

CHAPTER XIV

MESSING, CABINS, AND CANTEENS

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SECTION I.—MESSING—OFFICERS

611. Designation of Messes.—Messes shall be designated as ward-room, gun-room, and warrant officers' messes respectively.

2. Ward-Room Officers.—The following are ward-room officers, except as otherwise provided for in Article 1681:—

Commanders when not in command, or when in command of a patrol boat, gunboat or submarine, or of a destroyer or minesweeper, in which space and furniture do not permit of a separate mess for the commanding officer.

Lieutenant-Commanders.

Lieutenants.

Sub-Lieutenants (not Cadet entry).

Medical and Dental Officers.

Engineer Captains.

Engineer Commanders. Commanders (E).

Engineer Lieutenant-Commanders. Lieutenant-Commanders (E).

Lieutenants (E).

Sub-Lieutenants (E) (not Cadet Entry).

Chaplains.

Instructor Officers.

Royal Marine Officers of or above the rank of Lieutenant.

Paymaster Captains.

Paymaster Commanders.

Paymaster Lieutenant-Commanders.

Paymaster Lieutenants.

Secretaries not otherwise provided for.

Officers from warrant rank of the rank or relative rank of Lieutenant, Lieutenant-Commander or Commander not in command.

3. With the exception of Flag Captains, Captains are to keep a separate table.

Commanders in command of destroyers or mine-sweepers in which space and furniture permit may, if desired, mess in their own apartments.

Except as provided above, Commanders in command of ships other than patrol boats, gunboats and submarines are to keep a separate table, unless special Admiralty authority is given for them to mess with the officers.

612. President of the Mess and Mess Committee.—Each mess is to be regulated by a mess committee of three or four members, of which the senior Executive officer borne for ship's duties shall be the president. The president of the mess committee shall also be president of the mess. Other members of the committee shall be elected. If the mess should fail to elect a committee, the senior Executive officer borne for ship's duties, and the senior officers of the non-Executive departments shall be the committee, and shall be responsible for the proper management of the mess.

2. Duties.—The internal economy of each mess is to be conducted by the committee; but all irregularities are to be checked by the senior Executive officer present, and if necessary are to be reported to the Executive Officer of the ship, or to the Captain. If there are no Executive officers belonging to a mess, the Captain will give such directions as may be necessary for the conduct of the mess.

613. Officers to join Mess.—All officers belonging to and doing duty in the ship are to join the mess to which by their rank they belong, and to take their meals at the public table, unless prevented from doing so by illness.

2. Supernumeraries.—Supernumerary officers living on board who are doing duty, or waiting or taking passage, are to join their proper mess.

3. Army and Royal Air Force Officers.—Army officers, Royal Air Force officers of the Fleet Air Arm and other officers of the Royal Air Force embarked, otherwise than for passage, are to mess according to their corresponding rank in the Royal Navy (see 617, clause 4 and 1818, clause 3b). When such officers are embarked for passage see Article 1696.

Flying Officers and Pilot Officers of the Royal Air Force, if over twenty-one years of age, are to mess in the ward-room; if under twenty-one years of age, they are to mess in the ward-room or gun-room at the discretion of the Captain.

Group Captains of the Royal Air Force on the staff of Flag Officers or Commodores of the First Class are to mess in the ward-room, unless the Flag Officer or Commodore desires that they should mess at his table as provided for in Article 1541.

4. Assistant Constructors and Assistant Electrical Officers.—Assistant Constructors of the Royal Corps of Naval Constructors and Assistant Electrical Officers serving temporarily at sea are to join the ward-room mess, and for purposes of Article 624, clause 6, are to count as ward-room officers of the rank of Lieutenant.

614. Mess Traps for the use of Flag Officers, Commanding Officers and ward-room, gun-room and warrant officers' messes, will be supplied to His Majesty's ships from the victualling yards, under the regulations laid down in the Manual of Victualling.

615. Advance to Messes.—Upon the first formation of a ward-room and gun-room mess of a sea-going ship, the Accountant Officer, with the Captain's approval, will make an advance from the public money in his charge to every such mess, not exceeding £3 10s. for each member. In the case of supernumeraries, the advance is not to exceed the proportion due for the time they will probably remain in the ship.

2. These advances are to be considered as loans to assist the messes in laying in their first supplies, and the Accountant Officer, under the Captain's directions, is to recover them within six months by equal monthly instalments from the respective messes, but not from the individual officers.

616. Gun-room Messes are not to be maintained in ships where no Midshipmen are borne. Cases in which an exception to this rule is considered desirable are to be referred to the Admiralty for decision.

When a gun-room mess is closed in accordance with this Article, the mess traps are to be returned into store.

617. Royal Marine Officers.—Lieutenants with less than four years commissioned time (other than those in receipt of pay on the scale prescribed for Lieutenants, ex-Warrant Officer) when messed at divisional headquarters or when embarked, and Probationary Second Lieutenants messed at divisional headquarters, will be paid the allowance laid down in clause 3 for gun-room officers required to mess in the ward-room. The mess of Probationary Second Lieutenants embarked for the seamanship course is to be maintained as a gun-room mess.

2. **Sub-Lieutenants and Sub-Lieutenants (E).** (not Cadet entry), will be paid the allowance laid down in clause 3 for gun-room officers required to mess in the ward-room.

3. **Officers obliged to join other messes.**—Gun-room officers in vessels with no gun-room mess are required to mess in the ward-room, and to pay their proper share of mess money as if they were ward-room officers; but to meet the increased expense they will be allowed the difference between 37s. 6d. for each complete calendar month, and the amount contributed monthly by the officers of the mess, which amount, however, is never to exceed the prescribed limit of £3 for each complete calendar month.

Sub-Lieutenants in command are also to be paid this allowance.

The maximum amount payable under this regulation is not to exceed 22s. 6d. for each complete calendar month. For broken periods, payment is to be made at a rate not exceeding 9d. a day.

4. **Army and Royal Air Force Officers** messed under the provisions of Article 613, clause 3, are not entitled to difference of mess subscription.

5. **Commissioned Officers from Warrant Rank and Warrant Officers**, where there is no Warrant officers' mess, are required to join the mess which includes the other officers, and will be allowed 1s. 10d. a day to meet their increased expense.

6. The allowances referred to in this Article are only to be paid for the period during which mess contributions are actually and properly paid, and not during the whole period of an officer's leave, but they may be continued when the absence does not extend beyond seven days, provided mess contribution is paid.

7. All the allowances referred to in this Article are to be credited in the ledger.

618. **Officers detached from their own Ships.**—Allowances not exceeding the amounts shown in the Table on page 278 are payable in respect of the messing of officers detached on duty from their own ships and temporarily accommodated for broken periods of any one day in other ships or depôts.

2. As far as practicable, meals within the foregoing limits only are to be served. Any charge in excess must be borne by the visiting officer concerned.

3. In making payments of the above allowances, the following procedure is to be adopted:—

(a) Officers are to be victualled as shown in columns 3 and 4 of the Table, and payment for odd meals is to be made by the officer concerned to the mess in the manner shown.

(b) On arriving on board their own ships, receipted mess bills under (a) are to be forwarded to the Accountant Officer, who will credit the necessary refunds in the ledger.

(c) When officers are allowed rebates for meals not taken in their own mess as a result of absence on duty in another ship or depôt, payment of allowances within the limits shown above is to be subject to the deduction of the amount of such rebates.

(d) When gun-room and warrant officers are accommodated in superior messes to which mess subscription is payable under the Table referred to, the difference between the rates of mess subscriptions as shown in Article 617 (3) and (5), will also be allowed to the mess of the ship visited, *e.g.*, when a gun-room officer has breakfast and luncheon in the ward-room of a visited ship (no gun-room mess being available) the visited ship would receive victualling allowance, mess subscription from the officer, and the difference between the rate of mess subscriptions payable to the ward-room and gun-room messes.

(e) All credits made under this Article are to be shown separately in the ledger.

619. **Gangway Wine Book.**—All wine, spirits, beer and tobacco (including cigars and cigarettes), of whatever description they may be, and for whatever mess or person, are to be entered in the gangway wine book (S. 251) when received on board and also if disembarked. This book is to be kept by the Master-at-Arms, signed by him weekly, and inspected and initialled by the Captain with the other weekly returns, and is to be produced, on request, to the officers of Customs. The

Meals taken out of own ship.	Mess Subscription by Officer.	Amount received by Mess in own ship (<i>see clause 2</i>).	Amount received by Mess in visited ship (<i>see clause 2</i>).	Amount paid by Crown.
All meals....	In visited ship....	Nil.....	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	Victualling Allowance.
Breakfast....	In own ship.....	Mess subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	1s. from Officer (for Breakfast)....	Victualling Allowance plus a sum not exceeding 1s. to reimburse Officer.
Breakfast and Luncheon.	In visited ship....	1s. 6d. from Officer (for Dinner)....	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	Victualling allowance plus a sum not exceeding 1s. 6d. to reimburse Officer.
Luncheon....	In own ship.....	2s. 6d. from Officer (for Breakfast and Dinner) (includes Mess Subscription).	Victualling Allowance from Crown. (Officer victualled).	Victualling Allowance plus reimbursement to Officer of the excess over Mess Subscription paid by him for Breakfast and Dinner.
Luncheon and Dinner.	In visited ship....	1s. from Officer (for Breakfast)....	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	Victualling Allowance plus a sum not exceeding 1s. to reimburse Officer.
Dinner.....	In own ship.....	Mess Subscription from Officer plus Victualling Allowance from Crown. (Officer victualled).	1s. 6d. from Officer (for Dinner)....	Victualling Allowance plus a sum not exceeding 1s. 6d. to reimburse Officer.
Dinner and Breakfast.	In visited ship....	Victualling Allowance from Crown. (Officer victualled).	2s. 6d. from Officer (for Dinner and Breakfast) (includes Mess Subscription).	Victualling Allowance plus reimbursement to Officer of the excess over Mess Subscription paid by him for Dinner and Breakfast.

date of return of shipping bills is also to be noted in the gangway wine book in red ink against the entry of the stores in question, and the Captain is to be informed of any shipping bills outstanding when the book is initialled by him. (See 916 (3)).

2. **Stocks of Wine, etc.**—The stock of wine, spirits and beer allowed on board is to be limited strictly to the requirements of each mess. Before any of these articles are ordered by the gun-room mess, or obtained by them from other messes, a list of what is required, signed by the wine caterer, is to be taken, together with the wine book, showing what has already been received or ordered by the mess, to the Captain for his approval and signature, and these permits are afterwards to be pasted into the wine book.

3. **Sale or Exchange.**—No wine, spirits or beer is to be sold, exchanged or given away (except to guests in the mess room) to any individual in the ship not belonging to the mess for which it has been obtained, unless with the special sanction of the Captain.

Issue of Spirits.—Spirits are not to be issued in bottle to any officer or other person on board.

4. **Supplies of Wine, etc.**—The Captain may sanction supplies of wines, etc., being received for messes at the risk of the wine merchant, provided it is to be paid for, as consumed, by at least quarterly instalments.

5. **Gun Room Officers' Wine Bills.**—The wine bills of gun-room officers of all branches, including the mess share and cost of wines, etc., supplied to their own guests, are never to exceed the following amounts for each complete calendar month, namely:—

Sub-Lieutenants.....	£2.
Acting Sub-Lieutenants and Midshipmen over 21	£1 5s.
Acting Sub-Lieutenants and Midshipmen over 18 but under 21.....	15s.
Midshipmen under 18.....	10s.

These rates apply to supernumeraries as well as to officers of the ship.

No subordinate officer under the age of 20 is to be allowed spirits, either for his own consumption or for his guests; in special cases, subject to the prior consent of the Captain or the Executive Officer, this prohibition may be waived as regards guests.

6. **Warrant Officers.**—The Captain is not to allow commissioned officers from warrant rank or warrant officers to receive on board wine, spirits or beer; but he may, if he thinks fit, allow them to draw wine, spirits and beer from the ward-room mess in bulk, not exceeding the requirements for a week. When wine, spirits and beer are drawn in bulk, the requirements are to be written in ink on the chit and counterfoils in the wine chit book (S. 254) and signed by the wine caterer. The supplies so drawn are to be entered in the warrant officers' wine books on the day on which they are received, and are to be balanced weekly with the openings to show the stock remaining. This privilege may be withdrawn by the Captain at his discretion.

If the privilege is not granted or is at any time withdrawn, he may give permission for them to draw wines, spirits and beer from the ward-room mess for the immediate requirements of individual officers. Whenever wines, spirits or beer are drawn in this manner, requirements are to be written in ink on the chit and the counterfoil in the wine chit book (S. 254) and signed by the officer concerned. Collective demands are not to be made.

In the Royal Naval Barracks at Portsmouth, Chatham and Devonport, in H.M.S. "Excellent," "Vernon," "Ganges," "St. Vincent," "Dolphin," and "Caledonia," and in H.M. Anti-Submarine School, commissioned officers from warrant rank and warrant officers may, at the discretion of the Commanding Officer, be allowed to draw wine and spirits from the ward-room mess in bulk, not exceeding a month's requirements. At the discretion of the Commanding Officer, they may be permitted also to obtain supplies of beer direct from the shore instead of from the ward-room mess.

Commissioned officers from warrant rank and warrant officers allowed to draw wines and spirits are to be considered as coming in all respects under the rules and regulations laid down for gun-room messes, the books, statements, accounts, etc., being kept and inspected accordingly. The counterfoils in the wine chit books are to be compared with the ward-room and warrant officers' wine books monthly.

The wine bills of commissioned officers from warrant rank and warrant officers are never to exceed the amount of £2. and in messes where duty is payable, £3. for each complete calendar month.

Commissioned officers from warrant rank £2. and in messes where duty is payable, £3.

Warrant officers..... 30s., and in messes where duty is payable, 45s.

Warrant Officers' messes in seagoing ships entitled to duty free mess and canteen stores may ship tobacco and cigarettes duty free directly from the merchant, subject to the same conditions which apply to such shipments for other messes.

(See 623—*Limit to Subscriptions*).

7. Day and Wine Books.—Day and wine books (S. 252 and S. 253) are to be kept, and, with the warrant officers wine chit books (S. 254), and the quarterly mess statement (S. 256), are to be produced whenever called for by competent authority.

8. Inspection of Wine Books.—The Captain is to inspect the wine books of the ward-room mess before the 10th of each month with the mess statement, and is to make a weekly inspection of the wine books of the gun-room mess and of the warrant officers' wine books and wine chit books; but all officers' wine books and wine chit books are to be examined by him as often as he thinks fit. After each inspection of the books, the Captain is to initial them to show that he has examined them. See 1138 (*Power of Captain to limit or stop wine bills*).

When a ship is inspected, a statement of the condition of the wine fund is to be produced, with the wine, day and gangway books, to enable the inspecting officer to ascertain that the regulations relating to the wine accounts have been complied with.

620. Quarterly Accounts and Audit.—The instructions in Article 635a are to be complied with, in addition to the directions given in this Article.

2. The statements to be prepared by the mess committee are to be:—

(a) for wine accounts, on the forms provided in the wine book (S. 253), copies of the quarterly statement being also made on form S. 256 in duplicate.

(b) for the mess accounts (which accounts are to include all the mess funds for which the members of the mess as a body are liable) on forms S. 256 in duplicate. (The cash account books of the various funds, including the cash account in the wine book (S. 253), are also to be signed by the auditing officers.

3. The auditing officers are to be three officers selected by the Captain, and, subject to the proviso that no officer should be selected to audit his own accounts, should include, when available, one Executive Officer not below the rank of Lieutenant, and one Accountant Officer or Instructor Officer.

4. They should examine the account signed by the wine caterer showing the stock remaining in hand at the last stocktaking; and they are to certify that, to the best of their belief after full inquiry, all instructions on the subject of the wine accounts have been duly observed during the period under examination. The gangway wine book (S. 251) is to be produced at this audit, in order that the quantities credited to the messes in the wine books may be compared with those in the gangway book. The warrant officers' wine chit books are also to be produced, and the quantities shown on the counterfoils compared with those entered in the wine book.

5. Change of Wine Caterer.—Whenever a change takes place in the wine-catering of a mess, an audit is to take place, the usual statement on form S. 256 being made out and signed by the auditing officers.

Stock is to be taken jointly by the old and new wine caterers, the result, showing the stocks remaining in hand on transfer of caterership, being recorded in the wine accounts and signed by both caterers, before being produced to the auditing officers.

6. Auditing officers are always to comply strictly with clauses 4 and 5 of Article 635a, and are to report to the Captain any breaches of clauses 1 and 5 of Article 621 which come to their notice while carrying out the audit.

621. Mess and Wine Debts.—Before leaving a port, all debts for goods not at the risk of the merchant should be discharged, if practicable. The Captain may approve of a reasonable amount of debt being left outstanding on receiving from the mess an undertaking to pay it off at the first reasonable opportunity, which undertaking the Captain is to see carried out.

In such cases it must be understood that the Admiralty, whatever the circumstances, will not be responsible for, nor contribute to satisfy, any claim which may be made for losses which may occur; and officers, for the protection of their interests, should make their own arrangements with the tradesmen. The Admiralty will not be liable in any case for the loss of mess stock which has been taken on board by messmen.

2. Settlement of Debts.—The Captain is to see that all mess and wine debts are settled monthly by each member, as laid down in Article 1746.

Payments must be paid in cash, with the exception that in ward-room messes where a mess fund banking account is kept, ward-room officers only may pay by cheque. Apart from such payments by cheque, private bills or cheques are not to be received by, or cashed from, the mess, wine or other funds (Article 635a, clause 1).

3. Subordinate Officers.—In the case of subordinate officers, a monthly list giving the total of the mess, wine and extra accounts incurred by each officer during the previous month, is to be sent by the caterer of the mess to the Accountant Officer each month, in time to enable him to abate from each officer's advance or private allowance the total of these accounts. These sums the Accountant Officer is to pay over to the caterer responsible for each account.

4. Debts on Paying Off.—The president of the mess is to report to the Captain if an officer should be in debt to the mess on paying off or on discharge, and the Captain is to order the Accountant Officer to pay the amount, or so much of it as does not exceed the balance of pay and allowances due, and charge it in the ledger. See 1138 (*Duties of Captain with regard to Messes*); also 1745, clause 2.

The balance of pay due to a deserter is never to be used to reduce mess debts. Such balance of pay becomes the property of the Crown and cannot be appropriated for the liquidation of mess debts. If, in exceptional circumstances, it should be considered desirable to recover a mess debt from the proceeds of the sale of a deserter's effects, prior Admiralty sanction must be obtained.

5. Monthly Remittances to Creditors.—To avoid large accumulations of cash in messes, the committees are to take advantage of the facilities afforded by Article 1787 to make remittances monthly, either to their creditors direct, or to their creditors' home correspondents, when debts may be due abroad and there are no immediate facilities for paying them direct.

The payment of mess and wine debts is to be made by remittance through the Accountant Officer of the ship, or by cheque if a wardroom mess fund banking account is kept, and not by means of private cheques or bills of exchange, unless such a course is specially sanctioned by the Captain. All such remittances and payments are to be verified by the auditing officers.

6. Balances.—If a surplus over the amount of balance which is necessary for the efficient working of the wine fund has accumulated, this may be divided amongst the members in proportion to the amount of their individual interests. Distribution of this surplus may be made on such occasions as are approved by the mess committee, but normally payments to a member on this account will not be made until he leaves the ship.

622. Tenders.—In the case of tenders commanded by officers below the rank of Lieutenant-Commander, the Captain of the parent ship is responsible for ensuring that the foregoing instructions are duly carried out, subject to such special modifications in regard to details as may be approved by superior authority on account of the small number of officers in any particular mess.

623. Limit to Subscriptions.—In the ward-room the mess subscriptions for each complete calendar month is not to exceed £3.

2 In the gun-room the mess subscription for each complete calendar month is not to exceed £1 17s. 6d., but in addition to this sum 6s. may be charged for replacing mess traps and other necessary expenses, and the following sums for each complete calendar month may also be allowed for extras:—

For commissioned officers.....	£3 10s. 0d.
For other members.....	£3 0s. 0d.

And, in addition, the difference between their wine bills and the maximum prescribed by Article 619, clause 5.

These sums are to cover laundry expenses and other small necessities, and no member of the mess is to incur indebtedness to the messman beyond these limits in any one calendar month.

3. In the warrant officers' mess the subscription for each complete calendar month is not to exceed 30s.

SECTION II—CABINS

624. Proper Cabins.—The Captain is to allow every officer to occupy the proper cabin allotted to his rank in the ship.

2. **Special cabins** are appropriated for the Executive Officer, the Navigating Officer, the Engineer Officer, the Medical Officer, the Accountant Officer and the Chaplain, the particular duties of the Officer guiding the selection.

Cabins are also appropriated for the Second Engineer Officer, in a position as near the engine-room as is convenient and practicable, and the Royal Marine Officer, but if the Royal Marine Officer is of lower rank than Captain R.M., the cabin appropriated for the Royal Marine Officer is to be treated as a numbered cabin. The position of these appropriated cabins will be settled at the Admiralty, and shown on the building drawings. At the final inspection of the ship before commissioning, steps will be taken to ascertain whether the Admiralty appropriation has been adhered to.

In ships fitted as flagships, special cabins will be appropriated for the Secretary and the Flag Lieutenant, and in capital ship flagships, for the Fleet (or Squadron) Signal and Wireless Officers also. The position of these cabins will be settled at the Admiralty.

3. A certain number of cabins will be appropriated by name for "Warrant Officers." Cabins so marked will be occupied by commissioned officers from warrant rank and warrant officers according to the seniority of such officers. The prior claim will be given to the Gunner in charge of stores, Gunner (T) in charge of stores, Shipwright Officer and Schoolmaster.

4. In later ships, cabins will be appropriated by name in flag-ships for the Admiral's Steward and Cook, and in large ships for the ward-room Messman also. Where such accommodation is not already appropriated in existing ships, no change is to be made.

5. **Numbered Cabins.**—The remaining cabins will be numbered in accordance with directions given on the drawings of the ship, and such numbers are not to be displaced.

6. **Occupation and choice of numbered Cabins.**—When a ship is commissioned, numbered cabins will be allocated to all ward-room officers as defined in Article 611, clause 3, other than those who have "named" cabins under clause 2 of this Article.

Officers will be allowed to choose their particular cabins in the order of their relative rank and seniority.

7. The numbered cabins which remain over when all ward room officers have been accommodated are to be allotted in the following order of priority:—

- (i) Gunner in charge of stores, Gunner (T) in charge of stores, Shipwright Officer and Schoolmaster, in order of seniority, if not already provided for.
- (ii) Gun-room commissioned officers (watchkeeping) in order of seniority.
- (iii) Other Gun-room commissioned officers in order of seniority.
- (iv) Other commissioned officers from warrant rank and warrant officers in order of seniority.

8. The foregoing rules are to be subject to the following provisos:—

(a) Should the number of cabins be insufficient to accommodate all commissioned officers from warrant rank and warrant officers, those of these ranks who are regularly employed on watchkeeping are to be regarded as having a prior claim to a cabin over other officers in classes (iii) and (iv).

(b) An officer on the complement (which term includes officers borne on the staff of a Flag Officer or Commodore, or for fleet, squadron or flotilla duties, or appointed as permanent supernumeraries) is always to have precedence in cabin accommodation over an officer, of whatever rank, who is appointed supernumerary or additional.

(c) Any officer borne in lieu of one of a higher or lower rank is to be considered for cabin accommodation in respect of his actual rank.

(d) The Captain is at liberty to retain one cabin for the use of officers without cabins who may be sick.

9. **Royal Air Force Officers of the Fleet Air Arm.**—In aircraft carriers, a special cabin is to be appropriated for the use of the Senior Air Force Officer, and labelled accordingly (see clause 2).

NOTE.—The term "Senior Air Force Officer" in this connection includes officers of the Royal Navy attached to the Royal Air Force for service in the Fleet Air Arm.

In general, officers and warrant officers of the Royal Air Force are to be provided with cabin accommodation in accordance with their position in the table of relative rank, but they are not to have the priority given to watch-keeping officers of the Royal Navy.

Flying Officers and Pilot Officers of the Royal Air Force, although they may mess in the wardroom (Article 613, clause 3), are to be regarded as gun-room officers for the purpose of the allocation of cabins.

10. **Changes in Cabins.**—On cabins subsequently becoming vacant, no changes are to be made except such as may be optional on the part of officers, such option being taken by seniority on the complement being completed. No officer in occupation of a cabin to which he has been entitled is to be compelled to change it against his will on a senior officer joining.

11. Cabins are not to be appropriated as offices without Admiralty sanction.

625. **Ships fitted as Flag-Ships.**—In all ships fitted as flag-ships, whether flying a flag or not, the cabins intended for the Flag Officer and his staff will be supplied with furniture in the usual way.

2. **When Flag Officer not borne.**—With regard to the occupation of these cabins when a Flag Officer is not borne, the Captain will occupy the Admiral's accommodation, the Executive Officer the Flag Captain's cabins except his watch cabin, and the cabins of the Executive Officer, Secretary, and Flag Lieutenant may then be occupied by officers to whom other special cabins are appropriated, or by officers who are entitled to numbered cabins, if they desire to do so, the choice being given strictly according to seniority. The labels on the cabins are not to be altered, and in the event of a Flag Officer embarking with this staff all the cabins appropriated for their use are to be vacated.

3. It is to be understood, however, that when a ship is commissioned by a Captain to proceed to a foreign station for the purpose of receiving a Flag Officer, none of the cabins intended for his use and that of his retinue are to be occupied by the officers of the ship.