



*S. S. Thompson*

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INSTRUCTION SHEET

B.R. 697: JUNIORS'  
TRAINING INSTRUCTIONS

The attached revised edition of B.R. 697 is to be inserted in the loose-leaf binders of the present edition, dated 1961, the text of which is to be disposed of in accordance with B.R. 1.

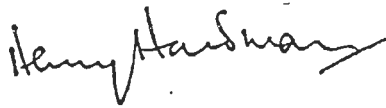
B.R. 697

# JUNIORS' TRAINING INSTRUCTIONS

*Revised 1966*  
(This supersedes the 1961 edition)

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By Command of the Defence Council



MINISTRY OF DEFENCE  
Naval Training Department  
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## INTRODUCTION

These instructions are confined to those which must be laid down for the Juniors' Training Establishment carrying out the Basic Training course for all Juniors (U), who enter the Royal Navy between the ages of 15 and 15½ years.

It is necessary for the efficiency of Juniors' training that this Establishment works in close co-operation with the Part II Training Establishments and the Specialist Schools. (To this end, exchange of visits by Officers of such Establishments should be arranged.)

Commanding Officers of sea-going ships should take every opportunity of sending Divisional Officers to visit the Juniors' Training Establishment such visits being arranged direct.

### **The purpose of training in the Juniors' Training Establishment**

The essential purpose of training in the Juniors' Training Establishment, and of the training of new entries in all establishments, is to produce men who are ready for life in the Royal Navy.

The objects of training to achieve this purpose are:—

- (a) **CHARACTER TRAINING**—to turn out disciplined, responsible and self-reliant young men, possessing confidence, courage, endurance and a sense of service.

This is the primary object, to which all training, inside and outside the classroom, should be designed to contribute.

- (b) **ACADEMIC TRAINING**—to ensure that all reach an educational standard sufficient for their subsequent professional training: to stimulate thought: and to give additional education according to aptitude, especially to those who are potential officers.
- (c) **PROFESSIONAL TRAINING**—to provide the instruction needed to give a young man enough knowledge and self-confidence to carry out with interest and pride the duties he will have to undertake when he first goes to sea.

The Academic and Professional objects are complementary to each other and of equal importance. Indeed, it is from them that a large proportion of the Character Training comes. In addition every effort should be made to foster in the Juniors under training a sense of pride in Service, Branch and Specialisation.

## Chapter 1

### COMMAND

**0101** The Juniors' Training Establishment is under the orders of the Commander-in-Chief, Portsmouth.

The Commanding Officer is responsible to the Commander-in-Chief, for the efficiency and good order of his Establishment. He is authorised to communicate direct with the Director General of Naval Training on routine training matters and on questions of training policy.

On all other matters, submission is to be made to the Commander-in-Chief.

#### **0102 Inspection**

The inspection of the Juniors' Training Establishment is to be carried out as ordered by the Commander-in-Chief.

## Chapter 2

### ENTRY OF JUNIORS (U)

#### 0201 Instructions for Recruiting

Juniors are recruited in accordance with B.R. 689, *Recruiting Instructions*.

#### 0202 Responsibility for Final Entry

(a) The Commanding Officer of the Training Establishment is to enter Juniors finally for the Royal Navy.

(b) Juniors are not to be considered as finally entered until Forms S.56A have been signed by the Commanding Officer of the Training Establishment.

#### 0203 Examination of Candidates for Final Entry

(a) The Commanding Officer is to detail officers to examine each candidate for entry.

(b) These examinations, which should be completed with as little delay as possible, are to include checks to ensure that:—

(i) the entry papers are complete and correct,

(ii) the Juniors conform to Ministry of Defence standards (other than medical),

(iii) the weights and measurements of all Juniors are recorded in T.S. 75.

(c) If there is doubt about a Junior's suitability he is finally to be brought before the Commanding Officer who is to use his discretion as to whether he should be entered. (See Art. 0207.)

#### 0204 Entry Record Book

Details are to be kept of the name, age, religion, previous address and former occupation of each candidate who presents himself for entry, irrespective of whether he is entered or not.

#### 0205 Special Entries

(a) Special Entries may be allowed after Ministry of Defence approval has been obtained. These may include:—

(i) Juniors under standard height,

(ii) Juniors under the minimum age limit,

(iii) Juniors of foreign parentage.

(b) In such cases the notation 'Special Entry' is to be made in the Entry Records, and Form B.209 (Application for Special Entry) is to be included with Entry Papers.

(c) J.M.A.s are to be entered as a special age group.

#### 0206 Action when Juniors are Entered

The Commanding Officer is to forward to the Principal Director of Accounts (Naval) all the entry papers (including birth certificates or other evidence of age) as soon as possible after each entry.



**0207 Rejection of Candidates**

(a) The Commanding Officer is to obtain the approval of the Commander-in-Chief before any candidate is rejected.

(b) When approval to reject a candidate has been obtained, Form B.249 is to be completed and forwarded to the appropriate Recruiting Staff Officer.

(c) All private papers, including birth certificates, are to be returned to the candidate concerned; a list of papers so returned, supported by the candidate's receipt, is to be attached to the remainder of the entry papers.

**0208 Medical Examination and Survey**

(a) The final medical and dental examinations of all candidates are normally carried out by Final Examining Medical Officers at Recruiting Offices, before Juniors join the Training Establishment.

Where this has been done, the entry procedure is to be completed irrespective of any action that may be required (as in para. b).

(b) The candidate should not be medically re-examined on joining the Training Establishment. If, however, within seven days of joining, he is found to have some major defect or disability not recorded by the Final Examining Medical Officer, and the defect or disability is confirmed by two Medical Officers, he is to be discharged 'on medical grounds' (not invalidated) forthwith, i.e., by the seventh day from joining.

Juniors so disposed of are not entitled to paid sick leave, invaliding leave or terminal leave. If such defect or disability is not discovered until after the seventh day from joining, the rating is to be sent to the Royal Naval Hospital for survey.

The Medical Examination Report—Entry (Form F. Med. 1) is to accompany the application for survey. If the Survey Board orders his discharge, the rating is to be invalidated and dealt with in accordance with *Recruiting Instructions*.

(c) In exceptional circumstances Juniors who have only been provisionally examined by the Recruiting Authority may be sent to the Training Establishment. Such exceptions are there to undergo final medical and dental examinations before being entered. Any such Junior who is found unfit is to be surveyed by two Senior Medical Officers as soon as possible; if necessary, application is to be made for his rejection on medical grounds, the procedure in Art. 0207 being followed. In addition, a copy of Form B.249 is to be forwarded to the appropriate Recruiting Staff Officer.

**0209. Juniors from the Royal Hospital School and Nautical Training Schools**

(a) Juniors from the Royal Hospital School, Holbrook, or from recognised Nautical Training Schools are recruited in the normal manner. They are subject to the same qualifications as other Juniors except that a minimum height of 4 ft 10½ in. is allowed.

(b) The Director of Naval Recruiting will inform the Establishment on Form T.S.112, of the names of all Juniors entered from the Nautical Training Schools.

**0210. Accelerated-Advancement-on-Entry**

(a) Superintendents of Nautical Training Schools may recommend any Junior, who has been under training for at least one year, for examination for Accelerated-Advancement-on-Entry. The Director of Naval Recruiting will inform the Establishment of the names of such Juniors on Form T.S.112.

(b) Examinations for Accelerated-Advancement-on-Entry are to be carried out by Juniors' Training Establishments in accordance with the rules laid down in Appendix 4.

(c) Successful candidates may be given up to five weeks accelerated advancement at the J.T.E., either by joining up with the next senior entry or by being rated Junior First Class earlier, at the Commanding Officer's discretion.

(d) The results of the examination are to be reported to the Nautical Training Schools on Form T.S.113.

**0211 Accelerated-Advancement-on-Entry gratuities** (Ref. B.R. 689, *Recruiting Instructions*, Art. 0735)

(a) A gratuity of £20 is to be paid to the Nautical School concerned for every Junior who passes the examination.

(b) If, by the end of the financial year, gratuities of £20 have been paid for 40 per cent or more of the total output of Juniors from a particular Nautical School, an additional £10 will be paid for each Junior for whom £20 has already been paid.

(c) Failure in one of the technical subjects, by a Junior who reaches the Accelerated-Advancement-on-Entry standard in school, will involve a reduction in the Accelerated-Advancement-on-Entry gratuity by one third. A gratuity of £13. 6s. 8d. is to be paid in respect of a Junior who qualifies in this manner. Failure in more than one technical subject will involve the forfeiture of the whole gratuity. The number of Juniors who earn the reduced gratuity will not be included in the 40 per cent required to earn the £30 rate.

(d) A gratuity of £5 per head is to be paid for each Junior other than those who qualify for the Accelerated-Advancement-on-Entry, commencing with the twentieth entered during the financial year from any of the Nautical Schools. Payment of this gratuity is subject to each Junior having been under training in the School for at least nine months. For Juniors who have been under training there for at least eighteen months, the gratuity will be increased to £10. These gratuities are not payable to those schools which have earned the gratuity at the rate of £30.

(e) Neither the Accelerated-Advancement-on-Entry nor the £5 gratuities are payable to the Royal Hospital School, Holbrook.

(f) Gratuities are to be paid once a year by H.M.S. *Ganges*.

## Chapter 3

### COURSES

0301 *Spare*

#### 0302 Outline Programme of Courses

(a) NEW ENTRY JOINING ROUTINE AND PRELIMINARY COURSE.

Up to four and a half weeks are allowed for this. The details of the Preliminary Course, which incorporates part of the Basic Part I New Entry Training Syllabus (see current D.C.I.s) are given in Art. 0303.

(b) MAIN COURSES

(i) Seamen. A course of 34 weeks of which one third is school and the other two thirds divided between Basic Part I New Entry Training, the Basic Seamanship Syllabus and Specialist Qualification Training.

(ii) Technical Branches—(J.M.(E.), J.N.A.M., J.N.A., J.M.A., J.E.M.). A course of 34 weeks, of which one third is school, and the other two thirds divided between Basic Part I New Entry Training, the Basic Seamanship Syllabus and technical training according to branch.

(iii) Radio operators. A course of 34 weeks, of which one third is school and the other two thirds divided between Basic Part I New Entry Training, the Basic Seamanship syllabus and practical training in Communications.

(iv) Supply branches. A course of 34 weeks of which one third is school and the other two thirds divided between Basic Part I New Entry Training, the Basic Seamanship Syllabus and Professional Training according to branch.

(c) In addition to the above programme two weeks are allowed for work ship and messenger duties.

(d) The total length of time spent in the Juniors' Training Establishment will be further increased by seasonal leave of up to nine weeks a year as laid down in Art. 0605.

(e) Individual Juniors who make insufficient progress during the course may be back-classed up to a maximum of three months.

#### 0303 Preliminary Course

(a) The Preliminary Course is to include the following instructions:—

(i) School course of about fifteen hours. Revision of elementary work.

(ii) Elementary squad drill without arms.

(iii) Kit instruction to cover every aspect of teaching Juniors to look after themselves and their kits.

(iv) Elementary physical training.

(v) Swimming instruction.

(vi) Religious instruction.

(vii) Lectures given by Divisional Officers, also lectures on medical, dental and pay subjects. Sex instruction is to be included.

(b) Facilities are to be granted to the Chaplains, the Medical Officer and the Dental Officer to take individual Juniors out of classes as required, so that all preliminaries through which a Junior has to pass on entry are completed before he commences his main course.

(c) The time devoted to each of the above subjects is left to the discretion of the Commanding Officer, except that the time allowed for school should be about fifteen hours.

**0304 Classification of Juniors**

(a) The Naval Grading test (NAMET) will be set during the Preliminary Course to assist in the classification of all Juniors as Advanced Course (A.C.) or General Course (G.C.).

(b) The selection of A.C. Juniors is to be made by the Senior Instructor Officer, who will give due consideration to the results of the grading test, the T2 and RT scores. The remaining Juniors will be classified G.C.

**0305 Selection of Communication Juniors**

(a) All Juniors excluding shortage categories are to be given an opportunity to volunteer for the Communications branch during their Preliminary Course.

(b) The Commanding Officer, H.M.S. *Ganges*, is responsible that the approved proportion of Juniors for training in Communications is selected from each recruitment.

(c) The number of Juniors who are to be transferred to the Communications Branch, and the branches from which they may be selected, will be promulgated by the Ministry of Defence.

(d) Juniors are required to pass the prescribed eyesight test before being selected.

**0306 Formation of Classes**

(a) At the end of their Preliminary Course, Juniors are to be formed into classes according to their A.C./G.C. classification and branch.

(b) The number of Juniors in a class should not exceed twenty-five. The number of Juniors in a Communications class should not normally exceed twenty.

**0307 School Course—Advanced Course Juniors**

(a) The purpose of the Advanced Course is to give intelligent Juniors of good character and personality a more advanced education in order to provide men suitable for higher rating in their respective branches, and for promotion to commissioned rank. The best A.C. Juniors are selected and prepared for the H.E.T./G.C.E. examination in Mathematics, English and Physics.

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

(c) Any time after the eighth week of the Main Course, A.C. Juniors who have failed to maintain the required standard may be reverted to a G.C. class.

(d) At the end of the school course a final examination is to be held for all A.C. Juniors. The papers will be set and marked by the Director of Naval Education Service. (Final examinations should not normally be held during the first two weeks of a term.)

(e) A notation of the result of his final examination is to be made for each Junior's Service Certificate. A Junior who fails to achieve a prescribed standard is to be reclassified G.C.

(f) On the results of the Mathematics and English examination papers an A.C. Junior may improve his NAMET grade under the rules governing NAMET.

**0308 School Course—General Course Juniors**

(a) The object of this course is to enable the General Course Junior to apply his school knowledge to the requirements of the Service and to help him to prepare for the various educational tests and specialist and technical courses.

(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 *Spare.*

#### 0310 **Basic Seamanship Course**

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

(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.

#### 0311 **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 12.

(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) Juniors who obtain 85 per cent in their .22 rifle practices are to be given a prize of 2/6d. This sum is to be credited in the Miscellaneous (Taxable) Credits column of the Ship's Ledger, and may be paid in cash (Art. 0506 'Marksmen').

#### 0312 **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.

### **0313 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.

### **0314 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.

### **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 (U) 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 weekly at the following rates:—

Junior Instructor	Full weekly rate
Draft classes	Full weekly rate
Petty Officer Junior	65/-*
Leading Junior First Class	60/-*
Junior First Class	55/-*
Leading Junior Second Class	40/-
Junior Second Class	30/-

\*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	1/3d.
Junior Instructor	1/6d.

(c) The Junior selected as Silver Bugler is to 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 5s. a week extra pocket money from the Juniors' Fund.

(e) 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:—

Junior's less than 5 weeks on Main Course	£12
Junior's over 5 weeks on Main Course	£17

(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 Juniors' Bank

(a) The maximum sum a Junior may retain in his possession is 60s.

(b) Facilities are to be provided for weekly bank withdrawals up to the limit in (a), but no Junior whose leave or pocket money is stopped may be allowed to withdraw money.

#### 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 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 transactions 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 29.

(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 unexpended 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**

The Juniors' Welfare Fund, formed by the receipt of the N.A.A.F.I. rebates, and the sale of swill, etc., 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 Executive Officer and a 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. and A.I.*

(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'.  
Coats, waterproof, P.V.C.  
Jerseys, white.  
Slips, bathing.

#### **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. Old materials obtained from articles withdrawn from Juniors discharged which are unsuitable for sale, are to be used in the tailor's shop for repair of Juniors' clothing. No charge is to be made against the Juniors for such materials.

(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. and AI.*, 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) The three best of all the Juniors qualified in bugling may be selected as 'Silver Buglers'.

(d) 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.

(e) Additional temporary buglers of all branches may be trained for use as required. While employed as such, they will wear the same badges as the regular buglers. These ratings should relinquish the qualification on leaving the Juniors' Training Establishment.

(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 3 of Service Documents.

#### 0506 Marksmen

A marksman's badge may be awarded to a Junior who scores 85 per cent in the .22 bore and 80 per cent in the .303 bore firings. He is to relinquish this badge on leaving the Juniors' Training Establishment (Art. 0311(d)). A Junior who obtains over 90% in the Imperial Challenge Shield Shoot may wear a star over the marksman's badge.

**0507 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.

**0508 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 two 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.

**0509 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.