personnel of the R.N. Shore Signal Service and R.N. Shore Wireless Service are entitled to seating accommodation in the Parish Church as well as to the ministrations of the Clergy.

**41. Officers and Ratings to reside in Government Quarters.**—Where Government Quarters are provided, officers and ratings are to reside in them, unless permission to the contrary is given in each case.

**42. Cleanliness of Quarters.**—Ratings are to be held responsible, individually, that their quarters are kept clean and orderly, and any neglect in this respect will be considered as a breach of discipline.

**2. Inspection of Living Quarters.**—Living quarters of married ratings are to be inspected once a quarter, and also before being vacated, unless any reason arises for this to be done more frequently. Twenty-four hours' notice is invariably to be given before each such inspection.

Bachelor quarters are to be inspected daily to ensure that they are clean, tidy and well aired.

**43. Private Trading Forbidden.**—Officers and men are not to be employed in any trading business whatever, and they are strictly forbidden to have any pecuniary or personal interests in purchasing public stores, or in contracts made for supplies of provisions or stores of any kind, or in contracts for work to be performed for the Service.

**2. Fee or Gratuity Forbidden.**—No officer or man is permitted to receive any emolument, fee, gratuity, or consideration, whatever, either directly or indirectly, on account of such purchases or contracts.

This Article is to be read to the assembled crew of each Station once every quarter by the Station Officer, and is also to be read by the latter to all new entries on arrival. (See Articles 38 and 49.)

**44. Presents not to be received without Admiralty sanction.**—Presents, whether offered by His Majesty's subjects or by foreigners, for acts done by persons in their official capacity, must not be accepted unless Admiralty permission has been previously obtained.

**2.** In no case should a present be received and Admiralty permission be applied for subsequently.

**45. Grants of Pay or Allowances.**—Extra Pay or Allowances are never to be accepted by officers or men from Government Departments, Local Boards, or private individuals, for services rendered by them, without the special sanction of the Admiral Commanding Reserves being first obtained in each case.

**46. Private Boats or Business for Purposes of Profit.**—Officers and men are not allowed to possess any boat or share in any boat, for the purpose of profit, nor any shop or public house, or share in any shop or public house, directly or indirectly, either in their own name or that of any other persons whomsoever, nor in company or partnership with any others to trade as

merchants, or factors, or agents, in any goods, wares, or merchandise.

**47. Avoidance of Trespass.**—Officers and men are to avoid trespassing on private property, interfering with manorial or other rights, encroaching on manors, or destroying game.

2. When passing over private grounds or cultivated lands in the execution of their duty, they are to pass and repass by the gates and other entrances wherever practicable, and be careful not to do any damage.

**48. Flags flown on Shore.**—The Admiralty having no jurisdiction over flags on shore, flags flown in private grounds are not to be interfered with, but any unusual display of flags is to be reported to the Admiral Commanding Reserves.

**49. Private Influence Forbidden.**—Any person, of whatever rank he may be, who shall apply, otherwise than through his Superior Officer, for promotion, or for removal to another Station, or to prevent his removal from that in which he shall then be employed, will be considered as acting contrary to the Regulations of the Service, and will be dealt with accordingly. Any such application in favour of an officer or man from any other person than himself will be deemed as made at his suggestion, unless he shall be able to prove that he has had no knowledge of such application, directly or indirectly.

2. This Article is to be read to the assembled crew of each Station once every quarter by the Station Officer, and is also to be read by the latter to all new entries on arrival.

**50. Debts.**—Officers and men are strictly enjoined to pay all just demands on them punctually and honestly. Complaints for non-payment of debts, being highly discreditable to the Service, will be dealt with accordingly.

**51. Process for Debt.**—A Bailiff acting under a proper warrant of distress is entitled to take possession of and realise the effects of an officer or rating living in an Admiralty house, for debt, if the debt is not paid.

2. He may take possession of the officer's or man's private effects but not of the house nor of any Admiralty property therein.

**52. Requests—Covering remarks by Station Officers.**—All requests, applications for courses, applications for re-engagement, &c., are to be prepared in manuscript by the rating himself, and are to be forwarded by the Station Officer to the Admiral Commanding Reserves in duplicate. The covering remarks of the Station Officer should embrace the following :—

(i) General remarks according to the nature of the request.

(ii) *Applications to qualify for higher rating.*—Whether the applicant is recommended, and is considered in all respects suitable for the higher rating.

(iii) *Applications for re-engagement.*—(a) Whether the applicant is recommended.

(b) Whether the applicant performs the duties of his present rating with energy and zeal and his retention in the Service is in all respects desirable.

## CHAPTER V.

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### LEAVE.

**56. Annual Leave.**—Leave of absence may be granted to officers and ratings serving in the Shore Signal and Wireless Services as follows, provided their services can be spared :—

|          |   |   |   |   |   |   |          |
|----------|---|---|---|---|---|---|----------|
| Officers | - | - | - | - | - | - | 28 days. |
| Ratings  | - | , | - | - | - | - | 21 days. |

**57. Extra Leave for Travelling.**—Ratings whose address on leave is 8 hours or more distant from their Station may be granted an additional 24 hours' leave.

**58. Leave Year.**—The leave year for all officers and men of the Shore Signal and Wireless Services is reckoned from 1st January to 31st December.

**59. Leave.**—Station Officers may grant leave to their crews up to the authorised annual allowance of 21 days, without previous reference to the Admiral Commanding Reserves.

2. A Return of leave granted during the preceding month is to be forwarded to the Admiral Commanding Reserves by all Stations on the first day of each month. Blank Returns are required.

**60. Short Leave.**—Station Officers are authorised to grant to men, at their discretion, either short leave from noon on Friday to p.m. on Monday once every three months, or 48 hours' leave once every two months, provided always that their services can be spared, and that routine work is not allowed to suffer. Such leave is not to be regarded as part of the annual leave allowance.

A Leave Book (Form S. 247) is to be kept by each Station Officer.

**61. Leave to record Votes at Parliamentary Elections.**—Officers and men may be granted leave of absence to enable them to record their votes at Parliamentary Elections, provided their services can be spared without seriously interfering with the work of the Station.

**62. Illness during Leave.**—When men are taken ill whilst on leave of absence, they are to report the fact immediately to the Station Officer and are to transmit a medical certificate stating the nature of the illness and probable date of recovery. The Station Officer will report the facts to the Admiral Commanding Reserves. (*See King's Regulations and Admiralty Instructions, Article 1440.*)

**63. Spending Leave at own Station.**—Ranks and ratings may, if they so desire, spend their leave at their own Stations, but in such cases they are immediately to resume duty in the event of an emergency or any untoward happening.

## CHAPTER VI.

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### VISITORS TO STATIONS.

66. No information in connection with the Royal Naval Shore Signal and Wireless Services is to be afforded to any visitors without the authority of the Admiral Commanding Reserves, and the Station Officer is to caution the crew to avoid giving any particulars of the duties performed by the Station, or of the apparatus fitted, to civilians.

Military Officers who wish to visit R.N. Shore Signal or Wireless Stations, either in plain clothes or in uniform, will inform the Station Officer beforehand of their intention.

No persons are allowed to enter the Instrument Room of W/T or D/F Stations, nor are they to be supplied with any information as to the duties carried out at the Station except:—

(a) Duly authorised officers and men of the Royal Navy or Royal Marines.

(b) Duly authorised persons holding civil appointments under the Admiralty in direct connection with Wireless Telegraphy.

2. In special cases, permission is granted by the Admiralty to civilians who have applied in writing, to visit W/T and D/F Stations and to view the apparatus. In these cases the Station Officer will be notified by the Admiral Commanding Reserves, and will be informed of the probable date of the visit. Whilst showing these visitors round the Station care should be taken to avoid giving any details concerning experimental or purely Naval apparatus which may be fitted; care is also to be taken that such civilians have no access to any confidential or "O.U." books or papers.

3. The following have permanent permission to visit W/T and D/F Stations:—

(a) Officers on the Staff of the Admiral Commanding Reserves.

(b) Officers on the Staff of the Director of Signal Department, Admiralty.

(c) Naval and Civilian Officers on the Staff of H.M. Signal School, Portsmouth.

Notification of a visit will usually be sent beforehand.

### 67. Admittance of Admiralty Officials to W/T or D/F Stations.

—When a W/T or D/F Station is to be visited by a representative of the Director of Electrical Engineering or Civil Engineer-in-Chief, the Department concerned will inform the Station Officer beforehand by letter, and the representative will be provided with a letter of identification.



**2. Visits by Staff of H.M. Dockyards.**—The Staff of H.M. Dockyards visiting W/T or D/F Stations on duty may be allowed to enter as necessary.

**68. Visits by Engineering Staff of G.P.O.**—Members of the Engineering Staff of the General Post Office bearing Official Pass Cards are to be admitted to Stations as far as may be necessary for the performance of their duties in connection with the maintenance of the postal telegraph and telephone apparatus. In the case of a W/T Station, the Station Officer is, however, to take steps to ensure that as little as possible of the W/T apparatus is revealed, and that an operator shall always be with the Post Office official whilst he is inside the Station.

**69. Lodgers not permitted.**—Officers and men of the respective Stations are on no account to take lodgers in Government buildings, or quarters provided for their use, nor (except as provided in Article 70) to permit any persons not belonging to the R.N. Shore Signal or Wireless Services to reside therein.

**70. Relatives and Friends visiting Stations—Form C. 50.**—Applications for relatives and friends to pay visits to Stations may be submitted to the Admiral Commanding Reserves. No permission to reside permanently will be granted.

## CHAPTER VII.

### UNIFORM AND CLOTHING.

**76. Royal Naval Shore Signal Service.**—The uniform worn by officers and ratings of the R.N. Shore Signal Service is as follows :—

#### *Officers.*

|                                                 |                                            |
|-------------------------------------------------|--------------------------------------------|
| Senior Chief Officer (S.S.S.)                   | As for Lieutenant, R.N.                    |
| Chief Officer (S.S.S.) over 2½ years seniority. | As for Commissioned Signal Boatswain, R.N. |
| Chief Officer (S.S.S.) on promotion.            | As for Signal Boatswain, R.N.              |

Dresses Nos. 1 to 4 inclusive are not required by officers.

Chief Officers (S.S.S.) are expected to provide their own kit, towards which a grant of £25 is paid on promotion (*see Article 243*). They do not receive Kit Upkeep Allowance.

#### *Ratings.*

|                        |   |                                                                                                                                                                                                                                                                                                         |
|------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Petty Officer (S.S.S.) | - | As for confirmed Petty Officer, R.N., with over one year's service as Petty Officer. Badges—on the left arm, in the place of the Petty Officer's badge of rating, a badge consisting of crossed flags surmounted by a crown with the letters—S.S.S.—below.<br>No other badges will be worn.             |
| Signalman (S.S.S.)     | - | As for confirmed Petty Officer, R.N., with over one year's service as Petty Officer. Badges—on the left arm, in the place of the Petty Officer's badge of rating, a badge consisting of crossed flags with the letters—S.S.S.—below.<br>No other badges will be worn.<br>Cap badge—Red instead of gold. |

**77. Royal Naval Shore Wireless Service.**—The uniform worn by officers and ratings of the R.N. Shore Wireless Service is as follows :—

#### *Officers.*

|                                                |                                        |
|------------------------------------------------|----------------------------------------|
| Senior Chief Officer (S.W.S.)                  | As for Lieutenant, R.N.                |
| Chief Officer (S.W.S.) over 6 years seniority. | As for Commissioned Telegraphist, R.N. |
| Chief Officer (S.W.S.) on promotion.           | As for Warrant Telegraphist, R.N.      |

Dresses Nos. 1 to 4 inclusive are not required by officers.

Chief Officers (S.W.S.) are expected to provide their own kit, towards which a grant of £25 is paid on promotion (*see* Article 243). They do not receive Kit Upkeep Allowance.

#### *Ratings.*

Ratings will wear the same uniform as the corresponding ratings in the Active Service, with the addition of the letters S.W.S. below the W/T badge on the right arm.

No man is to wear the badge of any rating higher than that for which he is paid.

Cap ribbons will bear the words "R.N. Shore Wireless" with the Imperial Crown between "Shore" and "Wireless."

**78. Kit to be maintained.**—Ratings of the Shore Signal and Wireless Services are to maintain the respective kits shown in Appendix VI.

**79. Uniform to be worn.**—All officers and ratings are to wear the proper uniform of their rank or rating at all times while at their Stations, in accordance with the Uniform Regulations issued by the Admiralty, a copy of which is to be kept available for reference in the watch-room at each Station.

2. At Stations in the vicinity of the Home Ports, the dress worn is to conform to that ordered by signal by the Commander-in-Chief, or Senior Officer present.

3. On Sundays when weather conditions are bad, ratings on watch may wear dress No. 2 at the discretion of the Station Officer.

4. Check shirts and collars are to be worn with working dress only, within the Station, and may be worn by night watchkeepers or in bad weather when oilskins are worn.

5. Blue jerseys of the Service pattern may be worn in cold or bad weather, at the discretion of the Station Officer, but their use is to be limited to such occasions.

**80. Gaiters and leggings.**—Service web leggings are supplied to all Stations for issue on loan for wear on duty.

Web leggings are to be worn by all ratings of the Shore Signal Service at all times when on duty and by ratings of the Shore Wireless Service when on duty and considered necessary.

Black leather gaiters of the approved pattern may be worn by all ratings on leave in wet or muddy weather; they are not to be worn when on duty.

**81. Oilskins and watchcoats.**—Oilskins, watch-coats and sou'westers are supplied to Shore Signal Stations for issue on loan to watchkeepers.

**82. Dress on leave.**—On all occasions of leave ratings may wear at their option either the proper dress prescribed by the Uniform Regulations, or plain clothes.

Plain clothes are not to be worn within the limits of the Station buildings or grounds except when proceeding on or returning from leave.

**83. Inspection of kits.**—The Station Officer is to hold a weekly inspection of some articles of kit, when the crew musters for payment.

The particular article which each man is to bring with him is to be notified on the previous day; and by choosing a different article each week, the Station Officer should be able to ensure that the kit of each man is in good condition.

**84. Cycling dress.**—Ratings riding bicycles when on duty are to wear their ordinary uniform with Service web leggings. When on leave and wearing uniform, blue serge knickerbockers of the approved pattern with uniform stockings of the Service pattern may be worn; this dress may only be worn when actually cycling and not when ratings have no bicycles with them.

**85. Motor-cycling dress.**—Ratings riding motor-cycles when in uniform and requiring protective clothing are to wear the ordinary Service pattern oilskin jackets and trousers (as supplied in the Active Service for boats' crews), the trousers being made to fit neatly round the ankles by a strap. The wearing of plain clothes motor-cycling dress with uniform caps is not allowed.

**86. Wearing of National emblems.**—Officers and men may, if they desire to do so, wear the National emblems on St. George's Day (23rd April), St. Andrew's Day (30th November), St. Patrick's Day (17th March), and St. David's Day (1st March).

**87. Kit Upkeep Allowance.**—Kit Upkeep Allowance is paid to ratings at rates which are subject to alteration from time to time according to the rise or fall in the issuing prices and which are promulgated from time to time in Admiralty Fleet Orders. The rates of Kit Upkeep Allowance for the Shore Signal and Wireless Services will not necessarily be the same as for the Active Service.

**88. Issue of clothing.**—Issues of clothing are to be made for cash.

2. On distribution of clothing after receipt from the Royal Victoria Yard, Deptford, arrangements are to be made by the Station Officer to collect the charges due from the men concerned. The Station Officer is then to forward the amounts collected, together with the supply notes when countersigned, to the Accountant Officer, Naval Reserves, who will furnish the Station Officer with a receipt.

3. In the case of a man who has been discharged to another Station before receipt of the clothing on demand, the Station Officer is to forward the clothing, and the Station supply note, or an extract therefrom, to the man's new Station Officer, by

whom the amount to be recovered is to be collected and forwarded direct to the Accountant Officer, Naval Reserves.

4. The dates by which demands for clothing (Form C. 96) for the respective *Stations* are to be received by the Royal Victoria Yard are as follows :—

| Stations.                       | Demands for Clothing<br>to reach Royal Victoria<br>Yard by :— | For supply in. |
|---------------------------------|---------------------------------------------------------------|----------------|
| Aberdeen W/T . . . . .          |                                                               |                |
| Rosyth W/T . . . . .            | 31st December . . . . .                                       | January.       |
| Inchkeith . . . . .             | 31st March . . . . .                                          | April.         |
| Cape Wrath . . . . .            | 30th June . . . . .                                           | July.          |
| Dunnet Head . . . . .           | 30th September . . . . .                                      | October.       |
| St. Abb's Head . . . . .        |                                                               |                |
| Cleethorpes W/T . . . . .       |                                                               |                |
| Felixstowe W/T . . . . .        |                                                               |                |
| Ipswich W/T . . . . .           |                                                               |                |
| Scarborough W/T . . . . .       |                                                               |                |
| Sheerness W/T . . . . .         | 31st January . . . . .                                        | February.      |
| Dover Pier . . . . .            | 30th April . . . . .                                          | May.           |
| Flamborough D/F . . . . .       | 31st July . . . . .                                           | August.        |
| Flamborough Head . . . . .      | 31st October . . . . .                                        | November.      |
| Spurn Point . . . . .           |                                                               |                |
| Southend . . . . .              |                                                               |                |
| Dungeness . . . . .             |                                                               |                |
| Beachy Head . . . . .           |                                                               |                |
| Culver Cliff . . . . .          |                                                               |                |
| Lizard D/F . . . . .            |                                                               |                |
| Pembroke W/T . . . . .          |                                                               |                |
| Portland Bill W/T . . . . .     |                                                               |                |
| Rame Head W/T . . . . .         |                                                               |                |
| Whitehall W/T . . . . .         |                                                               |                |
| Needles . . . . .               | 28th February . . . . .                                       | March.         |
| Lulworth . . . . .              | 31st May . . . . .                                            | June.          |
| Grove Point . . . . .           | 31st August . . . . .                                         | September.     |
| St. Ann's Head . . . . .        | 30th November . . . . .                                       | December.      |
| St. Catherine's Point . . . . . |                                                               |                |
| Prawle Point . . . . .          |                                                               |                |
| Lundy Island . . . . .          |                                                               |                |
| Penarth . . . . .               |                                                               |                |
| Nell's Point . . . . .          |                                                               |                |

5. Tobacco is not issued to the Shore Signal and Wireless Services.

**89. Measurements.**—When self-measurement forms (C. 97) are handed in for transmission, Station Officers should caution the men concerned as to the desirability of having the measurements checked. (Whenever possible, ratings are advised to be measured by a tailor.)

2. Ratings who do not furnish correct particulars on the self-measurement forms, and consequently receive garments which do not fit, must not expect to have them changed or altered at Crown expense.

3. The measurement tickets attached to clothing by the Contractors should be kept, and the measurements used when fresh garments are being ordered.

4. Attention is particularly directed to the following points :—

(a) *Length of jacket.*—This measurement should be taken with the jacket on, from the cross seam under the collar, and not from the top of the collar.

(b) *Waist measurements of jacket, waistcoat and trousers.*—The waist measurements of jacket and waistcoat should be  $1\frac{1}{2}$  inches to 2 inches greater than the waist measurement of the trousers, as the former are taken over the waistcoat, and the latter over the trousers only.

5. It is essential that the instructions given here and on Form C. 97 should be followed.

6. The figures, when correctly given, enable a tailor to produce a properly fitting garment by making certain allowances that are usual in the trade.



## CHAPTER VIII .

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### EXAMINATION AND PROMOTION.

Section I.—R.N. Shore Signal Service.

Section II.—R.N. Shore Wireless Service.

#### SECTION I.

**96. Promotion.**—Promotion to Senior Chief Officer (S.S.S.), Chief Officer (S.S.S.), and Petty Officer (S.S.S.), will be made by selection from the personnel of the Royal Naval Shore Signal Service who have passed the necessary examinations.

**97. Applications for Examination.**—Examinations for Chief Officer (S.S.S.) and Petty Officer (S.S.S.) will be held from time to time as requisite. The names of ratings who desire to be examined may be submitted by Station Officers to the Admiral Commanding Reserves at any time.

**2. Re-examination of Candidates who fail.**—Candidates who fail to pass will not be allowed to present themselves again for examination until after an interval of six months.

**98. Travelling Expenses when attending Examination.**—Candidates presenting themselves for examination will be repaid reasonable travelling expenses to and from the place where the examination is held.

**99. Examination for Chief Officer (S.S.S.).**—Candidates must hold the rating of Petty Officer (S.S.S.) at the time of the examination, have qualified educationally for Warrant Rank, and be recommended by their Station Officer.

**2. Examination Board.**—The examination will be divided into two parts (*see* Appendix V). Part I will be carried out at a Station by the Signal Officer on the Staff of the Admiral Commanding Reserves, assisted by a Station Officer. Successful candidates in Part I will be subsequently examined in Part II by the Assistant to the Admiral Commanding Reserves and another Commissioned Officer, as ordered by the Admiral Commanding Reserves.

**100. Examination for Petty Officer (S.S.S.).**—Candidates must have served for at least one year as a Signaller (S.S.S.), have passed the Educational Test, Part I, and be recommended by their Station Officer.

**2. Examination Board.**—The examination will be carried out by the Signal Officer on the Staff of the Admiral Commanding Reserves, in conjunction with a Station Officer (*see* Appendix V).



## SECTION II.

**103. R.N. Shore Wireless Service—Courses for Higher Rating.**—Qualifying Courses for Leading Telegraphist and Petty Officer Telegraphist are held periodically at H.M. Signal School, Portsmouth. These courses, which last approximately fifteen weeks, are followed or preceded by a course in internal combustion engines in H.M.S. "Fisgard," lasting four weeks.

Candidates belonging to the Shore Wireless Service are given the same course in H.M. Signal School as ratings in the service afloat, except that, in lieu of V/S subjects, additional instruction is given in W/T subjects and in reading the morse sounder.

2. All men who have not passed for or held the ratings of Leading Telegraphist or Petty Officer Telegraphist afloat are required to pass for higher rating in H.M. Signal School prior to advancement, and to qualify in H.M.S. "Fisgard" in the care and maintenance of oil engines.

Ratings qualifying for Petty Officer Telegraphist, who passed in H.M.S. "Fisgard" when qualifying for Leading Telegraphist, are not required to take that course again.

Ratings who have already passed for Petty Officer Telegraphist, or who are exempt from passing on account of having served afloat as Petty Officer Telegraphist, will not be required to go through the course in H.M.S. "Fisgard" as a condition of advancement.

3. **Failure to qualify.**—Candidates who fail to qualify for Leading Telegraphist or Petty Officer Telegraphist will not be given another opportunity to qualify for at least three months and six months respectively.

**104. Leading Telegraphists (S.W.S.) qualifying for Petty Officer Telegraphist—Provisional Examination.**—Leading Telegraphists (S.W.S.) who are candidates for the qualifying course for Petty Officer Telegraphist are required to pass a provisional examination before they are selected for the qualifying course in H.M. Signal School. Ratings who passed "Higher Standard" are not required to pass provisionally for Petty Officer Telegraphist, provided they have not failed for Petty Officer Telegraphist after a course in H.M. Signal School.

2. The provisional examination is held in accordance with the instructions contained in O.U. 5298, modified as follows :—

- (a) V/S and *viva voce* subjects are omitted.
- (b) The standard buzzer exercise is to be conducted by the Station Officer, who is also to supervise the written examination.
- (c) Immediately after the conclusion of the examination, the worked papers are to be forwarded to the Admiral Commanding Reserves for correction and marking.

3. Leading Telegraphists (S.W.S.) must serve six months in that rating before they are eligible to sit for the provisional

examination for Petty Officer Telegraphist. Time served as Leading Telegraphist prior to entry in the Shore Wireless Service will be allowed to count towards the six months' qualifying service.

4. Applications for courses or for the provisional examination for Petty Officer Telegraphist are not to be forwarded until called for by the Admiral Commanding Reserves.

**105. Re-qualifying Courses for Leading Telegraphist (S.W.S.) and Petty Officer Telegraphist (S.W.S.).**—Leading Telegraphists and Petty Officer Telegraphists will be required to re-qualify in Wireless Telegraphy subjects in H.M. Signal School at least once every three years in each rating, if practicable.

Ratings for these courses will be selected by the Admiral Commanding Reserves.

**106. Chief Officers (S.W.S.)—Qualifications and Qualifying Courses.**—Candidates for the rank of Chief Officer (S.W.S.) must pass the professional examination for Warrant Telegraphist, R.N., at H.M. Signal School, Portsmouth.

This examination will be preceded by a course, the qualifications for which are that a candidate must—

(a) have not less than two years' service as Leading Telegraphist or as Leading Telegraphist and Petty Officer Telegraphist combined;

(b) have passed finally for Petty Officer Telegraphist;

(NOTE.—Petty Officer Telegraphists (S.W.S.) and Leading Telegraphists (S.W.S.) advanced to Petty Officer Telegraphist whilst serving afloat without having qualified in H.M. Signal School for this rating will be regarded as eligible, provided they fulfil the other requirements).

(c) have served seven years as man and boy;

(d) have passed the educational test for Warrant Rank (Telegraphist Branch).

2. In regard to (d) above, accepted candidates will be sent to the R.N. Barracks, Portsmouth, Devonport or Chatham, for the purpose of attending the educational classes which are held periodically at the Depot Schools. These classes last about eight weeks and precede the educational test for Warrant Rank.

3. Subject to the passing of the educational test for Warrant Rank, arrangements will then be made as opportunity offers for selected ratings to attend the re-qualifying courses for Petty Officer Telegraphist and Leading Telegraphist at H.M. Signal School, which will be followed by the qualifying course and examination for Warrant Telegraphist. The practical instruction given to Shore Wireless Service ratings during the qualifying course will be confined to sets, machinery, &c., fitted in Shore Wireless Stations.

4. The names of applicants for the educational test for Warrant Rank are not to be forwarded until called for by the Admiral

Commanding Reserves. In the event of any candidate having already passed in one or more of the subjects of the Higher Educational Test, the fact is to be stated when the application is submitted.

**107. Selection of Candidates for Courses.**—A record will be kept by the Admiral Commanding Reserves of all ratings recommended for courses.

Selections will be governed by the following considerations :—

(a) In the case of the qualifying course for Leading Telegraphist, by the proximity of the age of the applicant to the qualifying age for advancement to Leading Telegraphist (S.W.S.), i.e., 26 years.

(b) In the case of the qualifying course for Petty Officer Telegraphist, by the seniority of the applicant as Leading Telegraphist (S.W.S.) and the date of passing the provisional examination for Petty Officer Telegraphist.

(c) Whether the rating can be spared from his Station, having regard to the fact that temporary reliefs are not available.

## CHAPTER IX.

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### DUTIES OF STATION OFFICERS.

**111. Local Knowledge.**—On joining a Station, the Station Officer is to take early steps to make himself acquainted with all local information concerning the coastline, tides, currents, weather, &c., and any other information that may be of use for navigational, life-saving, or other purposes connected with his duties.

He is to see that the ratings under his orders also have a competent knowledge of these matters.

He is to ensure that each rating knows where the nearest life-boat or life-saving apparatus is stationed and the arrangements by which its services can be obtained in emergency.

He is to make himself thoroughly acquainted with all systems of communication with the Station (telegraph, telephone, W/T, V/S, &c.).

**112. Absence from Station.**—The Station Officer is not to leave the vicinity of his Station without the permission of the Admiral Commanding Reserves. Before leaving the Station he is to acquaint the Senior Petty Officer or senior rating borne at the Station.

**113. Fire Stations to be drawn up.**—Every Station Officer is to draw up a Fire Station for the crew, which is to be hung up in the Watch-room.

2. The chief points to provide for are :—

- (a) Saving the lives of women and children.
- (b) Extinguishing the fire.
- (c) Saving Government property.
- (d) Saving private possessions.

3. The plan should show how to turn to best account the water supply at hand, to stop draughts, and to prevent the fire from spreading. It should assign definite duties to each man, instruct women and children where to go, and should explain how to summon quickly the local fire engine or fire brigade.

4. At Stations where calcium carbide is stored Station Officers are to exercise all necessary precautions against fire as detailed in Article 362.

**114. Access to Books and Documents by Crew of Station.**—The Station Officer is to arrange for all non-confidential books and documents, &c., to be readily accessible to the crew of the Station and to encourage ratings to study all orders and instructions, &c., affecting them and their duties.

**115. Responsibility for Buildings, Stores, &c.**—The Station Officer is responsible for all buildings, stores, arms, &c., which are the property of the Crown.

**116. Travelling Warrant Book and Forms A.G.866.**—The Travelling Warrant Books and stock of Form A.G. 866 are to be kept under lock and key by the Station Officer.

**117. Copies of Local Newspapers commenting on the Shore Signal and Wireless Services.**—Station Officers are to forward to the Admiral Commanding Reserves a copy of any local newspaper in which accounts may appear of any acts performed by the personnel of Shore Signal and Wireless Stations, or criticisms of their action, which may be considered of sufficient importance to bring to notice (*see* Article 122).

**118. Correspondence with Local Works Officers.**—The Station Officer is to keep in touch with the local representative of the Civil Engineer-in-Chief of the Admiralty and with such outside Authorities as may be necessary in connection with repairs, &c., to Admiralty property. All matters of importance, involving questions of policy, must be referred to the Admiral Commanding Reserves.

**119. Orders and Instructions—Corrections of.**—The Station Officer is responsible that all written orders and instructions are kept complete and correct to date and is personally to correct all books and documents, irrespective of whether these are confidential or non-confidential.

**120. Monies forwarded to the Accountant Officer, Naval Reserves.**—The Station Officer, when forwarding rents, unexpended balances of Travelling Advances, proceeds of sales of stores, &c., to the Accountant Officer is to make the money orders, cheques, or postal orders payable to the Accountant Officer, Naval Reserves.

2. Unless unavoidable, money is not to be sent in the form of cash or Treasury Notes. If, however, cash or Treasury Notes are sent, the letter is invariably to be registered. Cheques and postal orders are to be crossed.

**121. Account of Oil, Fuel, &c., expended.**—The Station Officer is to keep a strict account of the expenditure of fuel and oil, &c., required for heating, cooking and lighting, which is to be purchased and claimed for as laid down in Article 360.

**122. Contingent Account.**—Disbursements for :—

- (a) underpaid postage;
- (b) cost of cashing cheques;
- (c) commission on Post Office money orders or postal orders;

are to be entered on Form C. 35 (amended as necessary) which is to be forwarded to the Accountant Officer, Naval Reserves,

at the end of each quarter for payment. The amounts claimed for (b), cost of cashing cheques, are to be supported by Bankers' receipts.

2. No expenses other than those mentioned above and in Article 117 are to be included in the Contingent Account.

**123. Payment of Wages.**—The Station Officer is responsible for the proper payment of the wages and allowances to the Petty Officers and men of his Station.

2. He will receive the wages from the Accountant Officer, Naval Reserves, by cheque in accordance with Article 238. If any charge is made for cashing cheques it is to be claimed in the Station Officer's Contingent Account (*vide* Article 122).

**124. Removal Arrangements — Procedure.**—The Station Officer is responsible for seeing that the correct procedure is followed in carrying out removals (*see* Article 270).

**125. Collection of Rents.**—The Station Officer is to collect the rents of houses or lands let by the Admiralty, when due, and forward them to the Accountant Officer, Naval Reserves.

For this purpose the manuscript form shown in Appendix IX is to be adopted.

2. Rents payable by the Admiralty will usually be sent by the Accountant Officer, Naval Reserves, to the Station Officer, who is to make the payments and obtain receipts.

Claims for rents due which may be received by the Station Officer from Landlords or their Agents, are to be forwarded, together with Form C. 36 completed as far as possible, to the Accountant Officer, Naval Reserves.

The Station Officer is to keep records of such transactions in his Rent Book.

**126. Vouchers for Payment.**—The Station Officer is to ensure that all vouchers for payment are properly filled in, dated and signed, before they are transmitted to the Accountant Officer, Naval Reserves, for payment. He is also to ensure that all claims are certified as requisite, and that the authorities for incurring the expense are clearly stated. Form C. 35 is to be generally used as a covering voucher for claims, unless a special form is already provided.

**127. Form S.563—Sources of Supply.**—A Return on Form S. 563—Sources of supply, coal, fresh provisions and water—is to be rendered annually (on 1st November) by the Station Officers of the following Stations to their respective Staff Officers (Intelligence) :—

|                   |                  |                 |
|-------------------|------------------|-----------------|
| Aberdeen W/T.     | Scarborough W/T. | Nell's Point.   |
| Ipswich W/T.      | Beachy Head.     | Penarth.        |
| Culver Cliff W/T. | Dover Pier.      | St. Ann's Head. |

**128. Furnishing of Reports to Director of Contracts.**—The Station Officer, when requested by the Director of Contracts to

furnish reports as to the suitability of premises of Firms applying for notation on the Admiralty List of Contractors for supply of provisions to H.M. Ships at outlying Ports, is to carry out this duty within a ten mile limit of the Station.

2. Travelling expense claims are to be rendered on Form C. 15 in the usual manner, quoting the date and number of the Director of Contracts' authority for the journey.

**129. Observance of Covenants in Deeds of Properties leased to the Admiralty.**—The Station Officer is to examine the copies of all deeds with which he has been furnished, and is to be careful to see that all the conditions under which the property is held by the Admiralty are strictly carried out.

Should circumstances arise which prevent a condition from being fulfilled, the Admiralty may be rendered liable to forfeit possession, and in such a case a report is at once to be made to the Admiral Commanding Reserves.

**130. Particulars of Families of Ranks and Ratings.**—The Station Officer is to report to the Admiral Commanding Reserves all changes (i.e., births, deaths, &c.) in the families of ranks and ratings serving at Shore Signal and Wireless Stations as they occur.

These details are essential for record purposes.

**131. Schools at remote Stations.**—At remote Stations, where children cannot conveniently attend the neighbouring school, the Station Officer should endeavour to find a spare room or rooms at the Station to be used as a school; such school is to be only for the attendance of the families of the men under his orders.

2. In exceptional cases the Admiralty will consider whether assistance can be given from Naval Funds towards meeting expenses involved. (See Article 280.)

**132. Electric Current.**—The Station Officer of a Station supplied with electric current from outside sources (not including Dockyards) is to forward to the Admiral Commanding Reserves, on the first day of each month, a return in the form shown in Appendix X, showing details of the current used during the previous month, maintenance charges, meter rent, &c.

2. An additional return in the form shown in Appendix XI is to be rendered in cases where electrical energy for lighting is supplied to official quarters through the Station meter. The readings of the various sub-meters are to be taken monthly when the main meter is read, and the amounts due (including rent of meters, if applicable) from the occupants of the quarters are to be recovered by the Station Officer and forwarded to the Accountant Officer, Naval Reserves, together with a copy of the form shown in Appendix XI.

3. It is usual for the Stations referred to in paragraph 1 to be supplied with electric current by contract. Meters are to be

read as provided for in the contract by the Station Officer and the Company's representative, and the claims for payment are to bear the following certificate, signed by the Station Officer :—

- (a) The supply has been economically used.
- (b) The meter readings are correct.
- (c) The rates charged do not exceed those current in the district.
- (d) The Admiralty is liable for the whole of the expense with the exception of the sum of £....., which is recoverable from Private Individuals as indicated.
- (e) No item in the claim has been previously paid.

4. At Stations where the supply is drawn from Dockyard sources, the Station Officer is to read the meters every quarter in conjunction with a representative of the Electrical Engineer and is to give any receipts which may be required by the latter. Readings of meters should be reported to the Admiral Commanding Reserves, for purposes of comparison.

5. The Station Officer is responsible that the utmost economy is exercised in the use of electrical energy for lighting and other purposes, and he is to put an effective check upon the expenditure for lighting.

In order to prevent waste of current, rules for general use are to be drawn up, special attention being given to the necessity for switching off the current when the lights are not required.





## CHAPTER X.

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### SPECIAL INSTRUCTIONS FOR R.N. SHORE SIGNAL STATIONS.

**136. Signal Instruction.**—Signal instruction, both practical and theoretical, is to be carried out in accordance with the instructions contained in Form S. 1308 (Instruction in and Record of Signal Exercises) as far as these are applicable.

**137. Signal Exercises between R.N. Shore Signal Stations and H.M. Ships.**—Every opportunity will be taken by ships when within signal distance of Stations to exercise signals by day and night.

2. Detailed instructions for carrying out these exercises are contained in Admiralty Fleet Orders, "S" Series.

**138. Communication with ships.**—A sharp look-out is to be kept at all Stations for signals from H.M. Ships, and they are to be answered immediately.

2. When any of H.M. Ships come within visual signalling distance of a Shore Signal Station and do not make their distinguishing pendants, the Station is to use the appropriate signal from the Signal Books to ascertain the distinguishing pendants of the ships concerned.

**139. Signalling with the Military.**—Station Officers are to arrange whenever practicable, direct with local Military Authorities, for regular signalling practice between Shore Signal Stations and Military Stations.

The Army Council have concurred in advantage being taken of any such opportunities of practice.

**140. Watchkeeping Arrangements.**—The complements of Shore Signal Stations which keep constant watch have been arranged so as to enable watchkeepers to be in four watches under normal conditions.

2. In exceptional circumstances watches may be reduced to three, but they must not fall below this number without the special approval of the Admiral Commanding Reserves.



## CHAPTER XI.

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### SPECIAL INSTRUCTIONS FOR R.N. SHORE WIRELESS STATIONS.

**146. Watchkeeping Arrangements.**—The complements of the W/T and D/F Stations have been arranged so as to enable watchkeepers to be in four watches under normal conditions.

2. In exceptional circumstances watches may be reduced to three, but they must not fall below this number without the special approval of the Admiral Commanding Reserves.

3. At Stations where five or more Petty Officers are allowed by complement, there is always to be one Petty Officer on watch.

4. At other Stations whenever two Petty Officers are available there is to be a Duty Petty Officer.

**147. Stations carrying out Routine Transmission—Delays to be reported.**—If a routine transmission is delayed, a report is to be forwarded to the Admiral Commanding Reserves, stating the cause of delay.

**148. W/T and D/F Stations going out of action.**—When, owing to breakdown or other causes, it is impossible to maintain communication, the Station Officer is to inform Whitehall W/T Station by telegraph, stating how long the Station will probably be out of action.

A written report, fully explaining the circumstances, is to be forwarded subsequently to the Admiral Commanding Reserves.

2. On receipt of this information, Whitehall W/T Station is to inform the Director of Signal Department, Admiralty, and the War Registry, and is to report by telephone to the office of the Admiral Commanding Reserves.

3. Similar telegraphic reports are to be made immediately the Station is again in action.

**149. Requests from Stations to go out of action.**—Stations wishing to go out of action temporarily are first to obtain the permission of the Admiral Commanding Reserves.

**150. Failure to pass a Message.**—If a Station fails to pass a message received for transmission, the Station Officer is to take steps to inform the originator at the following intervals:—

- |                                     |           |          |
|-------------------------------------|-----------|----------|
| (a) Important or Immediate messages | -         | 1 hour.  |
| (b) Ordinary messages               | -   -   - | 2 hours. |

**151. Care of W/T Masts.**—The Station Officer is responsible that requisition is made through official channels for the survey

of the masts and rigging, by the Dockyard concerned, at the following intervals :—

- (a) Steel masts, every two years.
- (b) Wooden masts, every year.
- (c) Standing rigging, every two years.

2. At W/T Stations where a Port War Signal Station is in the vicinity, all masts should be surveyed at the same time.

3. Wooden W/T masts are to be painted annually by the Station crew. If necessary, this may be done at shorter intervals, but painting should follow and not precede a survey of masts.

4. Steel masts will be painted by Dockyard or Contract.

5. Rigging is to be blacked down annually. When painting masts and blacking down rigging, care is to be taken not to paint over the surfaces of the insulators.

6. Periodical inspection is to be made to ensure that masts and poles are being protected adequately from rot, and the first signs of decay are to be reported immediately.

7. Rot is generally due to the action of standing water, and will generally take place where the mast enters the tabernacle or concrete foundation and immediately above any bands or caps. Wherever a shoulder is formed between the mast and the top edge of a band, two additional coats of paint are to be applied and well worked in, so as to ensure the water running off.

8. On no account are men to be employed aloft when any adjustments are being made to the rigging, unless a suitable preventer has been set up to take the place of each stay which is receiving attention, neither are bottle-screws or lanyards of rigging to be manipulated unless an efficient preventer is in place.

9. All hemp running rigging which is kept rove is to be turned end for end every year, and renewed every two years.

**152. Care of Oil Engines.**—The oil engines driving the generating plant at the following Stations will be surveyed annually by the Naval Establishments to which the Stations are attached, viz. :—

| <i>Station.</i>       | <i>Naval Establishment.</i> |
|-----------------------|-----------------------------|
| Culver Cliff - - -    | H.M. Dockyard, Portsmouth.  |
| Portland - - -        | H.M. Naval Base, Portland.  |
| Rame Head, Lizard - - | H.M. Dockyard, Devonport.   |

The survey will be carried out during the first quarter of each financial year.

2. The oil engines at the undermentioned Stations will be surveyed only when considered necessary by the Station Officer,

and requests for survey are to be forwarded through the Admiral Commanding Reserves.

| <i>Station.</i> | <i>Dockyard or Engineer Overseer responsible for Survey.</i> |            |
|-----------------|--------------------------------------------------------------|------------|
| Rosyth -        | Engineer Overseer, Scotland District.                        |            |
| Aberdeen -      | Do.                                                          | do.        |
| Cleethorpes -   | Do.                                                          | Sheffield. |
| Felixstowe -    | H.M. Dockyard, Chatham.                                      |            |
| Flamborough -   | Engineer Overseer, Newcastle.                                |            |
| Scarborough -   | Do.                                                          | do.        |

3. After survey, such repairs as may be found necessary will be arranged for by the Surveying Officer, all possible assistance being rendered by the Station staff.

4. The Surveying Officers will also arrange for any replace parts that may be necessary.

5. Apart from the above-mentioned surveys, all minor repairs, replacements, and adjustments to the machinery, are to be carried out by the Station staff.

6. **Blast and Starting Receivers.**—The blast and starting receivers for Diesel-engined generators at W/T Stations are to be tested by water pressure annually, and proof-tested by oil pressure quadrennially, to 2,000 lbs. per square inch.

Applications for the tests to be carried out are to be forwarded to the Admiral Commanding Reserves.

**153. Survey of Masts and Oil Engines to take place simultaneously.**—Requests for survey of masts and oil engines should be made at the same time, so as to avoid the Station being out of action longer than is necessary.

**154. Duties of W/T and D/F Stations.**—W/T and D/F Stations administered by the Admiral Commanding Reserves, are to keep watch and carry out duties as laid down in Admiralty Fleet Orders, "S" Series.

2. Any alteration in their duties will be communicated either direct to the Station by the Admiralty, or through the Commander-in-Chief in whose command the Station is situated.

3. In any case of doubt as to the correct interpretation of orders, the Admiral Commanding Reserves is to be communicated with at once.

4. Station Officers are responsible that all orders affecting the crew of the Station are seen, and initialled, by them, particular care being taken to ensure that operators understand any changes in procedure or organisation which may be introduced.

**5. W/T Messages—Duties of W/T Stations regarding.**—Whenever a message, in code, is passed to a W/T Station for re-transmission by W/T, L/T, or telephone, if it is in a code in the possession of the Station, it is to be decoded prior to re-transmission to ensure its accuracy.

If any correction is found to be necessary, the originator is to be asked for it at once.

W/T Stations which transmit at routine times are not to allow a message to miss a routine transmission due to delay caused by decoding, but in this case the message is to be decoded as soon as possible afterwards.

6. All W/T messages which it is possible to read without departing from the normal wavelength of the Station, are to be taken down by the W/T operator on watch.

If it is clear that one of H.M. Ships is unable to pass a Service message to its destination, the message is to be taken, if the addressee is in the United Kingdom, and passed to its destination by W/T if possible, otherwise by L/T,—the ship of origin being informed when the message has been passed.

7. When messages are sent or received by L/T, the greatest care is to be taken to ensure that the number of words actually transmitted or received tallies with the number signalled as included in the text.

**155. Correction of Clocks at W/T and D/F Stations.**—Clocks at W/T and D/F Stations are to be corrected to Greenwich Mean Time twice daily, preferably by comparison with the Eiffel Tower timing signal.

2. This is particularly important at D/F Stations where the accuracy of the "Time of Origin" signalled is essential.

3. At all W/T and D/F Stations, a Watch (pattern 300) is allowed for use as a check on the office clock. If either instrument becomes defective, immediate steps are to be taken for its survey and replacement.

**156. Care of Chronometers at D/F Stations.**—All D/F Stations are supplied with a chronometer, or chronometer watch, to enable watches and clocks to be adjusted to G.M.T. in the event of the Timing Signal being missed.

2. These chronometers are themselves to be checked by Eiffel Tower timing signal daily, if possible. As they depend for their accuracy on careful handling, the greatest care is to be taken to comply with the instructions issued with them. Any error fast or slow on G.M.T. is to be noted on the form provided, and the setting of the hands is not to be altered.

3. In order to ascertain the correct time from a chronometer, it is thus necessary to apply a known correction to the time actually shown by the hands.

**157.—Record of Accumulators—Form C. 60.**—To enable a permanent record to be kept of the behaviour of the main battery supplied to W/T and D/F Stations, Form C.60, "Record of Accumulators," is to be used.

A number is to be assigned to each individual cell, and is to be painted on the container. This number is not to be altered.

2. The blank pages at the end of the form are to contain :—

(a) A complete record of all renewals, and of work done in connection with the battery.

(b) A record of all occasions on which the engine generating set is stripped, overhauled, or repaired, an entry being made when any spare parts are fitted.

The whole form should thus contain a history of both battery and engine.

3. Distilled water required for the upkeep of cells may be purchased locally.

**158.—Direction Finding Stations.**—Direction Finding Stations are divided into two classes :—

Class "A."—Those which are used solely for giving D/F bearings to H.M. Ships and vessels of the Mercantile Marine.

Class "B."—Those which normally carry out the duties of a W/T Station, but which have been fitted with receiving apparatus which enables them in addition to give D/F bearings to H.M. Ships only. Such Stations will usually be described as W/T Stations and not D/F Stations, but orders for the latter are to be carried out by them where applicable.

**159. General Instructions for Direction Finding Stations.**—The following instructions are to be carried out by both classes of D/F Stations :—

(a) When not otherwise engaged, every opportunity should be taken to test the accuracy of the apparatus, by checking on Stations whose correct bearing is known.

(b) The utmost care must be taken that the time of origin of a signal giving a bearing is correct to the nearest minute, the time of origin being the time at which the bearing was taken.

(c) If, in the opinion of the Station Officer, the conditions are such that bearings are unreliable, they are to be refused. On those occasions, a report is to be forwarded in writing to the Admiral Commanding Reserves, giving full particulars.

(d) In order to prevent the signalling of a bearing which is obviously wrong, the operator is to look at the chart, and see roughly where the bearing would place the ship.

This is to be done before, and not after, signalling the bearing.

(e) A periodical return is to be forwarded to the Admiral Commanding Reserves showing the number of bearings signalled to ships during the preceding four weeks. In the case of Stations in Class "A," the number of bearings



signalled to H.M. Ships and Merchant Ships should be specified.

In the latter category only bearings charged for should be included.

(f) A ship failing to repeat back a bearing is to be called up and requested to do so.

(g) Non-observance of regulations by ships requiring bearings is to be reported to the Admiral Commanding Reserves.

(h) Copies of any communications from ships on the subject of D/F bearings given are to be forwarded to the Admiral Commanding Reserves.

(j) Form C. 14—Report of D/F Bearing given—is to be used for actually recording the bearing. The form is to be used in duplicate, the original being retained at the Station, and the duplicate being forwarded weekly to the Admiral Commanding Reserves.

**160. Class "A" Direction Finding Stations—Special Orders for.**—The normal duty of these Stations is to give D/F bearings to H.M. Ships and vessels of the Mercantile Marine whenever required.

2. H.M. Ships requiring D/F bearings are normally to be given priority over ships of the Mercantile Marine.

3. The charge for each bearing given to a Merchant Ship is five shillings. Forms S. 1326 and S. 1334, showing the ships to which bearings have been given, and the numbers of bearings, are to be forwarded direct to the Accountant General (Branch C.F.1) on the first day of each month.

4. When a vessel has been given a bearing and within a short time calls up the same D/F Station and asks for a check on account of doubtful accuracy, the Station is to comply, and the two bearings are to be considered as one operation, no second charge being raised.

5. In addition to giving bearings to H.M. Ships and vessels of the Mercantile Marine, D/F Stations in Class "A" are to transmit the Station's call sign for one minute if the signal "QTG" is addressed to them. The charge for each transmission during a period of one minute is five shillings and is to be dealt with on Forms S. 1326 and S. 1334 in accordance with paragraph 3 above.

**161. Class "B" Direction Finding Stations—Special orders for.**—These Stations are available for giving bearings to H.M. Ships only, the normal wave of the Station being used.

2. Care is to be taken that this duty does not interfere with point to point work or routine services.

**162. Private Radiotelegrams—Reception by R.N. Shore Wireless Stations from H.M. Ships.**—H.M. Ships will, as a rule, pass

private radiotelegrams *via* Commercial W/T Stations on commercial wave lengths. In certain circumstances, however, they may be passed *via* R.N. Shore Wireless Stations, on the normal wavelength of the Station concerned in each case.

2. All accounting will be done by the office of origin.

3. Radiotelegrams received should be summarised on Schedule Form S. 536A, in order of date, the form being transmitted to the Accountant General of the Navy (Branch C.F.1) within eight days of the expiration of the month.

**163. Instruction of Shore Wireless Service ratings.**—Station Officers are to arrange for the instruction of Shore Wireless Service ratings at the Stations as opportunity offers.

2. Normally, when the crew is working in four watches, every rating not on watch should be given instruction for one hour in the forenoon daily, except on Saturdays, Sundays and general holidays.

3. Station Officers are to exercise their discretion in excusing ratings from instruction, but should arrange, whenever practicable, that each rating receives at least two hours' instruction weekly.

4. The instruction should include all the subjects in which Shore Wireless Service ratings are required to pass when qualifying for higher rating (*vide* O.U. 5298).

5. A record is to be kept showing the dates on which instruction is given, the names of the ratings instructed, and the nature of the instruction.



## CHAPTER XII.

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### GENERAL INSTRUCTIONS.

**166. Important Occurrences.**—Any occurrence of importance, although not connected with the Service, which may take place on the coast is to be reported to the Admiral Commanding Reserves, as well as to the Staff Officer (Intelligence), by letter, or, if necessary, by telegram.

**167. Recruiting for the Royal Navy.**—Ratings of the Shore Signal and Wireless Services are authorised to raise recruits for the Royal Navy, and will be paid a gratuity of 5s. for each recruit finally entered through their instrumentality. For this purpose, they will act under the orders of the Recruiting Staff Officer, R.N. and R.M. in whose area their Station is situated. (See "Recruiting Instructions, Royal Navy and Royal Marines.")

**168. Entry of Seamen and Stokers, R.N.R.**—Posters and handbills containing the conditions of entry of men as Seamen and Stokers in the Royal Naval Reserve are to be exhibited in the same manner as Naval Recruiting Posters, &c. Supplies can be obtained from the local Registrar, Royal Naval Reserve.

2. Officers and ratings are to co-operate with the local Registrars, R.N.R., in checking the addresses and employment of Royal Naval Reserve men (under Article 116, R.N.R. Regulations (Men)).

While so employed they may be paid footage and subsistence allowance under Articles 277 and 280, but when possible this duty should be combined with the ordinary duties of the Station.

**169. Interview of pensioners.**—Station Officers are to comply with any communication received from Commanding Officers of Harbour Ships or Establishments in regard to interviewing pensioners residing in the locality, as to their fitness for the posts for which they may be detailed in those ships or establishments on mobilisation.

**170. Proficiency in the use of arms.**—Every officer and rating of the Shore Signal and Wireless Services is to be armed with a revolver and provided with the necessary equipment, consisting of belt, holster and pouch.

2. In normal circumstances, revolvers will be kept together in a dry place, preferably in the office of the Station Officer, and should be chained together, the ends of the chain being secured by a padlock.

3. Equipment is to be stowed as convenient.

4. The Station Officer is responsible :—

(a) That sufficient arms, ammunition and equipment are at the Station for the use of the personnel in case of emergency.

(b) That revolvers are clean, well oiled, and maintained in an efficient condition.

(c) That the equipment is kept in good condition. To ensure this, leather equipment should periodically be well rubbed with dubbin.

5. Should any revolver develop defects, it is to be returned to the Armament Depot from which it was drawn, and a new one demanded in lieu.

6. The allowance of ammunition for practice is 72 rounds per annum for each officer and rating.

7. On the 1st January of each year, each Station is to have 144 rounds of revolver ammunition per head of the peace complement. In addition, Signal Stations are to have 72 rounds per man for the additional ratings who will be appropriated to the Stations on mobilisation.

8. The ammunition is to be kept locked up in a suitable place selected by the Station Officer.

**171. Revolver Practice.**—The instructions contained in the "Royal Naval Handbook of Musketry and Pistol Practices, 1923," are to be adhered to as far as possible, care being taken by the Station Officer that the precautions necessary when ratings are handling their revolvers are closely observed.

2. Every officer and man is to fire annually the practices laid down in Part II, Chapter VI, Section 6 (pages 184 and 185) of the Handbook referred to above.

As far as is practicable, the Station Officer is to instruct the ratings under his command in the subject matter contained in Sections 4 and 5, before annual firing takes place.

3. There will be no prize firing.

4. **Returns.**—Returns on Form S. 300 (b) are to be forwarded to the Admiral Commanding Reserves, when all men have completed their annual firing.

**172. Salvage.**—The personnel of the Shore Signal and Wireless Services are to be guided by the instructions contained in the King's Regulations and Admiralty Instructions in regard to salvage.

**173. Losses of torpedoes.**—The loss of a torpedo by one of H.M. Ships in Home Waters may be communicated to the Station Officers of any Shore Signal Stations in the vicinity in order that a look-out for the missing torpedo may be kept.

2. **Finding of torpedoes.**—When a Station Officer is informed that a torpedo has been found in the neighbourhood of his Station he is at once to inform the Commander-in-Chief of the Command.

**3. Custody of torpedoes recovered.**—In all cases the Station Officer is to take such steps as are in his power to ensure the safety and care of the torpedo, and preserve it from deterioration as far as possible, until it is removed.

**4. Payment of reward and expenses.**—Claims for reward and expenses in connection with the recovery of a torpedo in the neighbourhood of a Station will be referred to the Station Officer. These claims are to be verified and forwarded to the Commander-in-Chief.

**5. Recovered torpedoes not to be treated as "wreck."**—Torpedoes lost by H.M. Ships and washed on shore or otherwise recovered are not to be considered as "wreck"; no Board of Trade fees, other than actual expenses incurred, are payable thereon.

**174. Damage to fishing nets alleged to have been caused by H.M. Ships.**—In all cases in which complaint is made to Stations of damage to fishing nets alleged to have been caused by H.M. Ships, the claimant should be referred to the nearest Fishery Officer, who will investigate the matter and report to the Admiralty.



## CHAPTER XIII.

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### JOURNALS, LOGS, ETC.

**181. Journals, Logs, &c.,** are to be kept at Stations as follows :—

At all Stations—

Permanent Journal (C. 2).

Signal Log (S. 323).

At Shore Signal Stations only—

Monthly Journal (C. 59).

Telephone Log (S. 323).

At Shore Wireless Stations only—

Quarterly Journal (C. 59A).

Cabinet Log (S. 325A).

**182. Permanent Journal.**—A Permanent Journal (Form C. 2) is to be kept at each Station and is to be produced at every inspection.

2. It is intended that this Journal should contain a permanent record of important events at the Station, together with technical and other information peculiar to the Station, to which the Station Officer can refer.

3. It is designed to last over a number of years and information of a temporary nature should not be recorded therein.

**183. Signal Log.**—A Signal Log (Form S. 323) is to be kept at each Station in accordance with paragraphs 1 to 9 inclusive of the instructions contained therein. The note at the foot of these instructions is to be regarded as cancelled.

The following additional information is to be included :—

(a) The signature of each rating on relieving the watch and the time of doing so.

(b) A statement initialled by the senior rating on watch that all confidential books and documents issued for use during the watch are correct, or otherwise, at the commencement and end of each watch.

Readings of barometers at Signal Stations are to be taken and recorded in the Monthly Journal and Signal Log, together with the state of the wind and the weather, at the following times :—

Stations which keep constant watch    0000, 0600, 1200 and 1800.

Stations which do not keep constant watch    -    -    -    -    -    0600, 1200 and 1800.

In addition, special readings are to be taken and recorded on the occasions of sudden changes.



**184. Telephone Log.**—A Telephone Log (Form S. 323) is to be kept at each Shore Signal Station. It is to be carefully and neatly kept, as its contents may be required for future reference. It is to contain :—

(a) An accurate copy, in manuscript, of every telephone message transmitted or received.

(b) The time and date of transmission or reception, together with the name of the telephone exchange used.

(c) The name of the rating who transmitted or received the message.

(d) A statement showing briefly any action taken as a result of the message.

(e) In the case of a message received which requires re-transmission, the time of such re-transmission is to be noted, together with an explanation of any undue delay which may occur.

(f) In the case of a message addressed to more than one authority, the times of despatch to each authority are to be noted against the message.

Telephone messages dealt with as shown above need not appear in full in the Signal Log, only sufficient details to identify the message being entered in the latter.

**185. Monthly Journal.**—A Monthly Station Journal (Form C. 59) is to be kept at each Shore Signal Station and rendered monthly to the Admiral Commanding Reserves (*see* Article 183).

**186. Quarterly Journal.**—A Quarterly Journal (Form C. 59a) is to be kept at each Shore Wireless Station and rendered quarterly to the Admiral Commanding Reserves.

**187. W/T Cabinet Log.**—A W/T Cabinet Log (Form S. 325a) is to be kept at each Shore Wireless Station in accordance with the instructions contained therein.

**188. Disposal of Logs, &c.**—Signal and Telephone Logs are to be retained for three years and then burnt.

W/T Cabinet Logs are to be retained for one year and then burnt.

Message forms are to be retained for three months and then burnt, provided their contents appear in plain language in one of the logs. If their contents do not appear in one of the logs, the forms are to be retained for the same length of time as the Signal Log, viz. :—three years.

In all cases, destruction is to take place under the personal supervision of the Station Officer.

## CHAPTER XIV.

### CONFIDENTIAL BOOKS—CARE AND CUSTODY OF, ETC.

191. **Custody.**—The Station Officer is in charge of all confidential books and documents and is responsible for their safe custody. The term "confidential books" in this Chapter includes "Signal Publications."

2. **Absence of Station Officer on leave or duty, &c.**—When the Station Officer proceeds on leave or long absence on duty, he is to turn over the confidential books and documents to the next senior officer or rating, who is to give him a receipt for them.

3. **Supersession.**—On the supersession of the Station Officer, the instructions contained in C.B. Form U.2.D, Article 63, are to be complied with.

4. **Death.**—In the event of the death of the Station Officer, the next senior officer or rating at the Station is to muster the confidential books and documents and forward a receipt for them on Form S. 1330 to the Admiral Commanding Reserves.

5. **Registers.**—A record of the receipt, destruction and disposal of all confidential books and documents is to be kept on Form S. 1323. All supply and receipt notes are to be kept in a guard book (Form S. 1323a).

6. **Chests.**—When not in use, confidential books and documents are to be kept in the steel chest provided.

7. **Keys.**—The keys of chests and confidential book cupboards or receptacles are not to be allowed out of the personal possession of the Station Officer except when he proceeds on leave or long absence on duty, when they are to be turned over to the officer or rating acting for him, and a receipt obtained from the latter. On the Station Officer being relieved, a receipt for the keys is to be obtained from his successor and it is to accompany the receipt for the confidential books and documents. The loss of a key is to be reported immediately to the Admiral Commanding Reserves.

8. **Removal of books.**—No confidential books or documents are to be taken away from the Station to which supplied without the approval of the Admiral Commanding Reserves, and the greatest care is to be taken to prevent any such books from falling into improper hands. Failure on the part of an officer or rating, to whom any such books may have been issued or lent, either to produce the book or give a satisfactory account of its disposal, will be regarded as a disciplinary offence indicating a grave neglect of duty, unless it can be shown that the loss of the book is due to an accident beyond his control.

9. **Daily muster.**—The Station Officer is to muster all confidential books and documents daily, and note the result in the log.

**10. Muster of books in use.**—The senior rating on watch is to be furnished with a list of all confidential books issued to enable the routine work of the Station to proceed, and he is to satisfy himself by personal examination on relieving the watch, and at the end of his watch, that they are correct. After each examination he is to initial an entry in the Signal Log (Form S. 323) to the effect that the books have been mustered and found correct or otherwise.

**11. Books lost or missing.**—All cases of losses, erroneous destruction, &c., are to be reported immediately to the Admiral Commanding Reserves.

**12. Supply.**—Confidential books and documents for Stations will be issued by the Admiral Commanding Reserves.

**13. Receipts.**—A supply and receipt note will accompany the documents for which a receipt is required. The receipt note is to be signed and returned to the Admiral Commanding Reserves immediately after the receipt of the books.

In the event of the Station Officer being absent on leave or duty, &c., the officer or rating acting for him is to forward a temporary acknowledgement to the Admiral Commanding Reserves, and the formal receipt is to be sent by the Station Officer on his return to duty.

**14. Corrections.**—Corrections to all books and documents, whether confidential or not, are to be carefully inserted by the Station Officer immediately upon receipt. The provisions of C.B. Form U.2.D are, where applicable, to be complied with.

**15. Replacement.**—When confidential books become so worn as to be unfit for further use, application for their replacement is to be made to the Admiral Commanding Reserves.

**16. Destruction.**—Confidential books are to be destroyed only when directed by Admiralty Fleet Orders or by the Admiral Commanding Reserves.

Certificates of destruction are to be signed by the Station Officer and the next senior officer or rating at the Station, and forwarded to the Admiral Commanding Reserves.

If the Station Officer is below the rank of Chief Officer, no action is to be taken regarding the destruction of confidential books or documents without special instructions from the Admiral Commanding Reserves.

**17. Quarterly report.**—A quarterly report that all confidential books and documents are correct is to be forwarded to the Admiral Commanding Reserves in the following form :—

“I am satisfied that all confidential books and documents supplied to this Station are correct and in safe and continuous custody.”

**18. Disposal of confidential waste.**—Confidential waste, or matter which should not fall into the hands of private persons, is to be destroyed by fire.

## CHAPTER XV.

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### CORRESPONDENCE, TELEGRAMS AND RETURNS.

**192. Official correspondence—General routine.**—All official letters are to be written in accordance with the directions contained in the King's Regulations and Admiralty Instructions.

**193. Register of correspondence.**—The Station Officer is to keep a register of official correspondence (Form S. 560) and duplicate copies of all letters and reports which are sent to the Admiral Commanding Reserves.

**194. Correspondence with persons not in the Government Services.**—In any communications with persons who are not members of the Government Services, the Station Officer is to be careful to avoid disclosing official information.

**195. Service telegrams.**—Telegrams sent through the Post Office on the Naval Service are to be written on Form S. 608. Supplies of the Form are to be demanded as required.

**2. Signatures on telegrams.**—Telegrams from the Admiral Commanding Reserves will be signed "ADVIWIT."

**3. Telegrams sent by Station Officers** are to be signed with the name of the Station.

**196. Telegrams regarding movements of H.M. Ships, &c.**—Telegrams regarding movements of H.M. Ships, &c., are to be sent in accordance with the instructions issued by the Staff Officers (Intelligence).

**197. Telegrams, telephones—Accounts, Returns.**—Accounts received from Post Offices in respect of Service telegrams and telephone messages should be carefully scrutinised and then returned to such offices *without payment*, with a request that the accounts be forwarded in the case of telegrams to the Postmaster-General and in the case of telephones to the District Manager, who will include them in the periodical claims preferred on the Accountant-General of the Navy.

**198. Marking of telegraphic weather reports, &c., sent on behalf of the Air Ministry.**—All telegrams sent on behalf of the Air Ministry are to be marked "On Air Ministry Service" at the time of their despatch. This will enable the General Post Office to recover their cost from the Air Ministry direct.

**199. Naval telephone circuits—Use for private calls.**—A return is to be rendered so as to reach the Accountant Officer, Naval Reserves, by the 25th day of March, June, September and December, of all private telephone calls passed over official

circuits. The amounts recovered in respect of the calls are to accompany the return. "Nil" returns are required.

**200. Telephone messages passed at Shore Signal Stations.**—Station Officers of Shore Signal Stations are to render on the first day of each quarter, a return of all telephone calls made during the previous quarter on behalf of Departments, &c., other than the Admiralty, local and trunk calls being shown separately, and the cost of calls being indicated in every case. If any difficulty is experienced in arriving at the cost of the calls, the local District Telephone Manager is to be consulted.

The returns are to be prepared on the lines of the specimen form shown in Appendix XII.

In the event of no calls being made on behalf of Departments, &c., other than the Admiralty, "Nil" returns are to be rendered.

**201. Abbreviated titles.**—The following abbreviations are to be employed where necessary in correspondence and accounts :—

|                                                     |   |   |                     |
|-----------------------------------------------------|---|---|---------------------|
| Admiral Commanding Reserves                         | - | - | A.C.R.              |
| Accountant Officer, Naval Reserves                  | - | - | A.O.N.R.            |
| Senior Chief Officer (Shore Signal Service)         | - | - | S.C.O. (S.S.S.).    |
| Senior Chief Officer (Shore Wireless Service)       | - | - | S.C.O. (S.W.S.).    |
| Chief Officer (Shore Signal Service)                | - | - | C.O. (S.S.S.).      |
| Chief Officer (Shore Wireless Service)              | - | - | C.O. (S.W.S.).      |
| Petty Officer (Shore Signal Service)                | - | - | P.O. (S.S.S.).      |
| Petty Officer Telegraphist (Shore Wireless Service) | - | - | P.O. Tel. (S.W.S.). |
| Signalman (Shore Signal Service)                    | - | - | Sig. (S.S.S.).      |
| Leading Telegraphist (Shore Wireless Service)       | - | - | Ldg. Tel. (S.W.S.). |
| Telegraphist (Shore Wireless Service)               | - | - | Tel. (S.W.S.).      |
| Station Signalman                                   | - | - | Stn. Sig.           |

**202. Postage.**—Postage stamps or cash in lieu will be supplied by the Accountant Officer, Naval Reserves, to Station Officers on demand.

2. Station Officers are to render demands not later than the fourth week in February, May, August and November; Form S. 1328D is to be used, and is to be prepared in duplicate.

3. Postage books showing the records of all receipts for such expenditure on postage are to be carefully kept by Station Officers. Postage books are to be totalled monthly. The Accountant Officer, Naval Reserves, is authorised to call for these books at his discretion for examination, and will sign them on each occasion.

**203. Prepayment of postage.**—Postage must be prepaid on all official correspondence with the following exceptions :—

(a) Letters addressed to any Government Department in London, Edinburgh or Belfast.

(b) *Letters addressed to the Admiral Commanding Reserves.*

(NOTE.—Letters for the V/S and W/T officers on the staff of the Admiral Commanding Reserves should be addressed to the Admiral Commanding Reserves with the words "For V/S Officer" or "For W/T Officer," as the case may be, written in the bottom left hand corner of the envelope (see Article 236).)

**204. Registration of letters.**—Letters which contain Bank or Treasury Notes, coin, or Postal Orders uncrossed, are always to be sent by registered post.

2. Crossed cheques and Money Orders made payable to a definite payee may be sent in unregistered letters.

3. Coins are not to be sent by post unless this is unavoidable.

**205. Opening of official correspondence.**—Official correspondence is to be opened by the Station Officer personally, or, in his absence, by the senior rating left in charge of the Station.

**206. Rendering of returns.**—Monthly returns are to be rendered within three days, and quarterly, half-yearly and yearly returns within seven days, of the dates on which they are due. A list of returns to be rendered is shown in Appendix XIII.

**207. Service Certificates (Forms S. 459 and C. 68)** are retained in the office of the Admiral Commanding Reserves.

**208. Medical History Sheets (Form M. 190).**—Medical History Sheets are to be retained in the personal custody of the Station Officer and are to be treated as confidential. When a removal is carried out, the Medical History Sheet is to be sent under separate cover, marked "Confidential," addressed to the Station Officer of the Station to which the rating is appropriated.

2. When ratings are sent for medical examination prior to discharge from the Service, the Surgeon and Agent or Naval Medical Officer who carries out the examination is to be requested to forward the Medical History Sheets after notation to the Medical Director General of the Navy.

**209. Disposal of obsolete correspondence, &c.**—Station Officers are to ensure that obsolete correspondence is not allowed to accumulate at Stations. All letters, &c. (except the numbered series of Orders, the disposal of which is promulgated from time to time by the Admiral Commanding Reserves), are to be examined on or about the 1st January of each year and the obsolete matter destroyed by fire.



## CHAPTER XVI.

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### MEDICAL.

**216. Ranks and ratings entitled to medical attendance.**—Officers and ratings are entitled to medical attendance at the expense of the Crown; but their wives and families are not so entitled.

2. Officers and ratings desirous of seeking other medical advice may do so, but at their own expense.

3. Pensioner Armourers and Electrical Artificers appointed under Article 11, being civilians, are not entitled to medical treatment at the public expense.

**217. Officers and ratings to be sent to hospital.**—Officers and ratings will, as a rule, be attended at their own quarters by the Surgeon and Agent, but if in the vicinity of a Naval Hospital, they are to be sent at once to that Establishment if their cases are of such a nature as to require hospital treatment, and if, in the opinion of the Surgeon and Agent, they are fit to travel.

**218. Advice for trifling ailments.**—Officers and ratings requiring medical attendance for trifling ailments, and who are able to walk to the residence of the Surgeon and Agent, are to present themselves there for advice.

**219. Report when illness exceeds 14 days—Form C. 8.**—In the event of officers and ratings remaining on the sick list more than fourteen days, a report of their cases is to be made to the Admiral Commanding Reserves. In the case of officers, a further report is to be forwarded to the Admiral Commanding Reserves when they have been six weeks in hospital or sick quarters.

2. They may be removed to a Naval Hospital on the authority of the Station Officer, should it be deemed advisable.

3. The Surgeon and Agent is always to be consulted, and he has power to place a patient in Sick Quarters on his own authority when he deems the case urgent.

4. A further report is to be made when the officer or rating returns to duty.

5. A sum, which will be communicated from time to time in General Orders, will be deducted from the pay or Provision Allowance of officers and ratings when they are victualled in Sick Quarters or in Hospital (*vide* Article 253).

**220. Medical History Sheet and Sick Voucher to accompany men to Naval Hospital.**—When a man is sent to hospital or Sick Quarters his Medical History Sheet and a Sick Voucher (Form S. 47), duly completed, are to be sent with him, the fact being



reported to the Admiral Commanding Reserves. Care is to be taken that the sickness is duly noted on the Medical History Sheet by the Surgeon and Agent.

**221. Surveys on officers and ratings.**—All cases of officers and ratings considered fit subjects for survey and invaliding are to be reported to the Admiral Commanding Reserves for instructions.

2. In the event of an officer or rating being invalided for insanity or mental debility, the facts are to be reported to the Admiral Commanding Reserves.

**222. Hurt Certificates—Form M. 183.**—All circumstances connected with every casualty occurring either to officers or to ratings are to be reported immediately to the Admiral Commanding Reserves.

2. In every case of wounds or hurts received in acts of duty, under the rules laid down in the King's Regulations and Admiralty Instructions, a Hurt Certificate is to be granted to the injured person before he leaves the Station at which he was injured.

The Hurt Certificate is to be signed, if possible, by someone who witnessed the accident, in addition to the Station Officer and the Surgeon and Agent.

**223. Fatal accidents.**—Casualties which prove fatal are to be reported immediately by the Station Officer to the Admiral Commanding Reserves.

**224. Reports of deaths or of serious illnesses of officers and ratings.**—The instructions contained in the King's Regulations and Admiralty Instructions (Article 1125), that deaths are to be reported by telegraph to the Admiralty, are to be complied with by the Station Officer, whether the relatives of the deceased were present or not. If the nearest relatives or friends were not present, notification should be by telegraph and confirmed by letter.

The report on Form S. 1121 is also to be forwarded with as little delay as possible, a copy being sent to the Admiral Commanding Reserves.

2.—(a) Whenever the state of the health of an officer or rating under treatment at his own quarters gives cause for grave anxiety, the nearest relative or friend is to be informed by telegram. If an officer, a report should also be telegraphed to the Admiralty and the Admiral Commanding Reserves. The report should invariably state the nature of the illness.

(b) Should an officer or rating be sent to a civil or military hospital, the name and address of the nearest relative or friend is to be furnished to the hospital authorities. The sick voucher (S. 47) may be used for this purpose. If the condition of the patient at the time of transfer to hospital is dangerous, action is to be taken as at (a).

3. The death or serious illness of officers and ratings should not be communicated to their nearest relatives or to the Admiralty by telegraph if this has already been done by the Surgeon and Agent, or by other authorities mentioned in the King's Regulations and Admiralty Instructions.

**225. Disposal of effects of deceased officers and ratings.**—When any officer or rating dies, the Station Officer is to cause the clothes and all other effects of the deceased to be collected immediately, and is to take them into his own charge, an inventory being made (on Form S. 46, or in manuscript) and signed by himself, two other members of the crew, and one of the members of the deceased's family, should there be one residing at the Station. This inventory should be forwarded immediately to the Admiralty (addressed to the Accountant-General of the Navy) together with a statement showing :—

- (a) The name, address, and relationship to the deceased of any person making a claim to the effects; and
- (b) Whether the deceased left a Will.

Any cash that may be found should be forwarded to the Accountant Officer, Naval Reserves.

**2. Authority for disposal.**—No effects of the deceased officer or rating are to be handed over or sent to any person until instructions as to their disposal are received from the Admiralty.

**226. Trusses—How supplied.**—In all cases of rupture the person injured is to report the case *at once* to the Station Officer and Surgeon and Agent. In every case of a man requiring a truss, the Surgeon and Agent should see the man in order to ascertain whether a rupture actually exists, and to judge of the kind of truss required.

2. The Surgeon and Agent should enter the particulars regarding the rupture on the man's Medical History Sheet, stating whether attributable to the Service or not, and signing the same.

3. Trusses will be supplied on application, through the Admiral Commanding Reserves, to the Medical Director General, specifying the size required and full particulars.

**227. Vaccination.**—No unvaccinated persons are to be allowed to reside in any Admiralty buildings or premises leased to the Admiralty. Steps are to be taken to ensure that all children and visitors living in any Station, leased or otherwise, have been duly vaccinated. When it is considered necessary by the Surgeon and Agent, a rating should be directed to have any member of his family vaccinated.

2. If the parents conscientiously object to vaccination they are at liberty to do so in accordance with the law, but they cannot be permitted to reside in the Station, and must make arrangements for their accommodation at their own expense outside and away from it.

**3. Fees for vaccination.**—Where no Public Vaccinator is available in the district, the Surgeon and Agent is entitled to a fee of five shillings for vaccinating officers and ratings, with the usual mileage for the first case when the Surgeon and Agent visits.

No fees will be paid by the Admiralty for the vaccination of women and children, but only for officers and ratings vaccinated in accordance with the Instructions.

**228. Notification of infectious diseases.**—The occurrence of any infectious disease at a Station is to be notified at once to the Medical Officer of Health for the District, on the distinct understanding that such notification cannot be claimed as a right.

2. At the same time, the Surgeon and Agent should furnish a report of the case, on the form supplied, direct to the Naval Health Officer on the staff of the Commander-in-Chief of the Command, who will then act as necessary either in consultation with the Surgeon and Agent and the Officer-in-charge of Works, or by visiting the Station, if circumstances are such as to require a visit.

3. In Commands where no Naval Health Officer is borne, the report should be made direct to the Medical Director General.

4. The Surgeon and Agent should in all cases forward duplicate reports to the Admiral Commanding Reserves, through the Station Officer.

**229. Disinfectants.**—Requirements of disinfectants allowed by the Establishment are to be included in the annual demands forwarded to the Naval Store Officer.

## CHAPTER XVII.

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### PAY, ALLOWANCES AND GRANTS.

**236. Accountant Officer.**—An officer of the Accountant Branch is attached to the staff of the Admiral Commanding Reserves for Accountant duties (A.O.N.R.), whose postal address is :—

The Accountant Officer, Naval Reserves,  
R.N. Barracks, Chatham.

**237. Pay.**—Officers and ratings of the Shore Signal Service and of the Shore Wireless Service receive pay and allowances as laid down in this Chapter and Appendix I.

2. The personnel of the Shore Signal Service receive in addition the pensions earned by their service in the Fleet.

**238. Weekly Pay.**—The following instructions govern the working of the weekly pay system. This system applies to Chief Officers and ratings only; Senior Chief Officers are paid monthly.

2. **Action by Station Officer.**—Form C. 9 (K) is prepared by the Accountant Officer and forwarded with the pay list for first payment in each period to the Station Officer, by whom it is retained for the whole of the period, subject to return to the Accountant Officer for inspection at irregular intervals, if called for. From this Form the Station Officer knows each man's normal weekly pay.

3. On the first and subsequent weekly pay days of the period, the Station Officer receives Form C. 9 (J), together with the amount of the week's pay, which should agree with the total shown in column 8 of Form C. 9 (K), unless otherwise stated on Form C. 9 (J). He is then to enter up in the appropriate column of Form C. 9 (K) the amount payable to each member of the crew. At the end of the period, Form C. 9 (K) is, when duly completed, to be returned to the Accountant Officer.

4. Any alteration in the normal weekly rate of pay arising out of promotion, &c., notified during the course of the Quarter on Form C. 9 (J), is to be inserted by the Station Officer on Form C. 9 (K) in column 8. Similarly, any alterations in ratings, badges, allowances, &c., are to be inserted in the appropriate columns, as well as the particulars of any new entries at the Station which may be notified by the Accountant Officer.

5. **Form C. 9(J).**—After the amounts due to each member of the crew have been entered up in the proper column on Form C. 9 (K) and on the back of Form C. 9 (J) in the same order as they appear on Form C. 9 (K), the Station Officer is to pay the crew and obtain their signatures in ink on Form C. 9 (J). The certificate

on the back of the Form C. 9 (J) is then to be signed by him and the document returned immediately to the Accountant Officer, Naval Reserves.

Similar action is to be taken for each weekly pay day of the period.

**6. Weekly Pay Week.**—The week for weekly pay purposes extends from Friday to Thursday inclusive.

**7. Weekly Pay Day.**—Chief Officers and men receive their pay on Fridays.

**8.** In order to ensure as far as practicable that ranks and ratings removed from one Station to another receive their weekly payments promptly, normally all removals should take place on Fridays, Saturdays, or Mondays, preferably on Mondays.

**9. Weekly Payments Period.**—For weekly payment purposes, the period covered by the ledger consists of 12, 13 or 14 weeks according to the number of Thursdays in the calendar quarter. Each period ends on the last Thursday of the calendar quarter. The quarterly balances should in this system be "Nil" and the necessity for a quarterly settlement should thus not arise in the cases of Chief Officers and ratings.

**10.** The Station Officer is to notify the Accountant Officer, Naval Reserves, by postcard of any changes as they arise, which may affect the accounts of any members of the Station. Notations of changes are to be despatched in time to reach the Accountant Officer not later than the first post on Wednesdays, or earlier when it is known that changes will take place affecting the next weekly pay list. Telegrams are to be sent if time does not permit of the post being used. Form C. 6—Alterations in Shore Signal and Shore Wireless Services—is to be rendered so as to reach the Accountant Officer, Naval Reserves, on Monday of each week.

**11. Payment of Senior Chief Officers.**—Senior Chief Officers are paid monthly. The monthly advances and quarterly settlements due are effected by means of Form C. 9 (J), the certificate thereon being amended in manuscript as necessary to apply to the particular payment concerned.

**239. Pay of officers and ratings absent—Form C. 9c.**—The pay of an officer or rating in hospital, or otherwise absent, is not to be issued to any other person without his written authority.

**240. Pay when discharged. Officers.**—Officers of the Shore Signal and Shore Wireless Services on being invalided or discharged before reaching the age limit will cease pay on the date of discharge.

**2. Ratings : (a) Shore Signal Service.**—Ratings of the Shore Signal Service are entitled to an extension of 28 days' pay (without any allowances whatsoever) on being invalided, or when discharged before the completion of their engagement (for reasons other than those stated below) if the stipulated month's notice has not been given. If discharged (1) for misconduct, (2) at their

own request, free or by purchase, or (3) in the case of men joining the Shore Signal Service on or after the 26th May, 1925, for unsuitability, their services will be terminated forthwith without notice or payment in lieu.

(NOTE.—The 28 days' extension of pay is allowed to reckon for gratuity.)

(b) **Shore Wireless Service.**—Ratings of the Shore Wireless Service are entitled to pay to the date of discharge only, unless they are invalided, when their pay (as hereinafter defined) may be continued for 28 days beyond the date of medical survey. House, Lent and Lodging allowances are not payable during this period.

The 28 days' extension of pay for the Shore Wireless Service comprises the following :—

Pay,  
Provision Allowance,  
Good Conduct Badges,  
Kit Upkeep Allowance,  
Marriage Allowance.

**241. Detention beyond date of commencement of pension.**—If for any reason it should be found necessary to detain a man of the Shore Wireless Service in Government quarters or otherwise beyond the date fixed by the Admiralty for his discharge to pension, the circumstances are at once to be reported to the Accountant General of the Navy and action is to be taken as laid down in the King's Regulations and Admiralty Instructions, Article 1989, Section I, clause (e). The pension papers are in no case to be given to a man before he is actually discharged, and if the detention exceeds one week they should be returned to the Accountant General of the Navy.

**242. Marriage Allowance—To whom payable.**—Marriage allowance is payable under the following regulations to ratings of the Shore Signal and Shore Wireless Services in respect of legal wives, legitimate children and step-children of legitimate birth (who are not eligible for pension in respect of their father's services) (*see* paragraphs 6 and 8). Illegitimate children or step-children whose parents subsequently married one another will be recognised, but no allowance will be paid for adopted children. The allowance is intended to assist a man in the maintenance of a home, and 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 Service, or for any children in her care (*see* paragraph 23).

**2. Persons ineligible.**—Senior Chief Officers and Chief Officers of the Shore Signal and Shore Wireless Services are not eligible for Marriage Allowance.

**3. Scale of Allowance.**—The scale of payment varies according to changes in the Index figure for the cost of living, and will be

ARTICLE 242

Clause 4. *Cancel and substitute :—*

**4. Official Quarters.**—In the case of married ratings and widowers with children eligible for an award (*see* paragraph 5), who are provided with quarters for their families or a House Allowance in lieu, the scales of payment are modified, as compared with those prevailing in the Fleet, by a deduction in accordance with Clause 10 of Article 1767, King's Regulations and Admiralty Instructions. The scales as modified by this deduction are shown in Appendix I, Part IID.

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will be ~~the same as~~ Allowance issuable. The scales as modified by this deduction are shown in Appendix I, Part IID.

**5. Age limit.**—Only men of the age of 25 or over are eligible. Men of the Shore Wireless Service, on becoming eligible for marriage allowance, will be required to produce their birth certificate before the issue of Marriage Allowance to them can be entertained. Care should be taken to impress upon all ratings who declare their intention to marry, that they must take steps to ensure that they will be in a position to produce the required birth certificate when claiming Marriage Allowance. Birth certificates, if produced by ratings on entry into the Royal Navy, are usually filed at the Admiralty. Where this is claimed the matter will be investigated, but in such cases the men should be warned that this may lead to delay in the issue of Marriage Allowance.

**6. Age limit—Children.**—Allowances will not be paid in respect of children above the age prescribed from time to time for full time attendance at school. At the present time children are normally required to attend school to the end of the term in which they attain the age of 14, and payment will be made accordingly, provided a certificate from the school authorities, showing attendance at school to the end of the term, is furnished.

**7. Certificates.**—When any of the certificates required are not available and have, therefore, to be specially obtained, application should be made to the local Superintendent Registrar of Births, Deaths and Marriages. Full birth certificates showing the parents' names must be produced before payments for children are allowed. Certificates of Registration of birth supplied by Registrars at the time of registration are *not* sufficient. Any exceptional cases where the claimants are unable to procure such certificates should be reported to the Accountant General, through the Accountant Officer, Naval Reserves, such particulars being given as will enable the births to be traced at the General Register Office.

**8. Step-children.**—Children who are eligible for pension in respect of their father's services, and are consequently ineligible for Marriage Allowance, will nevertheless 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 step-child eligible for



pension, the first child of the second marriage will be paid for as a "second" child).

9. **Institutions, &c.**—As regards children admitted to Institutions, &c., the following procedure will be adopted :—

(a) *Industrial Schools*.—The allowance will not be paid for children sent to such schools as the result of a Magistrate's order. Voluntary inmates will be treated in accordance with (c) below.

(b) *Greenwich Hospital School and similar institutions*.—The allowance will not be paid while the children are either at the school or away from school during holidays, &c.

(c) *Charitable Institutions, including Civil Hospitals, &c.*—The allowance will be paid to the institution or the mother according to the particular needs of each case.

(d) *Institutions supported out of the rates*.—The allowance will be paid to the mother or the Guardians, according to the particular needs of each case. Every effort will be made to ensure that children are removed from the care of the Poor Law Authorities as soon as is advantageous to the children themselves. Allowances will not be paid to Poor Law Guardians as a permanent arrangement.

(e) *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 at (a) above.

Any cases of admissions to Institutions should be reported immediately to the Accountant Officer, Naval Reserves.

10. **Method of Payment**.—When ratings of the Shore Signal and Shore Wireless Services and their families are accommodated at their proper stations or within visiting distance therefrom, Marriage Allowance will be credited on the ledger and paid to the ratings concerned with their pay and other allowances.

11. **Broken periods**.—Payments or recoveries of Marriage Allowance will not be made in respect of broken periods. For example :—If a man on first entry joins a Shore Station on a Monday, no allowance will be issued in respect of the period Monday–Wednesday. On the other hand, if a married rating is discharged to the shore on a Saturday, he will be eligible for Marriage Allowance for the whole of the week commencing the previous Thursday.

Payment in respect of a newly-born child will take effect from the actual date of birth, if a Thursday, and otherwise from the Thursday following the date of birth; except that if application for the allowance is delayed for over four weeks from the date of the birth payment will normally take effect from the Thursday following the date of application, or from the latter date if that is a Thursday. In cases of death, or of children leaving



school having attained the age of 14, payment will be made to the Wednesday following the date of death or leaving school, except when the death or date of leaving school occurs on a Wednesday, when payment will be made to the date of the death or that of leaving school only.

**12. Method of application for payment.**—Every rating serving at the Station to which he is appointed should make his claim for Marriage Allowance on Form C. 167 (in duplicate) which should be duly witnessed by the Station Officer and transmitted to the Accountant Officer, Naval Reserves, together with the Marriage Certificate and Birth Certificates of the child or children under the recognised age, in respect of whom the claim is made. In the case of a rating belonging to the Shore Wireless Service, his birth certificate is also to be forwarded with the Form C. 167 (*see also* paragraph 5 above).

As soon as practicable, after notation and necessary action to effect payment, the forms of application and the certificates of birth will be forwarded by the Accountant Officer to the Accountant General of the Navy for notation and record. The certificates will be returned in due course.

**13. Death of a wife or Birth or Death of a child.**—When any change in the rate of Marriage Allowance becomes necessary owing to the death of a wife or the birth or death of a child the fact is to be reported by the Station Officer to the Accountant Officer, Naval Reserves, and a certificate of the birth should accompany the report. In the case of a death the Station Officer's report is sufficient when it is not possible for the man to obtain a certificate free of charge. The Accountant Officer will make the necessary adjustment of the Marriage Allowance.

**14. Misconduct of wife.**—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. The Station Officer is responsible for reporting any such case as comes to his notice.

**15. Men discharged.**—(a) Men of the Shore Wireless Service discharged invalided are entitled to Marriage Allowance during the period of 28 days for which their pay is extended.

(b) Men of the Shore Signal Service invalided or discharged before the completion of their engagement are *not* entitled to Marriage Allowance for the period during which their pay is extended (*see* Article 240).

**16. 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.

**17. Allotments.**—Officers and ratings of the Shore Signal and Shore Wireless Services are permitted to make allotments to

their wives, families or other persons in the same manner and under the same regulations as for the Service afloat (*see King's Regulations and Admiralty Instructions, Articles 1755-1766*), except that allotments cannot be allowed:—

(a) to wives, families or other persons actually living with them, or

(b) for investment in a Naval Savings Bank.

**18. Allotments in the case of ratings.—**

(a) Who may in future be detached from their Stations for periods of one month or more and who are consequently separated from their families; or

(b) Whose families are not accommodated at their proper Stations or within visiting distance thereof;

Marriage Allowance will not be credited on the ledger, but will be paid weekly to the wives, or guardians of the children, by the Accountant General of the Navy, concurrently with an allotment. Such allotment must not be less than 21s. a week in the case of Petty Officers and not less than 14s. a week in the case of ratings below Petty Officer. Allotments are required to be declared on Form S. 63. The Declaration should show the date to which Marriage Allowance has been credited on the ledger.

**19. Declaration and stoppage of allotments.—**The following procedure is to be observed as regards the declaration (where necessary) and stoppage of allotments:—

(a) The allotment declaration (Form S. 63 or S. 63B) should be prepared at the Station prior to the departure of the man or the departure of his family from him, and the declaration forwarded to the Accountant Officer, Naval Reserves.

(b) Notification of the stoppage of any allotment in course of payment, if the stoppage be not in compliance with a request received from the Admiralty, will be made by the Accountant Officer to the Accountant General of the Navy (Form S. 54 or S.54B), on receipt of the appropriate request from the Station Officer.

**20. Payments to Guardians.—**In the case of motherless children as well as in cases where payment is made to a wife the recognised qualifying allotment must be declared. If the children are in the care of more than one guardian a separate allotment in favour of each guardian will be required. Each separate allotment need not be made at the qualifying rate shown above, but the allotments must in the aggregate at least equal that rate. Where the children of a family are living with separate guardians the total of the Marriage Allowance payable for the children is normally divided in equal portions (per head of the children) between the guardians. Where a man considers that the total payment is more than is necessary to provide adequately for the maintenance of his motherless child or children, he should

make personal arrangements with the guardian or guardians for the surplus to be saved for the benefit of his child or children.

Any allotments to a person disqualified for the receipt of Marriage Allowance will not be taken into account in calculating the rate of allotment necessary for the issue of Marriage Allowance.

**21. Allotments to dependent persons.**—As the good repute of the Shore Signal and Shore Wireless Services is liable to suffer if families are left in want, every endeavour should be made to encourage men to make generous allotments, in the cases of women who are separated from their husbands for private reasons and of other dependent persons who are ineligible for Marriage Allowance.

**22. Death of man.**—In the event of the death of a man, to whom, or in respect of whom, a Marriage Allowance was in course of payment, at the date of death, the allowance together with an amount equal to the appropriate qualifying allotment (*i.e.*, 21s. a week in the case of Petty Officers and 14s. a week in the case of other ratings) will be paid to his widow or children for a period of four weeks after the notification of the death, the necessary payments being made by the Accountant General of the Navy to whom full particulars of the family and the address of the Post Office at which payment is desired, will be communicated by the Accountant Officer, Naval Reserves, at once, in order that there may be no delay in payment. Payments made on this account will be subject to any adjustment that may be necessary to avoid an overlap with pension, should one be payable. No allowance will be paid for a child born after the date of the man's death.

**23. Separation of husband and wife.**—If a rating fails to notify the fact that he is living apart from his wife—whether legally or under mutual agreement, or by the intention of the husband not to live with his wife—he will be liable to be charged with the amount of any overpayment of Marriage Allowance which may in consequence occur.

**24.** Where men are awaiting trial, in civil custody, undergoing imprisonment, &c., the procedure laid down in the King's Regulations and Admiralty Instructions, Article 1767, clause 12, and Appendix III, Part 4, will be followed.

**243. Outfit Gratuities.**—Chief Officers of the R.N. Shore Signal Service and of the R.N. Shore Wireless Service promoted to that rank on or after 1st October 1918 are eligible for an Outfit Gratuity of £25.

2. Applications for the payment of the allowances are to be made to the Accountant General of the Navy through the Accountant Officer, Naval Reserves.

3. These gratuities being granted for the sole purpose of assisting the recipients to provide themselves with a proper outfit, the Admiralty reserve the right in every instance to demand

an account of the expenditure, and to pay no greater sum than that for which proof of expenditure is produced.

4. An Officer to whom an Outfit Allowance has been paid and who fails to serve for two years from the date of becoming eligible therefor will be required to refund one-fourth of the allowance in respect of each period of six months (or part of such period) by which his service falls short of two years; the refund may, however, be waived in whole or in part, at the discretion of the Admiralty, if the failure to complete two years' service is due to death, invaliding through causes beyond the officer's own control, or other special circumstances.

**244. Kit Upkeep Allowance.**—Ratings serving in the Shore Signal and Shore Wireless Services will be credited with Kit Upkeep Allowance in the same way as Active Service ratings, and the rates will similarly be promulgated in Admiralty Fleet Orders (see Article 87).

**245. Plain Clothes Gratuity.**—This allowance will be payable in accordance with the conditions applicable to Active Service ratings leaving the Service.

**246. Clothing Gratuity.**—Provided they have not received the corresponding gratuity for change of uniform while in the active service, Petty Officers in the Shore Wireless Service will be credited with a Clothing Gratuity for change of uniform on completing one year's service as Petty Officer Telegraphist (S.W.S.). Ratings who have received the Clothing Gratuity for change of uniform in the active service, and who revert to Class II uniform on joining the Shore Wireless Service, will not be entitled to any Clothing Gratuity on joining, or on completion of one year's service as Petty Officer Telegraphist (S.W.S.).

The amount of the gratuity will be communicated periodically in Admiralty Fleet Orders.

**247. Good Conduct Medals, Badges, &c.**—Good Conduct Badges and Badge Pay, and Long Service and Good Conduct Medals and Gratuities, are awarded to ratings of the Shore Wireless Service under the same regulations as for Petty Officers and seamen of the Fleet.

2. Time served in the Shore Signal Service will not in any circumstances count towards increase of Naval pension, nor as time towards the qualification necessary for earning a Naval Good Conduct Medal and/or Gratuity or a Royal Fleet Reserve Good Conduct Medal.

**248. Special Allowances — Commencing date.**—Allowances special to the Station to which a man is appointed will commence from the actual date the man joins the Station, and will terminate on the date on which he ceases to perform duty at the Station.

**249. Wireless Telegraphy Allowance.**—Ratings belonging to the Shore Signal Service, qualified in W/T, when appointed

or lent for duty at a W/T or D/F Station will be paid as from the date on which they actually commence such duty, the Wireless Telegraphy Allowance mentioned in Appendix I, in addition to the ordinary pay of their rating.

2. This allowance will not be withheld if the man is temporarily detached from the W/T or D/F Station but otherwise is to terminate on the date on which he ceases to perform the duty.

**250. Allowance for rating of Station Signaller (S.S.S.).**—The non-substantive rating of Station Signaller (S.S.S.) carries with it an allowance of 3d. per diem in addition to the ordinary pay of the rating.

2. This allowance is to be continued during such time as men holding the rating are absent in hospital, on leave, on duty, &c.

3. It is not payable concurrently with an allowance for duty at W/T Stations.

4. The rating of Station Signaller will only be retained as long as the man maintains the required standard of efficiency in signals.

**251. House Allowance, Lodging Allowance and Lent Allowance: House Allowance.**—(a) House Allowance at the rate of 10s. a week is payable to married officers and married ratings for whose families no Service accommodation can be provided. *Once official quarters are allocated to the families of ranks and ratings, payment of House Allowance is not to be made or continued should they fail to occupy them, nor is payment to be resumed if they vacate them at any time for their own convenience.*

(b) In the case of single men, House Allowance will continue to be paid at the rate of 5s. 6d. a week to all such men who were entered into the Coastguard prior to 25th August, 1920, if accommodated in bachelor quarters, but only for the period of the engagements under which they were then serving. Such men will, however, be required to pay a nominal rental of 1s. a week for such accommodation as they occupy; single men entered subsequent to 25th August, 1920, and those entered prior to that date who have since re-engaged will not be eligible for House Allowance under any conditions as long as they remain single.

**2. Lodging Allowance.**—Lodging Allowance is payable at the rates and under the conditions laid down in Chapter XLVI of the King's Regulations and Admiralty Instructions to all officers and men for whom no accommodation of any kind is available.

Bachelor ratings for whom accommodation is not available are to be paid Lodging Allowance only and *not* House Allowance.

**3. Concurrent payment of Lodging Allowance and House Allowance.**—The following are the instructions for the concurrent

payment of Lodging and House Allowances where no official quarters are available :—

(a) Married officers and married ratings not able to live with their families, who elect to have the latter accommodated at a Station, but who are not provided with accommodation for themselves at their place of duty, are to be paid Lodging Allowance only.

(b) Married officers and married ratings who are not provided with quarters for their families nor with accommodation for themselves, but who live with their families in *unfurnished* accommodation, are to be paid Lodging Allowance but not House Allowance; the cost of removal of family and effects in such cases to be borne by the Crown.

(c) Married officers and married ratings who are not provided with quarters for their families nor with accommodation for themselves, but who are compelled to live with their families in *furnished* apartments, are to be paid both Lodging Allowance and House Allowance; travelling expenses of the family in such cases will be borne by the Crown. The fact that no suitable unfurnished accommodation was obtainable is to be certified by the Station Officer on Form S. 1297, Form of Application for Lodging Allowance.

(d) Married officers and married ratings who are not provided with quarters for their families, but who are provided with quarters for themselves are to be paid House Allowance.

(e) Married officers and married ratings who are provided with quarters neither for their families nor for themselves, but who are compelled to live away from their families—either through the exigencies of the Service or through difficulty in obtaining accommodation—are to be paid both Lodging Allowance and House Allowance.

A certificate to the effect that the officer or rating is unable to reside with his family, and briefly stating the reason, should be furnished by the Station Officer on Form S. 1297.

(f) Applications for Lodging Allowance are to be submitted to the Admiral Commanding Reserves for approval before payment. When forwarding applications for Lodging Allowance, Station Officers should state under which paragraph or clause of this regulation the Allowance is claimed, and if House Allowance also is applied for, or is in course of payment, any necessary certificate under this paragraph should be furnished on Form S. 1297.

(g) Care is to be taken by the responsible officers to see that the attention of the Accountant Officer, Naval Reserves, is drawn to any change in the circumstances governing the accommodation of an officer or rating or his family which would affect the allowances payable under this regulation.



**4. Lent Allowance.**—A special allowance of 1s. per diem is payable to meet the extra cost arising from the maintenance of two homes, in cases where married officers and married ratings are separated from their families through the exigencies of the Service, even though they may be living within visiting distance of their families. This allowance is not payable during periods of leave or during maintenance in hospital, or when victualled.

**5.** The expressions "married officers" and "married ratings" in this Article include widowers with a child or children, or a step-child or step-children of school age dependent upon them; children of school age are those in respect of whom marriage allowance is payable under the provisions of the Admiralty Fleet Orders from time to time in force.

**252. Pay when medically unfit for duty.**—Officers and men will be dealt with under the King's Regulations and Admiralty Instructions for the purpose of the continuance of pay whilst sick, &c. (See Article 253 as to Provision Allowance and Article 222 as to the grant of Hurt Certificates.)

**253. Officers and men victualled in hospital or elsewhere—Deductions from pay.**—When officers or men of the Shore Wireless Service are victualled in hospital or elsewhere, provision allowance will not be payable, and in the case of the Shore Signal Service a sum which will be promulgated from time to time in General Orders will be deducted from their pay.

**2. Hospital Stoppages.**—Men in hospital on account of sickness due to their own misconduct, carelessness or neglect, are subject to stoppages of pay in accordance with Article 1585 of the King's Regulations and Admiralty Instructions.

**254. National Health and Pensions and Unemployment Insurance.**—In respect of National Health and Pensions and Unemployment Insurance, members of the Shore Signal and Shore Wireless Services are dealt with in the same manner as Active service ratings and in accordance with the procedure laid down from time to time in Admiralty Fleet Orders.

**255. Death or Insanity.**—The pay and allowances due at the date of discharge of an officer or man "D.D." or "D. Insano" will not be paid by the Accountant Officer, Naval Reserves, or by the Station Officer if the pay list has already been made out, but will be administered by the Accountant General of the Navy.

**256. Vouchers to be returned immediately after payment.**—All vouchers, whether for pay or any other service, are to be returned to the Accountant Officer, Naval Reserves, by the Station Officer, immediately after the payments have been made and the vouchers themselves fully completed.

**257. Claims to be paid by the Accountant Officer, Naval Reserves.**—Claims for payment for stores purchased, or for other service, are to be embodied on a Form C. 35 by the Station

Officer. The necessary certificates by the proper officers, "that the stores are good and fit for the Service," are to appear on the vouchers which will be examined as to value by the Accountant Officer, Naval Reserves, previous to payment. The name and address of the person to be paid are to be inserted at the head of the Form.

**258. Cartridge Cases.**—Allowances for the recovery of cartridge cases will be paid to the actual collectors through the Station Officer.

Further instructions and the scale of allowances are contained in the King's Regulations and Admiralty Instructions.

**259. Grants for religious ministrations.**—No payment will be made by the Admiralty to the clergymen of Established Churches for parochial ministrations to the personnel of the Shore Signal and Shore Wireless Services living in their parishes, but in exceptional cases small grants may be made in aid of repairs and maintenance of Parish Churches attended by the men.

**2. Allowance for service at Stations.**—An allowance of ten shillings will, when considered necessary, be granted by the Admiralty, for each fortnightly service performed at a Signal or Wireless Station beyond three miles from a church, for men of the Established Church, and for the men of other denominations. This allowance will not be granted except in cases specially determined by the Admiralty nor when the number of men ministered to is, at the time of the application, less than four. When the allowance has once been sanctioned by the Admiralty payment may be made for services on weekdays if, in the opinion of the Admiral Commanding Reserves, good and valid reasons are given for the services not being performed on Sundays.

**3. In making application for allowances to Ministers of Religion for special services, the following particulars are to be given :—**

- (a) Denomination.
- (b) Number of officers and men attending service.
- (c) Distance of nearest place of Worship of the denomination for which a special service is required.
- (d) Previous authority, if any, for such allowances, and if previously authorised, why payment was discontinued.

**4. Travelling allowances.**—When Ministers who perform special services at Stations reside at a greater distance than three miles from such Stations, application may be made for them to be granted car or cab hire. The allowance will be limited to one shilling and sixpence a mile on the distance travelled one way in excess of three miles from the officiating Minister's usual place of residence in the parish to the Station, and be subject to the condition that it does not exceed the actual cost of conveyance.



**5. Vouchers for payment.**—On the voucher for the payment of the ten shillings allowance and travelling allowance, the following particulars should be certified to by the Station Officer :—

- (a) Denomination.
- (b) The date of performance of the Service.
- (c) The distance of the Signal or Wireless Station from the nearest church of the denomination to which the officiating Minister belongs.
- (d) The number of officers and men at the Station belonging to the particular denomination.
- (e) If an allowance for cab or car hire has been granted, the distance from the officiating Minister's usual place of residence in the parish to the Signal or Wireless Station.

**6. Allowances to other Ministers.**—When places of Worship other than those of the Established Churches are in the neighbourhood of Signal or Wireless Stations, the officiating Minister, on his application, may be paid ten shillings per head per annum, payable yearly on the 1st April, on the average number of officers and men under his spiritual oversight serving at the Signal or Wireless Station.

**7. No allowance is to be paid for any period of time exceeding a year prior to date of application.**

**NOTE.**—The allowances under clauses (2) and (6) have been supplemented temporarily on account of increased cost of living, &c., due to the war. (See Admiralty Fleet Orders.)

**260. Grants in aid of schools.**—Grants may, at the discretion of the Admiralty, be made in aid of the funds of Elementary Schools attended by children of Shore Signal and Shore Wireless Services personnel as follows :—

(a) *England and Wales.*

**Voluntary or non-provided schools.**—Any grants made to these Schools will be in aid of specific expenditure for which managers are responsible, *e.g.*, the cost of repairs to school premises, structural additions or alterations, and the erection of new buildings; but no assistance will be given towards the cost of general maintenance.

Information on the following points should be furnished with each application for a grant :—

- (i) The number of children of Admiralty employees attending the school.
- (ii) The estimated total amount of the specific expenditure.
- (iii) The amount of support, in the way of subscriptions, accorded locally to the object.

(iv) The poverty or otherwise of the district in which the school is situated.

(v) The rateable value of the Admiralty property in the parish or district.

(b) *Scotland.*

*Voluntary Schools.*—Grants made towards the funds of these Schools will be calculated on either of the following bases, viz. :—

(a) A rate not exceeding one shilling in the Pound assessed upon the rateable value of the Station buildings.

(b) The excess of the school expenditure on each child in average attendance, over the Government grant per child.

To enable this discretion to be exercised the following particulars are to be furnished with every application for a grant in aid :—

(i) The rateable value of the Station buildings.

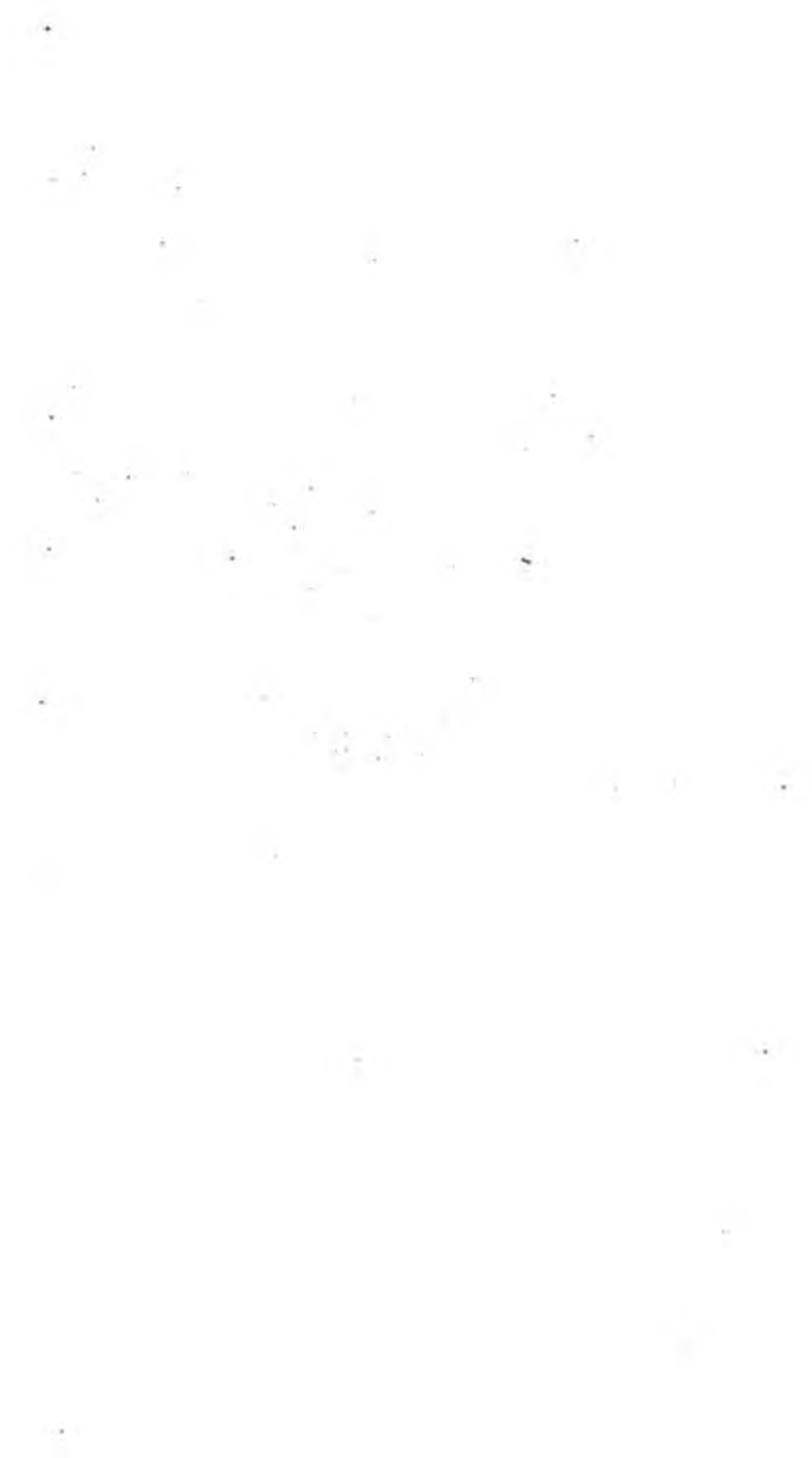
(ii) The total average attendance of children at the school during the school year, including children of men of the Shore Signal and Wireless Services.

(iii) The average attendance during the same period of children of men of the Shore Signal and Wireless Services.

(iv) The total expenditure of the school during the year.

(v) The total amount of the Government grant.

**261. Extra Pay.**—Men employed on work in connection with the Works Department will be eligible for extra pay as prescribed in Article 313.



## CHAPTER XVIII.

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### TRAVELLING AND REMOVAL EXPENSES.

(NOTE.—The term “ children ” when used in this Chapter includes 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. It also includes children adopted under the authority of the Admiral Commanding Reserves, provided that the conditions specified above as regards age, &c., are satisfied.)

**286. Issue of Travelling Warrants.**—The issue of travelling warrants to officers and men is to be in accordance with the King's Regulations and Admiralty Instructions.

**2. Warrants, Consignment Notes and Excess Luggage Vouchers to be issued by Station Officers.**—Station Officers are responsible for issuing the necessary Travelling Warrants (Form A.G. 800), Admiralty Consignment Notes (Form D. 80) and Excess Luggage Vouchers (Form A.G. 818) to cover the conveyance by rail or steamer of officers and ratings, together with their families, furniture and effects, on removal either on first appointment, on change of Station, or on final discharge.

**3. Extra expense caused by neglect to use Warrants, &c.**—Any officer or rating who neglects to make use of a Travelling Warrant, Consignment Note or Excess Luggage Voucher supplied to him will be liable to be charged with any extra expense thereby incurred.

**4. Issuing Warrants generally.**—On all occasions when officers and men are about to travel on the public service, travelling warrants (so far as they can be made available) should be issued to them by the Station or other responsible officer, except in special cases where it would be cheaper to book in the ordinary manner. When railway or steamboat fares are claimed, an explanation as to why travelling warrants were not used should be given on the claim (Form C. 15).

**5. Neglect to issue warrants.**—Officers neglecting to issue travelling warrants where it would have been proper or possible to issue them, will be liable to have the difference in the expense charged against them.

**6. Details to be shown on warrant.**—The circumstances in which each travelling warrant is issued are to be clearly stated in the space provided on the form, and, if possible, the authority for the journey should also be quoted.

In the event of men being accompanied by their wives and children, the age of each child is to be stated on the warrant.

7. **Routes.**—Travelling warrants are to be made out for the most direct and economical route. In cases where it is necessary to depart from this procedure the authority of the Accountant General of the Navy is first to be obtained, the route proposed being stated.

267. **Actual expenses allowed when railways or steamers are not available.**—When railways or steamers are not available, the actual travelling expenses by the most economical means of conveyance, compatible with the duty, will be allowed, receipted vouchers, when procurable, being furnished in support of the claim. Public conveyances should be used when available.

268. **Removal Expenses.**—The following regulations governing the payment of removal expenses are strictly to be complied with :—

(a) *Meaning of the term "officers" used in this Article.*—The term "officers" when used in this Article refers only to Senior Chief Officers and Chief Officers of the Shore Signal and Shore Wireless Services.

(b) *Conveyance of furniture, personal luggage, &c.*—(i) Whenever the removal of an officer or man is authorised by these regulations it is to be clearly understood that nothing but *bona fide* furniture and necessary effects are to be taken at the expense of the Crown. Station Officers are to inspect the luggage of men on removal, and they will be held responsible that this regulation is duly observed.

(ii) When the removal of furniture is authorised, the total weight of personal luggage and furniture combined, for which conveyance at the public expense will be allowed, will in no case exceed three tons. Where an officer or rating is in possession of a bicycle, it should be considered as forming part of necessary effects and be included on Form D.80.

(iii) The personal luggage in excess of that allowed free by the railway company is to be conveyed by the same train as that by which the officer or man travels, an Excess Luggage Voucher (Form A.G. 818) being used.

(iv) On all claims, including items for the conveyance of furniture, the weight of the furniture and excess personal luggage should be stated in order that the total weight conveyed at the public expense may be checked. In the event of the quantity of furniture and personal luggage allowed by the regulations being exceeded, the cost of the conveyance of the excess weight will be calculated by the Accountant Officer, Naval Reserves, and recovered from the officer or man concerned.

(v) "House to house" contracts are not to be entered into except in special cases where, owing to the short distance involved or the absence of any alternative means of transport, road conveyance is the most economical method available. Form C. 11 will therefore be used as a rule only for cartage to and from the railway station. (See Article 271 (4).)

All removal tenders in excess of Ten Pounds are to be submitted to the Admiral Commanding Reserves for approval before acceptance.

(vi) Station Officers are responsible for making the arrangements and conducting any necessary correspondence in regard to removals, and this duty must not be delegated to ratings.

(c) *Officers and Men transferred from one Station to another.*—Officers and men permanently transferred from one Station to another (except for misconduct or at own request) are allowed the free conveyance of themselves, families, furniture and effects.

(d) *Discharge of officers on completion of full service.*—Officers, on completion of full service (i.e., on reaching the age for compulsory retirement) are allowed removal expenses for themselves, families, furniture and effects.

(e) *Retirement of Officers at own request.*—Officers who are permitted to retire at own request must pay all removal expenses for themselves, families, furniture and effects. (See Article 243 with regard to the liability of officers to refund Outfit Gratuity paid to them.)

(f) *Officers invalided.*—An officer, on being invalided from the Service, may be paid reasonable travelling expenses to his home, including the cost of removal of furniture and effects.

Where the cause of invaliding is directly due to the Service, the travelling expenses of the wife and family may also be paid in addition to the officer's own expenses. All claims should be submitted to the Admiral Commanding Reserves for approval prior to payment.

If the cause of invaliding is *not* directly due to the Service, the travelling expenses of the officer's wife and family will not be allowed.

(g) *Men joining the Shore Signal and Shore Wireless Services.*—Men who have completed time for pension and are eligible for but have not previously been granted a free removal under Article 1665 of the King's Regulations and Admiralty Instructions, will on joining the Shore Signal Service be allowed the free conveyance of themselves, families, furniture and effects.

Other men will be allowed free conveyance for themselves, but will be required to bear the first Three Pounds of the cost of removal of their families, furniture and effects (including the cost of any Travelling Warrants or Forms D. 80 used). The fact that the sum of Three Pounds is to be deducted in these cases is to be clearly stated on the travelling expense claim (Form C. 15).

(h) *Discharge of ratings on completion of full service or engagements.*—On completion of full service, or full engagements, ratings are allowed removal expenses for themselves, families, furniture and effects.

(j) *Ratings invalided.*—Ratings, on being invalided from the Service, are allowed removal expenses for themselves, families, furniture and effects.

(k) *Ranks and ratings discharged under the terms of agreement.*—Removal expenses of the officer or rating, and of the family, furniture and effects will be borne by the Crown.

(l) *Ratings discharged by purchase, or free, before completing engagement.*—Removal expenses of the rating, family, furniture and effects must be borne by the rating.

(m) *Ratings dismissed for misconduct.*—A rating on dismissal from the Service is to be furnished with Travelling Warrants to convey him to his home. Where there is no railway an allowance of one penny a mile may be paid for every mile he may have to travel. In the case of Shore Signal and Wireless Stations at a distance from a railway station, the cost of reasonable car hire in excess of 3s. may also be allowed.

The removal expenses of the rating's family, furniture and effects must be borne by the rating.

(n) *Ratings returned to the Service afloat or transferred from one Station to another "for misconduct" or "at own request."*—Removal expenses of the rating, family, furniture and effects must be borne by the rating; certain exceptional cases of removal at own request will, however, be dealt with on their merits by the Admiral Commanding Reserves.

(o) *Widows of officers and men.*—Widows of officers and men are allowed reasonable travelling expenses incurred by them and by their children in proceeding to their future homes, as well as the free conveyance of their furniture and effects.

Travelling warrants and Consignment Notes are to be issued wherever practicable.

(p) *Free removal on discharge.*—It is a condition for the grant of free removal on discharge from the Service that the removal is actually carried out within a period of six months before or twelve months after the date of final discharge.

The following procedure is to be adopted :—

*If removal is carried out on discharge.*—Applications are to be referred to the Admiral Commanding Reserves by the Station Officer for approval. When approved, the necessary railway warrant, baggage form, consignment note, &c., are to be made out by the Station Officer and issued to the officer or man.

*When removal is deferred for a period not exceeding twelve months from date of discharge.*—The officer or man is to apply to the Admiral Commanding Reserves, through his late Station Officer, for approval to remove at Government expense, about fourteen days before he intends to remove. Approval will be returned to the Station Officer who is then to issue the necessary forms. The claim for travelling expenses is to be sent direct by the officer or rating to the Accountant Officer, Naval Reserves.

Care must be taken that when an officer or man intends to claim a deferred removal, notification of such intention must

be forwarded to the Admiral Commanding Reserves within one month from the date of discharge from the Service.

Tenders for removal of furniture or conveyance of families to and from railway station are to be dealt with by the Station Officer. (See Art 271 (4).)

The concession of free removal on discharge is applicable only to journeys within Great Britain and Ireland, and in the event of an officer or man proceeding abroad, removal expenses to the port of embarkation only are payable out of public funds.

Article 1665 (e), King's Regulations and Admiralty Instructions, is not intended to apply to personnel of the Shore Signal and Shore Wireless Services, whose claims for removal expenses (including incidental expenses) on final discharge will be dealt with on the same basis as on transfer from one Station to another.

**269. Expenses of children.**—When expenses are claimed or a travelling warrant issued in respect of a child of 16 years or over, the Station Officer is to furnish a certificate on the claim stating in which of the categories mentioned in the Note at the commencement of this Chapter the case falls.

**2. Cost of accommodation.**—When the family of an officer or man is being conveyed at the public expense, and it becomes necessary during the journey or whilst the furniture is on rail, to take rooms for them during the night or otherwise, the reasonable cost of rooms will be allowed; but if the officer or the man occupies the rooms with his family and is entitled to subsistence allowance under Article 277 for such night, &c., one-third of the subsistence allowance is to be deducted as his share in the expense of the rooms. In all cases where the cost of rooms is claimed it should be stated on Form C. 15 whether the officer or rating occupied the rooms with his family.

**270. Removal arrangements—Procedure.**—When removals of officers and ratings are ordered, the following uniform procedure is to be carried out:—

(i) Immediately the orders for removal are received:—

The Station Officer of the man's future Station is to inform the Station Officer of the man's present Station by letter (or by postagram or telegram if necessary)—

(a) whether a house is available for him at the Station, or the earliest date it will be ready for occupation;

(b) as to the route; where the man should book to; to what place luggage, &c., should be consigned; whether he will be met on arrival, or whether he should take a conveyance at the Station of destination;

(c) as to any other useful information concerning the removal.

(ii) When everything is ready for removal—

The Station Officer of the man's present Station is to issue the necessary railway warrant, excess luggage voucher,



and consignment note, together with written travelling instructions, being guided by the information furnished in accordance with (i), (a), (b), &c., above. He is responsible for seeing that the most economical arrangements possible are made both in respect of the removal of personnel and of their furniture.

A copy of the written travelling instructions issued is to be retained for reference.

(iii) On a man actually leaving one Station to join another—

The Station Officer of the Station he is leaving is to telegraph to the Station Officer of the Station he is joining, as follows :—

Name and rating).....  
should arrive at.....  
(Time of origin).....

2. If it should be necessary for an officer or rating on removal to deviate from the normal route in order to collect and despatch his furniture or accompany his wife and family to their new residence, prior approval is to be obtained from the Admiral Commanding Reserves. Approval will only be given in very exceptional circumstances, *e.g.*, where, owing to the size of family or physical inability of wife, it is inadvisable or impossible for the family to pack up and despatch the furniture and travel without assistance. (See Article 124.)

**271. Conveyance of private furniture and effects by rail—Use of Form D. 80.**—A consignment note, Form D. 80, is to be used in every case where it is necessary for the furniture of an officer or man to be conveyed by rail at the public expense.

2. On *all* occasions when Form D. 80 is used in connection with removals of officers and men or their families, the following particulars are to be inserted, care being taken that the entries are clear and legible :—

(a) Name and rank or rating of the officer or man concerned.

(b) Number and date of authority for removal.

(c) Directions to the Railway Company to the effect that their claim, with the D.80 attached, is to be rendered to the Issuing Officer, whose address should be stated.

(d) The notation "Paid home" should be inserted.  
(See also Article 340.)

Station Officers are to see that these instructions are strictly complied with, as the omission of this information causes much unnecessary correspondence and delay in settlement of claims.

3. On receipt of the Railway Company's claim the Station Officer is to examine it as to its general correctness and ascertain from the consignee whether the goods have been safely delivered. It is then to be forwarded with a covering voucher (Form C. 35)

to the Accountant Officer, Naval Reserves, for settlement. (See Article 340.)

4. **Cartage of furniture and effects to and from Railway Stations.**—Whenever possible arrangements should be made for the Railway Company or their agents to do any necessary carting, the charges for such services being included in the Railway Company's claim for carriage. In cases, however, where it has been definitely ascertained that the Railway Company are unable to carry out the work of cartage, tenders on Form C. 11 are, if possible, to be obtained from at least three contractors. If less than three tenders are obtained, an explanation should be given on the expense claim, and the Station Officer should state whether in his opinion the charges made were fair and reasonable. Ordinarily, the lowest tender is to be accepted, but in the event of the lowest tender being considered excessive for the work undertaken, the matter should be submitted for consideration to the Admiral Commanding Reserves whose approval should in any case be obtained before any tender exceeding Ten Pounds is accepted. (See Article 268 (b) (v) .)

Form D. 80 (Carrier's Copy) should be given to the carter who collects the furniture and the fact explained to him that it is for free transit of the furniture by rail or steamship, and that he should hand the form to the railway or steamship company concerned.

5. The cost of hire of lift vans is not allowed as a charge against public funds. Officers and men who are authorised to remove may, however, be allowed to have their furniture conveyed by road instead of by rail, subject to the condition that the amount allowed towards the cost of removal will in no case exceed the expenses that would have been incurred had the effects been conveyed by rail in the usual way. Applications for this concession must be submitted to the Admiral Commanding Reserves for prior approval and should be accompanied by a statement showing the estimated cost of each method of transport. In the event of the request being approved the applicant will be informed of the total amount which will be allowed out of Naval funds towards the removal expenses, and on receipt of this information may, if he so desire, withdraw his application. No request, however, for a revision of the sum allowed can be entertained after the removal by road has actually taken place.

In cases where approval is given for removals to be carried out by road, the Contractors engaged are to be informed that consignments are to be weighed at some time during the journey and the claims in respect of the removals are to be accompanied by weigh-bills. The charges for weighing should be included in the claims and will be met from Public Funds.

6. **Use of "Through" railway vans.**—There is no objection to the use of "through" vans for consignments of one ton and

upwards. "Through" vans are never to be asked for when the total weight of furniture to be removed is less than one ton.

**7. Conveyance of furniture to and from Isle of Wight.**—When it is necessary to remove the furniture and effects of officers and men at the public expense from the Isle of Wight to the mainland, it has been arranged that Messrs. Chaplin & Co., the Railway Company's Agents, shall collect it and make arrangements for its conveyance through to its destination. Their account will cover the total cost of conveyance of the goods to destination and will be rendered to the officer by whom the consignment note (D. 80) is issued, and he in turn is to forward it to the Accountant Officer, Naval Reserves, with a covering voucher (Form C. 35) for settlement.

When, therefore, it is necessary to remove furniture and effects from the Isle of Wight an application should be made to the local representative of the Railway Company's Agents who will make the necessary arrangements; and the "Carriers' Copy" of Form D. 80 should be handed over to the carrier's representative when the goods are despatched. No tenders will be required for the work of collection of the furniture.

Arrangements have also been made with Messrs. Chaplin & Co., for the conveyance of furniture and effects of officers and ratings from the mainland to places on the Isle of Wight, and when, therefore, removals to stations on the Isle of Wight are carried out the consignment note (D. 80) should be endorsed "via Gosport and Messrs. Chaplin & Co."

**8. Expenses of removal to be reclaimed on Form C. 15.**—The travelling expenses incurred and cost of conveyance of furniture and effects to and from the railway station are to be reclaimed on Form C. 15, receipted vouchers being attached in support of all items of 10s. and over, together with the tenders obtained from Contractors on Form C. 11. (*See also Article 282.*)

**9. Advances.**—In order to avoid the difficulty experienced by ranks and ratings in meeting the expenses incurred by them when travelling on duty or for the cartage of their furniture and effects when ordered to remove, such an advance of money as may be considered necessary will be made to them by the Accountant Officer, Naval Reserves, under the conditions laid down in the King's Regulations and Admiralty Instructions.

Applications for such advances should be made on Form C. 12.

**272. Claims by officers and men in respect of damage to and loss of furniture and effects during removal.**—All claims for compensation for damage to and loss of furniture and effects during removal are to be submitted through Station Officers to the Admiral Commanding Reserves on a proper manuscript form, a specimen of which is given in Appendix VII, as soon as possible after the receipt of the goods.

A copy or original of any correspondence with the railway company or shipping company in connection with the loss or damage is to accompany the claim.

2. On delivery an inspection of goods should be made and any damage or losses observed pointed out to the carrier and noted in writing on the receipt given. Where, on account of goods being enclosed in packing cases, &c., immediate inspection of their condition is impossible, it should be stated on the receipt that contents of these cases are "unexamined." The examination of the contents should then be made at the first opportunity, but within three days (to enable a formal claim to be lodged as in paragraph 4 below), and any damage or loss discovered should be reported in writing to the carriers.

3. Cases have occurred where claims on account of damage, &c., to private effects made against the railway companies concerned have been prejudiced by the fact that the carrier who collected the goods at the railway station for delivery gave a clear receipt to the railway authorities. Where, therefore, the Signal or Wireless Station is outside the area of the railway delivery, and cartage is accordingly done by contract, the Station Officer is to take steps to impress on the carrier the necessity of noting on the railway company's receipt for the consignment "damaged" if external damage is visible, or "unexamined" if no external damage is visible, i.e., in no case should a clear receipt be given.

4. Any undue delay may result in the railway company refusing liability on this ground, and it is of primary importance that the railway company should be notified of damage or loss *within three days* of the delivery of the goods. In addition, therefore, to the claim ordered to be rendered in paragraph 1, the Station Officer of the Signal or Wireless Station at which the effects are delivered is to lodge a formal claim, on the lines shown in Appendix VII, against the local railway authorities within three days of the delivery of the goods.

When effects are sent to private quarters, the owner of the effects is responsible for making arrangements for a formal claim to be lodged direct with the local railway authorities.

5. Station officers are to scrutinise thoroughly the claims referred to in paragraph 1 and see that the regulations have been complied with, before submitting them.

**273. Cab Hire, &c.**—The following regulations in regard to cab hire are to be observed :—

Cab hire may be allowed to 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, either when baggage 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 fully explained on the claim.

(c) In exceptional cases not covered by the above, cab hire may be authorised by the Admiral Commanding Reserves, if in his opinion such cab hire was desirable in the interests of the public services.

The hire of a cab or special conveyance may also be allowed :-

(i) To officers and men when necessarily travelling with baggage, if no cheaper mode of conveyance is available.

(ii) For prisoners and escort when railway conveyance cannot be used.

2. The term " baggage " when used in this connection is not intended to include light articles which are ordinarily carried by hand.

3. When two or more officers or two or more men are proceeding on the same journey, separate vehicles will not be allowed for each in cases where it is possible by forethought and care to make more economical arrangements.

**274. Cab hire in conveying patients to Hospital.**—Expenses for cab hire in conveying patients to hospital or sick quarters from Signal and Wireless Stations will be allowed.

**2. Visiting Sick.**—The cost of cab hire to visit the sick in hospital or sick quarters will not, except in cases of emergency, be allowed as a charge against the public. When such charges are incurred, an explanation should be given on the claim and be approved by the Admiral Commanding Reserves before payment is made.

**275. Gratuities, &c.**—Gratuities to porters or servants will not be allowed.

**276. Visits of ceremony—Expense of.**—The provisions of Article 1793, King's Regulations and Admiralty Instructions, have been extended so as to cover the repayment of carriage hire, &c., to officers attending public functions as representatives of the Naval Service.

2. Claims are to be forwarded to the Admiral Commanding Reserves on Form C. 15 with a separate report as to the necessity or desirability of the attendance of the officer concerned.

**277.** The following Table shows the classes of railway accommodation and the rates of subsistence allowance to which officers and men are entitled when travelling on duty :—

| Rank or rating.                           | Class of accommodation to which entitled. | When actually travelling or not staying over 7 days in one place and unprovided with quarters. |                                              | When staying over 7 days in one place and unprovided with quarters.                                      |
|-------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------|
|                                           |                                           | For every complete 24 hours; also for over 9 hours including midnight.                         | Above 9 hours when midnight is not included. | While finding lodgings. (For the allowances payable after lodgings have been obtained, see Article 251.) |
|                                           |                                           | A.                                                                                             | B.<br>(See clause 6.)                        | C.                                                                                                       |
| Senior Chief Officers and Chief Officers. | 1st                                       | 12s. 6d.                                                                                       | 5s.                                          | } For the first three days (or four days if Sunday is included) at the rates laid down in Column B.      |
| Petty Officers and other ratings.         | 3rd                                       | 6s.                                                                                            | 3s.                                          |                                                                                                          |

2. **Not payable when victualled on board ship.**—The above rates of subsistence allowance are not subject to deduction in respect of concurrent payment of provision allowance, but they are not payable when taking passage in H.M. Ships, or in passenger steamers when messing or victualling has been provided.

3. **Certificate as to quarters.**—A certificate as to whether sleeping accommodation was available is to be given in all cases where officers and men are lent to other Stations, and claim subsistence allowance under Columns B, C or D.

4. The necessity for men being lent from one Station to another is to be fully explained on the claim (Form C. 15).

5. When a journey or other duty involving the payment of subsistence allowance has taken longer than the time it should take under normal conditions, the reason for the extra time taken on the journey should be stated on the claim.

6. **General rules for payment of subsistence allowance.**—Officers and men absent from their Stations on detached duty should be able to secure lodgings within three days (or four days including Sunday), and subsistence allowance at the rates specified in Column B will not ordinarily be paid for more than three working days, but if evidence is produced that hotel expenses were incurred for a longer period, and the nature of the duty did not admit of more economical arrangements being made, the allowance at the rates in Column B may be continued up to a maximum of seven days.

In exceptional circumstances, such as the uncertain duration of detached employment, or the impossibility of finding lodgings, subsistence allowance at the rates specified in Column B will be continued for such time beyond the first week as may appear reasonable, under the special authority of the Admiralty, subject to the production of vouchers in proof of expenditure; but after 14 days the amount is in no case to exceed the rates specified in Column C.

The date and hour of entering lodgings is to be stated on the claims, and no payment of subsistence allowance will be made after that date. Application may, however, be made on Form S. 1297 for the grant of lodging allowance (*see* Article 251).

7. **Concurrent payment of lodging and subsistence allowances.**—The continued payment of lodging allowance to officers and men who, before proceeding on detached duty, are already in receipt of that allowance, will be governed by the King's Regulations and Admiralty Instructions, and will not be affected by the concurrent payment of subsistence allowance when admissible.

8. **Leave.**—Subsistence allowances will not be credited to officers and men for the periods during which they are on leave.

9. Subsistence allowance under Column D will not be paid to officers and men who are able to sleep or have their meals at their proper Stations.



**278. Attendance at civil prosecutions, inquests, &c.**—Officers and men summoned to attend civil prosecutions, inquests, &c., are to make application to the Court for repayment of their expenses.

2. In the case of attendance to give evidence on behalf of a Government Department in regard to matters coming before officers and men in their official capacity, the sums received from the Court in respect of travelling and subsistence expenses are to be paid to the Accountant Officer, Naval Reserves, as a credit to Navy Votes, the witnesses being repaid their travelling and subsistence expenses in accordance with the regulations governing their ordinary expenses and allowances when travelling on duty.

**279. Officers and men attending Court-Martial.**—Officers and men who may be ordered to attend a Court Martial or any other service at one of the Home Ports are to be guided by Article 1666(7) of the King's Regulations and Admiralty Instructions. Subsistence allowance if payable will be at the rates laid down in Article 277 of these Instructions.

**280. Footage allowance, &c.—Regulations for payment.**—Officers and men employed on the ordinary duties of the Station which involve going from one place to another, will be allowed travelling expenses and subsistence allowance according to the following scale. When, however, owing to the immediate or special nature of the duty performed, conveyances have to be used for a journey under 15 miles, the necessary expenses will be allowed.

The allowance of 2*d.* a mile will not be payable when employed on the following services :—

- (a) Joining Stations.
- (b) Patrol duty (except in those cases in which payment has been specially authorised by the Admiral Commanding Reserves).
- (c) Removals.

#### SECTION I.

| Distance travelled on foot out and home. | Travelling expenses allowable.                             | Subsistence allowance.          |
|------------------------------------------|------------------------------------------------------------|---------------------------------|
| (1) 6 miles and under                    | In ordinary circumstances, none.                           | None in ordinary circumstances. |
| (2) 6 to 15 miles                        | 2 <i>d.</i> for every mile travelled on foot over 6 miles. |                                 |

If it should be necessary in either of these cases for conveyance to be used for the whole or portion of the journey, the exceptional circumstances are to be stated in the claim.

## SECTION II.

| Distance travelled out and home.                         | Travelling expenses allowable.                                                                                                                                   | Subsistence allowance.      |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| (1) 15 miles and over                                    | (a) The cost of conveyance actually used and in addition 2d. a mile for every mile travelled on foot over 6 miles.<br>(b) If wholly on foot, 2d. for every mile. | As provided in Article 277. |
| <i>For a journey, or portion of a journey, by water.</i> |                                                                                                                                                                  |                             |
| (2) When Service boats are used.                         | None . . . . .                                                                                                                                                   | As provided in Article 277. |
| (3) When Service boats cannot be used.                   | Actual expenses . . . . .                                                                                                                                        |                             |

2. **Cycling Allowance.**—When an officer or man makes use of a bicycle for Station duties instead of proceeding on foot, 1d. per mile (instead of 2d. footage) will be allowed for the whole distance so travelled, provided the journey out and back is not less than four miles.

3. **Mileage allowances for use of private motor cars, &c.**—Mileage allowances are payable at the rates and under the conditions laid down in Article 1663, King's Regulations and Admiralty Instructions.

281. **Tolls.**—Officers and men proceeding on duty in uniform are exempt from payment of tolls.

2. Should payment be demanded by the keeper of any toll gate, they are to pay under protest, and report the circumstances to the Admiral Commanding Reserves, giving the following information :—

(a) The name and address of the person on whose behalf the toll was collected.

(b) Whether the charge was made in respect of a vehicle only (i.e., no charge for foot passengers) and, if so, to whom the vehicle belonged.

(c) Whether any demand for payment of toll has previously been made and, if not, whether any explanation was given of the unusual procedure by the collector of tolls.

(d) The amount of toll paid.

(e) Whether the person from whom payment of toll was demanded was in uniform at the time.

(f) Whether the road is a public highway or private road or bridge.

(g) The exact position of the toll gate.



**282. Claims for travelling expenses, Form C. 15.**—Claims for travelling expenses and subsistence allowance for officers and men of the Shore Signal and Wireless Services are to be made on the authorised form—C. 15. Only one claim is to be made out for the total expenses (including subsistence) incurred by an officer or man on any service and the claim is to show full details of the journey. Claims are to be certified by the Station Officer, who is to scrutinise them carefully and satisfy himself that they are in order and that the various instructions have been complied with, before signing and forwarding them to the Accountant Officer, Naval Reserves.

**2. Authority for incurring expenses to be quoted.**—In all cases where travelling expenses are claimed, particulars of the service on which employed and of the authority for making the journey are to be quoted on the Form C. 15.

**283. Fortnightly Travelling Returns.**—Returns on Form S.542a of officers and men who have been authorised to travel on public service are to be rendered on the 1st and 16th of each month to the Admiral Commanding Reserves by all Stations.

**2. The following points are to be observed in compiling the return :—**

(i) When expense to the Crown is incurred in connection with visiting duties, the Stations visited and period of absence should be stated.

(ii) Returns should be nominal for both officers and ratings, but any families in company with ranks or ratings should be included numerically.

(iii) All journeys, by whatever means, routine or otherwise, involving expense to the Crown, should be reported, footage or cycling allowances being excluded.

(iv) The return should include a full explanation of the reasons and necessity for official visits and "duty" journeys in each case.

(v) "*Nil*" Returns are required.

**3. Great care is to be taken to ensure that the returns are accurate and complete.**

## CHAPTER XIX.

### BUILDINGS.

#### General Instructions.

291. For all purposes connected with the Civil Engineer-in-Chief's Department, the various Shore Signal and Wireless Stations will be under the supervision of the Officers-in-Charge of Works, as follows :—

| <i>Station.</i>                                     | <i>Address.</i>                            |
|-----------------------------------------------------|--------------------------------------------|
|                                                     | Officer-in-Charge of Works—                |
| Beachy Head - - - - -                               | H.M. Dockyard,<br>Portsmouth.              |
| Culver Cliff P.W.S.S. and W/T                       |                                            |
| Needles - - - - -                                   |                                            |
| St. Catherine's Point - - - - -                     |                                            |
| Lizard D/F - - - - -                                | H.M. Dockyard,<br>Devonport.               |
| Lundy Island - - - - -                              |                                            |
| Prawle Point - - - - -                              |                                            |
| Rame Head W/T - - - - -                             |                                            |
| Aberdeen W/T - - - - -                              | H.M. Dockyard,<br>Rosyth.                  |
| Cape Wrath - - - - -                                |                                            |
| Dunnet Head - - - - -                               |                                            |
| Inchkeith - - - - -                                 |                                            |
| Rosyth W/T - - - - -                                | H.M. Dockyard,<br>Pembroke.                |
| St. Abb's Head - - - - -                            |                                            |
| Nell's Point - - - - -                              |                                            |
| Pembroke W/T - - - - -                              |                                            |
| Penarth - - - - -                                   | H.M. Dockyard,<br>Sheerness.               |
| St. Ann's Head - - - - -                            |                                            |
| Sheerness W/T - - - - -                             | H.M.S. "Ganges,"<br>Harwich.               |
| Felixstowe W/T - - - - -                            |                                            |
| Ipswich W/T - - - - -                               |                                            |
| Southend - - - - -                                  |                                            |
| Whitehall W/T (Official<br>Quarters only) - - - - - | Royal Victoria Yard,<br>Deptford.          |
| Dover Pier - - - - -                                | R.M. Depot,<br>Deal.                       |
| Dungeness - - - - -                                 |                                            |
| Grove Point - - - - -                               | H.M. Naval Base,<br>Portland S.O., Dorset. |
| Lulworth - - - - -                                  |                                            |
| Portland Bill W/T - - - - -                         |                                            |
| Cleethorpes W/T - - - - -                           |                                            |
| Flamborough D/F - - - - -                           | 8, Minster Yard,<br>York.                  |
| Flamborough Head - - - - -                          |                                            |
| Scarborough W/T - - - - -                           |                                            |
| Spurn Point - - - - -                               |                                            |

Whitehall W/T Station, as part of the Admiralty building, is under the jurisdiction of H.M. Office of Works.

2. Station Officers are to communicate direct with the Officers-in-Charge of Works concerned on all subjects in connection with repairs and damage to Stations.

3. Officers-in-Charge of Works will inform Station Officers when they propose visiting Stations, and the latter are to render every assistance on the occasion of such visits.

**292. Watch-room, Boat-house, and other buildings only to be used for purposes for which intended.**—The above and other buildings belonging to, or hired by, the Admiralty are to be used entirely for the service for which they are intended.

2. Instructions and notices ordered to be placed in the Watch-room are to be posted on a board in a conspicuous position.

3. No unauthorized posters or notices of any description are to be displayed on, or in, any of the Station buildings or houses.

**293. Display of Army and Air Force Mobilisation Posters on gates of Stations, &c.**—Where space is available, Army and Air Force Mobilisation Posters may be displayed when necessary on the gates of Stations. The Departments mentioned will be entirely responsible for the custody of these posters and for posting them up when occasion arises.

**294. Hirings, lettings and surrenders.**—No property whatever is to be hired, let, or surrendered, and no negotiations are to be entered into without prior Admiralty sanction.

2. Without Admiralty authority, the keys of premises let to civilians are not to be accepted except in cases where the requisite notices to quit have been duly given, rent been paid to the date of expiration of the tenancies, and the other conditions of the Agreements fulfilled.

3. No rent is to be accepted from any tenant without the approval of the Admiralty (a) in respect of any period subsequent to the expiration of any notice to quit, (b) after it has become known that a breach of any condition of the tenancy has occurred; such breach should be reported to the Civil Engineer-in-Chief immediately.

**295. Termination of leases to be reported.**—The date of termination of any lease held by the Admiralty is to be reported at least 12 months prior thereto.

**296. Encroachments and erections.**—The Station Officer is to report to the Officer-in-Charge of Works any case of encroachment upon property vested in the Admiralty, or the erection of any building adjacent to such property of which the windows overlook Admiralty premises.

Station Officers are to be careful not to take any action which may affect Admiralty interests in the property of their Stations (e.g., by granting a right of way through Admiralty property).

**297. Rates.**—No information is to be given to applicants in regard to the valuation of property in the occupation of the Crown, or the amount of Government contributions in lieu of rates, nor are Station Officers to enter into any correspondence or conversation on this subject. Applicants for such information

are to be referred to the Treasury Valuer and Inspector of Rates, 29, Abingdon Street, London, S.W.1. In no cases are local rating authorities to be allowed to inspect Admiralty premises.

**2. Claims for rates.**—Claims for rates on properties occupied for Admiralty purposes should be returned to the senders with the intimation that the claims should be forwarded to the Treasury Valuer.

Claims for rates in respect of properties sublet, and for which a rent is received, by the Admiralty, are to be forwarded to the Accountant Officer, Naval Reserves.

**3. Information required when property is occupied or unoccupied.**—In order that the Treasury Valuer may be informed of all circumstances which may affect the amount of the contribution in lieu of rates, it is essential that information should be furnished to the Civil Engineer-in-Chief as soon as possible with regard to the following :—

(a) *Taking over newly built, hired or leased property.*—The date on which each portion of the property is first occupied should be reported, and whether any portion of the property, although taken over, remains unoccupied.

(b) *Permanent vacation or disuse of any house or building.*—The date on which occupation ceased or will cease should be reported directly it is known.

(c) *Temporary vacation of any house or building.*—The date of vacation should be reported unless it appears likely that the premises will be reoccupied within 3 months. In all cases in which the date of vacation has been reported the date of reoccupation should also be reported, even when the premises have not been unoccupied for 3 months.

(d) *Occupation of empty houses or houses vacated by tenants.*—The date on which an empty house, or house vacated by a tenant, is occupied should be reported.

**298. Contributions in lieu of rates.**—Contributions in lieu of rates are made by the Treasury on the understanding that the same services are rendered to Government property as are carried out for rateable property in the district in which such property is situate. If this condition is not being fulfilled, Station Officers are to report to the Civil Engineer-in-Chief.

**299. Buildings hired by the Admiralty.**—Where buildings are hired by the Admiralty with the proviso that they shall be kept in repair by the landlord, the Station Officers are to apply to such landlord when necessary, informing the Officer-in-Charge of Works if he fails to keep the covenants of his lease or agreement.

**2.** No applications are to be made to landlords of houses, &c., for new works in connection with such buildings. The necessity for additional buildings, alterations, or fittings is to be dealt with as laid down in Articles 301 and 302.

**300. Payment of rent for land and buildings.**—When land or buildings are rented for use by Shore Signal and Wireless

Stations, the Admiral Commanding Reserves will be informed by the Civil Engineer-in-Chief of the persons to whom rent for such land or buildings is to be paid. This information will be supplied to the Station Officer.

**301. Proposals for minor new works, alterations and additions.**—The following procedure is to be followed when putting forward annually proposals for minor new works, alterations or additions :—

(a) Proposals are to be forwarded by 1st May, to the Officer in Charge of Works, who will advise in regard to any improvement or modification necessary to each item.

(b) On receipt of the remarks of the Officer in Charge of Works, final proposals are to be prepared without delay by the Station Officer, and forwarded to the Officer in Charge of Works. The latter will then forward by the middle of July, complete proposals on Form D. 149 (in triplicate) to the Station Officer, who is forthwith to forward two copies to the Admiral Commanding Reserves, the remaining copy being retained at the Station for future reference.

**302. Procedure when new buildings are required.**—When new buildings are required, the Station Officer is to report fully by letter accompanied by completed Forms C. 48a, to the Admiral Commanding Reserves.

**303. Supervision of new works, repairs, &c.**—The Station Officer is to superintend the erection of new buildings or the execution of alterations and repairs when no other officer has been appointed for this duty. The Station Officer is at once to report to the Officer in Charge of Works if any deviation from the plans or specifications is being made by Contractors, or if anything incorrect is observed.

2. If, during the progress of any work, alterations appear to be necessary, the matter is to be represented to the Officer in Charge of Works.

**304. No alterations to be made in buildings.**—No alterations or additions are to be made to Admiralty buildings, grounds, &c., without the authority of the Civil Engineer-in-Chief.

2. Applications for the erection of temporary structures such as poultry houses, &c., should be forwarded to the Officer in Charge of Works for transmission to the Civil Engineer-in-Chief for approval, before the erections are put up. No expense, either for erection, maintenance or removal of these structures will be borne by the Crown.

**305. Urgent minor defects.**—To ensure the prompt execution of urgent repairs for which the Admiralty are liable and to obviate extra expense or danger which might arise owing to the time necessarily occupied in acquainting the Officer in Charge of Works, Station Officers may authorise the essential work to be done (after obtaining competitive tenders where practicable) provided that the cost does not exceed £5.

2. Claims for such works are to be forwarded to the Officer in Charge of Works, together with all correspondence relating thereto.

3. **Extensive damage by storm, &c., to be reported.**—In case of extensive damage due to storm, encroachment of the sea, &c., the Officer in Charge of Works is to be informed immediately.

**306. Annual report on state of buildings.**—A report on the state and condition of all buildings for the repair of which the Admiralty are liable, is to be rendered annually on Form C. 49, Buildings, No. 3, 3a, 3b, or 3c.

2. This report is to be forwarded by the Station Officer to the Officer in Charge of Works on or before the 1st of May in each year.

3. Unless of an urgent nature, no further requisitions for repairs are to be made to the Officer in Charge of Works until the following year.

4. A return (Form C. 49, Buildings, No. 4) is also to be rendered at the same time, showing the state and condition of all premises occupied by the crew of the Station (except private lodgings), for the repair of which the Admiralty is not liable.

**307. Quarterly return of unoccupied buildings.**—On the first day of each quarter, the Station Officer is to transmit to the Admiral Commanding Reserves a report, on Form C. 51, showing any buildings under his charge which are unoccupied.

**308. Quarterly return of houses.**—A return, in the form shown in Appendix VIII, is to be rendered in manuscript to the Admiral Commanding Reserves on the first day of each quarter.

The return is to include the whole of the crew of the Station, and is to show how each rating is accommodated.

The full address of hired houses is to be given.

**309. Periodical painting, &c.**—Where the Admiralty are liable, buildings are not to be painted outside oftener than once every three years, and inside once every seven years.

2. **Changes of occupancy.**—Station Officers are to acquaint the Officer in Charge of Works as soon as possible of the date of the impending change of occupancy of any quarters, enclosing Form C. 49, in order that such re-decoration as is considered necessary by the Officer in Charge of Works (after consultation with the Station Officer) may be carried out.

3. **Extension of period for repairs.**—When the Officer in Charge of Works considers that the periods of external or internal repairs may be extended he will inform the Station Officer, who is to report the fact to the Inspecting Officer at the next Inspection.

**310. Limewhiting and tarring.**—Limewhiting and tarring are to be limited to work at present limewhitened or tarred. Limewhiting internally is to be confined to walls of stores, coal houses

earth closets, washhouses, &c., Walls and ceilings of rooms are not to be limewhited.

2. External walls of houses and other large surfaces, except in special cases, are not to be limewhited oftener than once a year. Cement is not to be used except for repair purposes.

**311. External limewhiting to houses occupied by civilian tenants.**—Where part of a Station is occupied by civilian tenants, the external limewhiting of the walls of the houses of such tenants is to be done by the crew when the limewhiting of the portions occupied by the Admiralty is renewed.

Payment for this work may be made under Article 313.

**312. Materials and brushes for limewhiting, &c.**—How to be obtained.—Station Officers are authorised to purchase by competitive tender the necessary materials for limewhiting and tarring. The work is to be executed by the men without the extra pay authorised under Article 313 unless sufficient reason can be given for the employment of other labour, and strict economy is to be exercised in the use of the materials. Claims are to be forwarded to the Officer in Charge of Works.

2. Whitewash brushes, tar heads and handles are to be demanded from the Naval Store Officer. An annual demand is to be prepared by the Station Officer on the proper forms and forwarded to the Officer in Charge of Works for signature.

**313. Employment of Naval ratings on works.**—With the approval of the Admiral Commanding Reserves, and under the directions of Officers in Charge of Works, Naval ratings may be employed for the purpose of opening up drains or on other work of a light nature, provided such employment is voluntary and does not interfere with the other work of the Station.

Men so employed are to receive special extra pay at the rate of ninepence per hour. Claims are to be forwarded to the Officer in Charge of Works.

**314. Fair Wages Clause to be included in all contracts.**—All contracts, whether for execution of work or supply of materials, are to contain the "Fair Wages Clause" shown below. This clause is embodied in the form "Invitation to Tender," but care is to be taken that, should the form for any reason not be available, no contract is entered into without the insertion of this clause.

#### *Fair Wages Clause.*

"The Contractor shall in the execution of this Contract pay rates of wages and observe hours of labour not less favourable than those commonly recognised by employers and Trade Societies (or, in the absence of such recognised wages and hours, those which in practice prevail amongst good employers) in the trade in the district where the work is carried out. Where there are no such wages and hours recognised or prevailing in the district,



those recognised or prevailing in the nearest district in which the general industrial circumstances are similar, shall be adopted. Further, the conditions of employment generally accepted in the district in the trade concerned, shall be taken into account in considering how far the terms of the Fair Wages clauses are being observed. The Contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of his contract, without the written permission of the Department. Sub-letting, other than that which may be customary in the trade concerned, shall be prohibited. The Contractor shall be responsible for the observance of the Fair Wages Clauses by the Sub-Contractor."

**315. Articles supplied under Standing Contracts.**—All claims for carriage of paper-hangings and other articles supplied under standing contracts are to be forwarded to the Contractors for payment, and are not to be paid by the Accountant Officer, Naval Reserves.

**316. Water supply—Pollution of—Steps to be taken.**—Station Officers are to see that the water supply at all houses is not polluted, and where there is a suspicion of impurity, the use of the water is to be stopped until the matter has been brought to the notice of the Officer in Charge of Works, and thoroughly investigated by him. If an analysis is proposed, the well, or storage tank, and its surroundings should be carefully examined, as local examination is often of quite as much use as analysis in helping to an opinion as to the fitness of water for household use. In the meantime temporary arrangements are to be made for the supply of pure water for drinking purposes, and particulars of the course adopted notified to the Officer in Charge of Works. Should better water than the Station affords be unobtainable, none is on any account to be used for drinking purposes without first being boiled and filtered.

2. When directions are given for the water at a Station to be analysed, care is to be taken to furnish all the information possible to the Medical Officers at the R.N. College, Greenwich, who will make the analysis.

3. When unseparated rain water is used for drinking purposes the water is to be first filtered and then boiled before being considered safe for drinking.

4. **Water may be purchased if absolutely necessary.**—Water may be purchased as necessary in times of drought, but the circumstances are to be reported immediately (through the Officer in charge of Works) to the Civil Engineer-in-Chief and his approval obtained. Any special arrangement made for the supply of water in these circumstances should be capable of being terminated at short notice.

5. **Water Supply—Quarterly return of.**—A return of consumption of water supplied by meter to Admiralty buildings is to be furnished to the Civil Engineer-in-Chief quarterly on Form C. 157.



A duplicate of this return should accompany the claim for payment rendered on Form C. 36, to the Accountant Officer, Naval Reserves. As regards supplies made by Waterworks Companies other than by meter, the Form C. 36 should bear a notation giving the dates between which any of the houses were unoccupied during the period covered by the claim.

6. All claims for payment are to bear the following certificate, signed by the Station Officer :—

- (a) The supply has been economically used.
- (b) The meter readings are correct.
- (c) The rates charged do not exceed those current in the district.
- (d) The Admiralty is liable for the whole of the expense with the exception of the sum of £....., which is recoverable from Private Individuals as indicated.
- (e) No item in the claim has been previously paid.

**317. Eaves, gutters, &c.**—The Station Officer is to see that all eaves, gutters and other means of collecting water, as well as storage tanks, are periodically examined and kept clean.

**318. Removal of ashes.**—Expense for removal of ashes at Stations, &c., is only to be incurred in cases where sufficient garden ground is not provided for disposal of refuse, and where the local sanitary authorities do not collect the same free of charge.

**319. Earth closets and disposal of excreta.**—Where earth closets are in use, care is to be taken by the Station Officer to see that they are kept scrupulously clean, and supplied with dry earth, or finely-sifted ashes. Receivers are to be emptied daily, in the most suitable place which can be found, and the contents dug in. The galvanised articles are not to be limewashed.

2. In all cases of infectious disease, the excreta should first be thoroughly disinfected, as directed by the Surgeon and Agent, and then buried at such a depth as not likely to be disturbed in the process of digging.

**320. Cesspools.**—Station Officers are to authorise the emptying of cesspools and dead wells at Stations whenever requisite. Competitive tenders are to be obtained for the work, if possible, and the claims, duly certified that the work has been properly executed, forwarded to the Accountant Officer, Naval Reserves.

**321. Defective drains, cesspools, &c., to be immediately reported.**—Station Officers are to inspect the drains at the Station at least once a week, to see that the gullies, manholes, &c., are kept clean and in good order.

2. Any case of nuisance arising from choked or defective drains or cesspools, and similar defects by which health might

be affected, are to be reported immediately to the Officer in Charge of Works.

3. Until sanitary conditions are restored, special attention is to be paid to disinfecting and other measures to insure the health of inmates of the buildings.

**322. Examination of Stations as to Sanitary Condition.**—Should it be necessary for the sanitary condition of a Station to be examined, the local Sanitary Authorities are not to be called upon to make such an inspection nor are they to be permitted to do so, but representation as to the necessity for this is to be made to the Admiral Commanding Reserves who will arrange with the Civil Engineer-in-Chief to depute an officer for the purpose.

**323. Chimneys.**—The chimneys of buildings are to be swept as follows :—

(a) All flues which are in constant use, such as living rooms, once every four months.

(b) All flues in occasional use, such as coppers, watch-rooms, parlours, once every six months.

(c) Other flues as may be decided by the Station Officer.

2. Chimney sweeping may be executed by the men themselves, providing it is voluntary and does not interfere with Service duties. Remuneration will be made at the rate of three-quarters of an hour (7d.) for each flue to ordinary stoves and open ranges, and one hour (9d.) for those to closed ranges. The necessary apparatus for sweeping the chimneys will be supplied on application to the Officer in Charge of Works.

3. In the case of chimneys swept by contract, the Station Officer is to invite tenders for a fixed period of, say, six or twelve months and forward them to the Officer in Charge of Works for approval, before acceptance.

4. The certificate given by the Station Officer must state the class of flue dealt with and quote the dates on which the chimneys were last swept.

5. The claims are to be forwarded to the Officer in Charge of Works.

6. The responsibility for, and cost of, sweeping chimneys in houses sublet rests with the tenants.

**324. Clothes posts.**—The supply of these will be arranged for by the Officer in Charge of Works, as a charge to Vote 8. Any concrete sockets provided for the posts will be debited to Vote 10.

**325. Use of gas.**—Applications for gas to be laid on should be made, through the Officer in Charge of Works, to the Civil Engineer-in-Chief.

2. Where gas is installed at a Station, the initial cost of the necessary fittings will be borne by Vote 10 and no charge is to be made for their use.

3. The cost of all gas consumed in officers' and men's quarters (other than bachelor quarters) and also the cost of the renewal of gas-burners and mantles is to be borne by the occupants of the quarters.

4. Station Officers are to satisfy themselves that gas-rings are not attached to burners by indiarubber tubing, and also that stoves, rings, burners, &c., are not placed in dangerous positions.

5. Claims for gas used for Service purposes are to be forwarded, through the Officer in Charge of Works, to the Civil Engineer-in-Chief, Admiralty, for examination and approval before payment.

The claims are to bear the following certificate, signed by the Station Officer:—

(a) The supply has been economically used.

(b) The meter readings are correct.

(c) The rates charged do not exceed those current in the district.

(d) The Admiralty is liable for the whole of the expense with the exception of the sum of £....., which is recoverable from Private Individuals as indicated.

(e) No item in the claim has been previously paid.

**326. Disinfection of premises after cases of infectious disease.**—When the Admiralty Surgeon and Agent cannot make arrangements for disinfecting premises after an outbreak of infectious disease, he will request the local Sanitary Authorities to carry out the work, and their representatives are to be afforded the necessary facilities for doing so.

**2. Stripping and repairing walls, repainting, &c.**—The Officer in Charge of Works is to be consulted when stripping of walls, &c., is considered necessary, and repapering and repainting in such cases is not to be undertaken without the concurrence of that Officer.

**327. Arrangements for dealing with cases of infectious disease in houses let to civilian tenants.**—In the event of infectious disease occurring in houses let to civilian tenants, the local Sanitary Authorities may enter such premises for the purpose of disinfecting them.

2. The power granted to the Sanitary Authorities in the cases of civilian tenants does not extend to the general inspection of the Admiralty property or its sanitary arrangements.

3. The Station Officer is to cause the covenant whereby the tenant agrees to give notice of the outbreak of infectious disease to the Medical Officer of Health of the District and to the Station Officer and to abide by any regulations which may be drawn up in the interests of health, to be signed when letting is arranged. In the case of quarterly tenants, the word "weekly" is to be altered to "quarterly." It is not necessary for yearly tenants to sign the covenant, as it is included in the printed agreement.

**328. Care of Ranges, Grates and Stoves.**—To avoid damage to ranges, stoves and grates, care should be taken that they do

not become over-heated, and that water is not spilt over them.

Great care should also be taken to keep water in the cooking range boilers. If this be accidentally overlooked, the boilers should be allowed to become quite cold before being refilled.

2. The necessity for the renewal of the fire-brick or fire-lump lining to fireplaces should be reported at once to the Officer in Charge of Works, in order to avoid unnecessary damage and expense.

**329. Damage to buildings.**—Any damages or defects which, in the opinion of the Station Officer, are caused wilfully or by neglect, on the part of the occupier (officer or rating), or any member of his household, are to be brought to the notice of the officer representing the Admiral Commanding Reserves at his next visit to the Station. The occupier will be liable for making good the damages or defects. Defects noticed when a residence is being vacated are to be reported to the Admiral Commanding Reserves, a written explanation being furnished by the occupant as to how the damage was caused.

2. **Renewing window glass.**—The cost of renewing window glass must be borne by the occupant, except in cases where the damage is caused by gunfire, storm, or accident beyond the control of the occupants.

**330. Private Wireless Apparatus—Installation in Admiralty buildings.**—Approval is to be obtained from the Admiral Commanding Reserves before private W/T receiving apparatus is fitted in Admiralty buildings, whether the latter are used for Service purposes or let to civilian tenants.

2. Applicants must comply with the conditions published in Admiralty Fleet Orders.

3. Experimental W/T transmitting apparatus is not allowed.

**331. Care of Flagstaffs, &c.**—A careful watch should be kept on all flagstaffs, &c., and at the first sign of deterioration the fact is to be at once reported to the Admiral Commanding Reserves.

2. Defects in foundations to masts are to be reported to the Officer in Charge of Works. The painting of flagstaffs is to be carried out by the crews of the Stations.

**332. Care of Rigging for Masts.**—All bottle screws and links, &c., of rigging for masts and semaphores are to be examined and greased frequently to prevent rust.

2. Painted canvas covers are to be made and fitted by the crew.

3. Shackles and other parts liable to rust are to be red-leaded and painted.

**333. Lightning Conductors—Fitting, testing, &c.**—Permanent Lightning Conductors are fitted to—

(a) Flagstaffs within 50 feet of any building.

(b) Such Station buildings as from their shape or prominent position on high land form abrupt or prominent projections in the contour of the surrounding country.

(c) Masts at certain Low Power W/T Stations.

2. Permanent Lightning Conductors will not be fitted to:—

(a) Masts at D/F Stations.

(b) Masts at Medium or High Power W/T Stations.

(c) Masts at Low Power W/T Stations not already fitted.

3. Special arrangements are made for earthing steel masts when these are erected.

4. Permanent lightning conductors are fitted by Dockyard. Those at W/T Stations will be inspected and tested by Dockyard authorities at the periodical surveys of masts; those at Signal Stations are to be tested annually by Station Officers.

5. Arrangements are to be made at D/F Stations and at other W/T Stations not fitted with permanent lightning conductors for a temporary lightning conductor to be fitted by the staff of the Station to the transmitting mast, whenever the aerial is down.

6. Temporary lightning conductors are to be constructed as follows:—

(a) The conductor is to consist of a suitable length of steel wire rope to reach from the masthead to the "Earth" which it is intended to use.

(b) One end of the wire is to be secured to a short stick, the upper end of which, when triced up, is to project a foot above the masthead.

(c) The top six inches of the wire are to be unlaid and spread out in the shape of a fan, above the spar.

(d) If convenient, the transmitting "Earth" should be used as "Earth" for the lightning conductor, the latter being connected to the galvanised iron plates by a nut and bolt connection. If the transmitting "Earth" cannot be utilised, the length of steel wire used must be increased by some 20 yards, the last 15 yards of which are to be unlaid, cleaned off bright, and buried at least 4 feet in soil which should be permanently moist if possible.

When not in use the lightning conductor is to be coiled up and hung in a convenient position.

7. Temporary lightning conductors are to be tested by the staff of the Station on each occasion that they are placed in position, and an entry is to be made in the Permanent Journal to the effect that this has been done.

## CHAPTER XX

### STORES.

#### General Instructions.

**336. Care of Stores.**—Stores are to be kept in the places provided for them, and Station Officers are responsible for their safe custody and upkeep.

**337. Examination of stores supplied.**—All stores are to be carefully examined on receipt; if any are unfit for the service for which supplied, the matter is to be reported to the Admiral Commanding Reserves. Failure to so report will render a Station Officer liable to be charged with the value of such stores retained.

**338. Receipts for stores.**—Receipts for stores are always to be transmitted without delay.

**339. Receipts on disposal of stores.**—Stores are not to be disposed of without obtaining receipts.

**340. Carriage of stores by rail.**—A consignment note, form D. 80, is to be used for each consignment of stores forwarded by rail, and for which the Admiralty are liable for payment of the carriage charges. It is to be noted on the form D. 80 that the claim for payment, with the D. 80 attached, is to be rendered to the Issuing Officer.

2. On receipt of the claim, the Station Officer is to examine it as to its general correctness and, provided a receipt has been obtained from the consignee for the safe delivery of the goods, forward it with a covering voucher, Form C. 35, to the Accountant Officer, Naval Reserves, for settlement.

Before the claim is forwarded, the Station Officer is also to verify that the mileage has been inserted by the Railway Company against all items.

**341. Non-delivery of stores sent by rail.**—As the Railway Company may repudiate liability for non-delivery if not reported to them within 14 days from date of despatch, the sender must be communicated with if the packages are not delivered within 10 days. When consignments are advised from another Admiralty Establishment it is also essential that an acknowledgement of receipt of the goods, on the copy of Form D. 80 provided, should be posted to the consignor without delay after delivery has been effected.

If an acknowledgement of delivery has not been received from the consignee by the 13th day, the Railway Company is to be notified by the consignor accordingly as a precaution in case a claim for non-delivery has subsequently to be preferred. When,



however, this action has been taken, the Railway Company is invariably to be informed if an acknowledgement is ultimately received from the consignee indicating that delivery has been effected.

**342. Loss of, or damage to, stores while in rail transit.**—In the case of loss of, or damage to, stores while in rail transit, a similar procedure to that set out in Article 272 is to be followed, and in addition the consignor is to be informed without delay. Special care is to be taken that a claim is lodged with the Railway Company *within three days* of delivery of the consignment.

2. Receipts for stores delivered by Railway Companies or carriers are never to be signed until they have been stamped with the word "unexamined," except that if any damage is observed, the carrier's book or receipt form is to be endorsed "damaged" instead of using the stamp.

**343. Stores lost or damaged.**—Whenever stores are lost or damaged, particulars are to be inserted in the Permanent Journal, the entry being signed by any witnesses.

Full particulars are to be reported to the Admiral Commanding Reserves, together with an expression of opinion as to whether the loss or damage was caused by negligence or misconduct.

**344. Theft of stores.**—In the event of the loss of stores being attributed to theft, a report is to be made at once to the Admiral Commanding Reserves, giving full particulars of the articles and stating :—

(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 have been 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 officers and men on duty during the period in which the theft is supposed to have occurred are considered to have been negligent; if so, the names of the persons concerned should be reported.

2. A copy of form S. 535 "Official Notice—Protection of Public Stores," is to be hung up in a prominent position in each Station.

#### Naval Stores.

**345. Annual Demands.**—Annual demands for stores, &c., are to be prepared by Station Officers on the appropriate forms.

not later than 1st March, and are to be sent direct to Storing Yards, as follows :—

| <i>Command.</i>                                   | <i>Storing Yard.</i> |
|---------------------------------------------------|----------------------|
| The Nore (Sheerness W/T Station only)             | Sheerness.           |
| Coast of Scotland - - - - -                       | Chatham.             |
| The Nore (except Sheerness W/T Station) - - - - - | Chatham.             |
| Portsmouth - - - - -                              | Portsmouth.          |
| Devonport - - - - -                               | Devonport.           |

2. Stores demanded on annual demands will not be supplied until after 1st April.

346. Casual demands (S. 134d).—In cases where casual demands become necessary, full reasons are to be stated on the demand, which is to be forwarded direct to the Yard from which supplies are usually drawn.

347. Demands for stores in excess of establishment.—The authorised allowance of stores is not to be exceeded without approval. In forwarding demands (form S. 134d) to the Admiral Commanding Reserves for stores in excess of establishment, a detailed letter of explanation is to be attached.

348. Tenders for supply or repair of stores—Form C. 24, Form C. 112, Form C. 113.—Before calling for tenders to supply stores, or to execute repairs which cannot be so economically undertaken by the Dockyard, the Station Officer is to satisfy himself that the articles demanded are allowed by establishment, and actually required for His Majesty's Service, and that the repairs are necessary.

2. He is also to satisfy himself that the repairs cannot be executed by the crew of the Station.

3. Capability of firms.—When tenders for effecting repairs are called for, the firms invited to tender are to be known and capable firms, and care is to be taken to secure adequate competition. No contractors who are considered capable of doing the work satisfactorily should be omitted, but those who are definitely known to be unable to do the work satisfactorily should not be asked to tender. When possible at least three tenders are to be called for, the provisions of Admiralty Fleet Orders relative to the restriction of Government Contracts to firms on the King's National Roll of Employment being considered where applicable.

4. The firms invited to tender are to be requested to state their prices for each item of the specification in detail as well as the sum total of the tender and in what time the work can be completed.

5. Precautions in dealing with tenders.—A date is to be specified up to which tenders will be received, and no tender received after such date is to be considered, except at the discretion of the Admiral Commanding Reserves.



Persons tendering should be requested to send their tenders in sealed envelopes plainly marked "Tender for....." in the bottom left-hand corner.

It should not be possible for any firm tendering to obtain from the Officer calling for the tenders any information concerning the prices or conditions quoted by other competitors, and to safeguard against this possibility all sealed tenders are to be opened by the Station Officer at a pre-arranged time.

6. **Fair Wages Clause.**—A statement of Fair Wages Clause as shown in Article 314 is to be included in every agreement and is to form one of the conditions of contract.

7. All tenders are to be referred to the Admiral Commanding Reserves for consideration, with recommendations as to acceptance.

Should it be proposed to accept any tender other than the lowest, the reasons for recommending the acceptance are to be fully stated.

8. Should only one tender be received, the report to the Admiral Commanding Reserves is to state whether the price is considered fair and reasonable.

349. **Provision of replace parts of machinery, &c.**—As a general rule stores of which stocks are maintained by the Naval Store Officers are to be utilised if possible. In certain circumstances, however, it is necessary to obtain supplies of articles, such as spare parts for engine generator sets, from non-Naval sources.

In such cases the instructions contained in Article 348 are to be observed, except that form D. 258H is to be used for inviting tenders and D. 258I for accepting tenders.

Should immediate supply be necessary in order to prevent the Station going out of action, the article may be ordered by telegram direct from the contractor who is known to be in a position to supply, provided the cost does not exceed £100. This telegraphic order is to be followed by a written order calling for a quotation, which is to be forwarded in due course to the Admiral Commanding Reserves, for covering approval.

Reports of replacement of parts of machinery, &c., by local purchase are to be rendered to the Director of Contracts on the occasion of each purchase. The accepted tenders (form D. 258H) and copies of the acceptance letters (form D. 258I), together with the declined tenders (which should be clearly so marked), are to accompany each report, and a certificate is required in each case that the prices are considered fair and reasonable and the Admiralty are liable for the cost. In any case where the lowest tender has not been accepted, the report is to be forwarded through the Admiral Commanding Reserves.

2. Station Officers are to note that small stocks of certain articles which form part of Marconi Transmitting sets, are retained at Portsmouth Dockyard.

**350. Local payments for stores.**—In all cases of purchases or repairs of stores, the claims are to be paid by the Accountant Officer, Naval Reserves.

**351. Station Account.**—A store account (Form C. 7 or C. 7b) is to be kept for all Naval stores at each Station in accordance with the instructions contained in the form.

2. The store account is to be closed and rendered every two years and is to contain a complete record of the receipts, expenditure, returns, sales, &c., of Naval stores.

3. On closing the account, the remains of stores are to be transferred to line 1 of the new account.

4. If, on the supersession of the Station Officer, the incoming Officer has not joined the Station, a stocktaking is to be carried out by the Officer giving up charge, in conjunction with the senior Petty Officer, who is to sign the certificate on form C. 7 or C. 7b. The senior Petty Officer is then to take charge of the stores until the arrival of the new Station Officer, who, after satisfying himself that the stores are correct, is to countersign the certificate on form C. 7 or C. 7b.

5. A copy of the certificate is to be forwarded to the Officer giving up charge, and a report is then to be made to the Admiral Commanding Reserves.

**352. Differences at Stocktaking.**—Differences disclosed at stocktakings and on change of Station Officers are to be reported at once to the Director of Stores, through the Admiral Commanding Reserves, accompanied by an explanation from the Officer responsible for the stores, if the differences cannot be adjusted satisfactorily or cleared up locally.

2. In reporting such cases, the value of the stores deficient is to be stated.

**353. Examination of Naval Store Accounts.**—The examination of Naval Store Accounts will be carried out by the Naval Store Department.

The Naval Store Accounts, when closed and completed, are to be forwarded with all supporting vouchers to the Naval Store Officers at the Dockyards shown below :—

| <i>Station.</i>  |   |   |   |   | <i>Dockyard to which<br/>to be sent.</i> |
|------------------|---|---|---|---|------------------------------------------|
| Scarborough W/T  | - | - | - | - | } Chatham.                               |
| Cleethorpes W/T  | - | - | - | - |                                          |
| Dungeness        | - | - | - | - |                                          |
| Felixstowe W/T   | - | - | - | - |                                          |
| Ipswich W/T      | - | - | - | - |                                          |
| Flamborough Head | - | - | - | - |                                          |
| Flamborough D/F  | - | - | - | - |                                          |
| Spurn Point      | - | - | - | - |                                          |
| Southend         | - | - | - | - |                                          |

| <i>Station.</i>                         |   |   |   |   |   | <i>Dockyard to which<br/>to be sent.</i> |
|-----------------------------------------|---|---|---|---|---|------------------------------------------|
| Dover Pier - - - - -                    | - | - | - | - | - | Chatham.                                 |
| Aberdeen W/T - - - - -                  | - | - | - | - | - |                                          |
| Rosyth W/T - - - - -                    | - | - | - | - | - |                                          |
| Inchkeith - - - - -                     | - | - | - | - | - |                                          |
| Cape Wrath - - - - -                    | - | - | - | - | - |                                          |
| Dunnet Head - - - - -                   | - | - | - | - | - | Sheerness.                               |
| St. Abb's Head - - - - -                | - | - | - | - | - |                                          |
| Sheerness W/T - - - - -                 | - | - | - | - | - |                                          |
| Beachy Head - - - - -                   | - | - | - | - | - | Portsmouth.                              |
| St. Catherine's Point - - - - -         | - | - | - | - | - |                                          |
| Culver Cliff P.W.S.S. and W/T - - - - - | - | - | - | - | - |                                          |
| Needles - - - - -                       | - | - | - | - | - |                                          |
| Lulworth - - - - -                      | - | - | - | - | - |                                          |
| Portland Bill W/T - - - - -             | - | - | - | - | - | Devonport.                               |
| Grove Point - - - - -                   | - | - | - | - | - |                                          |
| Rame Head W/T - - - - -                 | - | - | - | - | - |                                          |
| Lizard D/F - - - - -                    | - | - | - | - | - |                                          |
| Pembroke W/T - - - - -                  | - | - | - | - | - |                                          |
| St. Ann's Head - - - - -                | - | - | - | - | - |                                          |
| Lundy Island - - - - -                  | - | - | - | - | - |                                          |
| Nell's Point - - - - -                  | - | - | - | - | - | Devonport.                               |
| Penarth - - - - -                       | - | - | - | - | - |                                          |
| Prawle Point - - - - -                  | - | - | - | - | - |                                          |

The Store Accounts relating to Whitehall W/T Station are to be forwarded direct to the Director of Stores, Admiralty.

**354. Conversion of stores to other uses.**—When Naval stores at a Station are unfit for the purpose originally intended, and can, with advantage to the Service, be converted to other uses, this is authorised, provided that, by so doing, the established allowance of the article to which they may be converted will not be exceeded.

2. In such cases, the Station Officer is to take credit for the stores condemned for conversion, and debit himself with the articles to which they are converted.

3. Articles manufactured from materials expended are to be taken on charge in the Station Store Account.

**355. Surveys on defective stores at Stations.**—Stores at Stations are not to be condemned as unserviceable, or converted to other uses, without a regular survey being held thereon by an Officer on the staff of the Admiral Commanding Reserves and the Station Officer (*see* Article 32).

2. The report of survey, which is to be made out in triplicate and signed by the surveying officers, is to state whether it would be to the advantage of the Crown to :—

- (a) Return them to store;
- (b) Convert them to any other approved use; or
- (c) Sell them locally;

separate reports being prepared for each category.

3. The date of receipt of the stores is to be noted in the report.

4. When stores are required to replace those condemned, the reports of survey are to be forwarded to the Storing Yard together with the demand.

If the stores themselves are returned to a Dockyard, the report of survey, together with the return note and demand for replacement (if required), is to be sent direct to the Naval Store Officer before the stores are despatched (*see* Article 339 as to receipts).

A copy of all reports of survey is to be forwarded with the Station Officer's Naval Store Accounts.

5. All packages or loose articles for return to the Dockyard are to be properly tallied with the name of the Station from which the stores are returned, and the number of articles in each package.

6. Old stores of any kind, except brushes, brooms and dustpans, are never to be thrown away. Condemned brushes and brooms are to be burnt in the presence of Station Officers, and dustpans are to be mutilated; in each case a manuscript certificate that this has been done is to be endorsed on the report of survey and is to be signed by the responsible officers.

Binoculars, telescopes and boats' compasses condemned at Stations are to be returned to a Dockyard.

The registered numbers of binoculars, telescopes, &c., are invariably to be quoted on all documents.

**356. Sale of Stores.**—Stores are not to be sold without the authority of the Admiral Commanding Reserves.

2. As a rule, stores are to be sold by competitive tender, but if the value of the stores for disposal, in the opinion of the Station Officer, justifies the expense of effecting the sale by public auction, the matter is to be submitted to the Admiral Commanding Reserves for instructions.

3. Officers and men of the Shore Signal and Wireless Services are not allowed to buy at the sales of condemned stores, directly or indirectly.

**357. Sale by tender.**—Offers are to be obtained on form of tender (C. 111). As much competition as possible is to be obtained consistent with the value of the articles, the sale being advertised in local newspapers, &c., if considered advantageous and worth the cost.

2. Dates are to be fixed up to which offers will be received. No tenders received after such date are to be considered, unless all tenderers are given equal opportunities of revising their offers by a specified date. The general instructions *re* calling for tenders contained in Article 348 are to be observed.

3. Tenders are to be referred to the Admiral Commanding Reserves for consideration. It is always to be stated how many persons or firms were invited to tender, how many tenders were

received, and whether the most favourable tender is considered a fair and reasonable price for the articles. In cases where the acceptance of a tender has been authorised by the Admiralty, the date and number of such authority is to be quoted on Form D. 632.

4. Offers are to be accepted in writing, the unaccepted offers being declined.

5. In all cases where the acceptance of a tender has not been authorised by the Admiralty prior to sale, the original tenders are to accompany the Sale Account (D. 632), and the number of persons invited to tender is to be stated.

6. Form D. 632 (which is drawn up for auction sales) is to be rendered in manuscript as necessary to suit sale by tender.

**358. Condemned Flags—Clips to be removed.**—When condemned flags are sold, care is to be taken that all designation marks are completely obliterated, and that the clips are removed and returned into Store.

**359. Stores of which sale cannot be effected.**—Stores which remain unsold because of their valueless material, bulk, &c., are to be reported to the Admiral Commanding Reserves for decision as to disposal.

**360. Supply of Fuel, Oil, &c., to Stations.**—The supply of fuel and oil, &c., for heating and lighting purposes required for the working of all Stations and for cooking in the case of ranks and ratings accommodated in bachelor quarters is to be dealt with as follows :—

(a) Except in the case of Stations which receive fuel in kind, all fuel, oil, &c., is to be purchased locally by Station Officers as required, and the amount paid will be refunded quarterly by the Accountant Officer, Naval Reserves, on production of receipted bills. If considered desirable, advances for this purpose may be made to Station Officers quarterly, provided such advances are dealt with in the same manner as those to Medical Officers on board ship (King's Regulations and Admiralty Instructions, Article 1792), i.e., not taken credit for in Cash Accounts, but the Station Officers' receipts kept and regarded as part of the cash balance.

(b) The Accountant Officer, Naval Reserves, will examine all receipted claims and bring to the notice of the Admiral Commanding Reserves all cases in which the consumption of coal, &c., appears excessive.

(c) Station Officers are to ensure that economy is exercised in the consumption of fuel.

(d) Stations which receive a contribution of £3 per annum from Lloyd's are to use this amount in part payment of fuel bills, and the amount will be taken into consideration by the Accountant Officer, Naval Reserves.

**361. Empty oil casks and drums, and petrol cans—Return of.**  
—In order to ensure that credit is given by Contractors to the Admiralty, all returns of empty oil casks and drums and petrol cans are to be reported at once to the Director of Stores, a copy of the report being sent to the Accountant-General of the Navy, who will recover the value of the empties so returned.

**362. Calcium Carbide.**—Not more than 28-lbs. of Calcium Carbide, or 2-cwt. at Stations with an oxy-acetylene signalling projector, are to be kept in stock at one time, and the following conditions are to be observed :—

(a) The carbide is to be kept only in a metal vessel or vessels closed at all times when the carbide is not actually being placed in, or withdrawn from, such vessels.

(b) The vessels containing carbide are to be kept in a dry and well ventilated place and are to be labelled as follows :—

“ Calcium Carbide. Dangerous if not kept dry. The contents are liable, if brought into contact with moisture, to give off a highly inflammable gas.”

(c) Due precautions are to be taken to prevent unauthorised persons from having access to the carbide.

(d) No naked light is to be brought within 20 ft. of the place of stowage until it has been ascertained that no explosive gas, generated from the Calcium Carbide, is present. The distinctive odour of this gas, acetylene, is a ready and reliable method of ascertaining its presence.

**363. Storage of petrol, oil, &c.—Precautions to be taken.**—Care is to be taken that petrol, oil, and other similar stores are kept in the Inflammable Store.

Station Officers are to issue orders to prevent smoking in the vicinity of this store, which should be situated in as isolated a position as is possible.

**364. Bedding.**—Station Officers are authorised to call for and accept tenders for washing Service bedding (except sheets and pillow cases); if the lowest tender is not accepted, reasons are to be given when forwarding the voucher for payment.

2. Bedding (except sheets and pillow cases) is not to be washed more than once a year, unless the Station Officer considers this necessary for any special reason, such as issue to a newly joined rating.

3. Sheets and pillow cases are to be washed by, or at the expense of, the ratings to whom issued.

**365. Flags—Loan from Stations.**—Flags are not to be lent without the sanction of the Admiral Commanding Reserves.

2. Should the loan of flags be approved by the Admiral Commanding Reserves, the following procedure is to be adopted—

(a) They 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 Station Officer and an undertaking given to pay all expenses in connection with the loan and to pay the cost of any deterioration as detailed in para. (b). Receipts for the items actually lent are also to be taken from the borrowers.

(b) On return of the flags, they are to be carefully surveyed and the cost of any deterioration, &c., immediately recovered from the borrowers.

(c) In the event of a rating being sent with the flags, a sum of money sufficient to cover the probable expenses of the rating is to be deposited by the borrowers with the Station Officer, any sum unexpended being refunded after the stores are returned.

3. Serviceable flags are not to be lent for decorative or any private purposes, and all applications for their loan should be refused.

#### Naval Armament Stores.

366. Demands for Naval Armament Stores allowed by establishment.—Demands for Naval Armament Stores allowed by establishment are to be forwarded direct to the Naval Armament Store Depôts as under, addressed as indicated.

| Command.            | Demands to be sent to                  | Address.                                                      |
|---------------------|----------------------------------------|---------------------------------------------------------------|
| Coast of Scotland - | Crombie - - -                          | Senior Armament Supply Officer,<br>Crombie,<br>Dunfermline.   |
| Nore - - -          | Lodge Hill - - -<br>(Magazine stores.) | Senior Armament Supply Officer,<br>Lodge Hill,<br>Rochester.  |
|                     | Chatham - - -<br>(Gunwharf stores.)    | Armament Supply Officer,<br>Chatham.                          |
| Portsmouth -        | Priddy's Hard - -                      | Senior Armament Supply Officer,<br>Priddy's Hard,<br>Gosport. |
| Plymouth -          | Bull Point - - -<br>(Magazine stores.) | Armament Supply Officer,<br>Bull Point,<br>Devonport.         |
|                     | Plymouth - - -<br>(Gunwharf stores.)   | Deputy Armament Supply Officer,<br>Plymouth.                  |

2. Procedure in forwarding demands.—Demands for Naval Armament Stores other than ammunition are to be put forward from time to time as required. Form S. 1403 is to be used for all demands, care being taken that the columns are properly completed.

3. **Annual demands for ammunition.**—Demands for ammunition, including fireworks, are to be forwarded annually as soon after 1st April as possible.

367. **Demands for Naval Armament Stores in excess of establishment.**—Demands for Naval Armament stores in excess of establishment are to be forwarded to the Admiral Commanding Reserves with a letter of explanation, but in urgent cases or in time of war, such demands may be sent to the appropriate Armament Supply Officer.

368. **Accounts.**—Accounts are to be kept and rendered in accordance with the instructions contained in Form C. 152. The account is to contain a complete record of receipt, expenditure, returns, &c., together with the necessary supporting vouchers.

369. **Annual estimate of Naval Armament Stores.**—An estimate, in duplicate, is to be forwarded to the Armament Supply Officer of the Command by 1st September in each year, showing the ammunition, including explosives and fireworks, required for the ensuing year.

370. **Exchange of explosive stores held on charge.**—All explosive stores on charge are to be exchanged every two years, and a new outfit drawn in lieu.

In order to facilitate exchanges advantage may be taken of any opportunity that may occur for returning explosives either just prior to or not long after the expiration of the two years period.

2. Annual requisitions are accordingly to be forwarded direct to the Armament Supply Officer for S.A. Ammunition, fireworks, &c., to replace those which should be exchanged within the period covered by the requisitions.

3. On receipt of the new supply, the old stock should in all cases be returned to store.

371. **Return of Serviceable Stores.**—Serviceable Naval Armament Stores which are no longer required or are in excess of the authorised establishment are to be returned to the nearest Naval Armament Depot.

372. **Disposal of Condemned Stores.**—All unserviceable Naval Armament Stores (other than small arms, ammunition and explosives) are to be dealt with in the manner laid down for Naval Stores.

2. Unserviceable or doubtful ammunition and explosives and unserviceable small arms are to be returned to the nearest Naval Armament Depot.

3. **Marking of Packages.**—Packages containing stores returned, and as far as practicable loose articles returned, should be marked with the name of the Station from which they are returned.



### Forms, Books and Stationery.

**373. Books, &c., to be kept at Stations.**—A list of Books of Reference and Instructions to be kept at all Stations is contained in Appendix IV.

**374. Forms.**—All forms are to be demanded from the Superintendent, R.N. Store Depot, West India Docks, London, E. Demands for forms required are to be made out to complete for twelve months.

**375. Stationery.**—Stationery in kind is supplied to all Stations in accordance with the scale laid down in Appendix III.

2. Demands on Form D. 2 (S. 1310) for a six months' supply are to be forwarded by all Stations direct to the Keeper of Stationery and Printing, Admiralty, S.W.1., on 1st March and 1st September of each year.

3. When the full allowance of any item is not required, a demand for an alternative may be substituted. Any such cases are to be stated on the outside of the demand, and the alternative will only be supplied up to the cost of the item omitted.

**376. Prayer and Hymn Books.**—Prayer and Hymn Books (combined) will be supplied if demanded, on the same basis as allowed in the Fleet, viz., one book for every two men borne.

2. These books are to be duly accounted for in the Store Accounts of the Station to which they are supplied. Demands for books in replacement of others condemned, &c., are to be forwarded to the Superintendent, R.N. Store Depot, West India Docks, London, E., accompanied by a copy of the Report of Survey.

## CHAPTER XXI.

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### DUTIES NON-NAVAL.

- Section I.—Customs and Revenue.
  - Section II.—Board of Trade.
  - Section III.—Hydrographic Department.
  - Section IV.—Meteorological Department.
  - Section V.—Lloyd's.
  - Section VI.—General Post Office.
- 

#### SECTION I.—CUSTOMS AND REVENUE DUTIES.

381. Reports are to be rendered by all Stations to the nearest Customs Officer of any suspicious craft which may be observed to be waiting off or approaching the open coast.

2. No other duties on behalf of the Board of Customs are ordinarily required from Shore Signal and Wireless Stations.

#### SECTION II.—BOARD OF TRADE DUTIES.

382. All Shore Signal Stations are to comply with the Board of Trade instructions as regards keeping a look-out for distress signals and summoning or rendering assistance to vessels in distress, as the case may be.

2. Each Station Officer is to co-operate with the Inspector of Coastguard in whose Division the Station is situated, in order to ensure that the most efficient arrangements with regard to life-saving are made.

3. At Shore Signal Stations which only keep watch during daylight hours, arrangements are to be made for the setting of a watch at night whenever the Coastguard Stations in the district in which the Signal Station is situated are keeping bad or thick weather watch, or whenever the weather conditions are such that they come under the definition of "bad" or "thick" weather.

383. Rocket Life-saving Apparatus Stations in charge of Shore Signal Stations.—The Station Officers of the under-mentioned Shore Signal Stations are in charge of the adjacent rocket life-saving apparatus stations in the Coastguard Divisions indicated, and the crews of the Stations are to take part in the

drills of the apparatus and be ready to man the apparatus in an emergency :—

| <i>Coastguard<br/>Division.</i> | <i>Station in charge of rocket L.S.A.<br/>Station.</i> |
|---------------------------------|--------------------------------------------------------|
| Scarborough - - -               | Flamborough Head.<br>Easington (Spurn Point).          |
| Hove - - -                      | Dungeness.                                             |
| Plymouth - - -                  | Prawle Point.                                          |
| Penzance - - -                  | Lundy Island.                                          |
| Mumbles - - -                   | Penarth.<br>Nell's Point.<br>St. Ann's Head.           |

2. The Inspectors of the respective Coastguard Divisions indicated above will be present at the drill of the apparatus, and inspect the gear and premises; communications from Station Officers to the Board of Trade are to be made through the Inspectors. The allowances shown in the Instructions to H.M. Coastguard will be paid. The rents of the life-saving apparatus Stations and similar recurring payments will be paid by a convenient Mercantile Marine Office through the Station Officer. Repair of Board of Trade premises is undertaken by H.M. Office of Works and communications thereon are to be made by Station Officers through the Inspector of Coastguard to the local Office of Works Surveyor.

3. **Payment for care of Life-saving Apparatus.**—In the cases of Flamborough Head, Easington (Spurn Point) and Nell's Point, where the L.S.A. Station is two miles or more from the housing Station, or where two sets of L.S.A. are maintained, quarterly allowances for the care of the apparatus are paid by the Board of Trade.

4. The allowances are paid by the Inspectors of Coastguard as and when they fall due, and they are to be divided equally among the men who have been responsible for the care of the gear.

**384. Encroachments on foreshore—Reporting of.**—The crews of Shore Signal Stations are to report any encroachments on the foreshore which may come to their notice.

2. Station Officers are to forward the report on Form C.G. 33 to the Admiral Commanding Reserves for transmission to the Board of Trade.

3. Copies of Form C.G. 33 may be obtained from the Admiral Commanding Reserves as required.

**385. Form C.G. 15—Report of Shipping Casualty.**—Whenever occasion arises, a copy of Form C.G. 15, as furnished to the Inspector, H.M. Coastguard, is to be rendered to the Admiral Commanding Reserves by Station Officers.

## SECTION III.—Hydrographic.

**386. Charts, Light Lists and Admiralty Notices to Mariners.**—Shore Signal Stations are supplied with an Admiralty chart of the vicinity and a general chart or charts of the surrounding areas, together with a copy of the Admiralty List of Lights and Visual Time Signals, Part I. The weekly edition of Admiralty Notices to Mariners furnishing corrections to the charts and Light List is also supplied.

**2. Replacement of Charts and Light List.**—New editions of the Charts and Light List and supplements to the latter will be supplied as published from the Admiralty Chart Establishment, Cricklewood, London, N.W.2. When charts become worn or unserviceable, fresh copies are to be demanded direct from the Hydrographer of the Navy, Admiralty Chart Establishment, Cricklewood, London, N.W.2.

**3. Correction of Charts and Light Lists.**—Station Officers are personally to keep the charts and those portions of the Light Lists which relate to the surrounding areas corrected up-to-date.

**387. Disarrangement of Buoys, Irregularity of Lights, &c.**—Station Officers of Shore Signal Stations are to direct their crews to report to them immediately :—

(a) Any Buoy on the coast or in the Harbour observed to have shifted its position.

(b) Any Beacon that has fallen.

(c) Any Light Vessel observed to have drifted.

(d) Any irregularity, extinction, or re-exhibition noted in the Light of a Lighthouse, Light Vessel, Light Beacon or Light Buoy, that cannot be accounted for and the time that any extinction of a Light is noticed, if it continues for more than a very short interval.

2. Station Officers are to forward such reports direct by letter, or by telegraph if the case appears to be urgent, to the following authorities :—

- |             |   |                                                                                                                                                                                                                                                                                                                  |
|-------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In England  | { | (i) The Hydrographer of the Navy, Admiralty.<br>(Telegraphic address : " Hydrographer,<br>Admiralty, London.")<br>(ii) The Secretary, Trinity House, Great Tower<br>Hill, London, E.C. (Telegraphic address :<br>" Dioptric, London ");<br>or other Authority responsible for the aid to<br>navigation.          |
| In Scotland | { | (i) The Hydrographer of the Navy, Admiralty.<br>(Telegraphic address : " Hydrographer,<br>Admiralty, London.")<br>(ii) The Secretary, Commissioners of Northern<br>Lighthouses, Edinburgh. (Telegraphic<br>address : " Lighthouse, Edinburgh ");<br>or other Authority responsible for the aid<br>to navigation. |

3. Station Officers are to send copies of all such reports to the Admiral Commanding Reserves, and are to state whether the information has been communicated to the Hydrographer of the Navy, Admiralty, and the Lighthouse Authority concerned.

**388. Fairways to Dockyards.**—If circumstances occur which affect navigation in the fairways to, or in the vicinity of, one of H.M. Dockyards, the Superintendent of the Dockyard is also to be informed.

**2. Admiralty Buoys.**—If an Admiralty Buoy is adrift, the circumstance is to be reported direct to the Superintendent of the Dockyard which is responsible for the Buoy which has drifted, for the information of the King's Harbour Master.

**389. Additional information to be sent to Hydrographer.**—In addition to forwarding to the Hydrographer of the Navy, Admiralty, the reports enumerated in Article 387, Station Officers of Shore Signal Stations are further to report to this Officer with as little delay as possible, full information on the following heads :—

(a) Any changes that take place in the buoying of the Ports, or in beacons erected on rocks, islets, or on the land, for the purpose of navigation. In the case of the latter, when, either from want of repair or from the interposition of trees or new buildings, they become less conspicuous.

(b) The erection of Flagstaffs, piers or extension of harbour works, or of conspicuous buildings, such as churches with towers or spires, or any buildings, that are visible from seaward.

(c) Particulars of the establishment, abolition, or change of position of any Station, flag or mast attached thereto.

(d) Any unusually low or high tides with all particulars, especially the weather.

(e) Any information regarding especially good landing places not already mentioned in the Sailing Directions.

(f) Particulars of any stranded vessel or wreck in the district, whether permanent or otherwise, together with the position of such stranded vessel or wreck as accurately as possible.

In the event of a vessel being refloated the fact is also to be reported.

**NOTE.**—It is to be noted that all communications for the Hydrographer of the Navy are to be addressed to the Admiralty excepting demands or correspondence in connection with the replacement of charts or other documents supplied by the Hydrographer, which are to be addressed to the Hydrographer of the Navy, Admiralty Chart Establishment, Cricklewood, London, N.W.2.

## SECTION IV.—Meteorological.

390. The under-mentioned Stations carry out work on behalf of the Meteorological Office, Air Ministry, Kingsway, London, W.C.2, and are to carry out such orders as may be issued from time to time :—

(a) Important work, for which Stations receive remuneration :—

Beachy Head.

St. Ann's Head.

St. Catherine's Point.

(b) Minor work, for which Stations receive no remuneration :—

Cape Wrath.

391. **Storm Warning Signals.**—At Stations where the "Cautionary or Storm Warning Signals" may be established, the crew are, when requested, to afford every co-operation in working the apparatus.

2. These signals are to be worked in accordance with the information received by telegraph from the appropriate authority.

3. **Repairs to Cones.**—When any extensive repairs to a gale warning cone become necessary, application is to be made to the Meteorological Office for the supply of a new cone, and the defective one is to be returned.

Slight repairs (including the replacement of halyards) may be effected by the use of Naval Stores, demands being forwarded in the usual manner.

## SECTION V.—Work for Lloyd's.

392. **Stations performing Lloyd's Work.**—The crews of these Stations are to observe carefully any instructions received from Lloyd's. On no account is information to be given to other than the proper officials.

2. **Payments by Lloyd's.**—The following payments are made by Lloyd's to each Station where Lloyd's work is performed under the Admiralty-Lloyd's Agreement of 1903 :—

|                               | £ | s. | d. |             |
|-------------------------------|---|----|----|-------------|
| Signalling—Day work           | - | 0  | 10 | 0 per week. |
| Signalling—Day and Night work | - | 1  | 0  | 0 " "       |
| Telegraphy—Day work           | - | 0  | 7  | 0 " "       |
| Telegraphy—Day and Night work | - | 0  | 14 | 0 " "       |

3. The above allowances are to be shared as follows amongst those who do the work :—

*Signalling work.*—Two shares to the Officer or Petty Officer in Charge of the Station, and one share to each of the crew.

*Telegraphic work.*—One share to each operator.

4. **Special night watch at certain Stations.**—Special arrangements are to be made when required at certain of these Stations for a night watch to be kept for the purpose of reporting special

vessels. Lloyd's will telegraph direct to the station concerned whenever they wish such watch to be maintained, and will pay a special remuneration of 2s. 6d. to the crew for each night during which watch is kept.

5. **Distant Signals.**—At any of these Stations where distant signals are required to be made, the apparatus will be supplied by Lloyd's, if necessary.

Distant signals can, however, generally be extemporised by the method described in the International Code of Signals.

393. **Use of Telephones by Lloyd's.**—In cases of casualties, Lloyd's Agents may be allowed reasonable use of the telephones at Stations, when the telegraph office is closed, or if there is no telegraph office near, provided the work entailed in no way interferes with the other duties of the Station.

Such use of the telephone is, however, to be restricted to Lloyd's Agents.

#### SECTION VI.—Work for General Post Office.

394. **Assistance rendered to Post Office Wireless Telegraph Stations.**—The crews of neighbouring Stations may be permitted to render assistance in the maintenance of the masts and rigging, &c., to the officials of Post Office W/T Stations when necessary, provided the ordinary duties of the crews are not interfered with.

395. **Telegraph business transacted for the public.**—At Stations *where there is no Postal Telegraph Office in the vicinity*, Stations are to transact telegraph business under the following arrangements :—

(a) Emergency telegrams relating to casualties to vessels, protection of life and property, &c., may be accepted for transmission. Similar messages may also be received at Stations and delivered to the addressee at the scene of the casualty or as required.

(b) At certain Stations, messages other than those in (a) may be sent and received for private individuals on the distinct understanding that men are not in any way diverted from their ordinary duties, and they are not to be employed in delivering them away from the Station. Persons sending a telegram to which a reply is expected, must themselves arrange for its delivery.

2. At Stations where, with Admiralty approval, ordinary telegraph business for the public is transacted, the Post Office supply a board to be exhibited outside the Station with the following notice thereon :—

"Public telegrams may be handed in at this Station."

3. The Post Office will pay a commission of one penny on each message sent or received, except where special rates have been arranged.

4. Payment for messages will be at the ordinary Inland Rate, and late fees will be chargeable after the usual hours of business.



## CHAPTER XXII.

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### ATTENDANCE AT CIVIL COURTS, INQUESTS, ETC.

**396. Attendance at Civil Courts.**—Summonses to attend at the Civil Courts are to be acted on by the Station Officer, and the fact of a summons having been served on any rating serving in the Shore Signal or Wireless Services is to be reported to the Admiral Commanding Reserves.

**2. Applications for Evidence.**—Station Officers and men are not to comply with any request made by civilians to furnish information as to occurrences on any particular occasion, or as to what evidence they could give on any matter, unless the approval of the Admiral Commanding Reserves, which is to be asked for without delay, is first obtained.

**397. Production of Permanent Journals, &c., in Courts of Law.**—Requests received by Station Officers for the production of Permanent Journals, Signal or Telephone Logs, &c., as evidence in Courts of Law are to be submitted to the Admiral Commanding Reserves for instructions.

**2.** The Admiral Commanding Reserves may, unless he considers their production might be prejudicial to the Public Service, authorise their production, or in cases where the production of the original documents would cause inconvenience, he may authorise the production of an extract or copy certified by the Station Officer.

**3.** Wireless Logs or Books are not to be produced, but certified extracts therefrom may be furnished in special cases under the conditions laid down in paragraphs 1 and 2 above. This does not apply to extracts from messages sent in cypher, or confidential code, copies of which should in no circumstances be produced.

**398. Evidence at Inquests, &c.**—Whenever men are required to give evidence at inquests, or at any investigation where their duties are likely to be concerned, the Station Officer is to attend and is himself to reply to any Service question, or any question which, in his opinion, the witness under examination is not properly qualified to answer.

**399. Civil Courts.**—Should a rating be brought up as an offender in a Civil Court, the Station Officer should attend under King's Regulations and Admiralty Instructions, Article 598, Clause 2, and furnish a report on the case to the Admiral Commanding Reserves.

**400. Juries, &c.**—Officers exempt from serving on.—Officers of H.M. Navy on full pay are exempt from service on juries or inquests by the Juries Act (33 and 34 Vict. cap. 77), but if any such officer be summoned, he should, if the nature of his duty



admit of it, but not otherwise, attend according to the summons, and claim his exemption.

2. If a rating be summoned to serve on a jury or inquest, an official letter is to be written to the summoning officer stating that the attendance of the individual summoned would cause inconvenience to the public service, and requesting that he may be relieved from attending.

**401. Arrangements for Inquests.**—When it may be necessary to hold an inquest touching the death of any officer or man in the Shore Signal or Wireless Service, arrangements are to be made to acquaint the Coroner within whose jurisdiction the Station 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.

**2. Legal Aid.**—In order that the Admiralty may, if possible, be legally represented, an acquaint is immediately to be sent :—

(a) If in England, to the local agent of the Treasury Solicitor, or if there is no local law agent, and if time permits, to the Admiralty.

(b) If in Scotland, to the legal adviser to the Admiralty in Scotland.

**3. Result of Inquest to be reported.**—The legal representative's report of the inquest, or in cases where the Admiralty was not represented, the report of the Officer who attended, is to be forwarded to the Admiral Commanding Reserves for the information of the Admiralty.

**402. Legal Proceedings.**—In the case of legal proceedings in which legal aid is required, instructions are not to be given locally. An exception is, however, made in criminal cases of such urgency as to render immediate action absolutely necessary, when 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.

In every case a report of the circumstances is to be forwarded to the Admiral Commanding Reserves for the information of the Admiralty.

2. Subject to the foregoing rules, no legal expenses are to be incurred without Admiralty approval.

## LIST OF APPENDICES.

### Appendix.

- I.—Pay and Allowances to the R.N. Shore Signal and Shore Wireless Services.
- II.—Peace complements of R.N. Shore Signal and Shore Wireless Stations.
- III.—Allowances of Stationery.
- IV.—List of Books of Reference, &c., to be kept at R.N. Shore Signal and Shore Wireless Stations.
- V.—Syllabus of examination for Chief Officer (S.S.S.) and Petty Officer (S.S.S.).
- VI.—Kits—R.N. Shore Signal Service.  
R.N. Shore Wireless Service.  
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- VII.—Claim for loss of, or damage to, furniture during removal.
- VIII.—Return of Houses.
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## APPENDIX I.

### PAY AND ALLOWANCES.

#### Part I.—Pay.

#### (A) R.N. SHORE SIGNAL SERVICE.

| †Officers.                                                    | Standard<br>Rate.  | Rate from<br>1st July,<br>1927. |
|---------------------------------------------------------------|--------------------|---------------------------------|
|                                                               | Per diem.<br>s. d. | Per diem.<br>s. d.              |
| Chief Officer (S.S.S.) on promotion                           | 14 0               | 13 2                            |
| Chief Officer (S.S.S.) after 2½ years' service<br>in the rank | 15 6               | 14 6                            |
| Chief Officer (S.S.S.) after 5 years' service in<br>the rank  | 17 0               | 16 0                            |
| Chief Officer (S.S.S.) after 10 years' service<br>in the rank | 18 6               | 17 4                            |
| Senior Chief Officer (S.S.S.)                                 | 20 0               | 18 10                           |

† See note † on following page.

| Men.                                                                                                         | Standard Rate.     | Rate for men entering the Shore Signal Service on and after 5th October, 1925. |
|--------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------|
|                                                                                                              | Per diem.<br>s. d. | Per diem.<br>s. d.                                                             |
| Signalman (S.S.S.) . . . . .                                                                                 | 6 10               | 5 10                                                                           |
| Signalman (S.S.S.) after 2½ years' service in the rating, if passed for Petty Officer (S.S.S.) . . . . .     | 7 4                | 6 4                                                                            |
| Petty Officer (S.S.S.) . . . . .                                                                             | 8 7                | 7 7                                                                            |
| Petty Officer (S.S.S.) after 2½ years' service in the rating, if passed for Chief Officer (S.S.S.) . . . . . | 9 1                | 8 1                                                                            |

NOTE (i).—These rates of pay are inclusive of Provision Allowance, and subject to an abatement in that respect if the officer or man is subsisted in Hospital.

NOTE (ii).—Time served in the Coastguard (N.F.) to be reckoned towards the qualifying periods for progressive pay in the equivalent rank or rating in the Shore Signal Service.

NOTE (iii).—The period of 2½ years' service required for increase of pay is to be reckoned as two calendar years and 182 days.

NOTE (iv).—The rates of pay of men joining the Shore Signal Service after 26th May, 1925, are subject to revision in the event of the rate of Provision Allowance for the Active Service falling below 2s. 1d. per diem.

#### (B) R.N. SHORE WIRELESS SERVICE.

| †Officers.                                                  | Standard Rate.     | Rate from 1st July, 1927. |
|-------------------------------------------------------------|--------------------|---------------------------|
|                                                             | Per diem.<br>s. d. | Per diem.<br>s. d.        |
| Chief Officer (S.W.S.) . . . . .                            | 12 0               | 11 4                      |
| Chief Officer (S.W.S.) after 3 years in the rank . . . . .  | 13 0               | 12 2                      |
| Chief Officer (S.W.S.) after 6 years in the rank . . . . .  | 14 0               | 13 2                      |
| Chief Officer (S.W.S.) after 8 years in the rank . . . . .  | 15 0               | 14 2                      |
| Chief Officer (S.W.S.) after 10 years in the rank . . . . . | 16 0               | 15 0                      |
| Chief Officer (S.W.S.) after 12 years in the rank . . . . . | 17 0               | 16 0                      |
| Senior Chief Officer (S.W.S.) . . . . .                     | 18 0               | 17 0                      |

† The rates of pay of all officers of the R.N. Shore Signal and Shore Wireless Services are subject to further revision on 1st July, 1930, and triennially thereafter in accordance with the Ministry of Labour cost-of-living index figures.

| Men.                                                  | Men who entered<br>the R.N. before<br>5th October,<br>1925. | Men who entered<br>the R.N. on or<br>after 5th October,<br>1925. |
|-------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------|
|                                                       | Per diem.<br>s. d.                                          | Per diem.<br>s. d.                                               |
| Telegraphist (S.W.S.) - - -                           | 4 6                                                         | 3 7                                                              |
| Leading Telegraphist (S.W.S.) -                       | 5 5                                                         | 4 6                                                              |
| P.O. Telegraphist (S.W.S.) -                          | 6 9                                                         | 5 9                                                              |
| P.O. Telegraphist (S.W.S.) after 4<br>years - - - - - | 7 0                                                         | 6 0                                                              |

NOTE.—Service in the Coastguard (W/T) Force under the Admiralty to be reckoned for increase of pay in the *equivalent* rank or rating in the Shore Wireless Service.

## Part II.—Allowances.

### (A) R.N. SHORE SIGNAL SERVICE.

#### Ratings.—

Ratings qualified in W/T employed at W/T Stations - 6d. per day.  
Station Signaller - - - - - 3d. per day.

#### GRATUITIES.

(i) Gratuities will be paid on discharge from the Shore Signal Service as follows:—

*Signaller (S.S.S.).*—20s. for each complete calendar month served in Grade III, Coastguard (New Force) or as Signaller (S.S.S.).

*Petty Officer (S.S.S.).*—25s. for each complete calendar month served in Grades III, and II, Coastguard (New Force), or as Signaller and Petty Officer (S.S.S.).

*Chief Officer (S.S.S.).*—The standard rate is £4 10s. for each complete calendar month served as Coastguard, Petty Officer, and Chief Officer (New Force) or as Signaller, Petty Officer and Chief Officer (S.S.S.). For officers retiring on or after 1st July, 1927, the rate is reduced by approximately 6 per cent. to £4 4s. 7d. a month. The rate is subject to further revision after 30th June, 1930.

*Senior Chief Officer (S.S.S.).*—The standard rate is £6 for each complete calendar month served as Coastguard, Petty Officer, Chief Officer and Divisional Chief Officer (New Force) or as Signaller, Petty Officer, Chief Officer and Senior Chief Officer (S.S.S.). For officers retiring on or after 1st July, 1927, the rate is reduced by approximately 6 per cent. to £5 12s. 10d. a month. The rate is subject to further revision after 30th June, 1930.

NOTE.—The discharge gratuities of Senior Chief Officers and Chief Officers will be calculated for the whole period of their service reckoning for gratuity purposes (including time served as rating), at the rate in force on the date of discharge in each case, but will in no circumstances exceed the amount payable for 15 years of service.

(ii) A fraction of a month in the aggregate period of service reckoning for gratuity will be ignored.

(iii) An officer or man discharged before reaching the age limit or completing his engagement, as the case may be, will be eligible for the gratuity already earned by service unless discharged for misconduct or at his own request, "free" or by purchase. This gratuity will be reduced at the discretion of the Admiralty in the case of an officer or man who is invalided for causes within his own control.

(iv) In the event of an officer or man's death whilst serving, the amount of the gratuity may be credited to his estate.

#### (B) R.N. SHORE WIRELESS SERVICE.

##### *Officers—*

Store allowance for Officers in charge of W/T Stores.—As laid down in King's Regulations and Admiralty Instructions, Appendix VIII.  
Provision allowance—As laid down in General Orders.

##### *Ratings—*

Good conduct badges—3d. each per day.  
Provision allowance—As laid down in General Orders.

#### (C) OFFICERS AND RATINGS OF BOTH SERVICES.

|                                                              |   |                                              |
|--------------------------------------------------------------|---|----------------------------------------------|
| House allowance                                              | - | } Under conditions laid down in Article 251. |
| Lodging allowance                                            | - |                                              |
| Lent allowance                                               | - |                                              |
| Free medical attendance.                                     |   |                                              |
| Removal expenses.—Under conditions laid down in Article 268. |   |                                              |

#### (D) RATINGS OF BOTH SERVICES.

Kit Upkeep allowance—As laid down in Admiralty Fleet Orders.  
Marriage allowance—As laid down in Article 242, and in accordance with the following scale.

**SLIDING SCALE OF MARRIAGE ALLOWANCE APPLICABLE TO RATINGS LIVING IN OFFICIAL QUARTERS WITH THEIR FAMILIES (or provided with an allowance in lieu of such quarters).**

The rate of allowance will depend upon the index figure of the cost of living and will be paid as explained hereunder.

| Ministry of Labour index figure of the cost of living, all items included (food, rent, clothing, fuel, lighting, etc.), for 1st January, in any year. |                                                           | 160          | 150          | 140          | 130          | 120          | 110          | 100          | 90         | 80         | 70         | 60         | Mini-<br>mum<br>Scale.<br>50 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|------------|------------|------------|------------------------------|
| Scale to be in force for the Financial Years as explained below.                                                                                      | Wife only . . . . .                                       | s. d.<br>2 6 | s. d.<br>2 0 | s. d.<br>1 6 | s. d.<br>1 0 | s. d.<br>1 0 | s. d.<br>0 6 | s. d.<br>0 6 | s. d.<br>— | s. d.<br>— | s. d.<br>— | s. d.<br>— | s. d.<br>—                   |
|                                                                                                                                                       | Wife and 1 child . . . . .                                | 12 0         | 11 0         | 10 6         | 10 0         | 9 6          | 8 6          | 8 0          | 7 0        | 6 6        | 6 0        | 5 6        | 5 0                          |
|                                                                                                                                                       | Wife and 2 children . . . . .                             | 17 6         | 16 6         | 15 6         | 15 0         | 14 0         | 13 6         | 13 0         | 12 0       | 11 0       | 10 0       | 9 0        | 8 0                          |
|                                                                                                                                                       | Wife and 3 children . . . . .                             | 22 6         | 21 0         | 20 0         | 19 0         | 18 0         | 16 6         | 15 6         | 14 0       | 13 0       | 12 0       | 11 0       | 10 0                         |
|                                                                                                                                                       | Wife and 4 children . . . . .                             | 26 6         | 25 6         | 23 6         | 22 0         | 21 0         | 19 0         | 17 6         | 16 0       | 15 0       | 13 6       | 12 6       | 11 0                         |
|                                                                                                                                                       | Wife and 5 children . . . . .                             | 30 6         | 29 0         | 27 0         | 25 0         | 23 6         | 21 6         | 19 6         | 18 0       | 16 6       | 15 0       | 13 6       | 12 0                         |
|                                                                                                                                                       | Wife and 6 children . . . . .                             | 34 0         | 32 0         | 30 0         | 28 0         | 26 0         | 24 0         | 21 6         | 20 0       | 18 0       | 16 0       | 14 6       | 13 0                         |
|                                                                                                                                                       | Wife and 7 children . . . . .                             | 37 6         | 35 0         | 33 0         | 31 0         | 28 6         | 26 0         | 23 6         | 21 6       | 19 0       | 17 0       | 16 6       | 14 0                         |
|                                                                                                                                                       | and                                                       | 3 0          | 3 0          | 3 0          | 3 0          | 2 6          | 2 0          | 2 0          | 1 6        | 1 0        | and        | and        | and                          |
|                                                                                                                                                       | on                                                        | on           | on           | on           | on           | on           | on           | on           | on         | on         | on         | on         | on                           |
|                                                                                                                                                       | Rates for children, including mother-<br>less children :— |              |              |              |              |              |              |              |            |            |            |            |                              |
|                                                                                                                                                       | One child . . . . .                                       | 2 6          | 2 6          | 2 0          | 2 0          | 1 6          | 1 0          | 0 6          | —          | —          | —          | —          | —                            |
|                                                                                                                                                       | Two children . . . . .                                    | 8 0          | 7 6          | 7 0          | 7 0          | 6 6          | 6 0          | 5 6          | 5 0        | 4 0        | 3 0        | 2 0        | 1 0                          |
|                                                                                                                                                       | Three children . . . . .                                  | 13 0         | 12 6         | 11 6         | 11 0         | 10 0         | 9 0          | 8 0          | 7 0        | 6 0        | 5 0        | 4 0        | 3 0                          |
|                                                                                                                                                       | Four children . . . . .                                   | 17 0         | 16 6         | 15 0         | 14 0         | 13 0         | 11 6         | 10 0         | 9 0        | 8 0        | 6 6        | 5 6        | 4 0                          |
|                                                                                                                                                       | Five children . . . . .                                   | 21 0         | 20 0         | 18 6         | 17 0         | 15 6         | 14 0         | 12 0         | 11 0       | 9 6        | 8 0        | 6 6        | 5 0                          |
|                                                                                                                                                       | Six children . . . . .                                    | 24 6         | 23 0         | 21 6         | 20 0         | 18 0         | 16 6         | 14 0         | 13 0       | 11 0       | 9 0        | 7 6        | 6 0                          |
|                                                                                                                                                       | Seven children . . . . .                                  | 28 0         | 26 0         | 24 6         | 23 0         | 20 6         | 18 6         | 16 0         | 14 6       | 12 0       | 10 0       | 8 6        | 7 0                          |
|                                                                                                                                                       | and                                                       | 3 0          | 3 0          | 3 0          | 3 0          | 2 6          | 2 0          | 2 0          | 1 6        | 1 0        | and        | and        | and                          |
|                                                                                                                                                       | on                                                        | on           | on           | on           | on           | on           | on           | on           | on         | on         | on         | on         | on                           |

The rates to be adopted for any given financial year will be those corresponding to the index figure for 1st January immediately prior to the commencement of that year concerned; 85 to 76 inclusive will be regarded as 80; 75 to 66 inclusive as 70, and so on. Changes will actually take effect as from the first marriage allowance pay day in April.

## APPENDIX II.

## PEACE COMPLEMENTS OF STATIONS.

## I.—R.N. Shore Signal Stations.

| Station.         | Duties.                     | Senior<br>Chief<br>Officer<br>or<br>Chief<br>Officer<br>(S.S.S.). | Petty<br>Officers<br>(S.S.S.). | Signal-<br>men<br>(S.S.S.). | Remarks.                                   |
|------------------|-----------------------------|-------------------------------------------------------------------|--------------------------------|-----------------------------|--------------------------------------------|
| Inchkeith        | P.W.S.S.                    | 1                                                                 | *1                             | *5                          | *Accommo-<br>dated at<br>Burnt-<br>island. |
| Dover Pier       | P.W.S.S.<br>and<br>Lloyd's. | 1                                                                 | 2                              | 6                           |                                            |
| Culver Cliff     | P.W.S.S.                    | —                                                                 | 2                              | 4                           |                                            |
| Needles          | P.W.S.S.<br>and<br>Lloyd's. | 1                                                                 | 1                              | 5                           |                                            |
| Lulworth         | P.W.S.S.                    | 1                                                                 | 1                              | 5                           |                                            |
| Grove Point      | P.W.S.S.                    | 1                                                                 | 1                              | 4                           |                                            |
| St. Ann's Head   | P.W.S.S.<br>and<br>Lloyd's. | 1                                                                 | 1                              | 4                           |                                            |
| Cape Wrath       | Lloyd's                     | 1                                                                 | —                              | 3                           |                                            |
| Dunnet Head      | "                           | 1                                                                 | 1                              | 2                           |                                            |
| St. Abb's Head   | "                           | 1                                                                 | 1                              | 3                           |                                            |
| Flamborough Head | "                           | 1                                                                 | 1                              | 4                           |                                            |
| Spurn Point      | "                           | 1                                                                 | 2                              | 6                           |                                            |
| Southend         | "                           | 1                                                                 | 1                              | 4                           |                                            |
| Dungeness        | "                           | 1                                                                 | 2                              | 6                           |                                            |
| Beachy Head      | "                           | 1                                                                 | 1                              | 4                           |                                            |
| St. Catherine's  | "                           | 1                                                                 | 1                              | 5                           |                                            |
| Prawle Point     | "                           | 1                                                                 | 1                              | 6                           |                                            |
| Lundy Island     | "                           | 1                                                                 | 1                              | 2                           |                                            |
| Penarth          | "                           | 1                                                                 | 1                              | 4                           |                                            |
| Nell's Point     | "                           | 1                                                                 | 1                              | 4                           |                                            |

## II.—R.N. Shore Wireless Stations.

| Station.            | Senior<br>Chief<br>Officer or<br>Chief<br>Officer<br>(S.W.S.). | Petty<br>Officer<br>Tel.<br>(S.W.S.). | Leading<br>Tel.<br>or Tel.<br>(S.W.S.). | Pensioner<br>Armourer<br>or<br>Electrical<br>Artificer. | Re-<br>marks. |
|---------------------|----------------------------------------------------------------|---------------------------------------|-----------------------------------------|---------------------------------------------------------|---------------|
| Aberdeen W/T .      | 1                                                              | 5                                     | 12                                      | 1                                                       |               |
| Cleethorpes W/T .   | 1                                                              | 5                                     | 11                                      | 1                                                       |               |
| Culver Cliff W/T .  | 1                                                              | 2                                     | 8                                       | —                                                       |               |
| Felixstowe W/T .    | 1                                                              | 5                                     | 20                                      | —                                                       |               |
| Flamborough D/F .   | 1                                                              | 2                                     | 8                                       | —                                                       |               |
| Ipswich W/T .       | 1                                                              | 5                                     | 8                                       | 1                                                       |               |
| Lizard D/F .        | 1                                                              | 2                                     | 8                                       | —                                                       |               |
| Pembroke W/T .      | 1                                                              | 5                                     | 8                                       | 1                                                       |               |
| Portland Bill W/T . | 1                                                              | 2                                     | 8                                       | —                                                       |               |
| Rame Head W/T .     | 1                                                              | 2                                     | 8                                       | —                                                       |               |
| Rosyth W/T .        | 1                                                              | 2                                     | 8                                       | —                                                       |               |
| Scarborough W/T .   | 1                                                              | 5                                     | 20                                      | —                                                       |               |
| Sheerness W/T .     | 1                                                              | 2                                     | 8                                       | —                                                       |               |
| Whitehall W/T .     | 3                                                              | 7                                     | 25                                      | 1                                                       |               |

## APPENDIX III.

## ALLOWANCES OF STATIONERY PER HALF YEAR.

|                                                                            | R.N. Shore<br>Signal Stations. | R.N. Shore<br>Wireless Stations. |
|----------------------------------------------------------------------------|--------------------------------|----------------------------------|
| Blotting paper . . . . .                                                   | 12 sheets                      | 12 sheets (A)                    |
| Foolscap, buff, $\frac{1}{2}$ sheets . . . . .                             | 25 sheets                      | 25 sheets                        |
| Foolscap, $\frac{1}{2}$ sheets, cream laid . . . . .                       | 100 sheets                     | 100 sheets                       |
| Carbon paper, hand-writing, semi-blue, thin, 13 in. $\times$ 8 in. . . . . | 6 sheets                       | (B)                              |
| Envelopes :—                                                               |                                |                                  |
| Economy No. 2, 9 in. by 4 in. . . . .                                      | 50                             | 50                               |
| No. 1, 10 in. by 5 in. . . . .                                             | —                              | 50                               |
| „ 5 in. by 4 in. . . . .                                                   | 50                             | 100                              |
| Labels . . . . .                                                           | 300                            | 400                              |
| Envelopes, buff :—                                                         |                                |                                  |
| 9 in. by 4 in., No. 2 . . . . .                                            | 25                             | 50                               |
| Envelopes, glazed, brown :—                                                |                                |                                  |
| 10 in. by 8 in. . . . .                                                    | 6                              | 6 (C)                            |
| Gum arabic . . . . .                                                       | $\frac{1}{2}$ lb.              | $\frac{1}{2}$ lb.                |
| India-rubber . . . . .                                                     | 1 piece                        | 3 pieces                         |
| Ink—blue-black . . . . .                                                   | 1 pint                         | 1 pint                           |
| Red . . . . .                                                              | $\frac{1}{2}$ pint             | $\frac{1}{2}$ pint               |

(A) Scarborough and Felixstowe—25 sheets.

(B) Scarborough and Felixstowe—6 sheets; Ipswich and Sheerness—12 sheets; Flamborough—24 sheets; Aberdeen and Pembroke—48 sheets; Culver Cliff, Lizard, Portland Bill, Rame Head and Rosyth—60 sheets; Cleethorpes—72 sheets.

(C) Lizard—25.



|                                      | R.N. Shore<br>Signal Stations. | R.N. Shore<br>Wireless Stations. |
|--------------------------------------|--------------------------------|----------------------------------|
| Pencils—H.B. . . . .                 | 1 doz.                         | 1½ doz. (D)                      |
| Blue . . . . .                       | 1 pencil                       | 1 pencil                         |
| Indelible . . . . .                  | 2 pencils                      | 1 doz.                           |
| Red . . . . .                        | 1 pencil                       | 1 pencil                         |
| Nibs, steel, F } . . . . .           | 1 doz.                         | 1 doz. (E)                       |
| " " M } . . . . .                    |                                |                                  |
| " " B } . . . . .                    |                                |                                  |
| Penholders . . . . .                 | 2 No.                          | 2 No.                            |
| Pins . . . . .                       | 1 packet                       | 1 packet                         |
| Gum brushes, small (spare) . . . . . | 1 No.                          | 1 No.                            |
| Slate pencils . . . . .              | 1 doz.                         | 1 doz.                           |
| Sealing wax . . . . .                | 2 sticks                       | 2 sticks.                        |

(D) Scarborough and Felixstowe—3 doz.

(E) Scarborough and Felixstowe—1½ doz.

#### APPENDIX IV.

#### LIST OF BOOKS OF REFERENCE AND INSTRUCTIONS (OTHER THAN O.U. PUBLICATIONS) TO BE KEPT AT R.N. SHORE SIGNAL AND SHORE WIRELESS STATIONS.

(To be accounted for in the Station Store Accounts.)

| Name of Book, &c.                                                                         | R.N. Shore         |                      |
|-------------------------------------------------------------------------------------------|--------------------|----------------------|
|                                                                                           | Signal<br>Station. | Wireless<br>Station. |
| King's Regulations and Admiralty Instructions .                                           | 1                  | 1                    |
| Articles of War (Book) . . . . .                                                          | 1                  | 1                    |
| Instructions for R.N. Shore Signal and Shore<br>Wireless Services . . . . .               | 1                  | 1                    |
| Uniform Regulations (Posters) . . . . .                                                   | 1                  | 1                    |
| Regulations and Instructions for Surgeons and<br>Agents . . . . .                         | 1                  | 1                    |
| Prayer and Hymn Books combined . . . . .                                                  | See Article 376.   |                      |
| Library . . . . .                                                                         |                    |                      |
| Instructions to H.M. Coastguard (Part I), 1926 .                                          | 1                  | 1                    |
| R.N. Handbook of Musketry and Pistol Practices<br>in H.M. Fleet . . . . .                 | 1                  | 1                    |
| R.N. Handbook of Field Training . . . . .                                                 | 1                  | 1                    |
| Government Telegraph Code . . . . .                                                       | 1                  | 1                    |
| Jane's Fighting Ships (old edition supplied, when<br>available) . . . . .                 | 1                  | —                    |
| Flags of the British Mercantile Marine . . . . .                                          | 1                  | —                    |
| Instructions relative to the Rocket Apparatus for<br>saving life from shipwreck . . . . . | 1                  | 1                    |
| Instructions in respect of Wreck and Salvage .                                            | 1                  | —                    |

| Name of Book, &c.                                                                                            | R.N. Shore      |                   |
|--------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
|                                                                                                              | Signal Station. | Wireless Station. |
| Wrinkles in Navigation . . . . .                                                                             | 1               | —                 |
| Sailor's Pocket Book . . . . .                                                                               | 1               | —                 |
| Manual of Seamanship, Volumes I and II . . . . .                                                             | 1               | 1                 |
| Flags of all Nations . . . . .                                                                               | 1               | —                 |
| International Code of Signals . . . . .                                                                      | 1               | —                 |
| Signal letters of British Ships, with Quarterly Supplements . . . . .                                        | 1               | —                 |
| Allied Signal Manual . . . . .                                                                               | 1               | 1                 |
| Establishment of Naval Stores for Stations . . . . .                                                         | 1               | 1                 |
| Establishment of Naval Stores for Low and Medium Power W/T Stations at Home, with Errata . . . . .           | —               | 1                 |
| Establishment of Permanent and Consumable Naval Stores for Wireless Telegraphy, with Errata . . . . .        | —               | 1                 |
| Secondary Battery Handbook . . . . .                                                                         | —               | 1                 |
| Admiralty Handbook of Wireless Telegraphy . . . . .                                                          | —               | 1                 |
| Handbook for W/T Operators working Installations licensed by H.M. Postmaster General, with Addenda . . . . . | —               | 1                 |
| Admiralty List of Wireless Signals . . . . .                                                                 | —               | 1                 |
| International List of Radiotelegraph Stations, with Supplements . . . . .                                    | —               | 1                 |
| Liste Alphabetique des Indicatif D'Appel, with Supplements . . . . .                                         | —               | 1§                |
| Signal Letters of Foreign Ships . . . . .                                                                    | 1               | —                 |
| Naval Telegraphic Addresses . . . . .                                                                        | 1               | 1                 |
| Signal Letters of Foreign War Vessels . . . . .                                                              | 1               | 1                 |

N.B.—Every W/T Station is to be in possession of the Handbooks for the Transmitting and Receiving Sets fitted.

§ D/F Stations only.

\* Supplied to certain Stations only.

## APPENDIX V.

### SYLLABUS OF EXAMINATION FOR CHIEF OFFICER (S.S.S.).

#### Part I.

|                                                                                                               | Max. Marks. | Passing Marks. |
|---------------------------------------------------------------------------------------------------------------|-------------|----------------|
| (i) <i>Drill.</i>                                                                                             |             |                |
| Ability to drill the crew with such arms as may be supplied to the Royal Naval Shore Signal Service . . . . . | 100         | 75             |
| (ii) <i>Signalling.</i>                                                                                       |             |                |
| Practical Signalling.                                                                                         |             |                |
| (a) Standard buzzer or sounder exercise . . . . .                                                             | 100         | 95             |
| (b) Semaphore.                                                                                                |             |                |
| (i) Mechanical . . . . .                                                                                      | 100         | 98             |
| (ii) Hand flags . . . . .                                                                                     | 100         | 98             |

|                                                                                                                                                                                                                                         | Max. Marks. | Passing Marks. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| (ii) <i>Signalling—cont.</i>                                                                                                                                                                                                            |             |                |
| <i>Practical Signalling—cont.</i>                                                                                                                                                                                                       |             |                |
| (c) Standard flashing exercise . . . . .                                                                                                                                                                                                | 100         | 97             |
| (d) Flag-waving . . . . .                                                                                                                                                                                                               | 100         | 96             |
| NOTE to (a), (b), (c) and (d).—Method of marking and rates of transmission are the same as those laid down for all V/S ratings in "Instructions for conducting and recording exercises carried out by Signal and Telegraphist ratings." |             |                |
| Ability to take charge of a class at practical signalling . . . . .                                                                                                                                                                     | 50          | 40             |
| (iii) <i>V/S Papers.</i>                                                                                                                                                                                                                |             |                |
| (a) Part I . . . . .                                                                                                                                                                                                                    | 200         | 150            |
| (b) Part II . . . . .                                                                                                                                                                                                                   | 200         | 150            |
| (c) Part III . . . . .                                                                                                                                                                                                                  | 200         | 150            |
| (d) Part IV. (Extra Paper) . . . . .                                                                                                                                                                                                    | 100         | 75             |
| NOTE.—The subjects to be comprised in these parts to be as laid down in the "Syllabus of Examination for V/S ratings."                                                                                                                  |             |                |
| (iv) <i>Coding and Decoding</i> . . . . .                                                                                                                                                                                               | 100         | 80             |
| NOTE.—The subjects to be as laid down in the "Syllabus of Examination for V/S Ratings."                                                                                                                                                 |             |                |
| (v) <i>Signal Material.</i>                                                                                                                                                                                                             |             |                |
| (a) Practical working of all signalling projectors and lanterns and their uses in the R.N. Shore Signal Service . . . . .                                                                                                               | 50          | 40             |
| (b) Heliograph. Thorough knowledge of instrument and practical use of same . . . . .                                                                                                                                                    | 50          | 40             |
| (c) Adjustment of buzzers or sounders and maintenance of buzzer or sounder circuits . . . . .                                                                                                                                           | 25          | 20             |
| (vi) <i>Oral. Questions on—</i>                                                                                                                                                                                                         |             |                |
| (a) Knowledge of the arrangement of the 2, 3 and 4 Flag signals in the Fleet Code and the principal notes to same (25) . . . . .                                                                                                        | 145         | 120            |
| (b) Knowledge of Table of Alarm signals (15) . . . . .                                                                                                                                                                                  |             |                |
| (c) General knowledge of the use of the various signal books and publications supplied to the R.N. Shore Signal Service (25) . . . . .                                                                                                  |             |                |
| (d) Regulations for preventing collisions at sea (30) . . . . .                                                                                                                                                                         |             |                |
| (e) Lights, buoys and beacons, special navigation lights and signals (25) . . . . .                                                                                                                                                     |             |                |
| (f) Recognition of British and Foreign war vessels (25) . . . . .                                                                                                                                                                       |             |                |

## Part II.

|                                                                                                                                                                                                                                | Marks. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| (a) General knowledge of the duties of the R.N. Shore Signal Service, including acquaintance with all Orders and Instructions for the R.N. Shore Signal Service, Intelligence organisation, and Lloyd's requirements . . . . . | 50     |
| (b) Ability to keep station journals, logs, store accounts, &c. . . . .                                                                                                                                                        | 30     |
| (c) Local pilotage, tides and currents at present and former stations . . . . .                                                                                                                                                | 40     |
| (d) Local weather conditions, use of barometer and thermometer, description of clouds, Beaufort scale . . . . .                                                                                                                | 30     |
| (e) Abbreviations and symbols used in Admiralty charts, laying off courses and bearings on a chart . . . . .                                                                                                                   | 40     |

|                                                                                                                                             | Marks .    |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------|
| (f) Ability to ascertain approximately the state of the tide and depth of water at any time, marking of and use of the lead-line . . . . .  | 40         |
| (g) Fixing positions of ships and objects by an observer on chart by such means as are available in the R.N. Shore Signal Service . . . . . | 30         |
| (h) Boat work, including launching and beaching of boats, local craft and landing places . . . . .                                          | 40         |
| (i) Working of life-saving apparatus . . . . .                                                                                              | 30         |
| (j) Regulations for preventing collisions at sea . . . . .                                                                                  | 40         |
| (k) Regulations for wreck and salvage . . . . .                                                                                             | 30         |
| Total . . . . .                                                                                                                             | 400 marks. |

A total of 300 or more marks, and not less than 50 per cent. of the marks for each subject, must be obtained to pass in Part II of the examination.

### SYLLABUS OF EXAMINATION FOR PETTY OFFICER (S.S.S.).

#### Part I.

|                                                                                                                                                                                                          | Max. Marks. | Passing Marks. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| (i) <i>Drill.</i>                                                                                                                                                                                        |             |                |
| Ability to drill the crew with such arms as may be supplied to the R.N. Shore Signal Service . . . . .                                                                                                   | 100         | 75             |
| (ii) <i>Signalling.</i>                                                                                                                                                                                  |             |                |
| Practical Signalling—                                                                                                                                                                                    |             |                |
| (a) Standard buzzer or sounder exercise . . . . .                                                                                                                                                        | 100         | 90             |
| (b) Semaphore (mechanical) . . . . .                                                                                                                                                                     | 100         | 98             |
| (c) Semaphore (hand flags) . . . . .                                                                                                                                                                     | 100         | 98             |
| (d) Standard flashing exercise . . . . .                                                                                                                                                                 | 100         | 97             |
| (e) Flag waving . . . . .                                                                                                                                                                                | 100         | 96             |
| (f) Sounder or buzzer transmitting . . . . .                                                                                                                                                             | 100         | 98             |
| NOTE to (a), (b), (c), (d) and (e).—                                                                                                                                                                     |             |                |
| Method of marking and rates of transmission are the same as those laid down for all V/S ratings in "Instructions for conducting and recording exercises carried out by Signal and Telegraphist Ratings." |             |                |
| (iii) <i>V/S Papers.</i>                                                                                                                                                                                 |             |                |
| (a) Part I . . . . .                                                                                                                                                                                     | 200         | 150            |
| (b) Part II . . . . .                                                                                                                                                                                    | 200         | 150            |
| (c) Part III . . . . .                                                                                                                                                                                   | 200         | 150            |
| (d) Part IV. (Extra Paper) . . . . .                                                                                                                                                                     | 100         | 75             |
| NOTE.—The subjects to be comprised in these parts are to be as laid down in the "Syllabus of Examination for V/S Ratings."                                                                               |             |                |
| (iv) <i>Coding and Decoding</i> . . . . .                                                                                                                                                                | 100         | 80             |
| NOTE.—The subjects to be as laid down in the "Syllabus of Examination for V/S Ratings."                                                                                                                  |             |                |
| (v) <i>Signal Material.</i>                                                                                                                                                                              |             |                |
| (a) Practical working of all signalling projectors and lanterns and their uses in the R.N. Shore Signal Service . . . . .                                                                                | 50          | 40             |
| (b) Heliograph—knowledge of instrument . . . . .                                                                                                                                                         | 50          | 40             |
| (c) Adjustment of buzzer or sounder and maintenance of circuits . . . . .                                                                                                                                | 25          | 20             |

Max. Passing  
Marks. Marks.

## (vi) Oral—questions on—

- (a) Knowledge of Table of Alarm signals (15) -
- (b) General knowledge of the use of the various signal books and publications supplied to the R.N. Shore Signal Service (25) -
- (c) Regulations for preventing collisions at sea (30) -
- (d) Lights, buoys, beacons, special navigation lights and signals (25) -
- (e) Recognition of British and Foreign war vessels (25) -
- (f) Intelligence organisation (20) -
- (g) Knowledge of the arrangement of the 2, 3 and 4 Flag signals in the various signal books and principal notes on same (35) -

175 145

## Part II.

The Syllabus will be the same as for the examination for Chief Officer (S.S.S.), but the questions, &c., will be less advanced.

## APPENDIX VI.

## KIT FOR RATINGS OF THE SHORE SIGNAL SERVICE.

- |                                                                                    |                                              |
|------------------------------------------------------------------------------------|----------------------------------------------|
| 1 jacket, cloth, double-breasted.                                                  | 2 cap covers, marcelline.                    |
| (Badges—Pattern 259 for Petty Officers and pattern 260 for Signalmen).             | 2 summer vests } or 3 flannels.              |
| 1 waistcoat, cloth.                                                                | 2 winter vests                               |
| 1 pair trousers, cloth.                                                            | 2 pairs drawers.                             |
| 1 jacket, serge, single-breasted.                                                  | 4 white shirts.                              |
| (Badges—Pattern 259a for Petty Officers and pattern 260a for Signalmen).           | 8 white collars.                             |
| 1 waistcoat, serge.                                                                | 2 neckties, silk.                            |
| 1 pair trousers, serge.                                                            | 2 pairs socks or stockings.                  |
| 2 cloth caps. (Badges—Pattern 49 for Petty Officers and pattern 52 for Signalmen). | 2 pairs half-boots.                          |
|                                                                                    | 1 pair braces.                               |
|                                                                                    | 1 blue overall suit.                         |
|                                                                                    | 1 waterproof coat (blue mackintosh pattern). |
|                                                                                    | 1 overcoat (optional).                       |

New entries in the Shore Signal Service will be provided with a gratuitous initial issue of such articles of kit as are not included in the class of uniform applicable to the rating last served in prior to entry.

## KIT FOR RATINGS OF THE SHORE WIRELESS SERVICE.

Men dressed as Seamen (Class II Uniform).

## COMPULSORY KIT.

- |                                 |                         |
|---------------------------------|-------------------------|
| 1 serge jumper, with cuffs.     | 2 pairs half-boots.     |
| 2 serge jumpers, without cuffs. | 3 flannels.             |
| 3 pairs trousers, serge.        | 1 jersey.               |
| 2 working jumpers, duck.        | 2 knife lanyards.       |
| 2 pairs trousers, duck.         | 1 soap bag.             |
| 1 blue overall suit.            | 1 horn comb.            |
| 3 blue jean collars.            | 1 hair brush.           |
| 2 blue cloth caps.              | 1 tooth brush.          |
| 1 white duck cap.               | 1 clothes brush.        |
| 1 cap box.                      | 1 blacking boot brush.  |
| 2 cap ribbons.                  | 1 hard boot brush.      |
| 2 black silk handkerchiefs.     | 1 polishing boot brush. |
| 2 pairs socks or stockings.     | 1 type.                 |

- 1 ditty box.
- 24 clothes stops.
- 2 pairs drawers.

- 2 towels.
- 1 waistbelt.
- 1 waterproof coat (oilskin pattern).

#### OPTIONAL KIT.

- |                                      |                                                                                                                    |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 1 overcoat, black horn buttons.      | 1 knife.                                                                                                           |
| 1 pair waterproof leggings.          | 1 pair black leather gaiters (for wear on leave only).                                                             |
| 1 sou'wester.                        | 1 suit case (of Service pattern, for use only whilst employed in Shore Establishments where stowage is available). |
| 1 pair black leather shoes.          | 1 pair brown leather gloves or gauntlets (for wear only when motoring, motor-cycling or bicycling).                |
| 1 pair brown canvas shoes.           | 1 plain white scarf (for wear with overcoat or waterproof coat).                                                   |
| 2 check shirts.                      |                                                                                                                    |
| 1 pair gloves or mitts.              |                                                                                                                    |
| 6 pocket handkerchiefs, white cotton |                                                                                                                    |
| 1 shaving brush.                     |                                                                                                                    |
| 1 razor or 1 pair scissors.          |                                                                                                                    |
| 1 comforter.                         |                                                                                                                    |
| 2 cholera belts.                     |                                                                                                                    |
| 1 cap cover.                         |                                                                                                                    |
| 1 house-wife.                        |                                                                                                                    |

#### Men dressed as Petty Officers (Class III Uniform).

##### COMPULSORY KIT.

- |                                   |                                              |
|-----------------------------------|----------------------------------------------|
| 1 jacket, cloth, double-breasted. | 2 towels.                                    |
| 1 waistcoat, cloth.               | 1 type.                                      |
| 1 pair trousers, cloth.           | 1 soap bag.                                  |
| 1 jacket, serge, single-breasted. | 1 horn comb.                                 |
| 1 waistcoat, serge.               | 1 hair brush.                                |
| 2 pairs trousers, serge.          | 1 tooth brush.                               |
| 2 cloth caps.                     | 1 clothes brush.                             |
| 3 cap covers, marcelline.         | 1 blacking boot brush.                       |
| 2 summer vests                    | 1 hard boot brush.                           |
| 2 winter vests                    | 1 polishing boot brush.                      |
| 2 pairs drawers.                  | 1 ditty box.                                 |
| 5 white shirts.                   | 24 clothes stops.                            |
| 12 white collars.                 | 1 pair braces.                               |
| 3 neckties, silk.                 | 1 waterproof coat (blue mackintosh pattern). |
| 2 pairs socks or stockings.       |                                              |
| 2 pairs half-boots.               |                                              |

##### OPTIONAL KIT.

- |                                  |                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------|
| 1 jacket, tartan.                | 6 pocket handkerchiefs, white cotton.                                                               |
| 1 waistcoat, tartan.             | 1 shaving brush.                                                                                    |
| 1 pair trousers, tartan.         | 1 razor or 1 pair scissors.                                                                         |
| 1 jacket, diagonal serge.        | 1 cap box.                                                                                          |
| 1 waistcoat, diagonal serge.     | 1 comforter.                                                                                        |
| 1 pair trousers, diagonal serge. | 2 cholera belts.                                                                                    |
| 1 overcoat, gilt buttons.        | 1 pair black leather gaiters (for wear on leave only).                                              |
| 2 check shirts.                  | 1 suit case.                                                                                        |
| 4 check collars.                 | 1 pair brown leather gloves or gauntlets (for wear only when motoring, motor-cycling or bicycling). |
| 1 pair waterproof leggings.      | 1 plain white scarf (for wear with overcoat or waterproof coat).                                    |
| 1 sou'wester.                    |                                                                                                     |
| 1 blue overall suit.             |                                                                                                     |
| 1 pair black leather shoes.      |                                                                                                     |
| 1 pair brown canvas shoes.       |                                                                                                     |
| 1 pair gloves or mitts.          |                                                                                                     |

The diagonal serge suit or tartan suit may be worn as an alternative to the blue cloth suit included in the compulsory kit, except that the cloth suit is always to be worn with No. 1 dress, and on occasions of ceremony, inspections, &c. The diagonal serge suit or tartan suit may also be worn on leave, unless otherwise ordered.

Ratings of the Shore Wireless Service are to retain their regulation Active Service kits, including bedding, as reversion to the Active Service is a contingent liability of their service.

## KIT FOR PENSIONER ARMOURERS AND ELECTRICAL ARTIFICERS.

1 long jacket, serge.  
1 pair trousers, serge.  
1 waistcoat, serge.  
2 flannels.  
2 white shirts.  
6 white collars,

2 check shirts.  
2 neckties, silk.  
2 cloth caps.  
1 cap cover, marcellino.  
1 pair half-boots.  
2 pairs socks.

## APPENDIX VII.

**CLAIM FOR LOSS OF, OR DAMAGE TO, FURNITURE  
DURING REMOVAL.**

R.N. Shore Signal or W/T Station.....  
Date.....

Name and {rank  
rating } of Claimant.....

Removal from..... to.....

D. 80 No. and date of.....By whom issued.....

(Copy marked "To be retained by consignee" attached.)

Weight of furniture conveyed.....

Authority for removal.....

Route by which furniture was despatched.....

Date despatched.....Date delivered.....

Whether damage or loss was pointed out to carrier (state name) at time of delivery; if so, by whom.....

Nature of receipt given and by whom.....

Has a formal claim been lodged with local railway authorities within three days of delivery? If not, state reason.....

**Detailed statement of claim is submitted herewith.**

Officer in Charge.....

Date.....

### DETAILED STATEMENT OF CLAIM.

| Articles<br>lost or<br>damaged. | Extent<br>of<br>damage. | How<br>packed. | Estimated cost of repair or<br>replacement. |                                          |                                                                          | Re-<br>marks. |
|---------------------------------|-------------------------|----------------|---------------------------------------------|------------------------------------------|--------------------------------------------------------------------------|---------------|
|                                 |                         |                | Claim-<br>ant's<br>Stato-<br>ment.          | Station<br>Officer's<br>assess-<br>ment. | Local<br>tradesman's<br>estimate.<br>(Estimate to<br>to be<br>attached.) |               |
|                                 |                         |                |                                             |                                          |                                                                          |               |

I hereby certify that the above is a true statement of articles lost or damaged during my removal on Admiralty service.

I have enquired into this claim and consider that the amount assessed above by me is fair and reasonable. In my opinion the furniture and effects were  
 \*(properly)  
 (not properly)

packed.

Name and rating.....

.....  
 Officer in Charge.

\* Strike out which not required, and if effects not properly packed, give reason.

**FORMAL CLAIM AGAINST RAILWAY AUTHORITIES.**

R.N. Shore Signal or W/T Station.....

Date.....

Dear Sir,

The following articles were found to be \*damaged/missing on the packages being opened out, and you are requested to note this letter as a formal claim within the meaning of the Railway Companies' General Conditions for \*damage/loss during transit.

2. The amount involved will be advised to the head office of the Company by the Accountant General of the Navy on the receipt of more detailed information.

3. Please acknowledge receipt.

**PARTICULARS OF CLAIM.**

| Articles. | Description of package. | Date of delivery. | Name and Address of Consignor. | Missing or damaged. |
|-----------|-------------------------|-------------------|--------------------------------|---------------------|
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |
|           |                         |                   |                                |                     |

To Goods Agent,

.....Station.

.....  
 Officer in Charge.

\* Delete words not required.



**APPENDIX VIII.****RETURN OF HOUSES.**

Station .....

Date .....

(I) Occupied by officers and ratings of the R.N. Shore Signal and  
Shore Wireless Services.

| No.   | Name. | Rank or Rating. | Remarks. |
|-------|-------|-----------------|----------|
| _____ | _____ | _____           | _____    |

(II) Occupied by Civilians.

| No.   | Name. | Remarks. |
|-------|-------|----------|
| _____ | _____ | _____    |

(III) Unoccupied.

| No.   | Remarks. |
|-------|----------|
| _____ | _____    |

(If required for a relief, or if already allocated, the fact is to be stated.)

.....

Officer-in-Charge.

The Admiral Commanding Reserves.

**APPENDIX IX.****RENTS COLLECTED.**

Station .....

Date .....

| Folio in<br>Paymaster's<br>Ledger. | Name of<br>tenant. | Description<br>of<br>Property. | Period. |    | Amount<br>for-<br>warded. |    |    | Remarks. |
|------------------------------------|--------------------|--------------------------------|---------|----|---------------------------|----|----|----------|
|                                    |                    |                                | From    | To | £                         | s. | d. |          |
|                                    |                    |                                |         |    |                           |    |    |          |

The total sum of £      s.      d. is forwarded herewith.

.....

Officer in Charge.

The Accountant Officer,  
 Naval Reserves,  
 R.N. Barracks,  
 Chatham.

## APPENDIX X.

RETURN OF ELECTRICAL ENERGY SUPPLIED DURING THE  
MONTH OF

Station .....

Date .....

| Meter<br>No.                    | Meter Readings.              |                                 | Consumption<br>in Units. | Cost<br>per<br>Unit. | Charges. |    |    |
|---------------------------------|------------------------------|---------------------------------|--------------------------|----------------------|----------|----|----|
|                                 | 1st day of<br>last<br>month. | 1st day of<br>present<br>month. |                          |                      | £        | s. | d. |
|                                 |                              |                                 | Power -                  |                      |          |    |    |
|                                 |                              |                                 | Heat -                   |                      |          |    |    |
|                                 |                              |                                 | Light -                  |                      |          |    |    |
| Add proportionate charges for—  |                              |                                 |                          |                      |          |    |    |
| Meter rent                      |                              |                                 |                          |                      |          |    |    |
| Maintenance of Transformers     |                              |                                 |                          |                      |          |    |    |
| Maintenance of Cables           |                              |                                 |                          |                      |          |    |    |
| Maintenance of Switchgear, etc. |                              |                                 |                          |                      |          |    |    |
| Total Charges                   |                              |                                 |                          |                      |          |    |    |

Energy supplied by.....

I hereby certify that the meter readings as shown were taken in  
my presence and that the charges set forth are correct.

.....

Officer in Charge.

The Admiral Commanding Reserves,  
58, Victoria Street,  
London, S.W. 1.

(Included in Station main motor reading for light.)

**The Admiral Commanding Reserves,  
58, Victoria Street,  
London, S.W. 1.**

## APPENDIX XII.

RETURN OF TELEPHONE CALLS MADE ON OTHER THAN ADMIRALTY SERVICE DURING THE QUARTER  
ENDED

**R.N. Shore Signal Station.....**

Date.....

| Department, &c. | Number of calls. |        | Cost of each call. | Total cost of calls. |             | Whether cost has been recovered by<br>(a) G.P.O., or<br>(b) Signal Station. | Remarks. |
|-----------------|------------------|--------|--------------------|----------------------|-------------|-----------------------------------------------------------------------------|----------|
|                 | Trunk.           | Local. |                    | Trunk.               | Local.      |                                                                             |          |
|                 |                  |        |                    | £   s.   d.          | £   s.   d. |                                                                             |          |

**The Admiral Commanding Reserves,  
58, Victoria Street, London, S.W.1.**

.....  
Officer-in-Charge.

## APPENDIX XIII.

LIST OF RETURNS, &c., TO BE RENDERED BY SHORE SIGNAL  
AND SHORE WIRELESS STATIONS.

| No. of Form.                 | Date due.                   | Description.                                                            | Authority.                | To whom.                              |
|------------------------------|-----------------------------|-------------------------------------------------------------------------|---------------------------|---------------------------------------|
| <b>WEEKLY RETURNS.</b>       |                             |                                                                         |                           |                                       |
| C. 6                         | Monday                      | Alterations in Shore Signal and Shore Wireless Services.                | Art. 238, para. 10.       | A.O.N.R.                              |
| C. 14                        | Monday                      | Report of D/F bearings given                                            | Art. 159(j)               | A.C.R.                                |
| <b>HALF-MONTHLY RETURNS.</b> |                             |                                                                         |                           |                                       |
| S. 542a                      | 1st and 15th of each month. | Return of officers and men authorised to travel on public service.      | Art. 283                  | A.C.R.                                |
| <b>FOUR-WEEKLY RETURNS.</b>  |                             |                                                                         |                           |                                       |
| M.S.                         | Four-weekly.                | Return of bearings signalled to ships during preceding four weeks.      | Art. 150(e)               | A.C.R.                                |
| <b>MONTHLY RETURNS.</b>      |                             |                                                                         |                           |                                       |
| C. 59                        | 1st day of month.           | Station Journal -                                                       | Art. 185                  | A.C.R.                                |
| M.S.<br>(App. X)             | 1st day of month.           | Return of consumption of electricity.                                   | Art. 132, paras. 1 and 3. | A.C.R.                                |
| M.S.                         | 1st day of month.           | Return of leave granted                                                 | Art. 59                   | A.C.R.                                |
| M.S.<br>(App. XI)            | 1st day of month.           | Return of electrical energy supplied to official quarters for lighting. | Art. 132, para. 2.        | A.C.R.                                |
| S. 536A                      | 1st day of month.           | Abstract of Private Radio telegrams received.                           | Art. 162                  | Accountant General<br>(Branch C.F.1). |
| S. 1326                      | 1st day of month.           | Return of D/F bearings given to Merchant Vessels.                       | Art. 160, para. 3.        | Accountant General<br>(Branch C.F.1). |
| S. 1334                      | do.                         | Summary of D/F bearings given to Merchant Vessels.                      | do.                       | do.                                   |
| <b>QUARTERLY RETURNS.</b>    |                             |                                                                         |                           |                                       |
| C. 35                        | 1st day of quarter.         | Contingent Account -                                                    | Art. 122                  | A.O.N.R.                              |
| C. 51                        | do.                         | Unoccupied Buildings                                                    | Art. 307                  | A.C.R.                                |
| C. 59A                       | do.                         | Quarterly Journal                                                       | Art. 186                  | A.C.R.                                |
| C. 96                        | As shown in Article quoted. | Demands for Clothing                                                    | Art. 88                   | Victualling Yard.                     |
| M.S.<br>(App. VIII)          | 1st day of quarter.         | Return of Houses                                                        | Art. 308                  | A.C.R.                                |

| No. of Form.                | Date due.                                       | Description.                                                                                                   | Authority.         | To whom.                                                        |
|-----------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------|
| M.S. (App.XII)              | 1st day of quarter.                             | Return of Telephone Calls made on other than Admiralty Service.                                                | Art. 200           | A.C.R.                                                          |
| M.S.                        | March, June, September and December.            | Return of Private Telephone Calls passed over Official Circuits.                                               | Art. 199           | A.O.N.R.                                                        |
| C. 157                      | 1st day of quarter.                             | Water supplied by meter -                                                                                      | Art. 316           | Civil Engineer-in-Chief (duplicate copy to A.O.N.R.).           |
| M.S.                        | do.                                             | Certificate that Articles of War have been read during Quarter.                                                | Art. 37            | A.C.R.                                                          |
| M.S.                        | Last day of quarter.                            | Certificate that Pensioner Armourer or Electrical Artificer has been clothed in proper uniform during quarter. | Art. 11(g)(i)      | A.O.N.R.                                                        |
| S. 1328D                    | 4th week in February, May, August and November. | Demand for Postage Stamps                                                                                      | Art. 202           | A.O.N.R.                                                        |
| HALF-YEARLY RETURNS.        |                                                 |                                                                                                                |                    |                                                                 |
| D. 2 (S. 1810)              | 1st March and 1st September.                    | Stationery Demand -                                                                                            | Art. 375, para. 2. | Keeper of Stationery and Printing, Admiralty.                   |
| YEARLY RETURNS.             |                                                 |                                                                                                                |                    |                                                                 |
| C. 1                        | 1st January                                     | Demand for Forms -                                                                                             | Art. 374           | Superintendent, R.N. Store Depot, West India Docks.             |
| C. 89                       | 1st January                                     | Report on War Signal Stations (in duplicate).                                                                  | —                  | A.C.R. (duplicate to appropriate Staff Officer (Intelligence)). |
| M.S. C. 10 C. 10a           | 1st January Not later than 1st March.           | Application for School grants Annual demand for Stores -                                                       | Art. 280 Art. 345  | A.C.R. As directed in Art. 345.                                 |
| S. 1403 (O. 15).            | 1st April                                       | Demands for Ammunition -                                                                                       | Art. 366, para. 3. | Armament Supply Officer.                                        |
| M.S.                        | 1st May                                         | Proposals for Minor New Works or Alterations.                                                                  | Art. 301           | As directed in Art. 301.                                        |
| M.S.                        | 1st September.                                  | Estimate of Naval Armament Stores required for ensuing year.                                                   | Art. 369           | Armament Supply Officer.                                        |
| C. 49, 3, 3a, 3b, 3c and 4. | On or before 1st May                            | Repairs required to buildings.                                                                                 | Art. 306           | District Officer-in-Charge of Works.                            |

| No. of Form.               | Date due.                       | Description.                                                                    | Authority.                       | To whom.                                                |
|----------------------------|---------------------------------|---------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------|
| S. 563                     | 1st November                    | Sources of supply, coal, fresh provisions and water.                            | Art. 127                         | Staff Officer (Intelligence). A.C.R.                    |
| S. 300(b)                  | On completion of annual firing. | Return of Pistol Practice -                                                     | Art. 171, para. 4.               |                                                         |
| S. 537                     | 1st September.                  | Name and address of a rating's nearest known relative or friend.                | Art. 1701, clause 2, K.R. & A.I. | A.O.N.R.                                                |
| <b>BIENNIAL RETURNS.</b>   |                                 |                                                                                 |                                  |                                                         |
| C. 7                       | —                               | Store Account - - -                                                             | Art. 351                         | As directed in Art. 351.                                |
| C. 152                     | —                               | Naval Armament Store Account.                                                   | Art. 368                         | Chief Superintendent of Armament Supply.                |
| <b>OCCASIONAL RETURNS.</b> |                                 |                                                                                 |                                  |                                                         |
| C.G. 15                    | As requisite.                   | Report of shipping casualty                                                     | Art. 385                         | A.C.R.                                                  |
| C. 8                       | As requisite.                   | Officers and men over 14 days on sick list.                                     | Art. 210                         | A.C.R.                                                  |
| S. 134d                    | As requisite.                   | Casual demands - - -                                                            | Art. 346                         | As directed in Art. 346.                                |
| C. 15                      | As requisite.                   | Travelling expenses and subsistence claim.                                      | Art. 282                         | A.O.N.R.                                                |
| C. 23                      | As requisite.                   | Station Inspection Report -                                                     | Art. 31, paras. 2(a) and 4.      | A.C.R.                                                  |
| C. 23a                     | As requisite.                   | Accommodation Return -                                                          | Art. 31, paras. 2(a) and 5.      | A.C.R.                                                  |
| C. 36                      | As requisite.                   | Voucher for payment of rent                                                     | Art. 125, para. 2.               | A.O.N.R.                                                |
| C. 50                      | As requisite.                   | Application to receive a visitor.                                               | Art. 70                          | A.C.R.                                                  |
| C.G. 33                    | As requisite.                   | Report of encroachment, &c., on foreshore.                                      | Art. 384                         | A.C.R. (for transmission to Secretary, Board of Trade). |
| C. 161                     | As requisite.                   | Form to be used in connection with removal of ratings.                          | Art. 12, para. 4.                | Station Officer (for retention). A.C.R.                 |
| C. 163                     | As requisite.                   | Report on damage to fishing gear by H.M. Ships.                                 | Art. 174                         |                                                         |
| M.S. (App.VII)             | As requisite.                   | Claim in respect of damage to and loss of furniture and effects during removal. | Art. 272                         | A.C.R.                                                  |
| M.S. (App. IX)             | As requisite.                   | Rents collected - - -                                                           | Art. 125                         | A.O.N.R.                                                |
| M.S.                       | As requisite.                   | Changes in families of personnel.                                               | Art. 130                         | A.C.R.                                                  |
| S. 1121                    | As requisite.                   | Report of death - - -                                                           | Art. 224                         | Admiralty (duplicate copy to A.C.R.).                   |

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