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(b) The syllabus of school instruction for classes doing the General Course and details of final examinations, etc., are given in Appendix 5.

(c) A final examination is to be held for all G.C. Juniors at the end of the school course, the papers being set and marked in the Juniors' Training Establishment. The Mathematics and English papers in this examination will be NAMET grading papers normally taken at the 9th week. A Junior who fails to achieve NAMET grade 5/5 is to be re-examined at about the 13th week. A Junior who then fails to achieve NAMET grade 7/7 (6/6 for NAMs) is to be considered for discharge as educationally unsuitable unless the Commanding Officer considers there are sufficient compensating qualities to warrant retention in the Service.

(d) A notation of the result of his final examination is to be made on each Junior's Service Certificate. A Junior who fails to achieve a specified standard may be discharged as unsuitable, or in special circumstances, be retained at the Commanding Officer's discretion.

0309 Basic Seamanship Course

(a) The Basic Seamanship Syllabus is laid down in current D.C.Is.

(b) A minimum of 121 hours is to be allocated to seamanship.

(c) On completion of the course, all Juniors are to be examined in seamanship.

0310 Basic Part I New Entry Training

(a) The Basic Part I Training Syllabus to be carried out by all Juniors is laid down in Appendix 14.

(b) On completion of the course, all Juniors are to be examined.

(c) Instruction in rifle shooting should start at an early stage in the course. This will enable Juniors to obtain full benefit from the voluntary shooting organised during recreational hours.

(d) A Range Practice Grant of 2s. 6d. will be paid to any Junior who scores 80 per cent or more in the 7·62-mm. Self Loading Rifle practices during his basic course. This sum is to be credited in the Miscellaneous (Taxable) Credits column of the Ship's Ledger, and may be paid in cash (Art. 0507 'Marksmen').

0311 Specialist Qualifications—Selection and Training for Junior Seamen

(a) After Junior Seamen have been under training for twenty-one weeks (including Preliminary Course) and after a short introduction in the three Specialist Qualifications, they are to be selected for training in Gunnery, Torpedo and Anti-Submarine or Radar Plot. The proportion of Junior Seamen to be allocated to each specialisation will be decided by Ministry of Defence.

(b) The Commanding Officer H.M.S. *Ganges* is responsible for the selection of Junior Seamen for S.Q. training. Divisional Officers and a Personnel Selection Officer are to assist in this selection. The factors to be considered in making this selection are:—

- (i) The Junior Seaman's own preference. (Junior Seamen are to be given an opportunity of seeing the type of equipment handled by ratings in the G., T.A.S. and R.P. specialisations. The functions of the various specialisations are to be explained to them. On completion of this introduction, all Junior Seamen (U) are to state a preference.)

- (ii) The proportion of Junior Seamen needed in each specialisation.
- (iii) The Junior Seaman's physical standard ; eyesight, hearing, etc.
- (iv) Ability—appropriate shares of ability must be allocated to each branch.

Great importance is attached to the above principles of selection being thoroughly understood by each Junior Seaman.

(c) After selection, Junior Seamen will carry out the equivalent of two weeks Basic Specialist Qualification Training. The syllabuses for these courses are laid down in Appendix 7.

(d) At the end of their two weeks basic specialist qualification training, Junior Seamen (T.A.S.) are to be categorised U.C. or U.W. Categorisation is to be governed by similar factors to those in (b) above.

0312 Technical Training for Junior Engineering Mechanics, Junior Naval Airmen, Junior Naval Air Mechanics and Junior Electrical Mechanics

The Technical Training syllabuses are laid down in Appendix 8.

0313 Communication Training for Junior Radio Operators

(a) The Communications Training Syllabuses are laid down in Appendix 9. The aim of this training is to prepare Juniors for the more intensive course which they will undergo in *H.M.S. Mercury*. The accent is on practical signalling.

(b) Because of the wide variation in individuals in the aptitude for learning *practical* signalling, it is inevitable that some Juniors will fall behind. In the interests of economy, it is desirable that as few as possible should be back-classed or recategorised.

(c) Communication History Sheets are to be started for each Junior Radio Operator on completion of his course : these are to be attached to Service Certificates.

0314 Supply Training for Junior Cooks, Junior Stewards, Junior Stores Assistants and Junior Writers

The Supply Training Syllabuses for Junior Cooks, Stewards, Stores Assistants and Writers are laid down in Appendices 10–13 inclusive.

0315 Physical and Recreational Training

(a) All Juniors should carry out a minimum of two periods of physical training each week.

(b) An examination is to be held towards the end of the course.

0316 Swimming Instruction

(a) All Juniors are to pass the Provisional Swimming Test before being rated Junior 1st Class.

(b) Qualified Physical Training Instructors are to give extra swimming instruction daily during non-instructional hours to all Juniors who have not passed the test.

(c) Juniors are to be encouraged to qualify for Royal Life Saving Society Awards.

0317 Religious Instruction

(a) At least one period of religious instruction is to be given to Church of England Juniors every fortnight. It is to include instruction in the Bible and the Book of Common Prayer ; each Junior may be given a gratuitous issue of these books (B.R.s 405 and 424). An examination is to be held for each class on completion of its course.

(b) All Juniors should be given the opportunity to be confirmed. Facilities are to be provided for the Chaplain to take extra preparation classes. Each Junior may be given a copy of *My Prayer Book for Men and Boys* (B.R. 446A) on being confirmed.

(c) Arrangements are to be made for Church of Scotland and Free Church Juniors to receive religious instruction from a Chaplain of their own denomination on the same scale as the Church of England Juniors. They may be given a gratuitous issue of the *Bible and Hymnary* (B.R. 406) the *Bible* (B.R. 405) and a *First Communion* (B.R. 396), as appropriate.

(d) Arrangements are to be made for Roman Catholic Juniors to receive religious instruction from a Chaplain of their denomination on the same scale as the Church of England Juniors. They may be given a gratuitous issue of *Catholic Prayer Book for use in Royal Navy* (B.R. 411) and the *New Testament—Roman Catholic edition* (B.R. 407).

0318 General Training

(a) Every opportunity is to be taken to give Juniors sea training. Arrangements should be made to take Juniors 'ship-visiting' when this is practicable.

(b) Divisional Officers, assisted by Heads of Department, should give frequent lectures on subjects of general interest.

(c) All Juniors are to be sent over the mast.

(d) Kits of all Juniors are to be regularly inspected.

0319 Accelerated Advancement gained by Juniors (U) in Final Examinations

Details of the accelerated advancement to the Able Rating, which is to be awarded to Juniors (I) who obtain First and Second Class Passes in their Final Examinations, are given in B.R. 1066, *Advancement Regulations, Part III* and current Defence Council Instructions. Notation of the Accelerated Advancement to the Able Rate gained is to be made on the Service Certificate 'and History Sheets where applicable'.

0320 Instructional Prizes

Details of the Instructional Prizes, which are to be awarded to Juniors in the Training Establishments on the results of their examinations, are given in Appendix 1.

0321 Diving Training

All Juniors are to be given an acquaintance lecture on diving in the Royal Navy. As many Juniors as possible are to be given the opportunity thereafter to take a short diving acquaintance and selection course with a view to selection of suitable candidates to take the Ship's Diver Course before joining their first ships.

Chapter 4

SUPPLY

0401 Pay Accounts

(a) The pay of all Juniors finally entered is to commence from the date of joining the Juniors' Training Establishment.

(b) Pay is to be credited at the rates laid down in B.R. 1950, *Naval Pay Regulations*, all payments being made and the accounts kept according to those regulations as modified by the instructions below.

0402 Pocket Money

(a) Payments are to be made fortnightly at the following rates:—

Junior Instructor	Full fortnightly rate
Draft classes	Full fortnightly rate
Petty Officer Junior	130s.*
Leading Junior First Class	120s.*
Junior First Class	110s.*
Leading Junior Second Class	80s.
Junior Second Class	60s.

* Less amount of any allotments

(b) In addition the following daily amounts are to be credited on the ledger:—

Leading Junior	9d.
Petty Officer Junior	1s. 3d.
Junior Instructor	1s. 6d.

(c) The two senior Juniors selected as Silver Buglers may be paid 3s. a week extra pocket money; this is to be debited against the Juniors' Fund.

(d) The Junior selected as Drum Major is to be paid 3s. a week extra pocket money from the Juniors' Fund.

(e) The two senior Juniors selected as Leading Drummers may be paid 3s. a week extra pocket money; this is to be debited against the Juniors' Fund.

(f) Up to two Junior Bugler Instructors and two Junior Drummer Instructors, not already in receipt of extra pocket money as Silver Buglers or Leading Drummers, may be paid 3s. a week extra pocket money from the Juniors' Fund.

(g) Pocket money for Juniors in debt to the Crown is to be reduced to 5s. a week until their debt is cleared.

0403 Leave Payments

(a) When proceeding on Seasonal leave Juniors may be paid the following amounts:—

Juniors less than 5 weeks on Main Course	£12 10s. 0d.
Juniors over 5 weeks on Main Course	£17 10s. 0d.

(b) When sent on leave at other times, Juniors may be paid at the weekly rates at (a) with proportionate amounts for periods of less than one week.

(c) Leave payments should normally be made from the Juniors' credits, but exceptionally they may be made in advance within the normal limits laid down in B.R. 1950, *Naval Pay Regulations*, Art. 1209.

(d) Ration Allowance and Lodging Allowance when payable is to be included with the leave payment. Each Junior is responsible for giving allowances to the person with whom he is spending his leave.

0404 Allotments

(a) While under training a Junior may make a weekly allotment from his pay to parents or recognised guardians and/or a monthly one to the Post Office Savings Bank, Assurance or Endowment Company or other authorised Savings organisation, *but to no other person.*

(b) The total of allotments may not, however, normally exceed the following rates:—

Juniors 2nd Class	10s. a week or monthly equivalent
Juniors 1st Class	15s. a week or monthly equivalent
Juniors at age of 17 years	25s. a week or monthly equivalent

(c) In special cases, at the discretion of the Commanding Officer these amounts may be increased up to 5s. a week, deductions being made from leave payment or pocket money.

0405 Small Charges

(a) Juniors Second Class are not normally to pay cash for clothing or other items issued to them on repayment, or for the small items of expenditure incurred by them; the amounts due are to be entered in the Juniors' Small Charges Book (Form T.S. 79) and charged in the OTHER CHARGES column of the ledger. Small charges are to be cleared through the cash account, the Supply Officer debiting himself with the amount due to the Crown. To avoid unnecessary accounting work, facilities may be provided, at the Commanding Officer's discretion, for the purchase of certain small items for cash. (See also Art. 0411 (a).)

(b) Standing charges for the cinema, recreation, laundry, etc., may be made at the discretion of the Commanding Officer.

0406 Money

The maximum sum a Junior may retain in his possession is £7.

0407 Juniors' Fund

(a) The Juniors' Fund consists of a fixed sum which is allotted annually to all establishments in which Juniors undergo Part I and II training at the discretion of the Ministry of Defence.

(b) The object of the fund is to meet all miscellaneous expenses connected with the Juniors as follows:—

- (i) Recreation—sports gear; transport; sports prizes; engraving; printing of sports programmes; indoor games; entertainments including stage shows.
- (ii) Instructional prizes—see Art. 0410.
- (iii) Boatswains' calls and chains—see Art. 0504.
- (iv) Musical expenses—half the cost of the upkeep of the string band; tuning and repair of harmonium; gramophone expenses; radio and T.V. rentals and upkeep of bugle band.
- (v) Church expenses, Choir and Servers' outings. Confirmation teas and transport.
- (vi) Miscellaneous—fittings for messes, school and information and model rooms; fittings for barber's, tailor's and shoemaker's shops; small items of scientific gear; handicraft equipment; books, periodicals and newspapers; other small expenses authorised elsewhere in these instructions.

(c) The Juniors' Fund account is to be kept by the Supply Officer, the fund being administered by the Commanding Officer.

(d) The transaction in the Juniors' Fund account, which is to be considered in all respects as a public account, are to be reflected in the Supply Officer's monthly cash account. Payments from the Fund are to be supported by a voucher (Form S.24) approved by the Commanding Officer for the total payment made in each month; this should appear as a separate sub-voucher at Code 8J204.

(e) The Commanding Officer is to regulate the purchase of new articles from the fund; this is to ensure that the fund is properly used for the purposes for which it is provided and that economy is exercised.

(f) Articles of a permanent nature are to be taken on in the Naval Stores Account, the Supply Officer certifying on each relevant voucher that this has been done. Consumable articles such as sports gear may be issued direct to the department concerned without being taken on charge.

(g) Any unexpected portion of the yearly allowance for the Juniors' Fund is not to be carried over to the succeeding year.

(h) A portion of the total Juniors' Fund, in addition to the sum allocated to each Establishment, is kept available as a Ministry of Defence reserve.

0408 Juniors' Welfare Fund

(a) The Juniors' Welfare Fund, formed by the receipt of the N.A.A.F.I. rebates, is to be used for the benefit of the Juniors in a similar manner to a ship's welfare fund. It is to be administered by the Supply Officer under the general direction of the Commanding Officer. The Juniors' Welfare Fund is to be audited in the same manner as other Establishment non-public funds, and is to be subject to examination at inspections, as laid down in *Q.R.(R.N.)*.

(b) The Library Fund is to be similarly audited and examined.

0409 Payment of Gratuities to Nautical Training Schools

The Supply Officer is to pay the Nautical Training Schools the recruiting gratuity of 5s. per Junior as authorised in B.R. 689, *Recruiting Instructions* (see Art. 0210).

0410 Payment for Instructional Prizes

Details for Instructional Prizes are given in Appendix 1. These are to be provided as follows:—

(a) All prizes in the form of books, other than the St. George's prizes, are to be specially demanded through the Ministry of Defence.

(b) Prizes, other than books, for final examinations should be purchased out of the Juniors' Fund.

(c) Accelerated-Advancement-on-Entry prizes, other than books, are to be charged to the Juniors' Fund. They are to be accounted for separately in the monthly cash account.

(d) Expenditure incurred on St. George's prizes (The Royal Society of St. George's Prizes) is to be charged to Trust Funds.

0411 Issues of Clothing

(a) Issues of clothing on repayment are only to be made with the Divisional Officer's written authority, using Form T.S.46. Juniors First Class may purchase clothing for cash using Form S.80.

(b) Bedding is to be issued to Juniors in accordance with B.R. 93, *Victualling Manual*, Appendix 13.

(c) The following items of clothing may be issued on loan to Juniors in accordance with B.R. 93, Chapter 16:—

Aprons, cooks'.	Boots, K.R.
Caps, cooks'.	Knives, clasp
Jerseys, sport.	Trunks, swimming, black/blue
Coats, waterproof, P.V.C.	Vests, C.U.
Trousers, W.D.	Gloves, W.C.
Jerseys, white.	Boots, D.M.S.

0412 Repairs to Clothing and Footwear

(a) Repairs to clothing and footwear are to be carried out by the tailors and shoemakers, charges being made against the Juniors on the scale laid down by Ministry of Defence.

(b) The Supply Officer is to issue the materials required in quantities sufficient to meet current needs. Small articles not stocked by the Victualling Yard may be purchased locally as a charge to the Crown.

0413 Victualling

Juniors are to be messed on the General Mess system, and are to be borne or checked for victualling in accordance with the normal rules for Naval Personnel. (*Q.R.(R.N.)*, Art. 4925(6) and (7).)

0414 Tobacco Coupons

Duty Free tobacco coupons are not to be issued to Juniors for the period of their sea training.

Chapter 5

JUNIORS' ADVANCEMENT AND SPECIAL QUALIFICATIONS

0501 Junior First Class

(a) Juniors who have completed sixteen weeks of the Main Course, may be rated Junior 1st Class provided that they have made satisfactory progress all round and have passed the Provisional Swimming Test. A Junior not rated 1st Class at sixteen weeks is to be stood over until he has reached the required standard.

(b) No Junior is to be drafted from the Training Establishment on completion of his course until he has been rated Junior 1st Class.

(c) Juniors 1st Class are to wear a star on their right arm whilst on course in the Juniors' Training Establishment.

(d) Juniors 1st Class are to be given every reasonable privilege. Commanding Officers may at their discretion remove the privileges of his rate from a Junior 1st Class who, by his behaviour or progress, does not deserve them.

(e) Juniors who are qualified and pass the Accelerated-Advancement-on-Entry Examination may be rated Junior 1st Class on completion of 12th week on Main Course.

0502 Ordinary Rating

(a) Juniors are not to be advanced to the Ordinary Rating whilst serving at the Juniors' Training Establishment. Those who reach the age of 17½ years, whilst at the Training Establishment, are to be advanced on leaving, and their seniority is to be back-dated to age 17½ years.

(b) Should it become apparent that any Junior, either through misbehaviour or lack of progress, is not likely to complete his training before he reaches the age of 17½ years, he is to be discharged as 'unsuitable'.

0503 Badge Juniors

(a) Juniors under training must be given every opportunity to develop qualities of leadership.

(b) Ten per cent of the Juniors in a division may be selected as Badge Juniors.

(c) Juniors may be rated Acting Leading Junior after completing eight weeks of the main course. They are to serve four weeks in the Acting Rate and, if confirmed, their pay will be retrospective.

(d) Petty Officer Juniors may be rated on a basis of two per division. They must have served six weeks as Leading Juniors (including Acting Time), must have been rated Junior First Class, be not less than twenty weeks on course and be maintaining satisfactory progress.

(e) Outstanding Juniors may, on completion of their course, be rated Junior Instructors. They are to be employed primarily to assist in looking after New Entries. Junior Instructors of all branches are to continue their school instruction. In addition those belonging to the Seaman Branch are to continue Seamanship and S.Q. training, and those belonging to other branches are to continue technical instruction. Communication Juniors should not be kept back from draft for a period longer than three months. For other Juniors this

period should not exceed four months. Juniors who have reached the age of 17½ years should not normally be selected.

(f) Badge Juniors are to be given every reasonable privilege.

(g) A notation of Badge rank held by Juniors is to be made on page three of their Service Certificates.

0504 Call Boys

(a) Juniors should be encouraged to train as Call Boys, regardless of their branch. Priority should be given to Seamen, of whom not less than 20 per cent are to qualify.

(b) Juniors are to be instructed in all pipes normally used at sea.

(c) Seaman Juniors who qualify may be awarded Bosun's calls and chains. Juniors of other branches should be awarded calls and chains in exceptional circumstances only. These articles will be purchased under Ministry of Defence contract, and will be paid for by the Principal Director of Accounts (Naval) as a charge against the Juniors' Fund.

(d) Juniors who qualify are to have the fact noted on their Forms S.264.

0505 Buglers

(a) Suitable Juniors who volunteer are to be trained as buglers, the numbers required being notified annually by the Director-General of Manpower. The bugling instruction should be modified so as to concentrate on the basic and ceremonial calls and to omit the numerous routine calls, since inability to master the latter at the training stage results in the failure of a number of otherwise competent buglers.

(b) Juniors who qualify are to be rated Bugler. They will wear the badge from the date of passing the examination.

(c) Buglers who reach a sufficiently high standard may be selected as 'Silver Buglers'.

(d) Up to two Junior Bugler Instructors may be selected from those qualified as Silver Bugler.

(e) Buglers are to be drafted as such. They may request to relinquish the qualification after reaching Ordinary Rate, but approval will depend on the number of buglers available at the time.

(f) If a Juniors' Bugle Band is formed, a suitable Junior may be selected and paid as Drum Major (Art. 0402).

(g) Juniors who qualify as Bugler are to have the fact noted on their Forms S.264 and page three of Service Documents.

0506 Drummers

(a) Suitable Juniors who volunteer may be trained as side, tenor or bass drummers.

(b) Juniors who qualify are to be rated Drummer. They will wear the appropriate badge from the date of passing the examination.

(c) Drummers who reach a sufficiently high standard may be rated Leading Drummer.

(d) Up to two Junior Drummer Instructors may be selected from those qualified as Leading Drummer.

(e) All Drummers are to relinquish the qualification on leaving the Juniors' Training Establishment. Juniors who have qualified are to have the fact noted on their Form S.264.

0507 Marksmen

A Marksman Badge will be awarded to any Junior who scores 80 per cent or more in the 7.62-mm. Self Loading Rifle practices during his basic course. If a Junior scores over 90 per cent in the Imperial Challenge Shield, a star will be awarded. The star is to be worn immediately above the Marksman Badge. Wearing of the Badge and Star is to be discontinued upon leaving the Juniors' Training Establishment.

0508 Coxswains

A Coxswain's Badge may be awarded to a Junior who successfully passes a practical examination in taking charge of a boat under oars and sail, understands the use of the *Boat's Signal Book*, and has a good general knowledge of boats. He is to relinquish this badge on leaving the Juniors' Training Establishment. Juniors who qualify are to have the fact noted on their Forms S.264.

0509 Badges

(a) Details of badges to be issued to Juniors in the Training Establishments are given in Appendix 2.

(b) A gratuitous issue of up to one gold, two red and three printed blue badges may be made to each Junior on being rated or on qualifying. When gold badges are not available, an additional red badge may be issued instead.

0510 Disposal of Civilian Clothing

The civilian clothing in which a Junior joins is to be returned to his parents, guardian, the Royal Hospital School, Holbrook, or Nautical School as appropriate. This clothing is to be returned at public expense.

Chapter 7

PUNISHMENTS

The regulations in this chapter are reproduced from regulations made by the Defence Council under statutory powers.

0701 Investigation of Offences

Offences are to be investigated with meticulous regard to *Q.R.(R.N.)*, Chapter 19, Section II.

0702 Award of Punishment

It is of the first importance that Juniors should feel that justice is being administered with the utmost care and that punishments are awarded only when thoroughly deserved. It should be borne in mind that an admonition (No. 15) often has the most salutary and lasting effect on a Junior who is not an habitual offender.

0703 Table of Punishments

The provisions of *Q.R.(R.N.)*, Chapters 19 and 20 are applicable, the following modified table of punishments being substituted for that shown in Art. 1953.

No.

- 1 Imprisonment for a period not exceeding three months.
- 2 Dismissal from Her Majesty's Service.
- 3 Detention for a period not exceeding three months.
- 4A Disrating of Badge Juniors.
- 9A Extra work and drill for a period not exceeding 14 days.
- 10 Stoppage of leave for a period not exceeding 30 days.
- 11 Mulcts for improper absence.
- 11A Stoppage of pocket money for a maximum period of 30 days.
- 14 Extra work or drill not exceeding two hours a day for a maximum period of 7 days.
- 15 Admonition.

0704 Disrating of Badge Juniors (No. 4A)

This punishment may be awarded by itself or in conjunction with other punishments. It is obligatory when punishments other than Nos. 10, 11, 11A and 15 are awarded. Juniors disrated may be re-advanced at the discretion of the Commanding Officer.

0705 Extra Work and Drill (No. 9A)

The routine for, and the penalties entailed by, this punishment are to follow those laid down in *Q.R.(R.N.)*, Art. 1983. One hour should be given to parade drill during the recreational period. Pocket money is to be reduced and privileges (e.g. cinema) are to be stopped for the duration of the punishment.

0706 Mulcts for Improper Absence (No. 11)

Every Junior who is found guilty of absence without leave or improperly leaving his ship is to be awarded mulcts of pay (and stoppage of leave) on the scale laid down in *Q.R.(R.N.)*, Art. 1985-1991, subject to the powers of reduction and remission authorised in those Articles. Other punishments authorised in Art. 0703 may be awarded in addition to the mulct if the offence is aggravated or repeated or if it is a sequel to one of improperly leaving the ship or place of duty. Mulcts of pay are to be translated into stoppage of pocket money, in part or *in toto*, at the discretion of the officer awarding the punishment.

0707 Stoppage of Pocket Money (No. 11A)

The maximum period is 30 days. Juniors awarded Stoppage of Pocket Money are to be paid the following amounts: Juniors 1st Class 20s.; Juniors 2nd Class 10s. This is to enable Juniors to make essential purchases. Unless the stoppage represents mulcts of pay for improper absence the pocket money not paid will accrue to the Junior's credit.

0708 Extra Work or Drill (No. 14)

The provisions for this punishment are laid down in *Q.R.(R.N.)*, Art. 1994. Juniors awarded the punishment are to do extra work and one hour's extra drill daily during the recreation period.

0710 Suspension of Punishments on Sundays

Punishments Nos. 9A and 14 are not to be carried out on Sundays but that day is to count as part of the sentence.

0711 Delegation of Authority to Award Punishments

The Commanding Officer may delegate by written authority the power to award the following punishments:—

(a) To the Executive Officer, whether a Commander or a Lieutenant-Commander:—

No.	
9A	14 days.
10	24 days.
11	For a first offence of leavebreaking up to 36 hours.
11A	30 days.
14	7 days.
15	

(b) To Divisional Officers, whether Lieutenant-Commanders or Lieutenants:—

No.	
14	} for offences connected with the division.
15	

0712 Punishment Records

(a) Punishments awarded by Divisional Officers are to be recorded in special books kept for the purpose. These books are to be examined by the Commanding Officer weekly and are to be produced at inspections and visits by the Commander-in-Chief.

(b) All other punishments are to be recorded on Form S.241 (Report of Offender) using the procedure laid down in *Q.R.(R.N.)*, Chapter 20, and in the instructions printed on the pads of Form S.241.

(c) Details of the offences at (b) are also to be recorded on the 'Juniors' Conduct Cards'.

(d) Form S.181(T) (Punishment Return) is to be forwarded, together with Forms S.241 enclosed in Form S.240 (Return of Reports of Offenders) to the Commander-in-Chief at the end of each pay accounting period.

0713 Naval Penalties

The provisions of *Q.R.(R.N.)*, Art. 2044 and of Section 129(2) of the *Naval Discipline Act 1957* apply.

Chapter 8

DRAFTING AND DISCHARGE

0801 Application by Juniors for Discharge, Free or by Purchase

(a) In common with all ratings, Junior ratings have the right to purchase their discharge during the last fourteen days of their first three months service. In addition, those who are under the age of 17 years 6 months on entry have a second opportunity to purchase their discharge either :

- (i) during the last fourteen days of their first six months of service, or
- (ii) the fourteen days immediately before they reach the age of 17 years 9 months, whichever is the earlier. (Instructions are being incorporated in *Q.R. (R.N.)*).

Junior ratings may also apply for discharge by purchase on compassionate grounds under the general rules applicable to adult ratings (*Q.R. (R.N.)*, Art. 0862 and 0863 as amplified by current instructions).

The term 'compassionate grounds' may be interpreted more broadly than for the adult rating, and in particular may be extended to the Junior who is clearly unhappy in the career he has chosen, or which has been chosen for him, and is unlikely to settle down. Applications on Form T.S.62 accompanied by all relevant correspondence and, where appropriate, welfare and medical reports, should be forwarded to the Commander-in-Chief (the Commandant-General Royal Marines for Junior Royal Marine Ranks), who has authority to approve those which he considers justified. Purchase money at the appropriate rate is properly payable, but where it cannot be raised the Commander-in-Chief has discretion to remit one quarter, one half, three quarters, or in extreme cases, the whole, of the payment. In forwarding applications to the Commanders-in-Chief, appropriate recommendations regarding purchase money should therefore be made.

(b) Pending the decision on an application for discharge, the Junior is not to be :—

- (i) advanced in rating,
- (ii) considered available for draft,
- (iii) kitted up with additional clothing,
- (iv) paid weekly pocket money or given any advance of pay if his balance at the time is insufficient to meet the cost of the journey to his home.

0802 Application for Discharge S.N.L.R. or Unsuitable

If it is considered undesirable, on other than medical grounds, to retain a Junior in the Service, consideration should be given to his discharge, either S.N.L.R. or 'unsuitable'. If it is proposed to discharge him S.N.L.R. application is to be made to the Commander-in-Chief. This application is to indicate where the Junior was recruited and is to include details of his character. Commanding Officers of Training Establishments have authority to discharge Juniors as unsuitable without reference to higher authority (*Q.R. (R.N.)*, Art. 0868). Before doing so, they should consider whether the Junior might prove suitable for another branch of the Service.

0803 Withdrawal and Disposal of Kit on Discharge

The kits of Juniors on discharge are to be dealt with in accordance with B.R. 93, *Victualling Manual*, Article 1076 para. 1(a). Juniors may travel home in uniform. They may be allowed to retain one suit, one white front and one collar which are required to be returned by post, an official paid parcel label being provided for this purpose.

0804 Civilian Clothing Benefits on Discharge

Juniors on discharge are eligible for Civilian Clothing Benefits under the conditions of *Q.R.(R.N.)*, Art. 4956.

0805 Further Training of Juniors on leaving Training Establishments

(a) On completion of their course in the Juniors' Training Establishment, Juniors are drafted as follows:—

- (i) Junior Radio Operators to H.M.S. *Mercury*.
- (ii) Junior Seamen (R.P.) and (U.C.) to the appropriate Specialist School to complete their Basic S.Q. training.
- (iii) Technical Juniors to the appropriate Part II Establishment to complete their Part II training.
- (iv) Cook and Stores Juniors to H.M.S. *Pembroke* to complete their Part II training.
- (v) J.M.A.s to Royal Naval Hospital, Haslar, to complete their Part II Training.

(b) Junior Seamen (S.G.), J.S. (U.W.) *ex-Ganges*, and Junior Engineering Mechanics will complete their Part II training at the Juniors' Training Establishment and are available for draft to sea on completion of their course.

0806 Welfare Authorities

Juniors are to choose their Welfare Authority on joining the Training Establishment. This is to be inserted in pencil on their Central Index Card (B.46).

0807 Completion of Central Index Cards

Central Index Cards of all General Service Juniors are to be completed on joining the Training Establishments. These cards are to be forwarded to the Commodore Naval Drafting or Part II Training Establishments as appropriate before draft.

0808 Drafting of Juniors

(a) Form T.S.O. 18 is to be rendered fortnightly to the Commodore Naval Drafting (copy to the Part II Technical and Specialist schools concerned, and to D.G.N.T.), giving details of Juniors available for draft during the next three months. A rough forecast for a further three months is to be made at the same time.

(b) Nominal lists of drafts are to be sent to the ship or establishment concerned, and to the Commodore Naval Drafting.

(c) Prior to leaving the Establishment Juniors are to be given an explanatory talk on pay and Form S.50.

(d) The character and efficiency of all Juniors are to be assessed on their Service Certificates before they leave the Training Establishment.

0809 Escorts for Drafts

(a) The following escorts are to be provided when Juniors are drafted:—

- | | |
|----------------------------|---|
| (i) Drafts of less than 25 | Nil |
| (ii) Drafts of 25 to 49 | 1 C.P.O. or P.O. |
| (iii) Drafts of 50 to 99 | 2 C.P.O.s or P.O.s |
| (iv) Drafts of 100 or over | 1 Officer and 1 C.P.O. or P.O. for every 50 Juniors |

(b) When Juniors are sent on draft without escort they are always to be given written route instructions and are to be supervised as far as the railway station. They are to be met on arrival at their destination, the receiving ship being informed of their estimated time of arrival.

0810 History Sheets

History Sheets are to be originated for all Juniors prior to draft.

0811 Form S.441 (Part One)

Form S.441 Part One (Seamanship History Sheet) is to be originated for all Junior Seaman prior to draft.

Appendix 2

BADGES WORN BY JUNIORS

A. BADGES WORN UNDER TRAINING

1 Badge Juniors

			VOCAB. NO.
(a) Junior Instructor	Small anchor, small crown above, miniature good conduct stripe below	Gold	31423
		Red	32423
		Printed Blue	33423
(b) Petty Officer Junior	Small crown with miniature good conduct stripe below	Gold	31424
		Red	32424
		Printed Blue	33424
(c) Leading Junior	Miniature good conduct stripe	Gold	31428
		Red	32428
		Printed Blue	33428

These badges are to be worn on the left arm with the point of the miniature good conduct stripe 5 inches below the shoulder seam.

2 First Class Junior

Star	Gold	31417	} To be worn on the right arm, mid-	
	Red	32417		} way between point of shoulder
	Printed Blue	33417		} and point of elbow.

3 Junior Buglers

(a) Bugle	Gold	31411	} To be worn on the right arm, 1½	
	Red	32411		} inches above the cuff.
	Printed Blue	33411		

(b) Silver Bugler is to wear a small crown above the bugle:—

Small crown	Gold	31415
	Red	32415
	Printed Blue	33415

4 Junior Drummers

(a) Drum	Gold	31926	} To be worn on the right arm, 1½	
	Yellow on Blue	35926		} inches above the cuff.
	Printed Blue	33926		

(b) Drum Major is to wear a small crown above the drum—see 3(b).

JUNIORS' TRAINING INSTRUCTIONS

5 Junior Coxswain

Eight-spoked wheel	Gold	31429	}	To be worn on the right arm, 1½ inches above the cuff.
	Red	32429		
	Printed Blue	33429		

6 Junior Marksman

(a) Rifle	Gold	31427	}	To be worn on the right arm, 1½ inches above the cuff.
	Red	32427		
	Printed Blue	33427		

(b) Junior Marksman who obtains over 90 per cent in the Imperial Challenge Shield Shoot is to wear a Single Rifle with a star above (Art. 0507).

B. BADGES WORN ON COMPLETION OF MAIN COURSE

7 Communication Juniors

Junior Radio Operator			
	Gold	31153	
	Red	32153	
	Printed Blue	33153	

8 Junior Naval Air Mechanics and Junior Naval Airmen

Naval Airman	Gold	31174
	Red	32174
	Printed Blue	33174

9 Junior Engineering Mechanics

Engineering Mechanic 2nd Class			
	Gold	31164	
	Red	32164	
	Printed Blue	33164	

10 Junior Electrical Mechanics

Electrical Mechanic 2nd Class			
	Gold	31257	
	Red	32257	
	Printed Blue	33257	

11 Junior Assistant Cooks

Cook (S)	Gold	31299
	Red	32299
	Printed Blue	33299

12 Junior Stores Accountants

Stores Accountant	Gold	31295
	Red	32295
	Printed Blue	33295

BADGES WORN BY JUNIORS

APPENDIX 2

13 Junior Seamen		
T.A.S. (U.C.)	Gold	31111
	Red	32111
	Printed Blue	33111
14 Junior Seamen		
T.A.S. (U.W.)	Gold	31110
	Red	32110
	Printed Blue	33110
15 Junior Seamen		
R.P.	Gold	31058
	Red	32058
	Printed Blue	33058
16 Junior Seamen		
S.G.	Gold	31053
	Red	32053
	Printed Blue	33053
17 J.M.A.s		
	Gold	31421
	Red	32421
	Printed Blue	33421

These badges are to be worn on the right arm, midway between point of shoulder and point of elbow.

Appendix 3

RETURNS TO BE RENDERED BY THE JUNIORS' TRAINING ESTABLISHMENT

NO. OF FORM	WHEN DUE	DESCRIPTION	FROM	To	REMARKS
T.S. 74	Weekly	Return of juniors borne and classes under training	Training Establishments	D.G.N.T. D.G.N.M. (N.M. STATS.)	To be rendered each Monday
T.S.O. 18	Fortnightly	Number of juniors becoming available in ensuing six months	Training Establishments	C.N.D. Technical Schools S.Q. Schools D.G.N.T.	See Art. 0808
S. 181(T)	Quarterly	Extract of punishments awarded to juniors	Training Establishments	C.-in-C.	See Art. 0712(d)
S. 4310	Four monthly	Stationery required for use in school	Training Establishments	Keeper of Stationery and Printing (Naval)	
B. 243	As occasion arises	Report of number of juniors entered	Training Establishments	D.G.N.R.	
M.S.	As occasion arises	Notice of juniors being sent to hospital	Training Establishments	Next of Kin or Guardian	In all cases of serious illness or injury
Ganges Form 168	As occasion arises	Report on candidates entered from N.T.S.'s examined for A.A. on Entry Gratuity	Training Establishments	N.T.S.'s concerned	Immediately after Examination
M.S.	Monthly	Report of juniors discharged	Training Establishments	S.P. (N.) D.G.N.T. D.G.N.R. D.G.N.M. (N.M. STATS.)	
M.S.	Quarterly	Quarterly Training Return	Training Establishments	D.G.N.M. (N.M. STATS.)	D.C.I. (R.N.) 1742/65

Appendix 12

WRITERS SYLLABUS — JUNIOR WRITER

Length of course: 162 hours

CAPTAINS' OFFICE TRAINING

	TIME (HOURS)
<i>Section I—Organisation</i>	
(i) Organisation of the Royal Navy.	1
(ii) Usual Service Channels.	1
(iii) Internal Ship Organisation. Functions of the Captains Office.	1
(iv) Scheme of Complement. Complement Return. Complement Record.	1
(v) Draft Orders. Draft Acquaints. Discharge Notes.	1
(vi) Officers' Appointments. Welfare Authorities.	1
(vii) Revision.	3
(viii) Test.	1
<i>Total time</i>	10
<i>Section II—Official Correspondence</i>	
(i) Types of Correspondence.	1
(ii) Pack Systems—Kalamazoo.	1
(iii) Routines for Incoming and Outcoming mail.	1
(iv) Official Mail	1
(v) Official terms and abbreviations.	1
(vi) Personnel—correct descriptions.	1
(vii) Transmission and handling of classified correspondence.	1
(viii) Degrees of Precedence. Reports and Returns.	1
(ix) Revision.	3
(x) Test.	1
<i>Total time</i>	12
<i>Section III—Regulations</i>	
(i) Books of Reference.	1
(ii) Station and Local Orders. Captain's Standing Orders. Charge Books and Communication. Publications. Captain's Ship's Book.	1
(iii) Defence Council Instructions.	2
(iv) Revision.	1
(v) Test.	1
<i>Total time</i>	6

JUNIORS' (U) TRAINING INSTRUCTIONS

TIME (HOURS)

Section IV—Service Documents

(i) Service Certificate—what it is and what it contains. Outline of notations used.	2
(ii) Enclosures to Service Certificate. Rules and Times for completion. Recording of Punishment on Form S.239.	2
(iii) Completion of page two of Service Certificate.	2
(iv) Cause of Discharge column of Service Certificate.	1
(v) Handling and completion of Service Documents.	1
(vi) Receipt and despatch of Service Documents.	1
(vii) Next-of-Kin and Service Voters.	1
(viii) Revision.	3
(ix) Test.	1
<i>Total time</i>	14

Section V—Engagements

(i) Types of engagements.	1
(ii) Reckonable Service. Qualifications for re-engagement.	1
(iii) Notations on Service Certificate.	1
(iv) Revision.	$\frac{1}{2}$
(v) Test.	$\frac{1}{2}$
<i>Total time</i>	4

Section VI—Conduct

(i) V.G. Conduct.	1
(ii) Good Conduct Badges.	1
(iii) Long Service and Good Conduct Medal.	1
(iv) Revision.	$\frac{1}{2}$
(v) Test.	$\frac{1}{2}$
<i>Total time</i>	4

Section VII—Character and Efficiency

(i) Character—what it is and when assessed.	1
(ii) Character Assessments.	1
(iii) Efficiency Assessments.	1
(iv) Revision.	$\frac{1}{2}$
(v) Test.	$\frac{1}{2}$
<i>Total time</i>	4

Section VIII—Advancement

TIME (HOURS)

(i) Qualifications for Advancement.	2
(ii) Methods of Advancement.	2
(iii) Points System.	1
(iv) Half Yearly Recommends for Advancement.	1½
(v) Form B.13.	1½
(vi) Reversion and re-advancement.	1
(vii) Disrating and re-advancement.	1
(viii) Local Acting Advancement.	1
(ix) Revision.	3
(x) Test.	1
	<hr/>
<i>Total time</i>	15
	<hr/>

Section IX—Discipline

(i) Methods of trial and punishment.	1
(ii) Punishment Warrants. Juniors S.239. Report of Offenders.	1
(iii) Punishments for Improper Absence and Drunkenness.	1
(iv) Deserters. Absentees on sailing.	1
(v) Revision.	1
(vi) Test.	1
	<hr/>
<i>Total time</i>	6
	<hr/>

Section X—Requests and Alterations

(i) Request routine.	1½
(ii) Alterations.	½
(iii) S.161—Report of Changes.	1
(iv) Revision.	1
(v) Test.	1
	<hr/>
<i>Total time</i>	5
	<hr/>

Appendix 13

JUNIOR STEWARDS BASIC TRAINING SYLLABUS

Length of course : 162 hours

	TIME (HOURS)
<i>Section I—Introduction</i>	1
<i>Section II—Wines</i>	
a. Duties of a wine steward.	1
b. Receipt and stowage of wines.	2
c. Cleanliness of bar and store.	1
d. Security—bar and store.	1
e. Different measures, glasses, bottles.	1
f. Methods of serving drinks.	2
g. Mixed drinks and cocktails.	2
h. Liqueurs and flavours.	1
i. Care of beers and ales.	1
j. Wine accounts. Customs regulations.	3
k. Minerals, tobacco, cigars. Sources of ice.	1
l. Revision and tests.	6
<i>Total time</i>	22

Section III—Messgear

a. Introduction to wardroom messgear.	1
b. Recognition of officers' messgear.	1
c. Demands and supply.	1
d. Permanent and consumable. MGRA.	2
e. Mustering and care. S.126 procedures.	2
f. Breakage book. Packing and stowing.	1
g. Cleaning messgear.	2
h. Revision and tests.	4
<i>Total time</i>	14

JUNIORS' (U) TRAINING INSTRUCTIONS

TIME (HOURS)

Section IV—Valeting

a. Duties of a valet. Care of officers' cabins.	2
b. Calling officers. Bunk making.	1
c. Cabin cleaning. Weekly and daily routines.	3
d. Preparing cabins for sea, gunfire.	1
e. Uniforms—blue and white rigs	3
f. Care of clothes. Cleaning and pressing.	3
g. Packing clothing. Minor repairs.	1
h. Stain removing. Laundry routines.	1
i. Stowage of clothing and personal gear.	2
j. Laying out uniforms and plain clothing.	2
k. Care and cleaning of footwear.	1
l. Gold lace. Gilt buttons.	1
m. Sword and sword belts.	1
n. Medals, decorations, stars of order.	1
o. Retinue staff.	2
p. Revision, tests and practical.	6
	<hr/>
<i>Total time</i>	31
	<hr/>

Section V—Wardroom Functions

a. Mess dinner routine.	1
b. Sideboard appointment, service customs.	1
c. Napkin folding.	1
d. Private parties. Lunch and dinner.	1
e. Children's parties and banyans.	1
f. Cocktail parties.	1
g. Revision and tests.	2
	<hr/>
<i>Total time</i>	8
	<hr/>

Section VI—Table Attendance

a. Personal appearance. Waiting at table.	2
b. Cleanliness and appearance of tables.	2
c. Table wine service and sideboard.	2
d. Revision and tests.	2
	<hr/>
<i>Total time</i>	8
	<hr/>

TIME (HOURS)

Section VII—Wardroom Organisation

a.	Mass organisation and committee.	1
b.	Systems of messing.	1
c.	Victualling and checking.	1
d.	Sources of income.	2
e.	Forms and accounts. Payment.	2
f.	Terms in use.	1
g.	Revision and tests.	2
		—
	<i>Total time</i>	10
		—

Section VIII—Catering

a.	Marketing. Principal points.	2
b.	Stowage of stock.	2
c.	Ships refrigeration	1
d.	Domestic refrigerator.	1
e.	Pantry organisation. Working routines.	2
f.	Pantry service. Food preparation.	2
g.	Pantry cleaning. Care of equipment. Precautions.	2
h.	Domestic machinery.	1
i.	Preparation of meal accompaniments, sauces, etc.	1
j.	Salads and sandwiches.	2
k.	Food preservation.	2
l.	Hygiene.	2
m.	Menu study and construction. Sequence of courses.	4
n.	Culinary terms.	1
o.	Food values, vitamins, etc.	2
p.	Food seasons.	2
q.	Sauces and accompaniments.	2
r.	Carving and joint recognition.	7
s.	Revision and tests.	10
		—
	<i>Total time</i>	48
		—

Section IX—Practical Stewarding and Visits

a.	Waiting at table.	12
b.	Working in bar.	4
c.	Marketing trips or outside visits.	4
		—
	<i>Total time</i>	20
		—

Section X—Revision and Tests

- a. Slotted to fit syllabus.
- b. Work to two pre-final and final examination.